



OKLAHOMA INTERNATIONAL TRADE BULLETIN



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Exporting 101: Shipping and Documentation Workshop – November 30, 2010 – Oklahoma City, OK

The Oklahoma District Export Council, in conjunction with the Oklahoma U. S. Export Assistance Center and the Oklahoma Department of Commerce, will sponsor a full-day workshop in Oklahoma City, on November 30, 2010, on **Exporting 101 – Export Shipping and Documentation Workshop**. Registration will begin at 8:30 a.m. The workshop will be held from 9:00 a.m. to 4:00 p.m. The workshop will be located at the Oklahoma Department of Commerce, Gallery I-I, 900 North Stiles Avenue, Oklahoma City. For a fee of only \$50.00 participants will receive nearly seven hours of expert advice from freight forwarders and Oklahoma U. S. Export Assistance Center International Trade Specialists. The following subjects will be covered: export licensing; utilizing a freight forwarder; Incoterms; export quotations; shipping methods; export packing; export documentation; and insurance. This will be an excellent opportunity to have your questions answered by the experts. **Your registration fee will also include a networking luncheon.**

Checks should be made payable to the Oklahoma District Export Council and mailed to 301 N.W. 63rd Street, Suite 330; Oklahoma City, Oklahoma, 73116. To pay by credit card, please contact Ashley Wilson at 800-TRYOKLA, extension 223 or 405-608-5302. **For your convenience, a registration form is included below. Advanced registration is required.**

The cancellation policy for all workshops is a full refund up to 24 hours prior to the event. For a cancellation within 24 hours of the event, your registration fee will be applied to a future workshop of your choice or the amount that you paid will be applied to the cost of the annual Oklahoma World Trade Conference. For further information or registration call 405-608-5302, 918-581-7650, or 800-TRYOKLA, extension 223 or e-mail ashley.wilson@trade.gov.

Registration Form – Shipping and Documentation Workshop

Please Mail, Fax, or E-mail back to: U.S. Department of Commerce, 301 N.W. 63rd Street, Suite 330, Oklahoma City, Oklahoma 73116

Fax to: 405-608-4211 E-mail to: ashley.wilson@trade.gov

Make check payable to Oklahoma District Export Council

***For credit card payment, please contact Ashley Wilson at 800-TRYOKLA, extension 223 or 405-608-5302**

Name(s): _____ Title: _____

Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail: _____ Website: _____

Number of Attendees: _____ Amount Enclosed: \$ _____

Common Export Documents

Airway Bill: Air freight shipments require Airway bills, which can never be made in negotiable form (see [sample](#)). Airway bills are shipper-specific (i.e. USPS, Fed-Ex, UPS, DHL, etc).

Bill of Lading: A contract between the owner of the goods and the carrier (as with domestic shipments). For vessels, there are two types: a straight bill of lading, which is non-negotiable, and a negotiable or shipper's order bill of lading. The latter can be bought, sold, or traded while the goods are in transit. The customer usually needs an original as proof of ownership to take possession of the goods (see [Sample Short Form Bill of Lading](#) and [Sample Liner Bill of Lading](#)).

Commercial Invoice: A bill for the goods from the seller to the buyer. These invoices are often used by governments to determine the true value of goods when assessing customs duties. Governments that use the commercial invoice to control imports will often specify its form, content, number of copies, language to be used, and other characteristics (see [Sample](#)).

Export Packing List: Considerably more detailed and informative than a standard domestic packing list, it lists seller, buyer, shipper, invoice number, date of shipment, mode of transport, carrier, and itemizes quantity, description, the type of package, such as a box, crate, drum, or carton, the quantity of packages, total net and gross weight (in kilograms), package marks, and dimensions, if appropriate. Both commercial stationers and freight forwarders carry packing list forms. A packing list may serve as conforming document. It is not a substitute for a commercial invoice.

Electronic Export Information Form (Shippers Export Declaration): The EEI is the most common of all export documents. Required for shipments above \$2,500* and for shipments of any value requiring an export license. SED has to be electronically filed via [AES Direct](#) (free service from Census and Customs) online system.

