

Module 5: Trade Operations and Documentations

Online Session 2/6

Clear understanding of export – import documentation

Six Months Certificate Training Program on “Agri-Export and Import Management”

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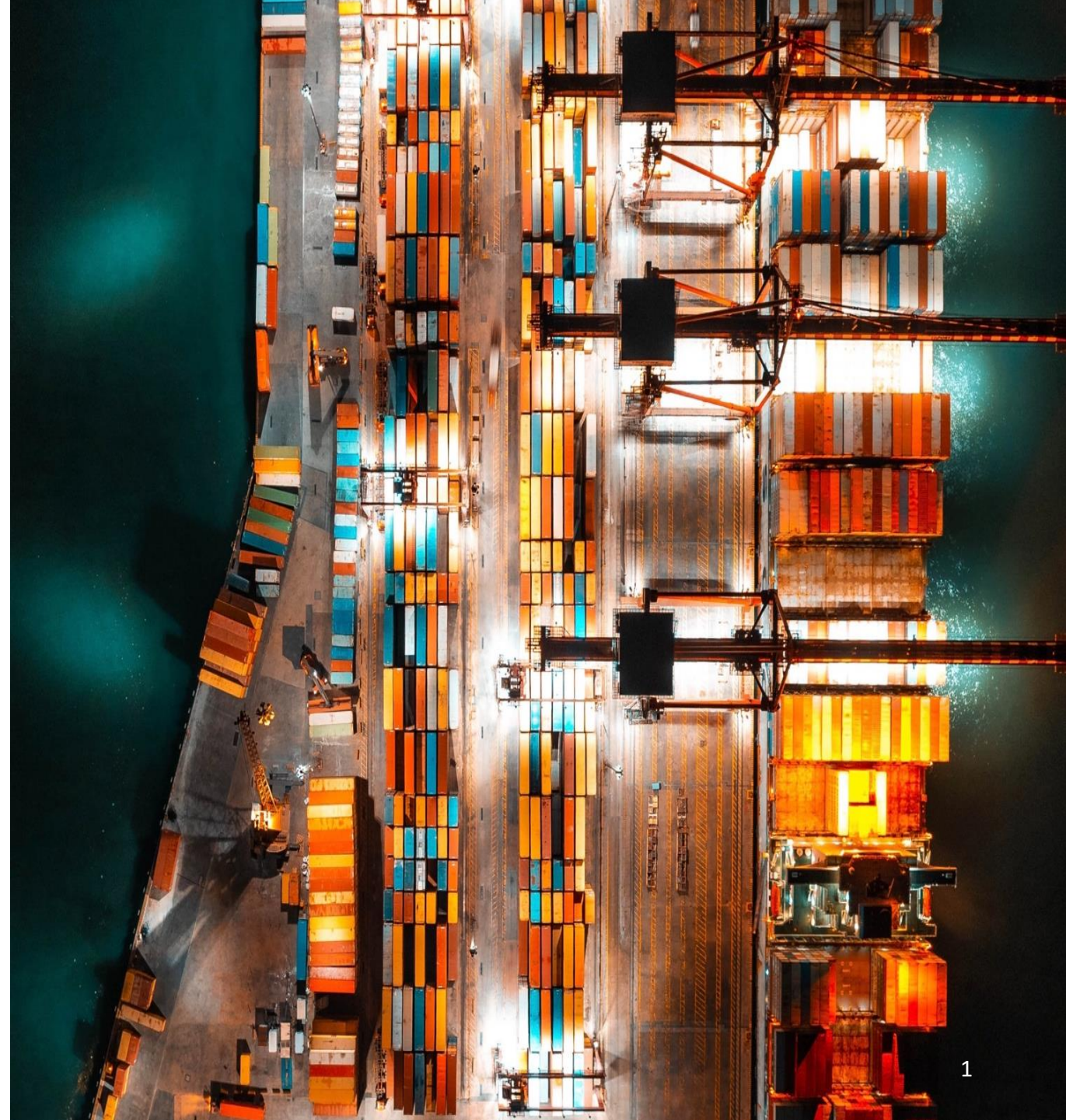
Organized By: “Indo-German Cooperation Project on Agricultural Market Development”

Knowledge Partner: CCS National Institute of Agricultural Marketing

Supported by: Agricultural and Processed Food Products Export Development Authority

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01 Feb 2023



Module 5: Session 2: Clear understanding of export – import documentation

Session 1	Step by Step Process of getting started in Export – Import
Session 2	Clear understanding of export – import documentation
Session 3	Drafting an export sales contract; Negotiating suitable INCO Terms
Session 4	Getting tuned to Operational issues in international business
Session 5	Procedure for clearance of export – import cargo; Duty assessment and payment of import cargo
Session 6	Export clearance and Incentive assessment

Exporting from India – brief recap

Decide where you want to export: The first step is to understand global markets and the products in demand - decide the right marketplace for your export business.

