



# Exporters' Checklist





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## Agree your Incoterms

Before shipping your goods, you'll need to understand who is paying for what. An important part of this is to properly allocate the risk between buyer and supplier when engaging in shipping.

[Incoterms](#) are an internationally recognised set of terms that underpin the international sale of goods. The Incoterms clauses govern cost and risk between buyer and supplier.

Try to agree on a term that is in your favour. DDP & DAP are terms that give the seller the most control over the shipment. CFR, CIF and CIP also give the exporter control as they are able to nominate who the goods will be shipped with.

## Get a shipping quote

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Once you understand the incoterm you are operating under, it's time to negotiate quotes for shipping. Contact your local freight forwarder and provide the following: what goods you are shipping, the transport mode (air or sea freight), cargo weight and dimensions, collection and delivery address, and the incoterm.



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## Prepare your consignment

Once you have received a quote from a forwarder and have agreed on pricing, you'll need to prepare your consignment and ensure your cargo is securely packed.

If you are exporting your goods on timber pallets or using timber or bamboo dunnage, check if the [country of import requires](#) your packaging to be compliant with [ISPM 15](#), which is the international standard for moving solid wood packaging. If that's the case, your wood packaging must be either heat treated or fumigated with methyl bromide to the specification given in ISPM 15 and bear the internationally recognised certification mark.



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## Prepare your documentation

Documents you must present include your:

- **Commercial Invoice** – states precisely who is buying from whom and the terms agreed upon;
- **Shipper's Letter of Instruction** – formalises how and where to handle your export shipment. It also grants authority to your freight forwarder to act as the authorised agent to deal with customs.
- **House bill of lading / Airway bill of lading** – provided to the exporter by the carrier (shipping line or airline) and then surrendered to your buyer (upon their payment for your goods) to access the goods on arrival.

Additional documents you may need to present:

- **Packing list** – Details full contents of cargo. Line item totals should match the commercial invoice.
- **Other declarations as necessary** (e.g. asbestos declaration, fumigation certificate, phytosanitary certificate or import permit)
- **Packing Declaration** – declares what kind of material has been used to pack goods so Customs can ensure harmful materials do not enter Australia.



## Shipping Dangerous Goods?

If your cargo is classed as dangerous or hazardous, you may need to provide:

- **SDS** (Safety Data Sheet for Dangerous Goods) – when you request a quote this document is required to allow the freight forwarder to confirm with the ocean / air carrier if they are able to carry the commodity.
- **Manufacturer's New and Unused Declaration**
- **MO41** (Seafreight Dangerous Goods Declaration); or
- **DGD** (Airfreight Dangerous Goods Declaration)

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## Exporting Food or food products?

Some export commodities are listed or '**prescribed**' by the Department of Agriculture, which means they must meet a list of requirements before they can be exported from Australia. This includes milk, eggs, fish, live animals, meat\*, organic products, plants and wood.

\*If you export beef, sheep or goat meat, you must obtain a meat export licence.

All premises (including fishing vessels) where prescribed goods are prepared for export must be registered (and possess a letter and certificate of registration) to undertake those operations.

**Non-prescribed** goods are not required to meet these requirements to be exported. These include: animal by-products, processed foods, beverages and ingredients, vitamins and nutritional supplements, honey, cosmetics, pet food and stock feed/ingredients, shells, fertilisers and human and animal remains.

However, where required to meet importing country requirements you can get an export certification for non-prescribed goods.

Exporters must confirm from their importer that they meet the importing country requirements.

