



www.WorldTradeRef.com

TRADE AND COMPLIANCE SIMPLIFIED

International trade is a business where “I think I know” isn’t good enough. What you don’t know can really hurt you. We’re here to help.

World Trade REF contains 100 Country Business Guides of 120 topics each, and 77 trade tools that help you succeed in global markets. We cover documentation, compliance, security, Incoterms®, letters of credit, ocean and air freight containers, global business culture, and hundreds of other topics.

BENEFITS

- Logistics professionals get detailed and up-to-date documentation, regulatory, and compliance information for the world’s top 100 economies.
- Individual traders get professional-level information usually available only to large-scale global trading companies.
- Logistics providers get comprehensive industry- and profession-specific content that keeps users coming back to their site.
- Trade promotion agencies and their member firms get detailed information to support trade missions and help develop business relationships worldwide.



IMPORTING



EXPORTING

Documents	
Documents Summary	
This table lists Basic Documents , required for all imports, and Special Documents , required for certain goods.	
PDF links in the right hand column open the following three types of documents:	
1. Country-specific documents, where available, listed by state.	
2. Countries (partial operation of documents submitted for a particular country and product)	
3. General countries (where applicable documents)	
Basic Documents	PDF
Importation in Foreignly (Import Declaration Form)	not available
Certificate of Origin (COO)	general section
Commercial Invoice (CI)	general section
Pro Forma Invoice	general section
Invoice (Document Bill of Lading (B/L))	general section
As Receipt (B/L) or "Not Receipt"	general section
Insurance Certificate	general section
Release of Liability	general section
Special Documents	PDF
Certificate of Inspection	general section
Special License, Permit, Certificate	general section
Special License, Permit, Certificate	general section

TRADE DOCUMENTATION

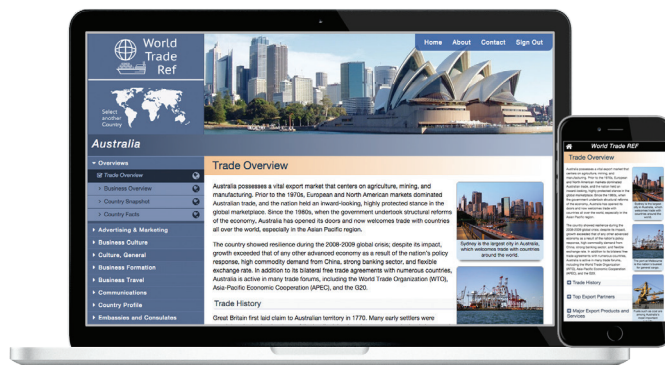


BUSINESS



BUSINESS CULTURE

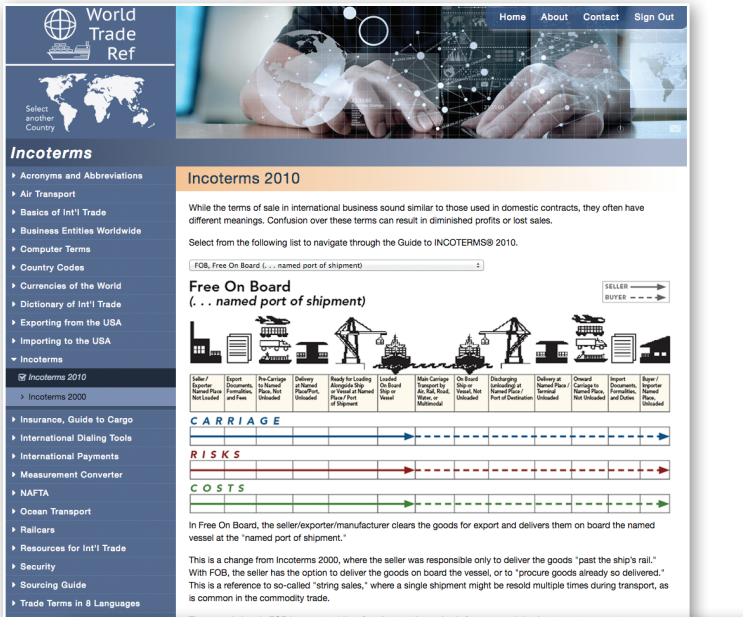
World Trade REF is mobile friendly, automatically adapting to the screen size of any desktop, laptop, tablet, or smartphone.



www.WorldTradeRef.com



Sample Pages



World Trade Ref Home About Contact Sign Out

Select another Country

Incoterms

- Acronyms and Abbreviations
- Air Transport
- Basics of Int'l Trade
- Business Entities Worldwide
- Computer Terms
- Country Codes
- Currencies of the World
- Dictionary of Int'l Trade
- Exporting from the USA
- Importing to the USA
- Incoterms

Incoterms 2010

While the terms of sale in international business sound similar to those used in domestic contracts, they often have different meanings. Confusion over these terms can result in diminished profits or lost sales.

