

**Part I**

**BUSINESS LETTERS**  
**商务函电**



## 本课程目的与要求

1. 使学生了解信件的格式以及每类信函的写法、特点、技能与内容;
2. 使学生了解信件中常用词组与句式的用法;掌握商贸业务中的英语术语、缩略语、惯用句型和表达方法;
3. 使学生具备较好地处理商务函电的能力,能够熟练地起草多种商务文件、书信传真、电子邮件,写作是最终目的;
4. 使学生熟练地翻译信函,具备较好的商务英语的听、说、读、写、译能力;
5. 使学生了解国际贸易中的常用做法与习惯;
6. 培养学生的自学能力,使学生养成正确的学习方法与集体合作能力,积极参与教学。

## 教学重点

1. 每类信函的写作背景和写作要点
2. 每个交易环节的常用词组和句式
3. 信函的翻译
4. 练习巩固

## 教学方法建议

主要采用交际式教学法,以启发教学为主,练习为辅,引导自学方式,培养自学能力和合作精神;增强竞争意识,提高交流水平。不妨在教学中尝试采用“3C”的方法,即 Competitiveness, Cooperation and Creativeness (竞争、合作和创新) 组织教学。例如讲解课文时,可采用从头至尾,以启发式提问等方式引入课题的串讲式;或将重点词汇提出讲解,并给出例子翻译的精讲式等。

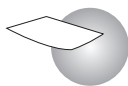
具体建议如下:

### (1) 小组讨论式(自学引导式)

这是一种交流互动的教学模式。基本结构为:教师启动——小组讨论自学——组际交流质疑答疑——练习评定。

首先,选择难易程度适中的课文,在讲授新课前对学生做适当的引导,先向学生介绍一下有关信函的背景知识,为学生的理解打下良好的基础。这样,使全体学生进入良好的准备状态,激发他们的学习兴趣,从而产生一种探求知识的渴望。

其次,向学生提出本课的学习目标,明确自学方法,提出学习要求,布置学习任务,要求学生通过小组讨论,找出重点词、句、常用表达式、写作背景及写作要点,完成练习(这一过程需要一节课的时间)。组内各位同学分担不同工作,合并起来才能完成总体任务。学习过程



中如内容如有任何疑问,先在组内讨论解决。教师则通过巡视和参与,设法引导他们自己做出正确或接近正确的答案。组内同学自己去发现问题、研究问题、探寻知识,相互学习,团结协助,共同达到学习的目标。

再次,由小组质疑,放到全班讨论完成,再由教师进行点评及讲解。

最后是练习提交和讨论。

通过练习,教师可以了解学生对重难点的掌握情况,以便有针对性地进行深入讲解和补充。同时再通过听写主要词句、口译课文、完成补充练习等方式进一步检查和巩固学生对所学内容的掌握程度。这样有助于对学生的学习过程进行评价,控制学习的进程。

## (2)角色扮演式(任务式)

这是完全以学生为主体的教学模式。

教师先选择几篇内容相近、难易度相似的函电课文,针对教学的目的和要求,将课文和练习分割成几个小单元,仍然以小组为单位,对每个小组分派具体任务,负责某一课程的词、句、段或整体写作要点及其练习。由小组讨论完成任务,基本做法和要求同上面的小组讨论式。

然后由小组成员提交自己负责的任务,充当老师,进行词、句、段和整体的讲解及分析,并负责解答其他小组的质疑。教师则充当“学生”,不时提些问题,引导学生认真思考,抓住重点,完成教学任务。对学生没有涉及以及不正确的地方,在学生完成讲解后予以指出,通过分析理解,让学生自行找出答案。

最后是练习的提交。教师可进一步对重要的语言点进行点评,把握学生学习的方向。

这种方式可以让教师随时检查学生的学习方法及对教学内容的掌握情况,把握重难点及学习过程的长短。

## (3)练习的方式

将每课练习分成几个部分,有个人完成的,有小组讨论完成的,还有竞赛练习。

个人完成的部分在完成后采用限额方式,由学生上台提交,学生会争取机会,提交自己的答案。

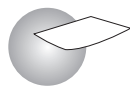
小组讨论部分则由小组讨论完成后派代表提交,也是限额方式,学习气氛既活跃又轻松。

竞赛练习则打乱原有小组格局,临时分组,将练习内容一条一条往下传,每个人都有机会参与,允许互相讨论帮忙。学生在临时的合作中也能体现竞争意识,求快求准。

在练习过程中,教师可不主张标准答案,只要正确即可。这样学生可以利用所学的英语知识和商务知识去自由发挥,有助于培养求异创新能力。

## (4)写作训练方式

由于商务英语函电课程的特点,决定其教学重点应落在函电写作上。教师可经常设计



一些场景,让学生思考在这种情况下,他们会如何通过文字表述进行交流,达到自己的目的。有时也可给出一些信函,让学生根据自己的理解,写出回信。学到一定阶段,还可要求学生围绕一个主题写出多封往来信函。例如将学生分成小组,每个小组代表不同的公司,设计不同的商务背景,让他们根据要求自由寻找合作小组,按照交易的过程,从建立业务关系—询盘—发盘—还盘—成交几个环节,互相通信。这样不仅能增强趣味性,而且还会让学生熟悉真正的贸易环节,根据要求自由发挥,创造性地写出自己的信函。