**Note: EEI is required for shipments to Puerto Rico, the U.S. Virgin Islands and the former Pacific Trust Territories even though they are not considered exports (unless each "Schedule B" item in the shipment is under \$2,500). Shipments to Canada do not require an SED except in cases where an export license is required. (Shipments to third countries passing through Canada do need an SED.)*

CERTIFICATES OF ORIGIN

Generic Certificate of Origin: The Certificate of Origin (CO) is required by some countries for all or only certain products. In many cases, a statement of origin printed on company letterhead will suffice ([download generic certificate](#) or see [sample with explanation](#)). The exporter should verify whether a CO is required with the buyer and/or an experienced shipper/freight forwarder, Trade Information Center, or either one of the local offices.

Note: Some countries (i.e. Middle East) require that certificate of origin be **notarized, certified by local chamber of commerce and legalized** by the commercial section of the consulate of the destination country. For **textile** products, an importing country may require a certificate of origin issued by the manufacturer. The number of required copies and language may vary from country to country.

Certificate of Origin for claiming benefits under Free Trade Agreements: Special certificates may be required for countries with which the United States has [free trade agreements](#) (FTAs). Some certificate of origin including those required by the North American Free Trade Agreement (NAFTA), and the FTA's with Israel and Jordan, are prepared by the exporter. Others including those required by the FTA's with Australia, CAFTA countries, Chile and Morocco, are importer's responsibility). Click on a specific country below to learn details on how to document origin.

[Australia \(CO samples\)](#)

[Bahrain](#) (importer to check with Govt. of Bahrain on format/information)

[CAFTA](#) (Costa Rica, Dominican Republic, El Salvador, Guatemala, Honduras [CO sample](#))

[Chile \(CO sample\)](#)

[Israel](#) ([sample](#) Note: Green form needs to be purchased from Vendor or [US-Israel Chamber of Commerce](#) or a publishing house)

[Jordan](#) (notarized generic certificate of origin required)

[Morocco](#) (importer makes a claim on the basis of supporting evidence)

[NAFTA](#) (Mexican, Canada, [sample](#))

[Singapore](#) (no certificate of origin is required. However, the importer is required to produce the necessary permits together with an invoice, at the time of cargo clearance.)

[U.S. Department of Commerce Executive-Led Multi-Sector Trade Mission to Nigeria – March 8-10, 2011](#)

This trade mission will introduce delegates to both Nigerian business and government leaders, giving them the opportunity to locate partners, prospective clients, and gain the kind of understanding needed for success in the second largest, and one of the fastest growing markets in Sub-Saharan Africa. To help U.S. firms leverage opportunities in this complex but lucrative market, a senior-level United States Government official will lead a trade mission to Lagos and Abuja, Nigeria, March 8-10, 2011.

Why Nigeria?

-Significant Export Market

With over 150 million inhabitants, a strong resource base, strong economic growth prospects, and governmental emphasis on investments in developing the country's infrastructure and industry, Nigeria is a country offering significant opportunities for exports of U.S. equipment, technology and services.

-Improving Governance

Nigeria's leaders have embarked on programs to dramatically expand the country's electrical energy generation capacity, improve its roads and bridges, commercialize its impressive natural gas resources, and revitalize its manufacturing sector.

-Strong Ties with the United States

A positive orientation toward U.S. products, services and technology, makes Nigeria a market U.S. companies need to include in their international business development plans.

Apply by:

January 18, 2011

See [Application Process and Check List](#)

Questions?

Please contact Ryan Kane at (202)482-5740 or at Nigeria.Mission2011@Trade.Gov.

[2011 Governor's Award for Excellence in Exporting](#)

The Governor's Award for Excellence in Exporting recognizes one or more Oklahoma firms for successful and noteworthy efforts to increase export sales. Increasing exports means more jobs and enhanced economic development for Oklahoma. If you would like to nominate your company or another company for the 2011 Governor's Award for Excellence in Exporting, call either 405/608-5302 or 800/TRY-OKLA, extension 223, or e-mail ashley.wilson@trade.gov for an application. The application must be completed and returned by February 18, 2011.