Select from the following list to navigate through the Guide to INCOTERMS® 2010.

FOB, Free On Board (... named port of shipment)

Free On Board (... named port of shipment)

SELLER --- BUYER ---

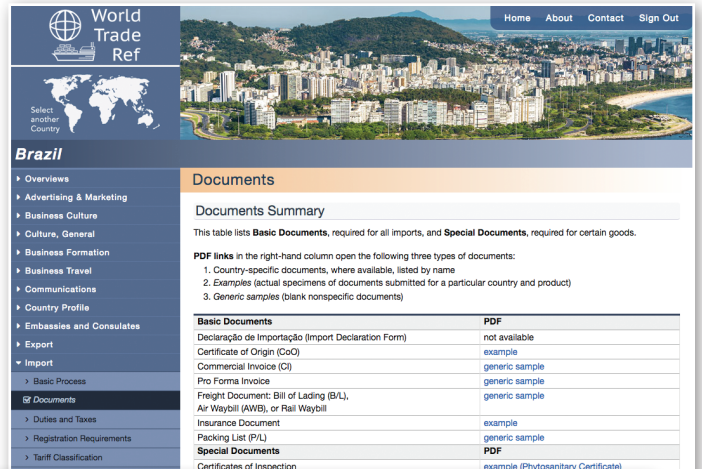
CARRIAGE

RISKS

COSTS

In Free On Board, the seller/exporter/manufacturer clears the goods for export and delivers them on board the named vessel at the "named port of shipment."

This is a change from Incoterms 2000, where the seller was responsible only to deliver the goods "past the ship's rail." With FOB, the seller has the option to deliver the goods on board the vessel, or to "procure goods already so delivered." This is a reference to so-called "string sales," where a single shipment might be resold multiple times during transport, and is common in the commodity trade.



World Trade Ref Home About Contact Sign Out

Select another Country

Brazil

- Overviews
- Advertising & Marketing
- Business Culture
- Culture, General
- Business Formation
- Business Travel
- Communications
- Country Profile
- Embassies and Consulates
- Export
- Import

Documents

Documents Summary

This table lists **Basic Documents**, required for all imports, and **Special Documents**, required for certain goods.

PDF links in the right-hand column open the following three types of documents:

- Country-specific documents, where available, listed by name
- Examples (actual specimens of documents submitted for a particular country and product)
- Generic samples (blank nonspecific documents)

Basic Documents	PDF
Declaração de Importação (Import Declaration Form)	not available
Certificate of Origin (CoO)	example
Commercial Invoice (CI)	generic sample
Pro Forma Invoice	generic sample
Freight Document: Bill of Lading (B/L), Air Waybill (AWB), or Rail Waybill	generic sample
Insurance Document	example
Packing List (PL)	generic sample
Special Documents	PDF
Certificates of Inspection	example (Phytosanitary Certificate)



World Trade Ref Home About Contact Sign Out

Select another Country

Saudi Arabia

- Overviews
- Advertising & Marketing
- Business Culture
- The Business Experience
- Decision Making
- Meetings
- Negotiating
- Entertaining
- Attire
- Businesswomen
- Business Workweek
- Culture, General
- Business Formation
- Business Travel
- Communications
- Country Profile
- Embassies and Consulates
- Export
- Import
- Investment Climate
- Language Translations
- Maps
- Media Outlets
- Money and Banking
- News Feeds
- Seaports
- Security Briefing

Meetings

The oil-rich kingdom of Saudi Arabia is open to business and commerce with the Western world, and yet, it is culturally still very much a traditional Muslim nation. Expect to encounter strict protocol within meetings, as well as specific social expectations in everyday life. Showing respect and dignity is the key to successful business in Saudi Arabia. Businesswomen should be hyperaware of cultural differences, and adjust behavior accordingly.

Preparation

Vases to Saudi Arabia are not normally issued to non-Muslims unless you have a Saudi sponsor. Even though there have been moves in recent years to change this rule for businesspeople, it is still essential to have a local contact who can introduce you and vouch for you. Many Saudis are educated abroad or do business in other countries, and contacts made in your home country can be of great use to you. Should you need assistance in finding a local sponsor, your country's embassy in Saudi Arabia should be able to help you.

Although meetings should be scheduled as much as a month in advance, some Saudis, particularly government officials, will not finalize dates for meetings until you are in the country. Your schedule will need to take into account the holy month of Ramadan (dates differ from year to year), as well as the annual Hajj (pilgrimage to Mecca) and also the five daily times for prayer.

Although most businesspeople speak English, it is worth learning some basic Arabic phrases. "Salaam aleikum" (peace be upon you) is the accepted greeting, responded to by "Aleikum as-salaam" (upon you be peace). You should also have a bilingual business card, and translations of presentations and other materials will be welcome.