### “3C”组织教学法对教师的要求

采用“3C”组织教学法,教师在整个过程中是任务的设计者、活动的组织者和学习的引导者。它要求教师正确把握好学生预习的脉搏,布置任务,掌握学习进程和检查学习效果。同时,只有对教材的把握更深入、灵活,才能实施好任务型教学,才能合理地将课文进行分割,让学生能够合作自学、讨论完成。教师还需对学生进行多层次评价,对学生在学习过程中所表现出的创新精神和探索精神给予鼓励。这种鼓励能够给学生以走向成功的机会,使学生自我实现的需要得到满足。

### “3C”组织教学法对教学评价体系的要求

采用“3C”组织教学法,要求教学评价体系的相应配套改革。首先是对学习效果的评价体系必须做出有助于实施“3C”教学法的改变;其次是学校教学主管部门对教师教学效果的考评必须做出相应的调整。

## 引言

在与国外商人进行业务往来时,免不了要进行一些信函、邮件交流。由于这些信函、邮件具有商业用途,代表一个公司、一个业务员的形象,沟通双方的感情,奠定交易的基础,构建交易的基本条件条款,具有极其重要的作用,所以这些信文在写作时有一定的要求,须遵循一定的格式、写法。

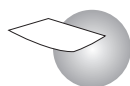
### 一、函电的内容:

函电中的内容可分为必备内容和备选内容。必备内容即为每封信函都必须有的内容,它包括信头、日期、封内名称和地址、称呼、正文、结束语和签名;备选内容为根据具体情况可有可无的内容,如参考号、送交、标题、附件、抄送、附言等。

#### 1. 信头(letterhead)

一般放在整封信的首页最上面中央,有些公司为方便直接将信头印在信笺上端。如

PING AN INSURANCE COMPANY OF CHINA  
Add: No.48 Zhonghua Road, Nanning, Guangxi, China



Tel: 5899900

Cable address: xxx

Fax: 2438999

Telex No:

这里须强调一下,写国外地址时应注意从小写到大,而中国人习惯从大写 to 小。

## 2. 日期(date)

日期的表达式主要有日/月/年及月/日/年排列法,如2013年7月14日写为:14th July, 2013, or July 14, 2013.

## 3. 封内名称及地址(inside name and address)

此名称和地址由于写在信内而称为封内名称及地址,目的是为了确保信封与信件的一致性,以免装错信封寄错信。封内名称地址的写法与信头写法一致。此内容放在日期之下,齐左边。例如:

xxx,

China National Chemical Imp.&Exp. Corp.,

Nanning Branch,

65# Qixing road, Nanning,

Guangxi, China

姓名的写法:

(1) 写给认识的男性,用Mr.加上姓名,如:

Mr. John Smith

(2) 对认识的男性,可用头衔或职称代替Mr.表示尊重,如:

Doctor John Smith, Professor Joyce Gwillian

(3) 对认识的男性,可以同时写上职称甚至工作单位,如:

Mr. John Smith, manager

Camera Shop

(4) 对数位男性,可用Messrs., 如:

Messrs. Thomas Wood and John Smith

(5) 写给不知姓名的人,可写其职务或所在机构,如:

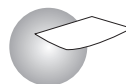
The manager

Oriented Bank

(6) 写给未婚女性,用Miss接姓名;给已婚女性,用Mrs.;给不知婚姻状况的女性,用Ms.。

## 4. 称呼(salutation)

称呼放在封内名称及地址之下,齐左边。



### 5. 正文(message)

正文的内容一般都包括开头、正文、结束三部分。

正文内容会根据具体的交易环节而有所改变。正文格式根据信件格式不同有区别,齐头式下正文全部齐左边,缩进式下正文每一段首行往里缩进。

### 6. 结束语(complimentary close)

此内容根据信件格式不同位置有区别,齐头式下结束语放在左边,缩进式下结束语放在右边。

### 7. 签名(signature)

签名紧跟在结束语之下,手写表示尊敬,所以有时信函是打印的,也要在打印签名之上手签。签名根据信件格式不同位置有区别,齐头式下签名放在左边,缩进式下签名放在右边。

### 8. 参考号(reference notation)

有时为了归档、查找方便,或明确让双方明白此封信函的内容与什么有关,会在信头之下,日期之上右边添上这一内容,后面多跟合同号、信用证号等。

### 9. 送交(attention)

不论信件格式为齐头式还是缩进式,此内容均齐左边。

### 10. 标题(subject)

位置根据信函格式有所不同,齐头式下标题放在左边,缩进式下标题放在中间。

### 11. 附录(enclosure)

一般放在签名之下,不论信件格式如何,均齐左边。

### 12. 抄送(carbon copy, c/c)

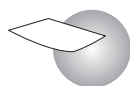
不论信件格式如何,齐左边。

### 13. 附言(postscript)

此内容为信后忘写部分,类似中文信件中的“另”,缩略为:P.S.。

## 二、函电的格式及各部分内容的位置

函电主要有三种格式:缩进式、齐头式和混合式。缩进式下正文每一段首行往里缩进,齐头式下所有内容全部齐左边的边界。



### 三、信封的格式与写法：

商贸英文信函的信封格式写法与普通英文信函信封的格式写法有相同之处，即寄信人的名称地址放在左上角，收信人的名称地址放在右下角或信封中央，地址同样由小写到大；但它们也有不同之处，即收信人名称地址的格式必须与信件正文格式一致，以示正式与尊敬。

