



## **INTERNATIONAL TRADE DOCUMENTS AND PAYMENT METHODS**

International trade documents are an integral part of all international payment methods, including documentary credits, letters of credit L/C, documents against payment, and documents against acceptance. The documents called for by a payment type will differ somewhat according to the nature of the goods and the countries of export and import. Some documents, however, such as the [International Commercial Invoice](#) and a [Bill of Lading B/L](#), are specified in all transactions.

### **Originals**

The originals of specified documents should be provided unless copies are called for or allowed. If more than one set of originals is required, the buyer should specify in the credit how many are necessary. Unless otherwise noted in the documentary credit, banks are authorized to accept documents as originals, even if they were produced or appear to have been produced on a copy machine, by a computerized system, provided they have the notation "Original" and are, when necessary, signed.

### **Named carrier**

A transport document, such as [Bill of Lading B/L](#), [Airway Bill AWB](#) or [CMR Transport Documents](#)) must appear on its face to have been issued by a named carrier, or his agent. This does not mean that the applicant must name the carrier in the documentary credit application. It merely means that the transport document must indicate the name of the carrier.

### **Authentication**

Unless otherwise noted in the documentary credit, banks are authorized to accept documents that are authenticated, validated, legalized, visaed, or certified so long as the document appears on its face to satisfy the requirement. This means that the banks are not responsible for the verification of the certification or authorized signature. Certificates must usually bear the signature of the issuer.

### **Signature**

Banks are authorized to accept documents that have been signed by digital, facsimile, stamp, symbol, or any other mechanical or electronic method.

### **Unspecified issuers or contents of documents**

If the credit does not name a specific issuer or specific contents of a document (other than transport documents, insurance documents, and the commercial invoice), banks are authorized to accept documents as presented so long as the data contained in the documents are consistent with the credit and other stipulated documents.

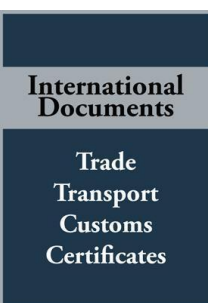
## Issuance date vs. letter of credit date

Unless otherwise noted in the [Letter of credit L/C](#), banks are authorized to accept documents dated prior to the issuance date of the credit, so long as all other terms of the credit have been satisfied.

## Documentation Checklist

The following is a list of points that buyers, sellers, and banks should all be aware of when preparing, presenting, and checking documents for documentary payment transactions:

Name and address of shipper	✓
Name and address of buyer/consignee	✓
Issuer name and address	✓
Description of the goods, quantities, units	✓
Country of origin of the goods	✓
Country of destination of the goods	✓
Invoice numbers, documentary credit numbers	✓
Certifications	✓
Legalizations	✓
Shipping marks and numbers	✓
Net weight, gross weight, volume	✓
Number of crates, cartons, or containers	✓



To obtain models, ready to use, of main International Trade Documents, click on:

[International Trade Documents](#)

# NEGOTIATION AND ETIQUETTE GUIDES IN 70 COUNTRIES

How to negotiate and do business in  
**BRAZIL**

**Introduction**  
Brazil is the third largest country in Latin America with over 200 million people. It is a great geographical position and very important in manufacturing of consumer goods. There are many trade opportunities and export markets. Infrastructure and technology are rapidly developing. Brazil is one of the few countries that are not an industrial industry. Brazil is the largest of the agricultural power nations. Tom, Catherine or China are considered as Brazil.



**KEY FACTS**

POPULATION 191.1m  
AREA 8,511,965 sq km  
FORM OF GOVERNMENT Federal republic (26 states and 1 Federal district)  
GDP PER CAPITA (PPP) USD 5,300  
COUNTRY RISK RATING (Global Risk) (Rating: A1-A2, A3, A4, B-C, D)  
CURRENCY Real (R\$) = 100 cents  
OFFICIAL LANGUAGE Portuguese

**CONTENTS**

- Business environment
- Government structure
- Religion
- Capital
- Main cities
- Telephone code
- Internet code
- National holiday

*Negotiation and Etiquette in Brazil*

How to negotiate and do business in  
**CHINA**

**Introduction**  
China is the most populous country in the world. It is a great geographical position and very important in manufacturing of consumer goods. There are many trade opportunities and export markets. Infrastructure and technology are rapidly developing. China is one of the few countries that are not an industrial industry. China is the largest of the agricultural power nations. Tom, Catherine or China are considered as China.



