



“十二五”职业教育国家规划教材
新世纪高职高专商务英语专业系列规划教材

Century Business English

世纪商务英语—函电与单证

(第六版)

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Unit 5 Shipment and Insurance 装运和保险

Background

After a contract is confirmed, the exporter will prepare the goods for shipment and book shipping space under the terms of CIF or CFR while on FOB basis this will be arranged by the importer. Of course, since the importer is so far away and cannot conveniently make such arrangements he may ask the exporter to do it on behalf.

Before the goods are shipped on board, they must be packed in different ways to avoid being damaged or stolen. After they are placed on board in the carrying vessel, the exporter will get from the shipping company a Bill of Lading (B/L) and give the importer shipping advice.

In order to protect the goods against various kinds of perils or risks and sometimes losses that occur in transit, the buyer (if the contract is on FOB or CFR basis) or the seller (on CIF basis), before the transportation, must take out insurance with an insurance company on the goods.

Unit 5 Shipment and Insurance 装运和保险

Writing Points of Shipment

Letters regarding shipment are usually written for the following purposes: to urge an early shipment, to amend shipping terms, to give shipping advice, to dispatch shipping documents, and so on. Some important points should be emphasized in the letters.

Opening: referring to the order, the name of the commodity and the quantity under the contract.

Body: if it is a letter to advise shipment of the goods,

- advise the shipment and give the details;

if it is to urge an early shipment,

- ask for early shipment and give the reasons;

if it is to amend shipment terms,

- propose other shipment terms and give the reasons;

if it is to give details of packing requirements,

- give packing instructions;

if it is to ask for partial shipment and transshipment,

- present request for partial shipment and transshipment and give the reasons.

Closing: expect cooperation, an early reply or an early payment.

Writing Points of Insurance

Main contents in letters regarding insurance are:

Opening: reference to the shipment under the order or contract.

Body:

- a. brief introduction of insurance and usual practice;
- b. indication of the amount insured, coverage, premium and extra premium, additional risks, etc.

Closing: expression of your wishes.

Lesson 14 Packing Instructions 包装指示

Specimen 1 Marks Requirements

Macdonald & Evans Co., Ltd.
58 Lawton Street, New York, U.S.A

July 3, 2021

China Win-Way Trading Co., Ltd.
No.40 , Qianjin Street , Baiyun District,
Guangzhou, Guangdong,
China, 510000

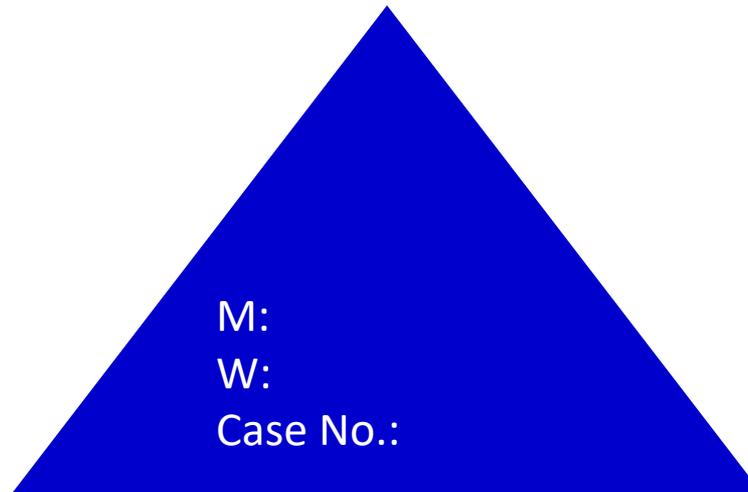
Dear Mr. Wu,

Please find the enclosed Contract No. HB-32 of July 1 covering shoes with our countersignature.

Packing Instructions 包装指示

Specimen 1 Marks Requirements

As there is brisk demand for the goods, you are requested to deliver the shipment as stipulated in your offer. When making marks, please note that the measurement and weight of each case should be stenciled clearly for easy identification on the cases with the case number in a triangle, as shown below:



Specimen 1 Marks Requirements

Indicative marks as “No Hook” , “Open Here” and **warning marks** as “No Open Flames”, should also appear on the **outer packing** so as to avoid any negligence that may cause unexpected trouble and expenses.

We trust that everything will turn out to be our entire satisfaction.

Yours faithfully,

Michael Evans

Michael Evans

Manager

Encl.: Contract No. HB-32

Specimen 2 The Mode of Packing

East-West Trading GmbH,
Otto-Hahn-Ring 20, München,
Germany, D-81739

July 5, 2021

China Win-Way Trading Co., Ltd.
No.40 , Qianjin Street , Baiyun District ,
Guangzhou, Guangdong,
China, 510000

Dear Mr. Huang,

We have received your mail dated July 2 with many thanks.

The enclosure is our Sales Confirmation countersigned for 5,000 sets of heart rattan baskets.

Packing Instructions 包装指示

Specimen 2 The Mode of Packing

For this is the first transaction between us, we would like to make it clear in advance that all items are to be packed in **polybags** of one set each, and 20 sets to a carton lined with waterproof materials. Please see to it that the cartons should be strong enough to protect the goods from any possible damage in transit. **Shipping marks** to be stenciled on the outer packing are indicated as follows:

EWTG

S2017808

München

No. 1-250

If you think this is acceptable to you, please let us know as soon as possible.

Yours faithfully,
Michael Rigoni
Michael Rigoni
Manager

Encl. Sales Confirmation No. S2017808

Tags

indicative marks 指示性标志

outer packing 外包装, 大包装

polybag 聚乙烯袋

shipping marks 唛头

Arm Yourself

1 brisk adj. 活跃的，兴旺的

e.g. 市场繁荣（行情活跃）

The market is brisk.

我处市场对时尚商品有大量需求。

Fashions are in brisk demand in our market.

brisk trade 交易活跃

brisk buying and selling 购销两旺

2 mark n. 符号, 标志

标准运输标志样例:

ABCCO.....①

SC9750.....②

LONDON.....③

No. 4-20.....④

① the English abbreviation of the receiver

② reference number, such as order number, invoice number

③ name of the destination

④ package number: sequence number or the total number of items inside

3 measurement n. 测量, 衡量, 尺码

the metric system of measurement 公制

US system of measurement 美制

British system of measurement 英制

measurement goods 体积货物

e.g. 订舱之前, 你首先要写出货物的名称、重量和尺码。

You are required to first write out the name, weight and measurement of the goods before booking shipping space.

4 stencil v. 刷唛

e.g. 请在外包装上刷上我公司的名称缩写和订单号。

Please stencil our initials and order numbers on the outer packing.

5 negligence n. 疏忽，粗心大意

adj. negligent 不注意的，疏忽的

e.g. 他不注意包装，使货物在运输途中受损。

He was negligent in packing the goods, which resulted in damage in transit.

Arm Yourself

6 turn out 结果是……，证明是……

e.g. 结果是与预期的一样。

The result turns out to be the same as we expected.

turn out to one's satisfaction

turn out to be satisfactory

对比：订单的执行一定使你方满意的。

The execution of orders will turn out to your satisfaction.

Or: The execution of orders will turn out to be satisfactory.

7 make clear 澄清，弄清

e.g. 你大可放心，我们这一方会调查事实澄清你方所抱怨的事由。

You may rest assured that our end will look into the matter to make clear your complaints.

Arm Yourself

8 pack v. 包装

e.g. 货物可在订货两天内打包发送。

Goods can be packed and delivered within two days of ordering.

n. packing 包装

inner packing 内包装

sales packing 销售包装

outer packing 外包装

shipping packing 运输包装

neutral packing 中性包装

packing instructions 包装须知

packing list 装箱单

mode of packing 包装方式

n. package 包装（指具体的包装，如包、捆、箱）

e.g. 这些货物请用特别设计的陈列包装。

Specially-designed display packages are required for these goods.