Get the required documentation: Obtain PAN (from IT Department) and IEC (from DGFT).

Find customers: Participate in trade fairs, buyer-seller meets and via Internet

Ship and receive payments: Timely delivery not only builds trust among your customers but also leads to repeated purchase. Receive payments, in your bank account/ open a bank account in the respective country.

The List of requirements for Exports Compliance

1. Export registration documentation
2. Product documentation
3. Shipping documentation
4. Payment reconciliation documentation
5. Tax documentation

Documentation in Agricultural Exports

- Documentation is an integral part of business that is mandatory, and important for the success of exports.
- Documents are generated at every step and the process of documentation needs to be carried out correctly.
- At times this can be difficult since it can be both confusing and tedious.
- Benefits of documentation include: a) Streamlining of the goods and services process and b) offer help with 'ease of doing business'

What is 'Process of Documentation'

Export Documentation includes:

1. Applying for
Licences, Certification, Clearances etc
2. Submitting of
Supporting documents, Certificates, Licences etc
3. Obtaining of
Certificates, licences, clearances, permissions etc
4. Producing paperwork as required by
Customs, Shipping, Quality etc

Streamlining of the goods and service process

- Documentation is indispensable for streamlining of the goods and service processes including the payment.
- Its especially important in international markets, where the export – import regulations differ from country to country.
Eg: Documentation requirement in Dubai is different from the documentation requirement in Germany
- Preparing and submitting all the paperwork correctly is important
 - To avoid any delays in processing and
 - To block possible legal consequences and related implications on the export business.



Checklist of Documents in Exports

- The certifications required can also vary based on:
 - Type of product exported
 - Importing country requirements
 - Customer needs in the importing countries
 - Country to country bilateral or multi-lateral trade policies in place
 - Country of origin (exporter) etc

In summary,

- Largely the checklist of documents required depends on the importer requirements and the product type.
- Another thing that can make it complicated is the 'dynamic nature' of the import regulations which may change anytime for any number of reason/s.

Documents For exports from India

Core Documents

Other Necessary Documents

Other Additional Documents



Documents for Export - Import

MANDATORY DOCUMENTS FOR EXPORT & IMPORT		
S. No.	EXPORTS	IMPORTS
1	Bill of Lading/ Airway Bill	Bill of Lading/ Airway Bill
2	Commercial Invoice cum Packing List	Commercial Invoice cum Packing List
3	Shipping Bill/ Bill of Export	Bill of Entry

MANDATORY DOCUMENTS LISTED BY WORLD BANK IN DOING BUSINESS REPORT 2015		
S. No.	EXPORTS	IMPORTS
1	Shipping Bill	Bill of Entry
2	Commercial Invoice	Commercial invoice
3	Packing List	Packing List
4	Bill of Lading	Bill of Lading
5	Foreign Exchange Control Form (SDF)	Foreign Exchange Control Form (Form A-1)
6	Terminal Handling Receipt	Terminal Handling Receipt
7	Technical Standard Certificate	Certified Engineer's Report
8		Cargo Release Order
9		Product manual
10		Inspection report