Be prepared to spend a lot of time and to drink a lot of coffee, forming a personal relationship with your Saudi counterparts before much formal business can be conducted.

Scheduling

As in all things in Saudi Arabia, religious law controls scheduling. The Saudi workweek is Saturday through Wednesday, with some businesses open on Thursday mornings.



World Trade Ref Home About Contact Sign Out

Select another Country

China

- Overviews
- Advertising & Marketing
- Business Culture
- The Business Experience
- Decision Making
- Meetings
- Negotiating
- Entertaining
- Attire
- Businesswomen
- Business Workweek
- Culture, General
- Business Formation
- Business Travel
- Communications
- Country Profile
- Embassies and Consulates
- Export
- Import
- Investment Climate
- Language Translations
- Maps
- Media Outlets
- Money and Banking
- News Feeds
- Seaports
- Security Briefing
- Taxation
- Trade

The Business Experience

Business Style

Since joining the World Trade Organization in 2001, China has experienced rapid and consistent economic growth, and has become one of the top five largest economies in the world. In spite of this recent influx of high-technology enterprises and modern workplaces, business in China rests on centuries of Confucianism, or the concept of harmonious relationships. The Chinese generally value relationships that demonstrate mutual respect, an aversion to conflict, and the maintenance of proper demeanor, and these beliefs extend into the business world as well. Business relationships are generally very formal, and the Chinese place great importance on the collective good of the company, as well as saving face, or defending and building a positive professional reputation.

Business deals in China tend to move more slowly than Westerners may be accustomed to. Formal introductions from an inside contact are usually required to even begin a working relationship; due to the political makeup of the People's Republic of China, bureaucracy typically delays most business transactions. The Chinese will conduct extensive research on potential partner or vendor companies, as well as company representatives, and it is beneficial for visitors to do the same.

While there are many regional dialects of the Chinese language, the most well-known dialects are Cantonese and Mandarin. The latter is the most common, and the official language of the People's Republic of China. However, given the scale of dialect variations in the country, even visitors who speak Chinese, when working with Chinese contacts who speak English, may experience difficulties without a hired translator. Dealings can be hindered by miscommunication and misunderstandings, and the sensitive nature of saving face can make or break the relationship, so it is advisable to go over business items and conversations more than once to ensure both parties are agreeing to the same terms.

For a Chinese businessperson, saying "no" could result in losing face or causing embarrassment to his/her employer and family. In fact, Chinese people typically send intermediaries to give bad news, as they want to soften the blow to preserve the relationship, and do not want to risk losing face. Business visitors are advised to choose their words and actions carefully in meetings to allow their Chinese counterparts to keep face at all times. For example, instead of criticizing or pointing out the mistakes of a Chinese contact, it will behoove the visitor to simply remain silent. Speaking up in this type of situation may cause both parties to lose face and possibly end the business relationship permanently.

Relationship Building

Business relationships in China will typically develop very slowly and remain very formal. The Chinese typically view business travelers as company representatives, rather than personal individuals. All dealings and conversations should remain professional and impersonal until the Chinese contact initiates a more informal gesture, such as asking the visitor to use his or her given name. Rank is very important to Chinese professionals, and titles should be used until invited to do otherwise.



Country Business Guides 100 Countries Featured

Algeria
Angola
Argentina
Australia
Austria
Azerbaijan
Bangladesh
Belarus
Belgium
Bolivia
Brazil
Bulgaria
Canada
Chile
China
Colombia
Costa Rica
Côte d'Ivoire
Croatia
Cuba
Czech Republic
Denmark
Dominican Republic
Ecuador
Egypt

El Salvador
Estonia
Ethiopia
Finland
France
Germany
Ghana
Greece
Guatemala
Hong Kong
Hungary
India
Indonesia
Iran
Iraq
Ireland
Israel
Italy
Japan
Jordan
Kazakhstan
Kenya
Kuwait
Latvia
Lebanon

Libya
Lithuania
Luxembourg
Malaysia
Mexico
Morocco
Myanmar
Netherlands
New Zealand
Nigeria
Norway
Oman
Pakistan
Panama
Peru
Philippines
Poland
Portugal
Qatar
Romania
Russia
Saudi Arabia
Scotland
Serbia
Singapore

Slovakia
Slovenia
South Africa
South Korea
Spain
Sri Lanka
Sudan
Sweden
Switzerland
Syria
Taiwan
Tanzania
Thailand
Trinidad and Tobago
Tunisia
Turkey
Uganda
Ukraine
United Arab Emirates
United Kingdom
United States
Uruguay
Uzbekistan
Venezuela
Vietnam