### 四、交易各环节信件的写法：

在交易中随着双方关系的深入，所涉及的信函内容也有所不同。在交易之初，双方尚处于试探及建立业务关系阶段，信件的目的是为了建立业务关系，写作的要点侧重于介绍自己的产品，表达要求、愿望；建立业务关系后，双方开始交换有关交易条件的意见，进入询盘、报盘、还盘、成交阶段，涉及交易各项条件，包括价格、数量、装运条件、时间、方式、成交方式、付款方式、保险、索赔等，因此信件的内容多为关于这些交易条件条款的意见交换。

### 五. 写作要求：

#### 1. 格式要求：

格式要正规，符合要求，必备内容一项不能少，所放位置要正确，特别是对新客户，更应该注意，这既代表着自己的形象，也表示礼貌与尊重，老客户之间可稍不拘泥。

#### 2. 措词要求：

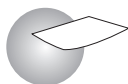
措词上既要明确表达自己的意见，又要简单明了，这代表一个人的行事作风，同时有些交易并不是一两封信可以成交的，但却可以为今后交易打下良好的基础，所以用词一定要友善、礼貌，少用命令式语句，多用些表示尊敬、礼貌的句子。我们把措词要求归纳为三个“c”，即 *clearness*(清晰)，*courtesy*(礼貌)，*conciseness*(简洁)。语言要有礼且谦虚，及时地回信也是礼貌的表现；意思表达要明确，避免用词错误，注意词语所放的位置，注意句子的结构；避免废话连篇，避免不必要的重复，大量运用短句、单词等。

#### 3. 表达要求：

表达上首先要符合英语语法习惯，减少错误；还要牢记一些常用表达方式，既能清楚表达自己的意见，又能表示礼貌、尊敬。虽然目前商务交往中越来越倾向于简单、随意，使用的英语也跟一般交际英语没什么区别，但使用礼貌用语对促进双方关系有帮助。如希望对方早日来信，尽量避免使用 *please reply early*，而应该说：*we're looking forward to your early reply, we'll appreciate it if you could reply early, or your early reply will be highly appreciated, etc.*。类似的常用表达方式有：

表示感谢：

*We're obliged if you could...*



We will appreciate it if you could...

We're grateful if you could...

感谢对方来信:

Thank you for your letter of...

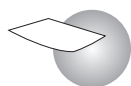
We have received your letter of..., thank you.

We're in receipt of your letter...

We acknowledge your letter...

We acknowledge the receipt of your letter...

最后,在用语上尽量使用第二、第三人称,表示客观地陈述事实,易于让对方接受,如 it is understood that...; you must be well aware that...; you may be assured that...





# Unit 1

## Establishing Business Relations

### 建立业务关系



#### 背景介绍

写信人通过如网络、广播、电视、报纸、他人介绍、商务参赞处、交易会等渠道得知潜在交易人的名称、地址,了解到有关对方的经营范围、购买意图,写信给对方希望建立业务关系,同时介绍一下自己的购买意图、经营范围,表达与对方合作的希望与要求。

#### 写作要点及要求

这类信函通常包括:

开头: 1)说明自己的消息来源;

2)表达建立业务关系的希望;

正文: 3)自我介绍:包括自己公司、经营范围等;

4)介绍公司资信情况;

5)表达要求;

结尾: 6)期望;此部分其实是客套话,一般是表示希望对方早日回信、听到对方的好消息等。

回信要点:

同意建立业务关系的回信:

开头: 1)感谢收到来信;

2)表示愿意建立业务关系;

正文: 3)对对方信中提及的要求或问题给予答复;

4)做自我介绍;

结尾: 5)期望:可以做生意,或收到具体询盘。

不能与之建立业务关系的回信:

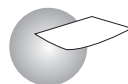
开头: 1)感谢收到来信;

正文: 2)很遗憾不能建立业务关系;

3)详细说明原因;

结尾: 4)期望:以后合作的机会,或再次表示道歉。

每封信件的具体内容需要根据实际情况加以调整。



# 1

## An Importer's Self-introduction 进口商自我介绍

### More Explanations (课文补充讲解)

#### ① in the hope of 希望

e.g. 我们写信给你方,希望与你方建立业务关系。

We're writing to you in the hope of establishing business relations with you.

Or: We're writing to you in the hope that you'll establish business relations with you.

我们回信给你方,希望你们给我们报最低价。

We write back to you in the hope that you can quote us the lowest price.

#### ② establish business relations with

e.g. 我们很想早日与你方建立直接的业务关系。

We would like to establish direct business relations with you.

我们写信给你方,希望与你方建立业务关系。

We are writing for the establishment of business relations with you.

#### ③ extend 扩大,给予,提供,延期

句式: extend sb. sth./ extend sth. to sb. 给予某人某样东西

extend us the support (give/ extend the support to us) 给我们提供支持

extend the accommodation to sb. 给予某人通融

extend L/C 延期信用证

extend the L/C to August 1 将信用证展期至8月1日

extend the date of the delivery in the L/C to 将信用证中的交货期展至……

n. extension 扩大,展期,给予

extension of the L/C 信用证展期

make extension of the L/C 展期信用证

adj. large in amount; wide-ranging 广泛的;大量的

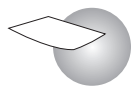
extensive connection 广泛的联系

\*\* range n. 范围

a range of 一系列

a wide range of 广泛的

v. range from...to... 在……范围内变动



④ **appreciate** v. 感谢, 欣赏

e.g. 你们会喜欢我方产品的颜色和款式的。

You should appreciate the colours and designs of our goods.