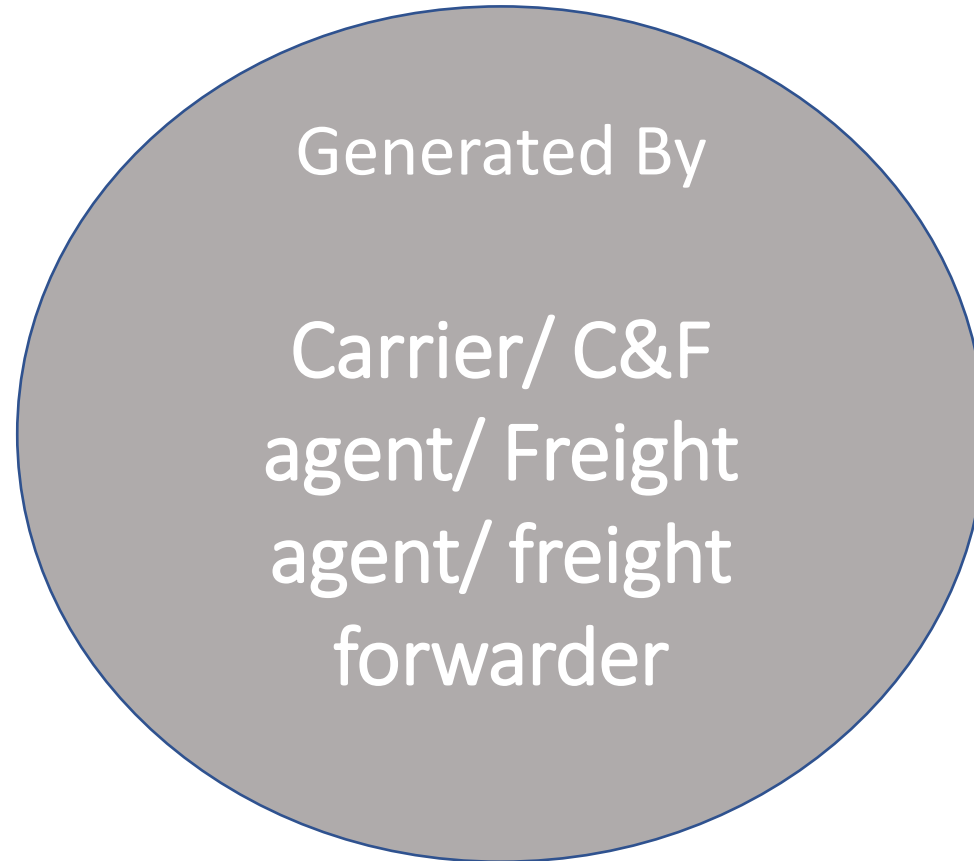
Mandatory Documents Required For Export And Import Reduced To Three Each

- India took a leap forward in improving 'Ease of Doing Business' today by reducing the mandatory documents required for import and export of goods to three documents each.
- The Directorate General of Foreign Trade (DGFT) issued a Notification to this effect today

*<https://pib.gov.in/newsite/printrelease.aspx?relid=116935>

1. Bill of Lading (BoL or B/L)

Core Document for exports from India



1. Bill of Lading (BoL or B/L)

Core Document for exports from India

1. The B/L is an absolute must and one of the first export documents required
2. Its for export-bound cargo & denotes a contract between the shipper & the carrier.
3. The B/L specifies that the carrier has acknowledged that the goods are received in proper condition to be shipped.

Bill of Lading (B/L)



- B/L is issued by the carrier of the goods after checking the Mate's Receipt
 - a receipt issued by the commanding officer of the ship when the cargo is loaded on board), by the Cost & Freight agent.*
- Master BL: Issued by the main carrier
- House BL: issued by the freight forwarder

A freight forwarder, or forwarding agent, organizes shipments for the shipper for a fee by liaising with carriers - a forwarder does not move the goods but acts as an agent in the logistics network)

2. Commercial Invoice cum Packing List

Core Document for export from India



2. Commercial Invoice cum Packing List

Core Document for export from India

- The Commercial Invoice: is handed over to customs once products are ready for export. Without a signature from customs, your shipment cannot go forward.
- The Packing List is compulsory if your cargo has more than one product. In this list, all the export items are mentioned distinctly.

Both the documents can be merged and submitted provided the Packing List details are visible on the Commercial Invoice, viz., Commercial Invoice cum Packing List.

3. Shipping Bill/ Bill of Export

Core Document for export from India



*generated from e-filing of bills – submitted by Exporter

3. Shipping Bill/ Bill of Export

Core Document for export from India

- The Shipping bill is issued by ICEGATE (*Indian Customs Electronic Gateway*). ICEGATE procures an electronic filing of bills.
- This bill falls under the umbrella of export documents required for customs for giving the green go for export.
- The Shipping Bill gives clearance to exporters from customs.