与包装有关的表达：

in wooden cases containing 30 pieces of 40 yards each 用木箱包装,每箱装30件,共40码

in press-packed bales of 400 lbs, net each 用压制包装, 每包净重400磅

in iron drums of 25 kgs, net each 用铁桶装, 每桶净重25公斤

Arm Yourself

in gunny bags of 60 kgs, net each 用麻袋装，每袋净重60 公斤

in cartons, then on pallets 用纸箱装，垫有托盘

packed in bales of 50 kgs, net 捆装，每捆净重50 公斤

packed in cases of 200 lbs 用箱子包装，每箱200 磅

packed in wooden cases lined with tin plate, with iron hoops at both ends 用木箱包装，衬有锡纸，两端有铁钩

packed in cans, 12 cans to a cardboard box, 10 cardboard box to a case 听装，每12 听装

一纸板盒，10 盒装一箱。

包装常用容器：

bag(袋), sack(麻袋), carton(纸箱), case(箱子), box(盒), crate(板条箱), drum(桶), bale(包),

can/tin(听), carboy(大玻璃瓶), bundle(捆), container(集装箱), pallet(托盘)

9 lined with 给（衣服、箱子等）装衬里，加衬里于

e.g. 内衬塑料的包装可以更好地保护这些货物。

Packing lined with plastics can protect the goods better.

n. line 行业，产品，经营范围

该公司经营绸布业已经5年多了。

The company has been dealing in drapery line for more than five years.

我方对你方所经营的进出口产品感兴趣。

We are interested in importing and exporting the products of your line.

10 see to 务必（使），注意（使），负责

e.g. 包装状况混乱，经理将进行处理。

The packing condition is out of order, and the manager will see to it.

他将负责按照买方要求刷唛。

He will see to it that shipping mark are stenciled according to the requirements from the buyer.

请注意信用证条款必须与合同条款一致。

Please see to it that the L/C terms shall be in accordance with those in the contract.

请注意，商品必须在销售季节前一周到达。

Please see to it that the goods should reach here one week before the selling season.

你方负责安排运输唛头好吗？

Will you see to the arrangements for the shipping mark?

11 in transit 运送中的，运输途中

e.g. 经销商对货物在运输途中由于本质缺陷或自然损耗而引起的损失不负责任。

Distributors are not responsible for loss due to any inherent vice or natural deterioration of goods in transit.

如果货物在运输途中遭到损坏，客户应在交货后7天之内通知卖方。

In the event that the goods are damaged in transit, the customer shall notify the seller within 7 days after the date of delivery.

出口包装的注意事项

在国际贸易中，由于各国国情不同以及文化差异的存在，对商品的包装材料、标志图案、容器结构、文字标识等要求不同。了解这些要求，对我国外贸出口大有裨益。此外，还应从以下几点考虑产品的包装：

- ① 信用证的要求；
- ② 国外客户的要求；
- ③ 出口国家或港口的规定。

Make Yourself Skilled

I. Basic Training

1. Match the Chinese versions with the English expressions.

indicative marks

polybag

outer packing

shipping marks

water-proof materials

measurement

唛头

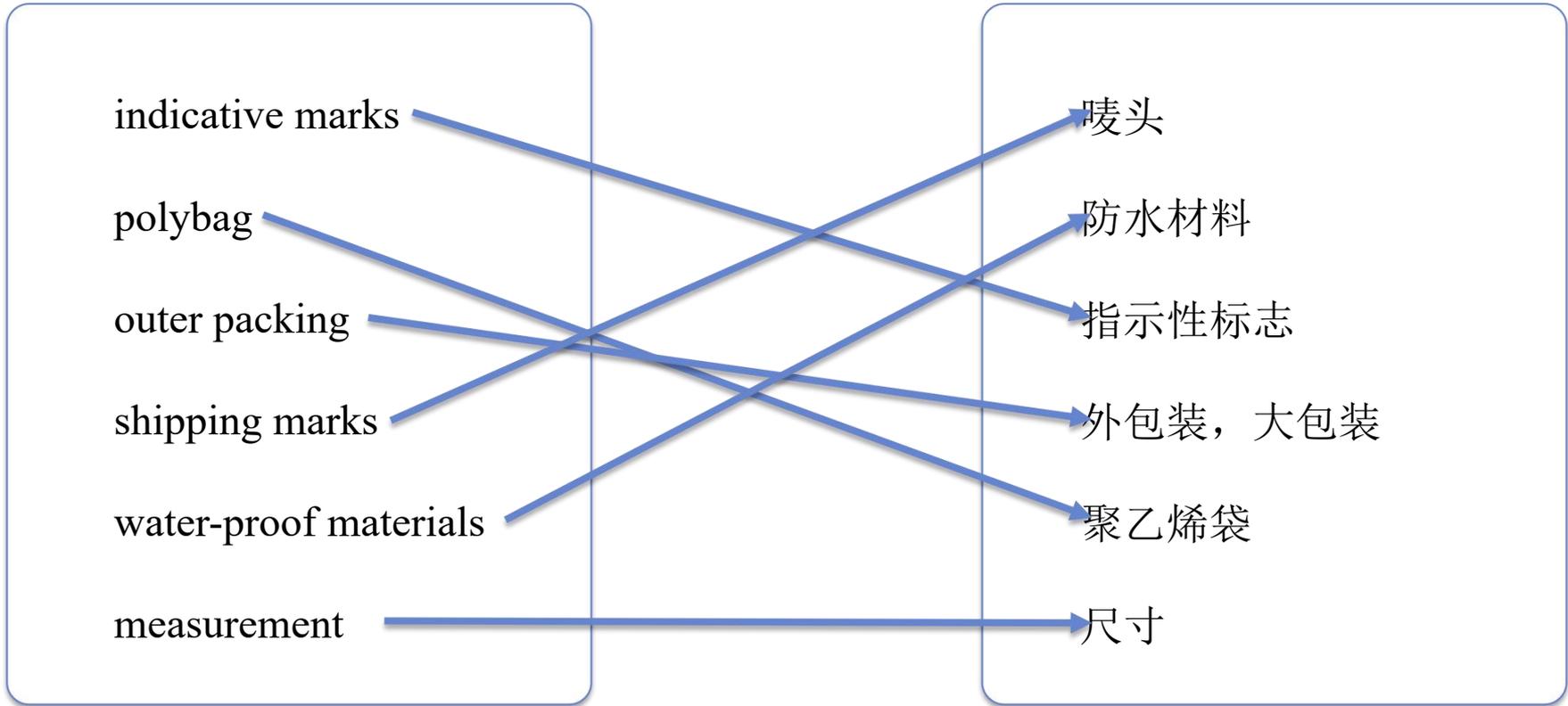
防水材料

指示性标志

外包装, 大包装

聚乙烯袋

尺寸



Make Yourself Skilled

I. Basic Training

2. Choose the best answer for each sentence.

(1) The result of our investigation said the damage was caused sometimes _____ transit.

- A. on B. in C. to D. during

(2) The execution of orders will _____ to your satisfaction.

- A. turn up B. turn on C. turn out D. turn down

(3) The shoes are packed _____ boxes, 100 boxes _____ a carton.

- A. to, in B. in, for C. to, for D. in, to

(4) You are required to write out the name, weight and _____ of the goods before booking shipping space.

- A. quality B. measurement C. sample D. color

(5) Please _____ it that the L/C terms shall be in accordance with those in the contract.

- A. look to B. make to C. offer to D. see to

Make Yourself Skilled

II. Improving Training

Fill in the blanks with the following words or expressions.

in transit

turns out

are lined with

make it clear

be packed in

- (1) The cartons are lined with water-proof materials.
- (2) You can be assured that the quality of the goods turns out to be your satisfaction.
- (3) You required that the consignment should be packed in paper bags, 10 dozen to a wooden case.
- (4) We make it clear in Contract No.23HBSF/1008CN that you should book shipping space for the T-shirts.
- (5) We are pleased to inform you that the goods arrived here in good condition, and no damage occur in transit.