如你方能尽早给予答复, 我们将不胜感激。

We shall appreciate it if you could give us an early reply.

⑤ **competitive** adj. 有竞争力的, 竞争的

n. competition 竞争

e.g. 国际市场上竞争很激烈。

There is a keen competition in the international market.

Or: Competition in the international market is very keen.

n. competitiveness 有竞争性, 有竞争力

e.g. 为了提升公司的竞争力, 我们要不断改进产品的质量。

We should improve the quality of products continuously in order to increase the competitiveness of our company.

⑥ **place an order with sb. for sth.** 向某人订购……

e.g. 如你方价格有竞争力, 我方将向你方订购手套。

If your prices are competitive, we shall be pleased to place an order with you for gloves.

现向你方订购100匹印花细布。

We are placing an order with you for 100 pieces of printed shirting.

place an order for a large quantity (of) 大量订购

有关订单的表达法:

regular order 长期订货

trial order 试订单

first/initial order 首笔订单

substantial order 大宗订单

repeat order 再次订单/续订单

\* order sth. with sb. 向某人订购某物

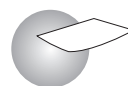
⑦ **look forward to** 盼望

look forward to your early reply

look forward to receiving your reply

e.g. 我们盼望能与你方做成生意。

We look forward to doing business with you.



⑧ **be desirous to** 热切盼望,渴望

句式: desire to do sth.

desire sb. to do sth.

desire that...

desire sth.

It is desired that...

e.g. 我们热切盼望与你方建立长期友好的贸易关系。

We're desirous to enter into long-term friendly business relations with you.

Or: We desire to enter into long-term friendly business relations with you.

⑨ **satisfy different market needs** 满足不同的市场需求

同义: serve the needs

meet the needs

⑩ **in compliance with** 与……一致,符合;按照,根据

e.g. 应你方的要求,我们已通知银行在几日内开立信用证。

In compliance with your request, we have instructed the bank to open the L/C in a few days.

v. comply (+with)

同义: agree with

e.g. 我们应按买方要求,选择与市场一致的价格。

We shall comply with the buyer's request and choose the prices in line with the market.

⑪ **under separate cover** 另邮,另寄

under cover 随函附上

e.g. 关于目录与价目表,我们将另邮寄给你方。

We will send you under separate cover catalogue and pricelist.

⑫ **covering prep.** 有关,关于;包括

e.g. 寄上一份价目表,内容包括我们所经营的商品。

We send you a pricelist covering goods we are handling.

我们的业务范围已扩大到包括化工产品在内了。

Our activities have now been extended to cover chemicals.

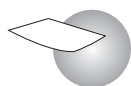
⑬ **enquiry n.** 询盘

e.g. 我们昨天收到的信是询问经营范围的。

The letter we received yesterday is an enquiry about business activities.

获悉你方对纺织品的询盘,谢谢。

Thank you for your enquiry for textiles.



## Main Points of the Letter (信件要点)

### Specimen 1

- a. source of information and intention
- b. self-introduction and detailed requirements
- c. expectation of early reply

### Specimen 2

- a. receipt of the letter and agreement to the wishes
- b. self-introduction and detailed business items
- c. sending of the catalogue and the pricelist
- d. expectation of a specific enquiry.

## Chinese Version (译文)

信件一 进口商自我介绍  
(对第五课信件二的回复)

麦克唐那&伊万有限公司  
美国纽约劳顿大街58号

中国永胜贸易有限公司  
中国广东省广州市白云区前进路40号,510000

送交:销售部吴刚先生

尊敬的吴先生:

我们从伏特&威廉公司得知贵公司的商号与地址,特此来函,希望能同贵公司发展业务关系。

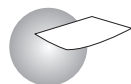
多年来,本公司经营休闲鞋类进口生意,目前想扩展业务范围。请惠寄商品目录与报价单。

如贵公司产品价格有竞争力,本公司必定向你方试订。

贵司可向我方银行——花旗银行上海分行查询我方业务信息及资信状况。

恭候回音。

麦克唐那&伊万有限公司  
(签名)  
麦克·伊万  
经理  
谨上  
2021年4月20日



信件二 确认订单  
(对信件一的回信)

中国永胜贸易有限公司  
中国广东省广州市白云区前进路40号,510000

麦克唐那&伊万有限公司  
美国纽约劳顿大街58号

尊敬的伊万先生:

感谢贵公司四月二十日的来函,我们非常渴望与贵公司建立业务关系。我们鞋厂致力于设计和生产各种传统和时尚男女鞋产品。我们已开发和上市了室内拖鞋、棉拖鞋、新款刺绣拖鞋、童鞋和棉鞋。可以满足国内外不同市场需求。