Reference: Shipping Bill and Bill of Export (Form) Regulations, 1991 (cbic.gov.in)

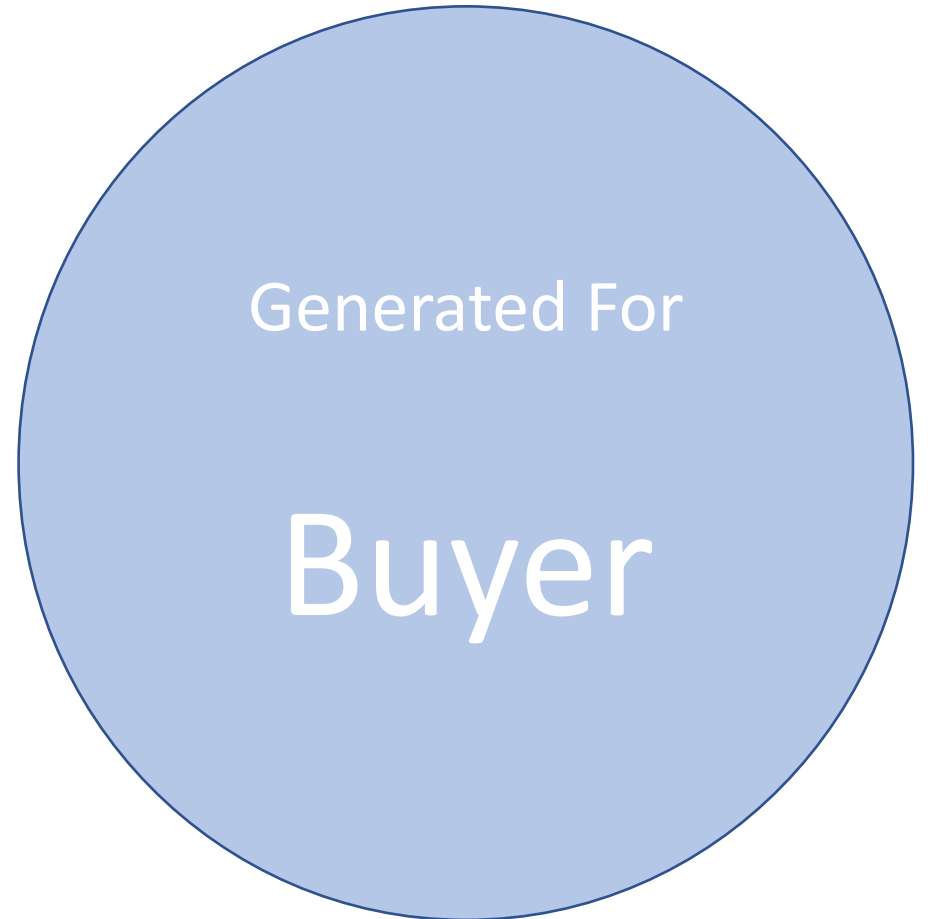
Other **Necessary Documents**

for export from India

4. Proforma Invoice
5. Export Order/ Purchase Order
6. Certificate of Origin
7. Bill of Exchange
8. Letter of Credit
9. Inspection or Quality Check
10. Phyto-Sanitary & Fumigation Certificates

4. Proforma Invoice

Necessary Document for Export from India:

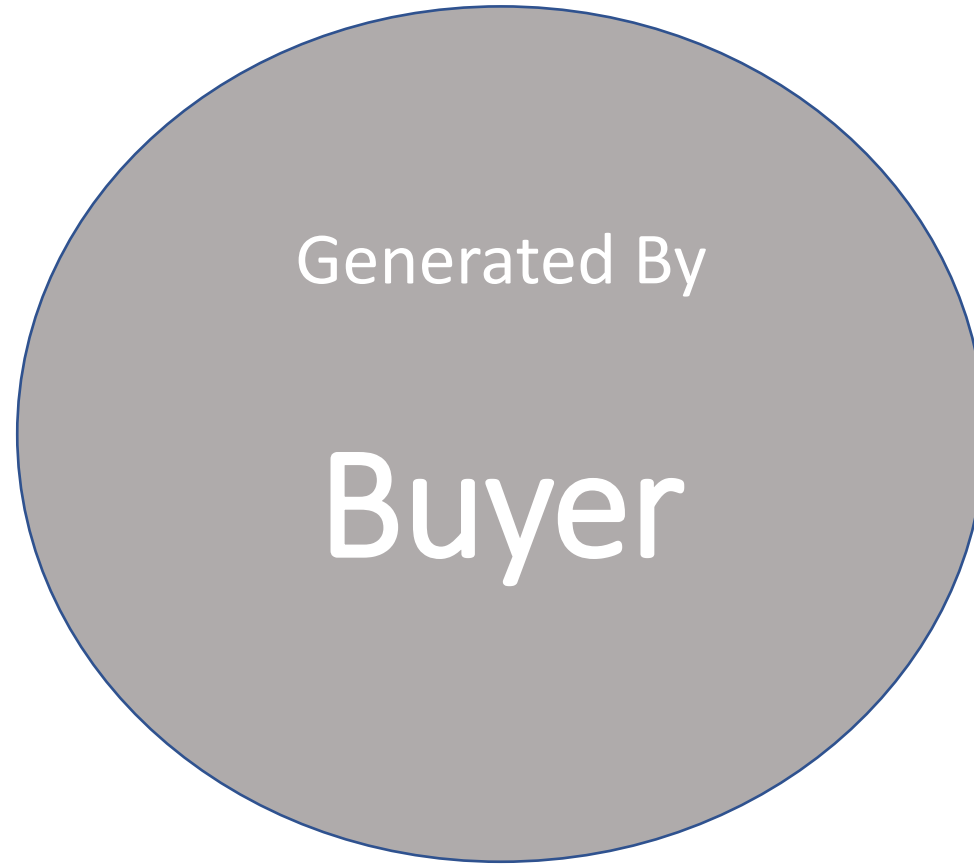


4. Proforma Invoice

Necessary Document for Export from India:

- The Proforma Invoice contains all the required details and information about the export.
- The Buyer will be able to view the products, delivery & cost, payment terms, and other vital information at a glance.
- The document acts as an agreement between the exporter and the buyer. And can be used for getting, if required, to receive advance payment.

5. Export Order or Purchase Order Necessary Document for Export From India



5. Export Order or Purchase Order Necessary Document for Export from India

- This required document for export comes in after the Proforma Invoice is issued.
- The order is confirmed via the Export Order/ Purchase Order.
- Details filled in by the buyer include: cost, shipping details, type of currency, and any other specific goods information and requirements.

6. Certificate of Origin (COO)

Necessary Document for Export from India:



6. Certificate of Origin (COO)

Necessary Document for Export from India

- The Certificate of Origin is like the birth certificate of your goods and products. It is one of the necessary documents required for export
- This COO contains the country from where the goods originate from, and, the specific place they were manufactured. COO needs to be produced for each item in the export shipment.
- The certificate is an affidavit and attached to the Commercial Invoice