Make Yourself Skilled

II. Improving Training

2. Translate the following Chinese parts into English.

(1) Containers used for packing the glass 必须内衬软垫。 (line with, soft padding)

Containers used for packing the glass must be lined with soft padding.

(2) We stipulate in the contract that 包装盒必须用防水材料制成。 (water-proof materials)

We stipulate in the contract that the packing box shall be made of water-proof materials.

Make Yourself Skilled

II. Improving Training

Translate the following sentences into English.

(3) 请在外包装上刷上our initials and order numbers。 (stencil)

Please stencil our initials and order numbers on the outer packing.

(4) We make it clear in advance 运输标志由卖方指定。 (at seller's option)

We make it clear in advance that shipping mark are at seller's option.

Make Yourself Skilled

II. Improving Training

Translate the following sentences into English.

(5) 我们的雨衣产品用塑料袋包装,每十打装一箱, 30 kgs each gross weight. (pack in... to)

Our rainwear will be packed in plastic bags, 10 dozen to a case, 30kgs each gross weight.

III. Comprehensive Training

Packing Instructions 包装指示

Objectives of Training 实训目的

Through training, students learn how to deal with the issue of packing as an exporter.
通过实训，学生们学习作为出口商应如何处理包装事宜。

Training Background 实训背景

Chen Ming has concluded a deal with Mr. Moffir, a Canadian guest, for a batch of ceramic vases. According to the relevant stipulations of the contract and his previous business experience, Chen Ming wrote to Mr. Moffir and put forward the packing suggestions. Please describe the packing specifications, materials, and packing labels according to the following information.

陈明与加拿大客人 Moffir 先生达成了一笔陶瓷花瓶的交易。根据合同的相关规定以及以往的业务经验，陈明写信给Moffir 先生，提出了包装的建议。请根据以下内容，说明包装的规格、材质以及包装标识。

Make Yourself Skilled

III. Comprehensive Training



Commodity: ceramic vases BD301, a set of 4 pcs

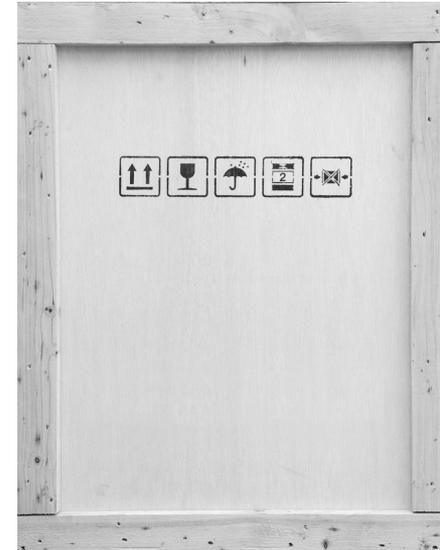
商品：型号BD301 陶瓷花瓶，一套四个

Inner packing: 1. put a set into one quality carton lined with customized-shaped polyfoam;
2. use extra-thick polyfoam board for sealing.

内包装：1. 将一套产品装一高档纸箱，内衬特制塑形泡沫；
2. 采用超厚泡沫板密封。

Make Yourself Skilled

III. Comprehensive Training



Outer packing: 1. Two sets to a carton, shipping mark and side mark as indicated in the picture;

2. Use wood frame packing.

外包装：1. 将两套产品装一纸箱，唛头和侧面唛头如图所示；

2. 采用木框包装。

Make Yourself Skilled

III. Comprehensive Training

Training Guidelines 实训指南

1. Writing Steps 写作步骤

Writing Points of Packing Proposal 包装建议写作要点

Opening: referring to the order, the name of the commodity and the quantity under the contract.

Body: a. give details of packing proposal, including the inner and outer packing;

b. give shipping mark, including main mark and side mark.

Closing: expression of your wishes.

开头：提及订单、合同项下的商品名称和数量。

正文：

1. 给出包装建议的细节，包括内包装和外包装；

2. 给出唛头建议，包括主唛和侧唛。

结尾：表达你的期望。

III. Comprehensive Training

2. Reference Words and Sentence Patterns 参考词汇及句式

(1) We would like to make it clear in advance that... 我们想事先说明的是.....

(2) All items are to be packed in box of one set each lined with customized-shaped foam.
每套产品装一个纸盒，内衬特制泡沫。

(3) protect the goods from any possible damage in transit
保护货物免受运输中的任何损害

(4) Shipping marks on the outer packing are indicated as follow: 外箱上刷唛如下：

(5) If you think this is acceptable to you, please let us know as soon as possible. 如果您认为上述可接受，请尽早告知我们。

Reference 参考答案

Dear Moffir,

We refer to our S/C No.456WR covering 1200 sets of ceramic vases. We write to you to confirm the packing.

According to our experience, the goods are packed into quality carton lined with customized shaped polyfoam of one set of 4 pcs each. Then extra thick polyfoam boards are used for sealing the carton. Two sets will be put into a bigger carton as the outer packing.

Reference 参考答案

The shipping marked on the outer packing as indicated as follows:

FN

CN0892

VANCOUVER

C/NO.1-600

The article No. , measurement and weight will also stenciled as side mark. Then we use wood frame packing to protect the goods from any possible damage in transit.

Do you think that's acceptable? Looking forwards to your reply.

Yours faithfully,

Supplementary Reading

1. Packing Instructions (A Relative Letter to Lesson 7 Specimen 2)

June 25, 2021

Dear Mr. Li,

We refer to our order No.HD-210 for 50 metric tons of garlic.

Please note that the garlic must be packed in mesh bags of 10kgs each capable of withstanding rough handling.

We trust that the above instructions are clear to you and that shipment will give the users entire satisfaction.

Yours sincerely,

Naniek Utami Handayani

2. Packing Indications

Dear Sirs,

In reply to your letter of August 20 enquiring about the packing of our goods, we wish to indicate as follows:

- (1) inner packing comprises:
 - a water-tight primary receptacle(s) — maximum quantity 1 L
 - a water-tight secondary packaging — maximum quantity per outer packaging 4 L
 - (an absorbent material-placed between primary receptacle and secondary packaging)
 - multiple primary receptacles must be wrapped individually
- (2) The packing shall be strong enough to withstand the shocks and loading normally encountered during transport and secondary packing shall be leakproof.
- (3) The gross weight of the completed package must be 30kgs (66lbs) or less, the net weight is 28kg.
- (4) In addition to the gross, net and tare weight, the shipping marks outside the packaging should include the words “Made in China”.

Should you have any special preference in this respect, please let us know without hesitation.

Yours faithfully,

xxx

Lesson 15 Shipment 装运

Specimen 1 Pressing for Shipment

Paolo Textiles Trading Co., Ltd.
90 High Street, Arbroath,
Scotland, DD11 1DP

October 10, 2021

China Win-Way Trading Co., Ltd.
No.40 , Qianjin Street , Baiyun District ,
Guangzhou, Guangdong,
China, 510000

Dear Mr. Wang,

As regards our order No.393 for 40,000 pieces of women's 100% cotton T- shirts, we sent you an irrevocable L/C about 15 days ago. However, we have not received any information from your company about its shipment.

Specimen 1 Pressing for Shipment

As the sales season is rapidly approaching and the demand at our end is heavy, any delay in shipment will involve us in no small difficulty. If the goods cannot be on the market on time to cater for the **end-users'** satisfaction, every effort we made before is meaningless.

We have to draw your attention to the fact that any losses caused by shipment delay should be compensated according to the stipulations in the contract. What you should do urgently at present is to do your utmost to dispatch the goods in question without delay.