谨遵要求另函奉上最新的出口商品目录及报价单,涵括目前可供的出口商品。如你方对任何一款感兴趣,请让我方知道。期盼你方具体询盘。

中国永胜贸易有限公司  
(签名)  
吴刚  
业务一部经理  
谨上  
2021年4月25日

## Key to the Exercises (习题答案)

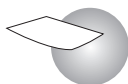
### I. Basic Training

1. Match the Chinese versions with the English expressions.

quotation	报价
leading importer	一流的进口商
competitive price	有竞争力的价格
order	订单
specific enquiry	具体询盘
latest catalogue	最新目录

2. Choose the best answer for each sentence.

(1) C (2) A (3) D (4) D (5) C



## II. Improving Training

1. Fill in the blanks with the proper forms of the given words.

- (1) enquiry                      (2) competitive                      (3) business relations  
(4) compliance with              (5) desire

2. Translate the following sentences into English.

- (1) We would like to introduce our business range.  
(2) We obtained your name and address from Mr. Smith, who has done business with us for many years.  
(3) We shall appreciate it if you could tell us the products you are interested in.  
(4) We have received many enquiries from abroad.  
(5) If your price is competitive, we would like to place an order with you for 500 electric bicycles.

## III. Comprehensive Training

### Evaluation of Training 实训评价

1. 本题满分为15分。
2. 评分标准通常分为五等:2分、5分、8分、11分和14分。
3. 评分标准:
  - 2分——信函格式错误,条理不清,思路紊乱,语言支离破碎或大部分句子均有错误,且多数为严重错误。
  - 5分——信函格式错误,基本切题。表达思想不清楚,连贯性差。有较多的严重语言错误。
  - 8分——信函格式基本正确,基本切题。有些地方表达思想不够清楚,文字勉强连贯;语言错误相当多,其中有一些是严重错误。
  - 11分——信函格式正确,切题。表达思想清楚,文字连贯,但有少量语言错误。
  - 14分——信函格式正确,切题。表达思想清楚,文字通顺,连贯性较好。基本上无语言错误,仅有个别小错。
4. 加分标准:

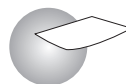
能正确使用某些所提供的参考词汇卷面加2分,但总分不能超过15分。  
注:白卷,信函与题目毫不相关,或只有几个孤立的词而无法表达思想,则给0分。

### Reference 参考答案

California MT Electric Appliance Co., Ltd.

Moor Building 35274, State ST Fremont, California , U.S.A, 94538

July 21,2021



Rainbow Electronic Products Co., Ltd.  
8th Floor, Kunlong, No. 216, Dongfang New Village,  
Pingchu Road, Qingkou, Yiwu, Zhejiang, China, 322023

Dear Mr. Li,

We are one of the leading importers of electric goods in this city and shall be pleased to establish business relations with your firm.

At present, we are interested in your electric fans, details according to our Enquiry Note No. 1345 enclosed, and shall be glad to receive your lowest quotation as soon as possible.

We would like to mention that if your price is attractive and delivery date acceptable, we shall place an order with you immediately.

Our banker is Citibank China, Shanghai Branch, it can provide you with the information about our business and finances.

Your early reply will be highly appreciated.

Yours faithfully,

\*\*\*

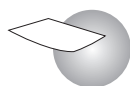
California MT Electric Appliance Co., Ltd.

## More Exercises (补充练习及答案)

1. Fill in the blanks with the proper forms of the given words.

compete   enquire   establish   extend   desire   comply

- (1) Upon receipt of your specific \_\_\_\_\_, we'll airmail the quotation and sample books to you.
- (2) Your price is \_\_\_\_\_ and acceptable to us.
- (3) We're writing to you for the \_\_\_\_\_ of business relations with your company.
- (4) In \_\_\_\_\_ with your request, a pricelist covering the various bicycles available for export has been airtailed to you.
- (5) We have a \_\_\_\_\_ to buy this product from you.
- (6) We are looking forward to receiving the \_\_\_\_\_ of L/C immediately.



## 2. Complete the following sentences by translating Chinese into English.

- (1) We are interested in 购买你公司的永久牌手机 (buy...Forever mobile phone)  
和你公司建立业务关系。(establish business relations)  
知晓你公司是最大的电风扇进口商。(largest)
- (2) We shall be pleased to 马上收到你方最新价目表。(latest pricelist)  
收到你方订单。(order)
- (3) We are looking forward to 早日收到你方回信。(reply)  
你们的好消息。(good news)

## 3. Complete the following letter in English.

Dear Sir,

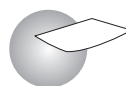
\_\_\_\_\_ (我们作为毛衣主要进口商15年了). We are planning to \_\_\_\_\_  
(扩大业务) to our neighboring countries, and from the clients \_\_\_\_\_ (我们收到了许多有关毛衣的询价)。

We are considering the possibility of \_\_\_\_\_ (与你方建立业务关系).  
\_\_\_\_\_ (盼望贵方尽早回复)。

Yours faithfully

## Key

1. (1) enquiry (2) competitive (3) establishment  
(4) compliance (5) desire (6) extension
2. (1) buying your Forever MP4.  
establishing business relations with you.  
knowing that you are the largest importer of electronic fans.  
(2) receive your latest pricelist.  
receive your order.  
(3) receiving your early reply.  
your good news.
3. We have been the leading importer of sweaters for 15 years  
extend our business  
we have received many enquiries for sweaters  
establishing business relations with you  
Your early reply shall be appreciated.