7. Bill of Exchange

Necessary Document for Export from India



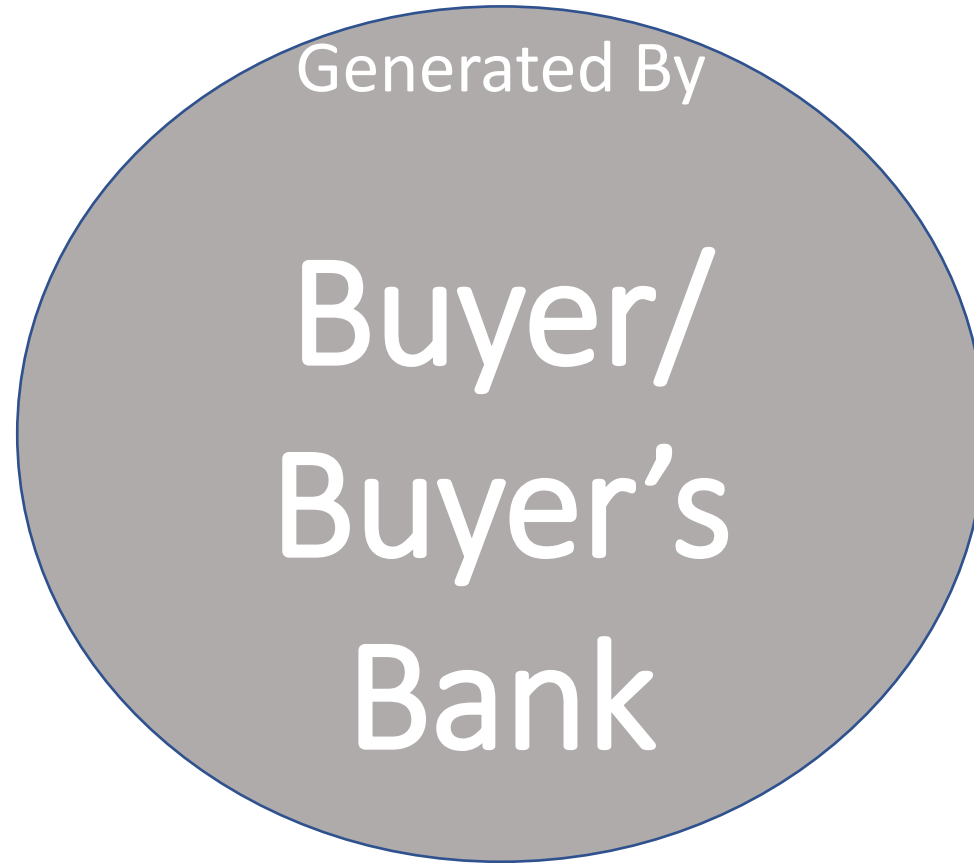
7. Bill of Exchange

Necessary Document for Export from India

- The Bill of Exchange is an internal document prepared by the exporting party.
- Its purpose is to notify the buyer to pay the requisite amount to the exporter or bank.

8. Letter of Credit

Necessary Document for Export from India



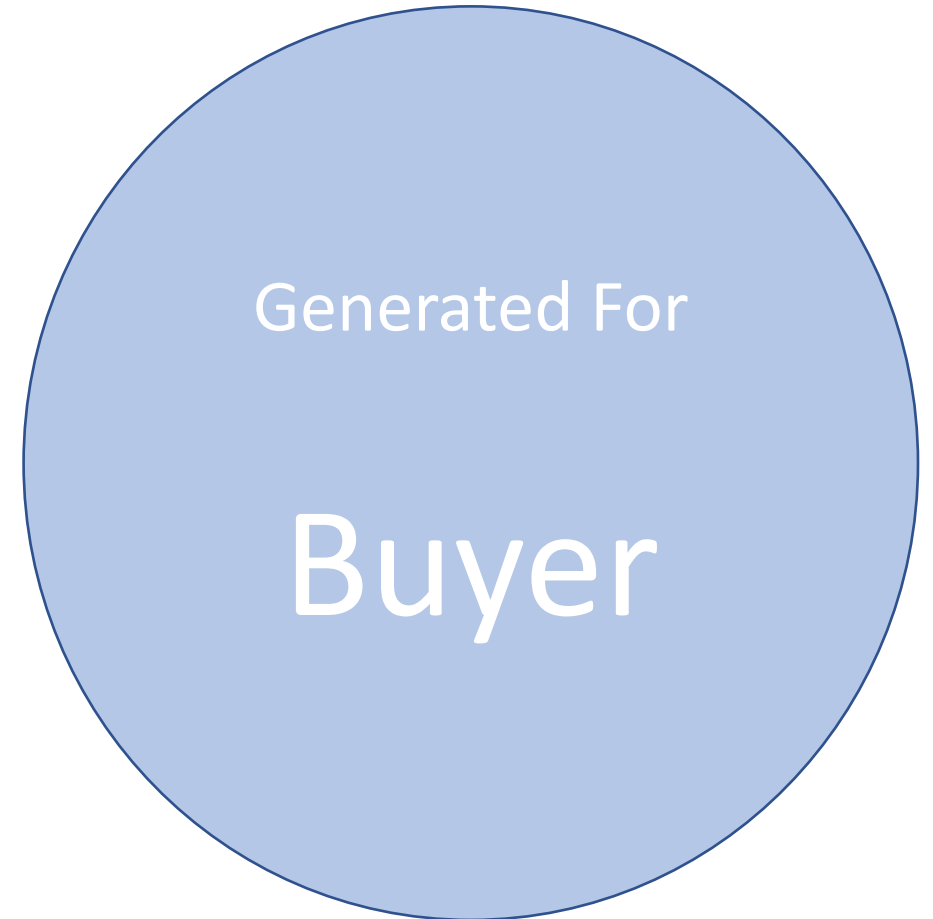
8. Letter of Credit

Necessary Document for Export from India

- While this document isn't a part of the shipping process directly, it's still required and procured as a mandate.
- The buyer's bank generates and issues the letter of credit to commit the date of payment to the exporter if by chance the buyer delays it.
- It's a necessary document required while exporting to honor the purchase order of the buyer.

9. Inspection or Quality Check

Necessary Document for Export from India



9. Inspection or Quality Check Necessary Document for Export from India

- Before the shipment of the goods, an importer can demand to investigate the quality of your goods and check if the packing parameters are being adhered to.
- It's the exporter's job to keep the documents and certificates required if this comes up.