**KEY FACTS**

POPULATION 1,339.6m  
AREA 9,596,961 sq km  
FORM OF GOVERNMENT People's Republic of China  
GDP PER CAPITA (PPP) USD 4,500  
COUNTRY RISK RATING (Global Risk) (Rating: A1-A2, A3, A4, B-C, D)  
CURRENCY Yuan (RMB) = 100 cents  
OFFICIAL LANGUAGE Chinese

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*Negotiation and Etiquette in China*

How to negotiate and do business in...  
**RUSSIA**

**Introduction**  
Russia is the largest country in the world. It is a great geographical position and very important in manufacturing of consumer goods. There are many trade opportunities and export markets. Infrastructure and technology are rapidly developing. Russia is one of the few countries that are not an industrial industry. Russia is the largest of the agricultural power nations. Tom, Catherine or China are considered as Russia.



**KEY FACTS**

POPULATION 142.4m  
AREA 17,098,246 sq km  
FORM OF GOVERNMENT Federal republic (81 Federal administrative districts)  
GDP PER CAPITA (PPP) USD 10,000  
COUNTRY RISK RATING (Global Risk) (Rating: A1-A2, A3, A4, B-C, D)  
CURRENCY Russian Ruble (RUB) = 100 kopecks  
OFFICIAL LANGUAGE Russian and other (Tatar, Ukrainian, Armenian, etc.)

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*Negotiation and Etiquette in Russia*

How to negotiate and do business in  
**AUSTRALIA**

**Introduction**  
Australia is the sixth largest country in the world. It is a great geographical position and very important in manufacturing of consumer goods. There are many trade opportunities and export markets. Infrastructure and technology are rapidly developing. Australia is one of the few countries that are not an industrial industry. Australia is the largest of the agricultural power nations. Tom, Catherine or China are considered as Australia.



**KEY FACTS**

POPULATION 22.5m  
AREA 7,688,280 sq km  
FORM OF GOVERNMENT Federal republic (6 states and 2 independent territories)  
GDP PER CAPITA (PPP) USD 23,500  
COUNTRY RISK RATING (Global Risk) (Rating: A1-A2, A3, A4, B-C, D)  
CURRENCY Australian Dollar (AUD) = 100 cents  
OFFICIAL LANGUAGE English

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*Negotiation and Etiquette in Australia*

How to negotiate and do business in  
**GERMANY**

**Introduction**  
Germany is the seventh largest country in the world. It is a great geographical position and very important in manufacturing of consumer goods. There are many trade opportunities and export markets. Infrastructure and technology are rapidly developing. Germany is one of the few countries that are not an industrial industry. Germany is the largest of the agricultural power nations. Tom, Catherine or China are considered as Germany.



**KEY FACTS**

POPULATION 82.3m  
AREA 357,021 sq km  
FORM OF GOVERNMENT Federal republic (16 states in Länder)  
GDP PER CAPITA (PPP) USD 35,500  
COUNTRY RISK RATING (Global Risk) (Rating: A1-A2, A3, A4, B-C, D)  
CURRENCY Euro (EUR) = 100 cents  
OFFICIAL LANGUAGE German

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*Negotiation and Etiquette in Germany*

How to negotiate and do business in...  
**JAPAN**

**Introduction**  
Japan is the thirteenth largest country in the world. It is a great geographical position and very important in manufacturing of consumer goods. There are many trade opportunities and export markets. Infrastructure and technology are rapidly developing. Japan is one of the few countries that are not an industrial industry. Japan is the largest of the agricultural power nations. Tom, Catherine or China are considered as Japan.



**KEY FACTS**

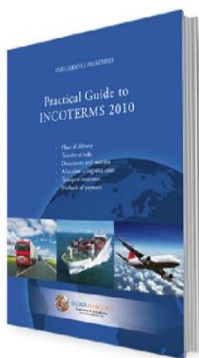
POPULATION 127.1m  
AREA 377,837 sq km  
FORM OF GOVERNMENT Constitutional monarchy (17 prefectures)  
GDP PER CAPITA (PPP) USD 29,400  
COUNTRY RISK RATING (Global Risk) (Rating: A1-A2, A3, A4, B-C, D)  
CURRENCY Japanese Yen (JPY) = 100 cents  
OFFICIAL LANGUAGE Japanese

**CONTENTS**

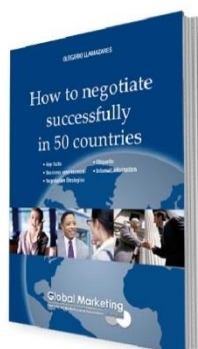
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*Negotiation and Etiquette in Japan*

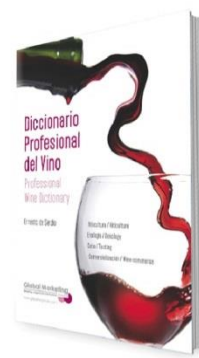
## BOOKS & EBOOKS



*Practical Guide to Incoterms 2010*



*How to negotiate in 50 countries*



*Professional Wine Dictionary*

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