Thank you in advance for your cooperation.

Yours truly,

G.P. Johnson

G.P. Johnson

Specimen 2 Asking for Transshipment

October 11, 2021

Dear Mr. G.P. Johnson,

Re: Order No. 393 for women's 100% cotton T-shirts

We have got your letter of October 15, asking for definite news of shipment of the abovementioned goods.

As the **direct liner** between Guangzhou and the port of destination is few and far between, we are still waiting for a reply from the local shipping company concerning the matter of space. To be frank with you, we have some difficulties in obtaining the **shipping space**. We hope you can understand our position and we are doing our utmost to deliver the goods before the relative credit expires. We expect to give you the result of our effort as soon as possible.

Lesson 16 Insurance 保險

Specimen 1 Insurance Practice

China Win-Way Trading Co., Ltd.
No.40 , Qianjin Street , Baiyun District ,
Guangzhou, Guangdong,
China, 510000

April 26, 2021

PT Jakarta International Spices Tbk
Raya Kelapa Gading No. 16, Jakarta Utara,
DKI Jakarta , Indonesia

Dear Mr. Handayani,

Re: Order No. HD-210

We acknowledge the receipt of your letter dated June 28, inquiring about the insurance on the above-mentioned order.

Specimen 1 Insurance Practice

As to the goods sold on CIF basis, we would say, our company will insure against All Risks **for Frozen Products** for 110% of the invoice value. If you want to insure broader coverage, **the extra premium** involved will be for buyer's account. When the goods are delivered to the consignee's warehouse at the destination named in the policy, the insurance shall terminate. It should be noted that the cover is limited to 60 days upon discharge of the insured goods from **sea-going vessel** at the final port of discharge before the insured goods reach the consignee's warehouse.

Should any damage to the goods occur, a **claim** may be filed to the **insurance agent** of **PICC** at your end, who will undertake to compensate you for the losses sustained.

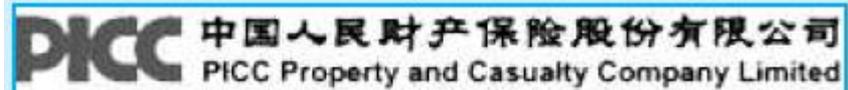
Specimen 1 Insurance Practice

The claim shall be submitted as promptly as possible. Claims against the ocean **carriers** usually become time-barred one year after discharge of the cargo from the sea-going vessel.

The PICC enjoys high prestige. The principal perils which the basic marine policy of the PICC insures against under its **Ocean Marine Cargo Clauses** are: **FPA, WPA** and All Risks. For further particulars please contact PICC or its agent at your end.

Yours faithfully,

Li Wen



Specimen 2 A Reply to an Insurance Request

China Win-Way Trading Co., Ltd.
No.40 , Qianjin Street , Baiyun District ,
Guangzhou, Guangdong,
China, 510000

July15, 2021

Macdonald & Evans Co., Ltd.
58 Lawton Street, New York, U.S.A.

Dear Mr. Evans,

We have received your mail dated July 10 requesting us to have the goods insured for 150% of the invoice value.

Since the business is concluded on CIF basis, we usually insure the shipment with the PICC for the invoice value plus 10% and cover All Risks.

Specimen 2 A Reply to an Insurance Request

If you want to have the goods insured for 150% of the invoice value, we can do it for you but the premium for the difference between 150% and 110% of the invoice value should be borne by your company.

Waiting for your early reply.

Yours faithfully,

Wu Gang

Wu Gang

Tags

All Risks	一切險(綜合險)
extra premium	額外保險費
sea-going vessel	海洋運輸船舶
claim	索賠
insurance agent	保險代理人
PICC	中國人民保險公司
carrier	承運人
Ocean Marine Cargo Clauses	海洋運輸貨物保險條款
FPA	平安險
WPA	水漬險

Arm Yourself

- 1 insurance n. 保险
 - insurance clause 保险条款
 - insurance slip 投保单
 - insurance policy 保险单
 - 保险单的种类： Insurance Policy 保险单
 - Insurance Certificate 保险凭证
 - Open Policy 预约保险单， 开口保险单
 - Combined certificate 联合凭证
 - Endorsement 保险批单
 - Cover Note/Slip 暂保单/承保条
- vi. insure 给以保险， 投保(后接货物或险别)
- vt. insure against...
- e.g. 我们通常对出口货物按发票金额的130%向中国人民保险公司投保一切险。
We generally insure our export shipment for 130% of its invoice value with the PICC against All Risks.
 - the insurer 保险人
 - the insured 被保险人

- 2 中国人民保险公司（PICC）承保的险别有：基本险别，即 FPA(平安险)、WPA(水渍险)、All Risks(一切险)和附加险。

常见的一般附加险（general additional risks）和特殊附加险(special additional risks)有：

General additional risks:

Theft, Pilferage & Non-delivery Risks (TPND) 偷窃、提货不着险

Fresh and /or Rain Water Damage Risks 淡水雨淋险

Shortage Risk 短量险

Inter-mixture & Contamination Risks 混杂、玷污险

Leakage Risk 漏损险

Clash & Breakage Risks 碰损、破碎险

Arm Yourself

Taint of Odour Risk 串味险

Sweating & Heating Risks 受潮受热险

Hook Damage Risk 勾损险

Rust Risk 锈损险

Breakage of Packing Risk 包装破裂险

Special additional risks:

Failure to Delivery 交货不到险

Import Duty Risk 进口关税险

On Deck Risk 舱面险

Rejection Risk 拒收险

Strike, Riot and Civil Commotion (SRCC) 罢工、暴动、民变险

Contingency Insurance “cover sellers’ interest only” 卖方利益险

Aflatoxin Risk 黄曲霉素险

War Risk 战争险

3 coverage n. 保险范围，承保险别

v. cover 投保

e.g. 保险由卖方按发票金额的130%投保平安险和破碎险。

Insurance is to be covered by the seller against FPA and breakage risk for 130% of the invoice value.

n. cover 保险，险别

arrange insurance cover

- 4 premium n. 保险费
 - premium income 保险费收入
 - premium due 到期保险费
 - premium earned 实收保费
 - premium on capital stock 股票升水
 - premium pay 额外酬劳
 - premium returns 保险退费
 - premium tariff 保费率表
 - premium statement 保费账单
 - premium for property insurance 财产保险费

5 discharge n. 卸货

e.g. 卸货需要多长时间?

How long will the discharge of the cargo take?

水渍险在货物卸船后60天有效。

WPA must be valid for period of 60 days after the discharge of goods.

6 warehouse n. 仓库商品或货物贮存之处；货栈

e.g. 在我方职员检查了哥拉斯戈的仓库后，发现40包货物没有用5层硬纸袋包装。

After a check-up by our staff at the warehouse in Glasgow, it was found that 40 bags had not been packed in 5-ply strong paper bags.

这完全是由于仓库经理的疏忽而造成的。

This was due entirely to the negligence on the part of the warehouse managers.

7 file v. 提出

file a claim 提出索赔

8 undertake v. 担任, 答应, 约定

undertake the risk 承担风险

undertake/take on an enterprise 创办事业

e.g. 如果A方不能按要求提供有关保险信息, B方将不承担任何责任。

Party B needn't undertake any obligation when Party A cannot release information about insurance as requested.

厂方答应接受订货。

The manufacturer undertook to accept orders.

n. undertaker 承办商, 企业主

n. undertaking 事业, 企业

9 sustain v. 蒙受，遭受

e.g. 当被保险货物遭受损失或损害时，保险公司将根据保险单上规定的保险条款进行赔偿。

When the goods insured sustain loss or damage, the insurance company shall undertake to indemnify according to the insured condition specified in the policy.