Country Business Guides

Features for Each Country

OVERVIEWS

Trade Overview
Business Overview
Country Snapshot
Country Facts

ADVERTISING & MARKETING

Advertising Law

BUSINESS CULTURE

The Business Experience
Decision Making
Meetings
Negotiating
Entertaining
Attire
Businesswomen
Business Workweek

BUSINESS FORMATION

Starting a Business

BUSINESS TRAVEL

Climate
Customs Entry Travelers
Emergency Numbers
Hotels
Tipping
Visa and Passport
Weather Forecast
Disease Risks and Prevention
Health Advisories
Health Care System
Immunization
Insurance and Med-evac
Directory of Health Services

COMMUNICATIONS

Dialing Guide
Emergency Numbers
Cell Phone Dialing Guide
Internet Access
Postal Service

COUNTRY PROFILE

Demographics
Geography
Government
Government Leaders
Economy and Trade
People

CULTURE

Gift Giving
Greetings and Courtesies
Holidays
Stereotypes
Time Orientation
Women in Business
Women in Culture

EMBASSIES AND CONSULATES

...in Country of Other Nations
...of Country Abroad

EXPORT

Basic Process
Documents
Restricted and Prohibited
Special Provisions
Contacts

IMPORT

Basic Process
Documents
Duties and Taxes
Registration Requirements
Tariff Classification
Restricted and Prohibited
Special Provisions
Non-Tariff Barriers
Standards, Testing, etc
Contacts

INVESTMENT CLIMATE

Investment Climate

LANGUAGE TRANSLATION

Video Dictionary
Essential Terms
Accounting
Advertising
Computers
Contracts
Countries and Capitals
Internet
Legal System
Marketing
Numbers
Professions
Travel General
Travel Items
Travel Services

MAPS

Maps (9 Thematic)

MEDIA OUTLETS

Newspapers
Television Stations
Radio Stations
Periodicals

MONEY AND BANKING

Currency Overview
Banknote Images
Coin Images
Currency Converter
Major Banks

NEWS FEEDS

Top Stories
Agriculture
Banking
Business
Crime
Export
Finance
Import
Trade

SEAPORTS

Seaports

SECURITY BRIEFING

Security Assessment
Travel Warnings
Threats to Safety and Security
Crime
Money and Valuables
Transportation Safety
Local Laws
Crime News Feed

TAXATION

Corporate Taxation
Individual Taxation
VAT, GST, and Sales Taxes

TRADE

Trade Profile
Tariff Profile
Trade Agreements
Trade News Feed





Trade Tools

ACRONYMS & ABBREVIATIONS

Acronyms/Abbreviations

AIR TRANSPORT

Cargo Aircraft
Air Freight Containers
World Airport IATA Codes
World Airports Information
Airline Codes

BASICS OF INT'L TRADE

Foreign Exchange
Importing
Exporting
Contracts

BUSINESS ENTITIES

Business Entities Worldwide

COMPUTER TERMS

Computer Terms

COUNTRY CODES

Country Codes

CURRENCIES OF THE WORLD

Currencies of the World

DICTIONARY OF INT'L TRADE

A to Z Definitions

EXPORTING FROM THE USA

Basic Guide to Exporting
Export Tariff Codes
BIS Regulations
Denied Persons List
Entity List
Specially Designated Nationals
Unverified List
Contracts

IMPORTING TO THE USA

Commodity Index
Harmonized Tariff Schedule
US Customs Rulings
US Customs Documents

INCOTERMS®

Incoterms® 2010

INSURANCE, GUIDE TO CARGO

Guide to Cargo Insurance

INT'L DIALING TOOLS

International Dialing Guide
International Dialing Codes

INTERNATIONAL PAYMENTS

Documentary Credits
Letters of Credit

MEASUREMENT CONVERTER

Measurement Converter

NAFTA

Overview
Text
Implementation
Documentation

OCEAN TRANSPORT

Cargo Vessels
Cranes
Ocean Freight Containers
Seaports of the World
Distances Between Ports
Vessel Classifications

RAILCARS

Guide to Railcars

RESOURCES FOR INT'L TRADE

Books and Directories
ICC Publications
Periodicals and Reports
Country Series Books
Trade Associations
Academic Institutions
Travel Websites
Trade-Related Websites
Other Information Sources

SECURITY

C-TPAT
FAST
ACE
PAPS
PARS
C-TPAT Seal Requirements
Automated Manifest System
CSI
AMR (24-Hour Rule)
Food Facility Registration
ISPS Code
Maritime Transp. Security Act
E.U. Maritime Legislation
10+2 Rule
ISO 28000
Data Security
Industrial Espionage
Security Glossary

SOURCING GUIDE

Sourcing Guide

TRADE TERMS IN 8 LANGUAGES

Trade Terms in 8 Languages

TRUCK TRAILERS

Guide to Truck Trailers

WEIGHTS AND MEASURES

Weights and Measures