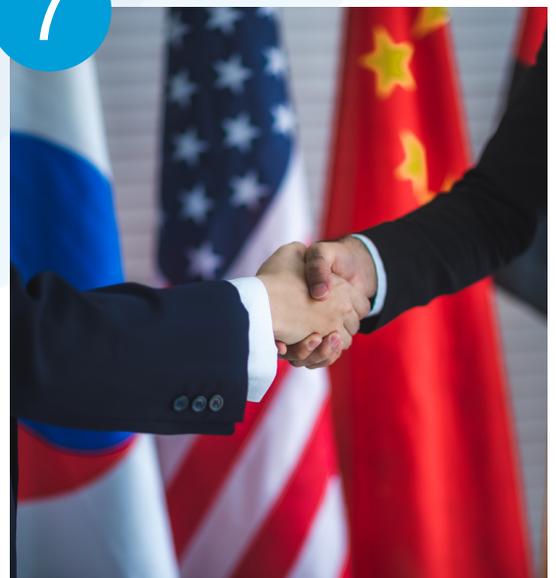


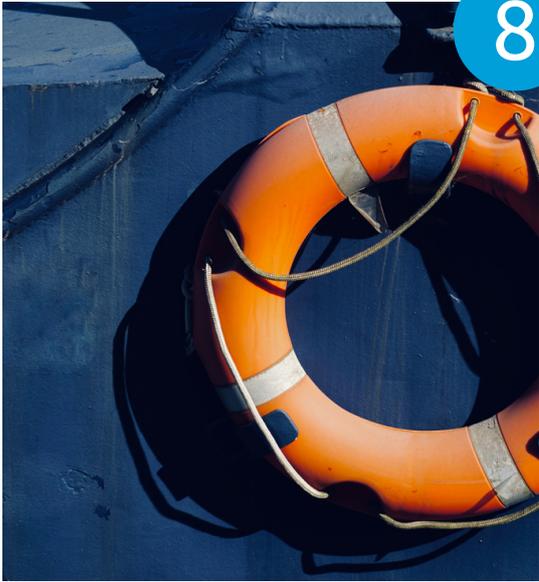
## Check if your country of export has an FTA

Free Trade Agreements (FTAs) with other countries remove barriers to trade such as tariffs, quotas and subsidies. If an FTA applies to your shipment, you may be able to take advantage of tax deductions.

Australia has FTAs with China, Japan, United States, South Korea, New Zealand, Singapore, Thailand, Malaysia, Hong Kong, Indonesia, Chile, Peru and other countries in the Pacific.

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## Take out a marine insurance policy

Vessels may collide, weather may be choppy or your goods may be mishandled at some stage damaging your cargo.

If your incoterms define you as liable for the goods in transport, a robust [marine insurance](#) policy in place will cover you in case of such loss, damage, theft or any other issues. Ask your freight forwarder to include insurance in your quote.

## Pay for your cargo

Once your booking has been placed, if your Incoterms are either DDP, DAP, CFR, CIF or CIP, you'll typically be invoiced for the shipment. It is important to pay for your shipping to ensure goods are not held up on arrival. If your Incoterms are either FCA or EXW, charges will go to destination.

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## Track your goods

Once instructions are given to your forwarder they will organise the movement of your cargo to meet cut-off times and security requirements of carriers.

From here, you can track your cargo online to see when goods will arrive at their destination, or stay in close communication with your forwarder to know the status of your shipment.



## Leave it with experts

Exporting can be a complicated process, especially if you are exporting dangerous goods, food or organic materials.

From FTAs to import permits and taxation, a forwarder can assess your shipping process and recommend superior supply chain strategies to get your goods delivered on time and on budget.

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# About Us

International Cargo Express is an Australian-Owned International Freight Forwarder with a strength in premium customer service. With exceptional communication, and a strong worldwide network, we carefully tailor our freight solutions to your specific requirements.

## WHY ICE



### Flexibility

As an independent company, we source the best shipping solution available within our vetted partner network. We are not tied to only one service option or provider.



### Customer Service

Exceptional customer service is what set us apart. You can expect second-to-none communication and a personable experience when working with ICE.



### Contactability

ICE offer direct and fast access to our senior management. Easily get hold of who is looking after your shipment without being placed in a customer service queue.

Schedule a shipping consultation with our experienced team on 1300 227 461.





**We consult. We plan. We deliver.**

[www.icecargo.com.au](http://www.icecargo.com.au)  
1300 227 461