10 submit v. 提交, 呈交

e.g. 出口商在装船之后向议付行议付货款时, 须提交下列单据。

The following documents should be submitted when the exporter asks the negotiating bank for the payment after the shipment.

11 time-barred adj. 失效的

e.g. 如未在两年期间提起司法诉讼或仲裁，根据本公约的任何诉讼即失去时效。

Any action under this Convention is time-barred if judicial or arbitral proceedings have not been instituted within a period of two years.

12 enjoy high/excellent prestige 享有极佳的声誉

n. prestige 声誉, 威望

adj. prestigious 有声望的

e.g. 该公司成立于1980年, 在该行业享有极佳的声誉。

The firm was established in 1980 and has enjoyed high prestige in this line.

中国的陶器加工精美, 享誉世界。

China's pottery is beautifully finished and has enjoyed high prestige in the world.

该公司是欧洲有名的保险公司。

The company is a prestigious European insurance business.

13 particular n. 细节, 详细

adj. particular 严谨的, 精确的

particular description 详细的描述

particular about/over 对.....挑剔的

in particular 特别地

adv. particularly 特别地, 显著地

e.g. 对于详情, 我方将随附商品价目表一份供你方参考。

For further particular, we shall enclose a copy of price list for your information.

- 14 for 150% of the invoice value 按发票金额150%投保
保险金额的表达（以发票金额10%为例）还有：
- for 10% above the invoice value
 - for the invoice value plus 10%
 - for full 100% invoice value plus 10%
 - for the invoice cost plus 10%

15 bear v. 承担, 负担

e.g. 公司依照法律对所有赔偿负责。

The Company shall bear all compensation in accordance with the law.

以上提到的损失自港口免费存储期满后16天起开始计算, 除不可抗力外, 由买方承担。

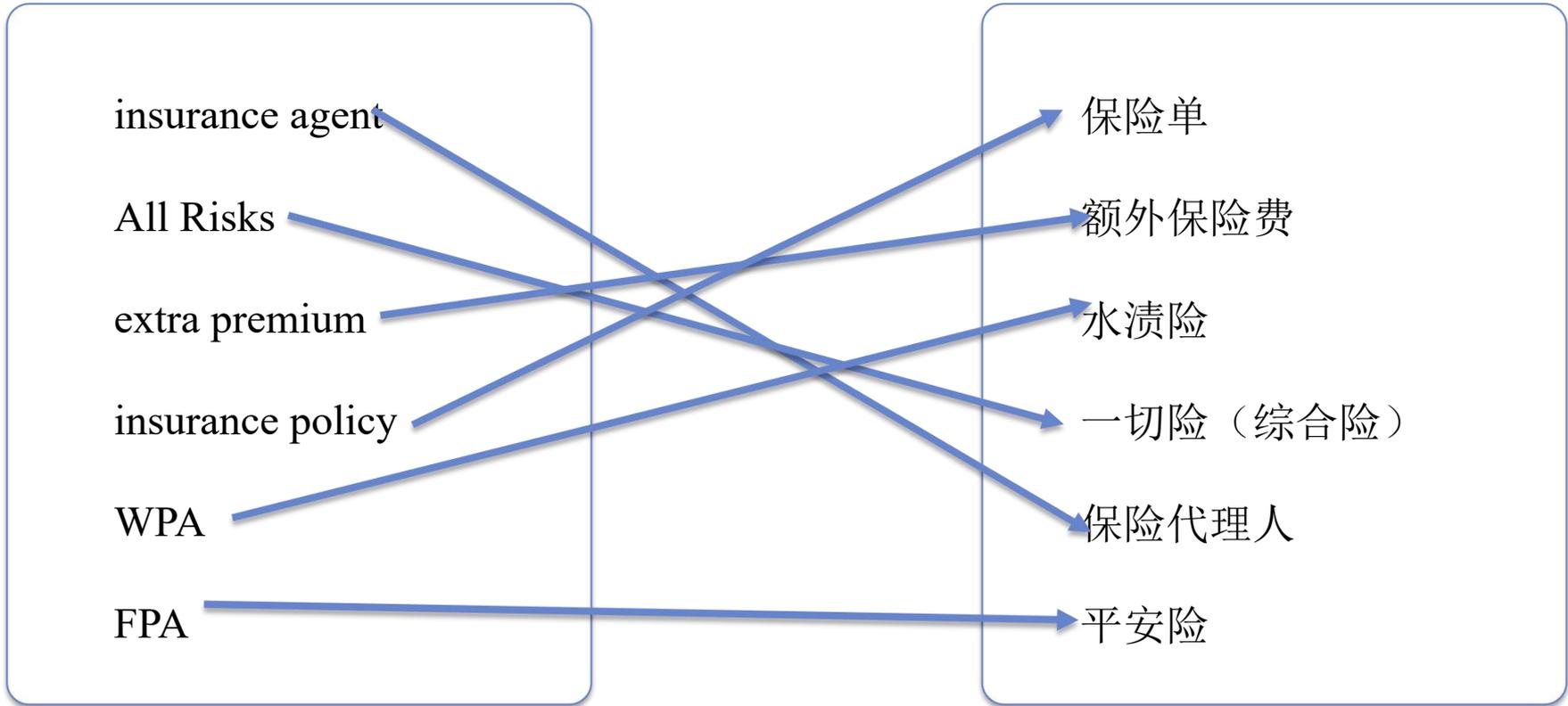
The abovementioned loss to be calculated from the 16th day after expiry of the free storage time at the port should be borne by the Buyer with the exception of Force Majeure.

理赔基本材料

- ① 正本保单；
- ② 正本提单（如是电放, 须提供清晰的复印件）；
- ③ 正本发票和正本装箱单；
- ④ 买卖合同复印件(需在复印件上盖章)；
- ⑤ 出口报关单复印件；
- ⑥ 收货人收货时与内陆承运人之间的货物交接单正本(如果有内陆段运输)；
- ⑦ 货损照片；
- ⑧ 收货人与承运人（和其他责任方）关于损失索赔的函件、传真；
- ⑨ 收货人致保险公司的索赔函和索赔清单（须列明保单号、货物损失的原因和程度、索赔金额和收款帐户）。

Make Yourself Skilled

I. Basic Training Match the Chinese versions with the English expressions.



Make Yourself Skilled

I. Basic Training

2. Choose the best answer for each sentence.

(1) We generally insure our export shipment for 130% of its invoice value with the PICC _____ All Risks.

A. for

B. by

C. against

D. on

(2) We've covered insurance _____ People's Insurance Company of China.

A. to

B. with

C. for

D. by

(3) Our goods have _____ great loss from this accident.

A. got

B. caught

C. paid

D. sustained

(4) The firm was established in 1980 and has _____ high prestige in this line.

A. suffered

B. caught

C. paid

D. enjoyed

(5) WPA must be valid for a period of 60 days after the _____ of goods.

A. receipt

B. discharge

C. shipment

D. dispatch

Make Yourself Skilled

II. Improving Training

Fill in the blanks with the following words or expressions.

extra premium
effect insurance

insurance policy
invoice value

insure the goods against

- (1) We have covered your goods with PICC and insurance policy is being issued.
- (2) If you require Breakage Risk, we may do it for you but the extra premium is for your account.
- (3) We are arranging insurance for 130% of the invoice value against SRCC.
- (4) Please insure the goods against All Risks on our behalf.
- (5) The goods will be shipped by rail. You are required to effect insurance accordingly.

Make Yourself Skilled

II. Improving Training

2. Translate the following Chinese parts into English.

(1) We can 承保海洋运输的所有险别。 (cover all the risks)

We can cover all the risks of ocean transportation.

(2) If additional risks are insured, 附加费用由买方承担。 (extra premium, be borne by)

If additional risks are insured, extra premium will be borne by the buyer.

Make Yourself Skilled

II. Improving Training

Translate the following sentences into English.