# 2

## An Exporter's Self-introduction 进口商自我介绍

### More Explanations (课文补充讲解)

① **through the courtesy of** 承蒙……介绍

e.g. 承蒙中国驻华盛顿大使馆介绍,我们得知贵公司的名称和地址。

Through the courtesy of Chinese Embassy in Washington, we come to know your name and address.

② **be given to understand** ……获悉

同义: be informed that

e.g. 我们获悉你方发来的货物在市场上大受欢迎。

We are given to understand that your goods are popular in the market.

③ **fall within** 属于

fall within the scope of one's business activities 属于某人的经营范围/业务范围

同义: lie within

e.g. 从你方10月3日来信获悉这项业务属于你方经营范围。

We learn from your letter of 3rd October that the goods fall within the scope of your business activities.

④ **give you a general idea of** 为使你方大致了解……

同义: give sb. a rough idea of 为使……大致了解……

give sb. a detailed idea of 为使……详细了解……

give sb. an idea of 为使……了解……

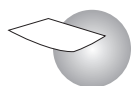
e.g. 为让你方了解现在可供出口的各种棉布的大致情况,我们给你方寄去价格表。

In order to give you a general idea of the cotton piece goods available for export, we send you a pricelist.

have an idea of 对……有了解

e.g. 我们了解一下你方现在可出口的电动自行车。

We would like to have an idea of your electronic bicycles exportable now.



⑤ **line** *n.* 范围, 经营业务

e.g. 你方主要经营什么产品?

What's your main line?

你方给的价格与市场行情不符合。

The price you give us is out of line with the market.

如果你方价格符合行情, 我们可以接受。

If your price is in line, we can accept it.

*line n.* 行业, 事业

airline 航空公司

a steamership line 轮船公司

⑥ **enclose** *v.* 随函附上

e.g. 我们随函附上一份价目表。

We enclose a copy of pricelist.

A pricelist is enclosed.

Enclosed please find a pricelist.

*adj.* enclosed 随附的

enclosed catalogue 随附目录

*n.* enclosure 附件

e.g. 已收到你方4月15日的来信及附件, 谢谢。

We thank you for your letter of April 15 with enclosure.

⑦ **show** *v.* 显示, 说明

e.g. 我们随函附上一份关于我们业务范围的清单。

We are enclosing a list showing our business activities.

我们给你方发了份电报, 希望你们给我们报最低价。

We sent you a cable, hoping that you can give us the lowest price.

我们收到你方来信, 信中要求我们给你方寄份最新价目表。

We have received your letter, asking us to send you our latest pricelist.

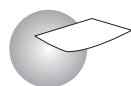
请给我们报最低价, 同时说明最早的装船日期。

Please quote us your lowest price, stating the earliest date of shipment.

请写信给这家电风扇出口商, 要求和他们建立贸易关系。

Please write a letter to this exporter of electronic fans, asking for the establishment of business relations.

请给中国银行去函, 要求开出以星星有限公司为抬头的不可撤销的金额为3,000美元



的信用证。

Please write to Bank of China asking them to open an irrevocable L/C for \$3,000 in favor of Star. Co., Ltd..

⑧ **in supply** 可供应的

supply position 供应情况

limited supply 供应有限

regular supply 稳定的供货

e.g. 该货现供应短缺。

The goods are in short supply.

v. supply 供应

e.g. 我们相信你们能供应我方 50 箱青岛啤酒。

We believe that you'll supply us with 50 cases of Qingdao Beer.

⑨ **contact** v. 与……联系

contact sb. (for sth.)

e.g. 目前我们无法接受你方订单,你们是否与我们上海分公司联系? 该公司也出口类似产品。

As we can not accept your order at this moment, could you contact our Shanghai Branch, which also exports similar products.

n. contact (with), connection, touch 与……联系

句式: get in contact with sb.

establish contact with sb. 建立

类似的搭配词还有 have, enter into, make, set up, etc.

e.g. 我们与在美国的客户有很多联系。

We have many contacts with our customers in America.

⑩ **be of interest to** 使……感兴趣

关于 interest 的句式还有:

interest sb.

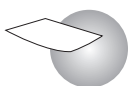
have (take ) interest in

e.g. 我们不再对去年流行的样式感兴趣。

The designs that were in fashion last year are no longer interesting to us.

现航寄客户感兴趣的各型号样品各一件。

We are sending you one each of these models by air in which clients are interested.



⑪ **assure** v. 向……保证,担保,使……放心

e.g. 尽可放心,我们会及时处理你方询盘。

You may be assured that your enquiries will receive our prompt attention.

我们保证向你方提供最好的服务。

We assure you of our best service to you.

⑫ **have our best and prompt attention** 得到我们最认真和及时的关注

同义: receive our attention 得到我们的关注

give our attention to 对……及时关注/处理

bring sth. to sb.'s attention 使某人注意某事

call/draw/invite/attract/bring sb.'s attention to sth. 促使某人注意某事,使某人着眼于

e.g. 你方的要求会得到我方最认真和及时的处理。

Your requirements will receive our best and prompt attention.

我们会对你方以后的询盘予以及时处理。

We will give our prompt attention to your future enquiries.

⑬ **acknowledge with thanks the receipt of** 收到……,谢谢

函电中表示收到对方信函的句式有很多,如:

acknowledge receipt of your letter of March 20

be in receipt of your letter of March 20

acknowledge your letter of April 5

thank you for your letter of June 14

In reply to your letter of June 10...