Recent Winners of the Governor's Award for Excellence in Exporting

2010	Wilco Machine & Fab Inc.	Marlow
2009	Joshi Technologies International	Tulsa
	Seaboard Foods, LLC	Shawnee Mission
2008	Star Building Systems	Oklahoma City
	T.D. Williamson, Inc.	Tulsa
2007	Callidus Technologies, LLC	Tulsa
	Melton Truck Lines	Tulsa
2006	IronWolf	Noble
2005	Advance Food Company	Enid
	C. H. Guernsey & Company	Oklahoma City
2004	SCIFIT Systems, Inc.	Tulsa
2003	The Charles Machine Works, Inc.	Perry
2002	T. D. Williamson, Inc.	Tulsa
2001	Texoma Peanut Company	Madill
2000	Stillwater Designs	Stillwater
1999	Midwestern Manufacturing Co.	Tulsa
1998	George E. Failing Company (GEFCO)	Enid
1997	Doug Carson & Associates (DCA), Inc.	Cushing
1996	Lowrance Electronics, Inc.	Tulsa
1995	Continental/SiLite International	Oklahoma City
1994	BSW International	Tulsa
1993	SSI Custom Data Cards	Edmond
1992	Unarco Commercial Products	Oklahoma City

[Doing Business in the European Union](#)

The European Union (EU) with its 27 member states and population of 498 million is the world's largest trading block. The European Union's single market represents a multitude of opportunities for U.S.

exporters but also poses a complex set of challenges. To gain access to the EU, U.S. companies must comply with European regulations, covering health, safety, environment, and other areas of concern.

Some of the key regulations include:

CE Marking: [CE marking](#) certifies that a product has met EU health, safety, and environmental requirements, which ensure consumer safety. Manufacturers in the EU and abroad must meet CE marking requirements where applicable in order to market their products in Europe.

REACH: [REACH](#) is a major reform of EU chemicals policy, affecting all global supply chains that produce and use chemicals. REACH requires the registration, evaluation, authorization and restrictions of chemicals entering the EU.

Safe Harbor: The European Commission's Directive on Data Protection went into effect in October of 1998, and would prohibit the transfer of personal data to non-European Union nations that do not meet the European "adequacy" standard for privacy protection. While the U.S. and the EU share the goal of enhancing privacy protection for their citizens, the U.S. takes a different approach to privacy from that taken by the European Union. It has developed the [Safe Harbor](#) framework.

WEEE/RoHS: Companies selling a broad range of electrical goods in the EU must conform to both the [WEEE \(the Waste Electrical and Electronic Equipment Directive\)](#) and the [RoHS \(Restriction of Use of certain Hazardous Substances Directive\)](#). The EU's WEEE and RoHS Directives are implemented in EU countries by national WEEE and RoHS regulations. These vary considerably from country to country.

For further information about doing business in the European Union, please [click here](#).

[Incoterms](#)

Incoterms are 13 standardized definitions of commonly used shipping and trade terms that cover issues such as control of goods and financial responsibilities such as payment of cargo insurance and freight. Incoterms provide traders with a common set of rules outlining each party's obligations, thus reducing misunderstandings.

The International Chamber of Commerce (ICC) establishes and publishes the Incoterms. To use the terms correctly, trade practitioners should consult the ICC for the complete, authorized [Incoterm definitions](#). For more information about Incoterms, please [click here](#).

[Foreign Corrupt Practices Act FCPA](#)

U.S. firms seeking to do business in foreign markets must be familiar with the FCPA. In general, the FCPA prohibits American companies from making corrupt payments to foreign officials for the purpose of obtaining or keeping business. The Department of Justice is the chief enforcement agency, with a coordinate role played by the Securities and Exchange Commission (SEC). The Office of General Counsel of the Department of Commerce also answers general questions of U.S. exporters concerning the FCPA's basic requirements and constraints. For more information about the FCPA, please [click here](#).

[November 2010 Calendar of Events](#)

Date:	Event:	Contact:
November 2, 2010	Minority and Women's Breakfast Metro Tech Economic Development Center	capccokc@coxinet.net
November 30, 2010	Shipping and Documentation Workshop Oklahoma Department of Commerce	405-608-5302 918-581-7650