(3) We usually 按发票金额的110%来投保。 (insure for)

We usually insure for 110% of the invoice value.

(4) 买方承诺负担 premium and freight。 (undertake to bear)

Buyer will undertake to bear premium and freight.

Make Yourself Skilled

II. Improving Training

Translate the following sentences into English.

(5) Under Ocean Marine Cargo Clauses, 这批货物由卖方投保。 (insure)

Under Ocean Cargo Clause, the goods are insured by the seller.

III. Letter-writing Practice

Insurance 保险

Objectives of Training 实训目的

Through training, students learn how to write a letter dealing with the insurance issue.
通过实训,学生们学习应如何写信处理保险事宜。

Training Background 实训背景

Ganjiang Potteries Co., Ltd. and RTB Ornaments Co., Ltd. of Japan concluded a transaction of 1,500 pieces of tea sets. The Order Number is B894. The business is concluded on FOB terms. After signing the contract, RTB Company learned that Ganjiang Potteries Company had a long-term relationship with a Chinese insurance company, who can provide favorable insurance rate. RTB Company requested Ganjiang Potteries Company to cover insurance for 130% of the contract value against FPA and Breakage Risk, and the premium would be paid to Ganjiang Potteries Company together with the payment.

You are the purchasing manager of RTB Company. Please write an email to Liao Wen, business manager of Ganjiang Potteries Company, requesting her company to cover insurance on behalf of RTB Company.

赣江陶瓷有限公司与日本RTB饰品有限公司达成了1500套茶具的交易,订单号为B894,双方以FOB条款成交。合同签订后,RTB公司得知赣江陶瓷公司与一家中国保险公司有长期的合作,保险费率较优惠。RTB公司请求赣江陶瓷公司代为投保平安险和破碎险,投保金额为合同金额的130%,保险费将随货款一同支付给赣江陶瓷公司。

你是RTB公司的采购经理,请写一封邮件给赣江陶瓷公司的业务经理廖雯女士,请求其公司代为购买保险。

Make Yourself Skilled

III. Letter-writing Practice

Training Requirement 实训要求

Write the letter according to the training background. The format requirement: from the salutation to the complementary closing.

根据实训背景写信。格式要求：从称呼语开始写，至结束敬语。

Training Guidelines 实训指南

1. Writing Steps 写作步骤

Writing Points of Insurance Letter 保险信函写作要点

Opening: reference to the shipment under the order or the contract.

Body: a. if you ask the other party to handle insurance, put forward insurance requirements, such as the amount insured and risks;
 b. explanation of the payment for the premium, etc.

Closing: expression of your wishes.

开头：提及订单或合同项下的运输货物。

正文：

1. 如请对方代办保险，要提出保险的要求，如保险金额、险种等；
2. 指出如何支付保费等。

结尾：表达你的期望。

III. Letter-writing Practice

2. Reference Words and Sentence Patterns 参考词汇及句式

- (1) with reference to 兹提及
- (2) favorable insurance rate 优惠的保险费率
- (3) cover insurance on our behalf 代表我们投保
- (4) have the goods insured against ×× risk 将货物投保××险别
- (5) for 110% of the invoice value 按发票金额的110%
- (6) premium 保险费

Make Yourself Skilled

Reference 参考答案

Dear Miss Liao,

Re: 1500 Pieces Tea Sets

With reference to the order No. B894 for 1500 pieces tea sets, we have opened through Bank of China, New York, a confirmed, irrevocable L/C for US\$29000, valid till July 20.

We notice that you can get favorable insurance rate from the Chinese insurance company, and we hope that you could cover insurance on our behalf.

Owing to the special feature of our goods, we'd like to have the fragile goods insured against FPA and Breakage for 130% of the invoice value for this transaction. The premium will be paid together with the payment for goods.

We appreciate your early reply!

Yours faithfully,

Supplementary Reading

1. Insurance Practice

Dear Sirs,

Reference is made to your letter of October 6 regarding porcelain asking for the insurance to cover the export goods.

It is our usual practice to effect insurance on CIF basis against FPA and War Risk for 110% of the invoice value in the absence of definite instructions from our clients. We do not cover Breakage for this cargo. However, for the fragile goods as window glass, glazed wall tiles, breakage is a special risk, we can also meet the customers' requirements on the condition that the extra premium will be for your account and the cover is subject to a franchise of 5%.

It should be pointed out that the cover shall be limited to sixty days upon discharge of the insured goods from the sea-going vessel at the final port of discharge.

Your early confirmation of the above will be much appreciated.

Yours faithfully,

xxx

Supplementary Reading

2. Insurance Advice

Dear Sirs,

Re: Policy No.4476

This is to certify that the goods have been insured on behalf of China National Non-Metallic Minerals Industry Corporation (Group), Shanghai Branch.

The sum of US dollars: Two Thousand only.

Commodity and quantity: 200 sets electric water heaters

At & from Shanghai to Osaka

Ship on vessel: S.S. "Liberty Star"

Sailing on or about May 20, 2017

In the event of damage, the goods are to be surveyed by Japan Marine Surveyors & Sworn Measurer's Association and claims are payable at Shanghai.

This policy is issued in duplicate at Shanghai on May 5, 2017.

Yours faithfully,

xxx

Shipment and insurance are the necessary parts of a contract signed between buyers and sellers. Before shipment, buyers usually give shipping instructions in terms of packing, shipping marks, method of shipment, etc.. After shipment, sellers usually get shipping documents ready and send shipping advice to buyers.

1. Giving packing instructions, typical expressions such as:

- Each pair of nylon socks is packed in a polybag and 12 pairs to a box.

尼龙袜子每双用聚乙烯袋包装，每12双装一个盒。

- The goods are packed five pieces to a carton.

货物每5件装一纸箱。

- Regarding shipping mark, please stencil our initials in a circle.

关于唛头，请将我方公司名的首字母刷在一个圆圈内。

2. Giving shipping instructions, typical expressions such as:

- Please ship the goods in three equal lots, each every two months.

请平均分三批装运我方货物，每两个月一批。

- Please ship the lot under contract by S.S.“XXX”scheduled to sail on or about April 5.

请将合同项下货物装上4月5日左右起航的“.....”号轮。

- As contracted, we can allow 5% more or less at seller's option.

按合同规定，我们允许5%的溢短装，由卖方选择。

3. Asking for prompt shipment, typical expressions such as:

- As the sales season is rapidly approaching, our buyers are badly in need of the goods. We shall be very much obliged if you will effect shipment as soon as possible, thus enabling them to catch the brisk demand at the start of the season.

由于销售季节很快就要到了，我方买主急需货物。如你方能尽快装运，以便它们能赶在销售季节之初赶上旺盛的需求，我们将非常感激。

- We would like to emphasize that any delay in shipping our booked order will undoubtedly involve us in no small difficulty.

我们想强调，任何延期装运我方货物将毫无疑问会给我方带来不小的困难。

4. Asking for transshipment or partial shipment, typical expressions such as:

- The dispatch of the remaining 50 cases of goods with transshipment via Hong Kong at the most possible speed facilitate the dispatch of the goods to our customers on time.

尽快装运剩余的50箱货物，允许在香港转运，有利于我们按时将货物发送到客户手中。

- If we can ship whatever is ready instead of waiting for the whole lot...

如果我方能备好多少货就装运多少，而不是等待整批货物备妥，那么.....

- Shall we ship the first 50 tons in May and the balance in the following month?

我们能否在5月先装运50吨，剩余的下个月装运？

5. Advising shipment, typical expressions such as:

- We shipped the goods on the direct steamer which will sail for your port only around the 20th this month.

我们已将货物装上直达轮，将于本月20日左右驶往你港。

- We arrange the goods to be shipped in two lots during April to June.