We have received your letter...

We learn (note) from your letter that...

⑭ **take/have the pleasure** 很高兴,很荣幸

e.g. 很高兴收到你方询盘。

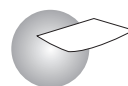
We have the pleasure in receiving your enquiry.

We have the pleasure of receiving your enquiry.

We have the pleasure to receive your enquiry.

⑮ **corporation** n. 公司

private-owned corporation 私营公司



transnational corporation 跨国公司

⑩ **attractive** *adj.* 吸引人的

*v.* attract 吸引

e.g. 如你方价格吸引人,我们会向你方订购。

If your price is attractive, we will place an order with you.

商品包装应该能吸引人的眼睛。

The packing of the goods should be able to attract people's eyes.

⑪ **be confident** 对……有信心

句式: be confident of sth.

be confident that

*n.* confidence 信心

句式: have confidence in sth.

have confidence that...

be in confidence

⑫ **shall be obliged if you could** 如蒙……不胜感激

同义: shall appreciate it if...

shall be grateful if you would...

shall be thankful if...

e.g. 如蒙你方立即寄给我方样品,我们将不胜感激。

We shall be obliged if you would send us samples immediately.

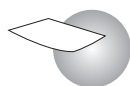
## Main Points of the Letter (信件要点)

### Specimen 1

- a. source of information and intention
- b. self-introduction and sending of export list
- c. expectation of early reply and assurance of best attention

### Specimen 2

- a. receipt of letter and agreement to the wishes
- b. asking for quotations and sample books
- c. expectation of a favorable reply



## Chinese Version (译文)

中国永胜贸易有限公司经理黄凯写信给德国东西方贸易有限公司,要求建立业务关系。

### 信件一 出口商来信

中国永胜贸易有限公司  
中国广东省广州市白云区前进路40号,510000

东西方贸易有限公司  
德国慕尼黑市奥托哈恩环路20号  
邮编D-81739

敬启者:

承蒙德国驻中国商会的介绍,我们获悉你方是贵国最大的编织品进口商之一。由于此货属于我们的经营范围,特写信给你方希望建立业务关系。

我们专营中国编织品出口,产品包括使用金属丝、织物、稻草、藤条等原料手工制成的花瓶、垫子、篮子等。我们的产品品质优良、价格合理。

为使你方了解我们的经营业务,随函附上出口清单一份,包括目前可以供应的主要商品。如你方对任何一款感兴趣,请与我们联系。

希望收到你方早日回复,我们保证会及时处理你方的要求。

中国永胜贸易有限公司

(签名)

黄凯

业务三部经理

谨上

2021年5月6号

### 信件二 回信

东西方贸易有限公司  
德国慕尼黑市奥托哈恩环路20号,D-81739

黄先生:

收到你方2021年5月6日来信,谢谢。我们愿与你方建立业务关系。

你们的编制品非常吸引人,我们有信心一定会为你方获得大订单。如你方能寄来产品目录和报价单,我们将不胜感激。

期盼你方佳音。

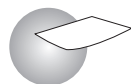
(签名)

迈克尔·里戈尼

经理

谨上

2021年5月15号



## Key to the Exercises (习题答案)

### I. Basic Training

#### 1. Match the Chinese versions with the English expressions.

scope of our business activities	业务范围
business relations	业务关系
Chamber of Commerce	商会
prompt attention	及时处理
favorable reply	佳音
export list	出口商品清单

#### 2. Choose the best answer for each sentence.

(1) D (2) C (3) C (4) D (5) B

### II. Improving Training

#### 1. Fill in the blanks with the following words or expressions.

(1) business contact (2) enclose (3) interested in  
(4) supply with (5) confident

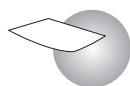
#### 2. Translate the following Chinese parts into English.

- (1) You can contact them for your new products.
- (2) We would like to take this opportunity to introduce our business line.
- (3) Could you give us a general idea of the market price of textiles at your end?
- (4) We enclose herewith our pricelist for various cell phones suppliable at present.
- (5) Electronic products fall within the scope of our business activities.

### III. Comprehensive Training

#### Evaluation of Training 实训评价

1. 本题满分为15分。
2. 评分标准通常分为五等:2分、5分、8分、11分和14分。
3. 评分标准:
  - 2分——信函格式错误,条理不清,思路紊乱,语言支离破碎或大部分句子均有错误,且多数为严重错误。
  - 5分——信函格式错误,基本切题。表达思想不清楚,连贯性差。有较多的严重语言错误。
  - 8分——信函格式基本正确,基本切题。有些地方表达思想不够清楚,文字勉强连贯;语言错误相当多,其中有一些是严重错误。
  - 11分——信函格式正确,切题。表达思想清楚,文字连贯,但有少量语言错误。
  - 14分——信函格式正确,切题。表达思想清楚,文字通顺,连贯性较好。基本上无语言



错误, 仅有个别小错。

4. 加分标准:

能正确使用某些所提供的参考词汇卷面加2分, 但总分不能超过15分。

注: 白卷, 信函与题目毫不相关, 或只有几个孤立的词而无法表达思想, 则给0分。

**Reference 参考答案**

Dongguan Xusheng Paper Co., Ltd.  
186 Expo Avenue, Houjie Town, Dongguan City,  
Guangdong, P.R.C, 523960

May 6, 2021

Inter-World Paper Overseas Limited  
10825 Yonge Street, Suite 205, Richmond Hill,  
Ontario, Canada L4C 3E3

Dear Mr. Zeidenberg,

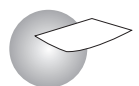
Through the courtesy of The Economic and Commercial Counsellor's Office of the Embassy of the People's Republic of China in Canada, we are given to understand that you are in the market for colored newsprint.