10. Phyto-Sanitary & Fumigation Certificates

Necessary Document for Export from India Other Necessary



10. Phyto-Sanitary & Fumigation Certificates

Necessary Document for Export from India Other Necessary

- Like the Inspection/ Quality check certificates, these certificates are asked by the importer to check the quality of the goods under international parameters.
- The Phyto-sanitary certificate and the fumigation certificate is demanded by the importer in regard to quality check of products under international quality standards and norms.

Other Additional Documents

Required For Export From India

Besides the list of documents required for export as above (generated before the export process by the exporter), the following 'additional documents' are procured during the process:

11. Marine Insurance Policy
12. Mate's Receipt
13. FEMA Declaration for exporters
14. Let Export Order
15. Export General Manifest

Additional Document Required for Export from India

11. Marine Insurance Policy

Ensures the safety coverage of the products shipped overseas.

Additional Document Required for Export from India

12. Mate's Receipt

The Mate's Receipt confirms the loading of your goods on the shipment, and is issued after the same.

Additional Document Required for Export from India

13. FEMA Declaration for exporters:

This declaration states that the exporter agrees to comply with the principles of the FEMA (Foreign Exchange Management Act, 1999)

Additional Document Required for Export from India

14. Let Export Order

Issues after the customs clearance procedure is completed. Also acts as proof that the necessary formalities and activities have been fulfilled. After the goods are relocated from the exporting country, the Manifest is filed by the carrier.

Additional Document Required for Export from India

15. Export General Manifest

After the goods are relocated from the exporting country, the Manifest is filed by the carrier.

Requirement of Health Certificate for import of

- Milk and Milk Products
- Fish and Fish Products
- Port and Pork Products
- Order dated 3rd August 2022
- Effective from March 2023



TIC-20012/2/2021-IMPORTS-FSSAI (F-2475)
Food Safety and Standards Authority of India
(A Statutory Authority established under Food Safety and Standards Act, 2006)
(Trade and International Cooperation Division-TICD)
FDA Bhawan, Kotla Road, New Delhi – 110002



Dated, 10th January, 2023

Order

Sub: Extension for compliance towards requirement of Health Certificate-reg

Food Safety and Standards Authority of India has issued an order dated 3rd August, 2022 and its subsequent clarification vide order dated 26th September, 2022 regarding the requirement of Health Certificate for import of Milk & Milk products, Fish & Fish products and Pork & Pork Products. Further, FSSAI vide order dated 27th October, 2022 issued order extending the requirement till 1st January, 2023. Since many trade partners are in process of adopting it, the date of implementation of said requirement shall be extended by two months and the order will now be effective from 1st March, 2023.

This issues with the approval of Competent Authority.

A handwritten signature in blue ink is visible at the bottom right of the page.

Check all Export Documentation for Compliance before actual export

- Once you have an initial understanding of the documents required for export in India, you can start the process of procuring & generating them.
- Make sure to thoroughly check all the information in all the documents is accurate and in compliance with the rest of your products and goods.
- Also avoid all last-minute chaos by knowing beforehand what products and goods are to be inspected, and how you can prepare for the same.

SUPPORT FOR EXPORT WITH AMAZON

- Amazon Global Selling assists sellers to export from India in a hassle-free manner.
- Support in understanding the compliance requirements and regulations for different countries and product categories.
- Support by providing guidance on the key requirements and regulations, and
- Connects with experts who will assist in obtaining documentation for Exports Compliance.

<https://sell.amazon.in/grow-your-business/amazon-global-selling/exports>

Jardalu Mango

India exported the first commercial consignment of Geographical Indications (GI) certified 'Jardalu' mangoes from Bhagalpur, Bihar, to the United Kingdom on 14 June 2021 giving a boost to the potential exports from the eastern region.



Jardalu Mango is grown mainly in Bhagalpur and parts of some neighbouring districts. Of the over 1,200 ha, Banka and Munger jointly produce these mangoes in over 700 ha. The annual production is 10,000 tons. These mangoes have better shelf life and flavour. The mangoes received GI tag in 2018 due to their exceptional quality, distinct aroma and taste.

The GI certified Khirsapati & Lakshmanbhog (W. Bengal) & Jardalu were displayed at importer Al Jazeera group (Bahrain).

Thanks You