我们安排4月至6月分两批装运货物。

- We have booked shipping space on S.S.“ May Flower ”, ETA(estimated time of arrival) is December 3.

我们已在“五月花”轮上订好舱位，预计到达时间是12月3日。

6. Requests for insurance, typical expressions such as:

- Insurance is to be covered by the sellers against All Risks for 110% of the invoice value with PICC.

由卖方向中国人民保险公司按发票价值110%投保一切险。

- Please insure coverage at your end.

请在你处投保。

- Please cover the insurance on the 300 sets of sewing machines under Contract No. 345.

请将合同345号项下的300台缝纫机投保。

7. Insurance practice, typical expressions such as:

- Even if additional Risk of Breakage has been insured, the cover is subject to a franchise of 5%.

即使投保了额外的破损险，还有5%的免赔率。

- The rate of Risk of Breakage is 3%, if you prefer to arrange insurance against Risk of Breakage, we'll do it for you.

破损险的费率为3%，如你方想投保此险，我们可以办理。

- If there are no definite directions from you, we'll effect insurance against WPA and War Risk.

如你方没有明确指示，我们将投保水渍险和战争险。

Specimen 2 Asking for Transshipment

An alternative is to ship the goods by transshipment, which we've mentioned in our last letter. Would you please check our letter dated October 5, 2017? If you allow us to ship via Felixstowe, we assure you that the shipment will reach your port in time. In that case, the L/C shall be amended accordingly.

Please send us your reply at your earliest convenience.

Yours truly,

Wang Lin

Tags

end-user

最终用户

shipping space

船舱位

direct liner

直达班轮

Arm Yourself

1 on the market 在市场上出售，待出售

相关词组：in the market for 选购，打算购买

come onto the market 上市

flood the market 充斥市场

bull market 牛市

bear market 熊市

black market 黑市

buyer's market 买方市场

third market 第三市场

stock market 股票市场

2 cater for 迎合

e.g. 产品的设计应迎合各种品位。

The design of the product should cater for all tastes.

3 compensate v. 赔偿，补偿，为……向某人赔偿

e.g. 由于延迟装运导致的损失由你方负责赔偿。

You will compensate us for the losses resulting from your delay of shipment.

遭受损失一方获得5000美元的赔偿以弥补运输途中货物的损害。

The party suffering losses received US\$5,000 as a compensation for the goods damaged in transit.

4 do one's utmost 竭尽所能，做最大的努力

e.g. 我方尽最大努力按合同规定的日期装运货物。

We shall do our utmost to ship the goods at the date agreed in the contract.

to one's utmost 到极点

to the utmost of this firm's financial power 尽公司财力所及

at the utmost 至多

e.g. At the utmost, we can place an order for 3,000 cases.

至多我们可以订购3,000 箱。

5 alternative n. 二者择一，另一选择； adj. 二者选一的，另外一个的，可供替代的
e.g. 将货物运至你方港口还有一种方法。

There is an alternative way to ship the consignment to your port.

Arm Yourself

6 transshipment n. 转船

v. transship 将.....转船

e.g. 货物已载入一艘内河轮船上。

The cargo has been transshipped into a river steamer.

partial shipment and transshipment 分批装运和转船

分批装运的表达:

in instalment 分批

in lots 分批

in one instalment 整批

in three instalments 分三批

in three equal instalments 分三批平均装运

in three equal monthly instalments 分三批每月平均装运

ship the goods in three equal lots 分三次平均装运

ship the goods in three lots during May/June 5月、6月分三次装运

转船的表达: ship via

transship via/at

with transshipment via/at

time of shipment 装运期

其规定方法: shipment during December, 2005

shipment not later than 25th December, 2005

shipment within ...days after receipt of L/C

Arm Yourself

7 via prep. 经由

send the letter via airmail 通过空邮寄

via Shanghai 经由上海

travel via London 取道伦敦的旅行

e.g. 无直达船至你方港口，我方必须经温哥华转船。

As there are no direct steamers to your port, we have to transship the goods via Vancouver.

我方将从伦敦经多佛尔将货物运至费城。

We shall ship the goods from London to Philadelphia via Dover.

国际贸易中的运输方式

① 海洋运输 在国际贸易货物运输中，海洋运输以其运量大、运费低、通过能力大等特点，成为运用最为广泛的运输方式。根据船舶经营方式的不同，可分为班轮运输和租船运输。

② 铁路运输 铁路运输主要指国际铁路货物联运，它具有受气候条件影响小、运量大、速度较快、运输手续简单、费用较低等特点。

③ 航空运输 航空运输是一种现代化的国际货运方式，具有速度快、航线不受地形限制、手续简便等特点，在国际贸易货物运输中的地位日益提高。

④ 邮包运输 邮包运输是一种较简便的运输方式，按照国际贸易惯例，卖方将邮包交给邮局取得邮包收据后，即视为完成交货义务。这种运输方式一般只适用于量轻体小的商品。

⑤ 联合运输 联合运输是指使用两种以上的运输方式完成某一运输义务的联运运输方式。主要包括陆空联运、陆海联运、陆桥联运、国际多式联运等方式。

Make Yourself Skilled

I. Basic Training Match the Chinese versions with the English expressions.

shipping company

end-user

compensation

direct liner

shipping space

transshipment

船舱位

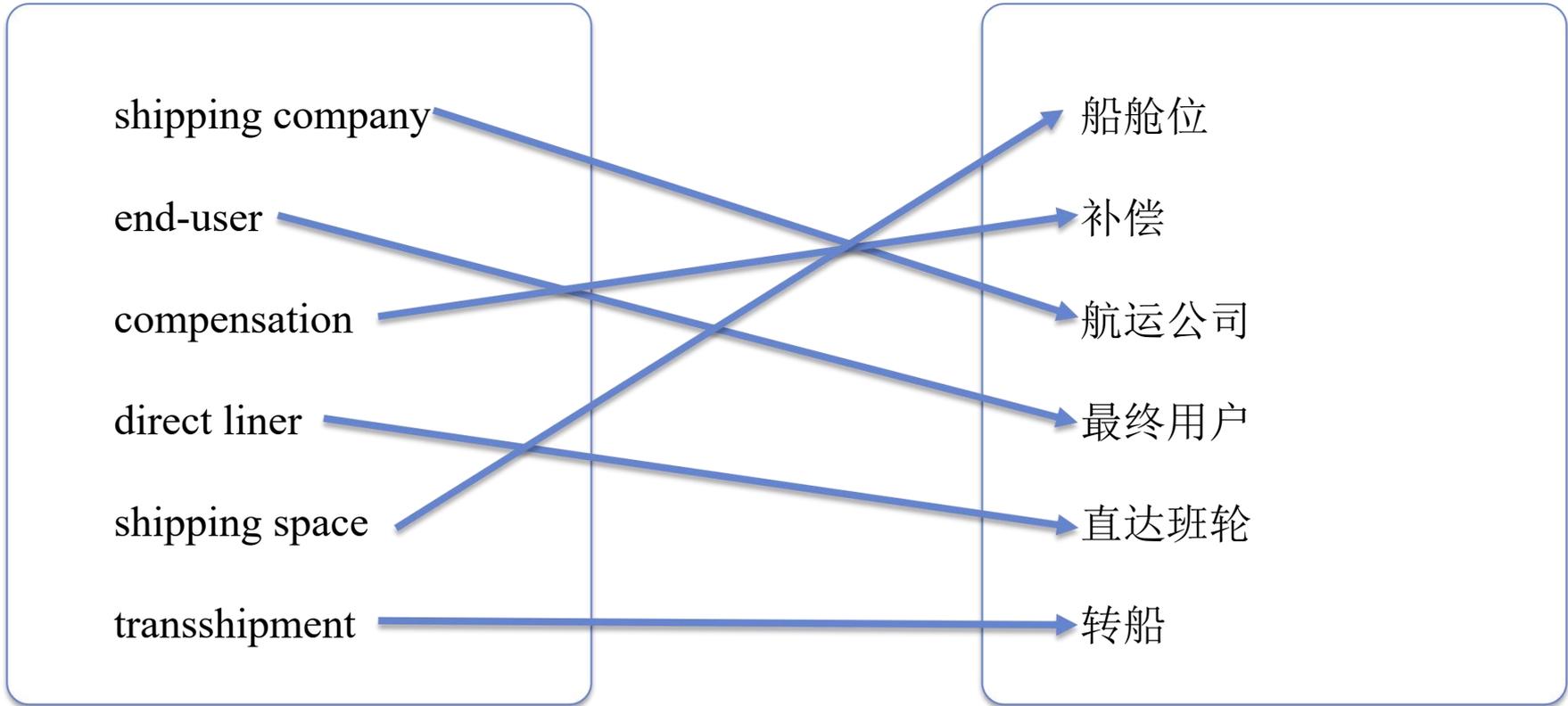
补偿

航运公司

最终用户

直达班轮

转船



Make Yourself Skilled

I. Basic Training

2. Choose the best answer for each sentence.

(1) You must compensate me _____ this loss caused by the short delivery.

- A. for B. by C. on D. in

(2) To be frank _____ you, we have some difficulties _____ obtaining the shipping space.

- A. for, of B. with, in C. to, on D. with, of

(3) We shall ship the goods from London to Philadelphia _____ Dover.

- A. through B. by C. via D. to

(4) As there are no direct steamers to your port, we have to _____ the goods.

- A. transship B. partial ship C. transit D. transfer

(5) Our _____ hope to receive goods to their satisfaction.

- A. end-users B. customers C. clients D. receivers

Make Yourself Skilled

II. Improving Training

Fill in the blanks with the following words or expressions.

do your utmost alternative way at our end cater for compensate for

- (1) All the products shall cater for the requirements of the customers.
- (2) The seller shall compensate for all the losses incurred owing to their own negligence.
- (3) Please do your utmost to effect shipment as contracted so that we may catch the busy season.
- (4) In this case, an alternative way is to ship the goods by transshipment.
- (5) Your goods are in brisk demand at our end.

Make Yourself Skilled

II. Improving Training

2. Translate the following Chinese parts into English.

(1) 装运方面的任何延误will involve us in inconvenience。 (delay in)

Any delay in shipment will involve us in inconvenience.

(2) As requested in the contract, 由于运输延迟而造成的损失应由你方赔偿。
(compensate)

As requested in the contract, any losses arising from delay of shipment will be compensated by you.

Make Yourself Skilled

II. Improving Training

Translate the following sentences into English.

(3) The goods we dispatched to you 会满足你方客户的需要。 (cater for)

The goods we dispatched to you will cater for the requirements of your customers.

(4) Because of the large quantity involved in this shipment, 请尽力安排装运。 (do one's utmost)

Because of the large quantity involved in this shipment, please do your utmost to arrange shipment.

Make Yourself Skilled

II. Improving Training

Translate the following sentences into English.

(5) We will ship the goods immediately 使你方能及时将货物投放市场。 (on the market)

We will ship the goods immediately so that you can put the goods on the market.

III. Comprehensive Training

Shipment 装运

Objectives of Training 实训目的

Through training, students learn how to deal with the issue of shipment as an exporter.
通过实训，学生们学习作为出口商应如何处理船务相关事宜。

Training Background 实训背景

Spanish GMT Company previously ordered a batch of goods from China Huali Company. The Order Number is CE353. Due to the flooding in June, the production line of Huali had to be suspended. Please write an email to Mr. Denis, the Spanish customer, informing him that the delivery cannot be made as scheduled. Shipment is expected to be delayed by 15 days. The first lot will be shipped at the end of July and the rest in mid-August.

III. Comprehensive Training

西班牙 GMT 公司此前向中国华立公司下单订购了一批货物, 订单号为 CE353。由于 6 月份的洪水, 华立公司的生产线不得不暂停。请向西班牙客户 Denis 先生写一封邮件, 告知其无法按期整批交货, 预计发货将推迟 15 天。第一批在 7 月底装运, 剩下的在 8 月中旬装运。

Training Requirement 实训要求

Write the letter according to the training background. The format requirement: from the salutation to the complementary closing.

根据实训背景写信。格式要求：从称呼语开始写，至结束敬语。

III. Comprehensive Training

Training Guidelines 实训指南

1. Writing Steps 写作步骤

Writing Points of Request for Postponing Shipment 延期装运请求函写作要点

Opening: referring to the order, the name of the commodity and the quantity under the contract.

Body: request for postponing shipment, and give the reasons.

Closing: expect cooperation.

开头：提及订单、合同项下的商品名称和数量。

正文：要求延期装运，并说明原因。

结尾：表明期望合作。

III. Comprehensive Training

2. Reference Words and Sentence Patterns 参考词汇及句式

(1) as regards 关于

(2) We have some difficulties in doing sth. 我们做某事有困难。

(3) effect shipment in one lot duly 按期整批装运

(4) owing to 因为

(5) in that case 在此情况下

(6) deliver 交货

(7) shipment will be delayed by... 船期将推迟.....天

(8) We sincerely hope that you may consider the above request. 我们衷心希望您能考虑上述请求。

Make Yourself Skilled

Reference 参考答案

Dear Mr. Denis,

Regarding the shipment of your order No.CE353, we regret to inform you that we are unable to effect shipment duly in one lot as contracted owing to the flooding in June. Due to the flooding, our production line had to be suspended for 7 days.

In that case, shipment of your order is expected to be delayed by 15 days. The goods you ordered have to be shipped in two lots. The 1st lot will be delivered at the end of July, and the 2nd in the middle of August.

We sincerely hope that you may consider the above request. If possible, the amendment to the L/C will be made accordingly.

Yours truly,

Supplementary Reading

1. Shipping Instructions

Dear Sirs,

We confirm having received your letter of October 5. With respect to 3,000 M/Ts wheat, 3 percent more or less at your option, we take the pleasure to inform you that the loading rate is 2,000 M/Ts per weather working day of 24 consecutive hours, Sundays and holidays at port of loading included. In case it exceeds this figure, the time will count pro rata. We have to point out that you must submit your final confirmation for lay days to us so that proper arrangements for loading can be made by us as we have other loading commitments. We also agree demurrage and dispatch money should be settled directly between the seller and the ship owners and insist that you should advise us of the estimated time of arrival 15 days prior to the arrival of the carrying vessel at the port of loading.

Please confirm it and give us a reply at an early date.

Yours faithfully,

xxx

Supplementary Reading

2. Shipping Advice (A Relative Letter to Lesson 14 Specimen 1)

August 5, 2021

Dear Mr. Evans,

We have received your letter of July 25, enquiring about the shipment of your Order No. 322.

Please accept our apologies for the delay which has been caused by the unavailability of shipping space from Guangzhou to New York.

The matter was, however, in hand and your consignment was shipped yesterday on board S.S. "Pandit", which is sailing directly to New York.

Supplementary Reading

2. Shipping Advice (A Relative Letter to Lesson 14 Specimen 1)

We enclose one set of shipping documents comprising:

1. One non-negotiable copy of the Bill of Lading;
2. Commercial Invoice in duplicate;
3. One copy of the Certificate of Quality;
4. One copy of the Certificate of Quantity;
5. One copy of the Insurance Policy.

We are glad that we have been able to execute your order as contracted. We trust the goods will reach you in time for the selling season and prove to be entirely satisfactory. I will personally ensure that you receive our prompt and careful attention at all times.

Yours faithfully,

Wu Gang

Wu Gang

** Tips: As to the form of shipping advice, please turn to Lesson 9 in Document part.*