As this item falls within the scope of our business activities, we are writing to you with a keen desire to enter into business connections with you.

We specialize in manufacture and exportation of paper products, such as newsprint, flint papers, air-laid paper, white cardboard, kraft paper, etc. Our products are excellent in quality and reasonable in price.

We have a steady supply capacity and assure good quality and timely delivery, which can meet your needs very well.

In order to give you a better understanding of our company and product, we enclose a copy of our export list and sample of pink and yellow newsprint, and we hope that you would contact us if the sample is to your satisfactory, or if any item is of interest to you.



We look forward to receiving your early reply, and assure you that your requirements will have our best and prompt attention.

Yours faithfully,

Deng Wei

Sales Manager

Dongguan Xusheng Paper Co., Ltd

## More Exercises (补充练习及答案)

### 1. Match the Chinese versions with the English expressions.

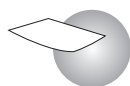
scope of our business activities	国有企业
Chinese Embassy in Washington	业务范围
state-operated corporation	随附目录
prompt attention	出口商品清单
enclosed catalogue	中国驻华盛顿大使馆
export list	及时处理

### 2. Correct the mistakes in the following sentences.

- (1) We are in line with electronic goods.
- (2) We have all kinds of cotton piece goods in supplies.
- (3) By the courtesy of Mr. Freeman, we learn that you are the leading importer in your area.
- (4) We take the pleasure on placing a trial order with you for 50 Flying Pigeon Brand bicycles.
- (5) We shall oblige if you could give us an early reply to our specific enquiry.
- (6) We give to understand that you are the state-operated corporation in chemical products.
- (7) Please reply as soon as possible, state the necessary details.
- (8) We assure you of the goods we supply are reasonable in price.
- (9) We contact you today to the establishment of business relations with you.
- (10) Ours is a state-operating corporation.

### 3. Complete the sentences by translating Chinese into English.

- (1) We acknowledge the receipt of your letter of March 20, 信中你告知我们的价格与你的市场不相符合。(not in line with)
- (2) We are in receipt of your letter of March 20, 要求在本月底答复。
- (3) We acknowledge your letter of April 5, 向我们保证供应我们所需的货物。(assure...that)
- (4) We thank you for your letter of June 14, 信中告知你公司想购买大量的小麦。



#### 4. Dictation

Dear sirs,

We have your name and address from the Commercial Counsellor's Office of Chinese Embassy in Ghana.

We wish to inform you that we specialize in both industrial and chemical products, and shall be pleased to enter into trade relations with you.

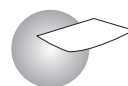
To give you a general idea of our products, we enclose a complete set of leaflets showing various products being handled by our corporation with detailed specifications and means of packing. Quotations and samples will be sent upon receipt of your specific enquiries.

We look forward to your early reply.

Yours faithfully,

### Key

- |    |                                  |           |
|----|----------------------------------|-----------|
| 1. | scope of our business activities | 业务范围      |
|    | Chinese Embassy in Washington    | 中国驻华盛顿大使馆 |
|    | state-operated corporation       | 国有公司      |
|    | prompt attention                 | 及时处理      |
|    | enclosed catalogue               | 随附目录      |
|    | export list                      | 出口商品清单    |
- 
- 2.
- |                            |                          |                       |
|----------------------------|--------------------------|-----------------------|
| (1) with 改为 of             | (2) supplies 改为 supply   | (3) by 改为 Through     |
| (4) on 改为 of               | (5) oblige 改为 be obliged | (6) give 改为 are given |
| (7) state 改为 stating       | (8) of 改为 that           | (9) to 改为 for         |
| (10) operating 改为 operated |                          |                       |
- 
- 3.
- (1) informing us that our price is not in line with the market at your end.
  - (2) asking us to reply by the end of this month.
  - (3) assuring us that you will supply us with our requirements.
  - (4) telling us that you want to buy a large quantity of wheat.



# 3

## About Foreign Trade Policy and Financial Position

### 强调外贸政策、询问财务状况

#### More Explanations (课文补充讲解)

① **be indebted for one's address to sb.** 承蒙……告知你方的地址

消息来源的同义表达:

owe one's name and address to

on the recommendation of ...

learn from... that...

your name and address have been passed on to us by...

embassy in ... 驻……的大使馆

e.g. 承蒙澳大利亚驻北京大使馆商务参赞处介绍,我们得知了你公司的名称和地址。

We are indebted for your name and address to the Commercial Counselor's Office of Australian Embassy in Beijing.

② **inform** v. 通知,告知

e.g. 我们通知你方,我们可以接受你方报盘。

We inform you that we can accept your offer.

写信人通常通知收信人以下几点。

The writer usually inform the receiver of the following points.

③ **be in the market for** 想买或想卖

e.g. 我们听说你方想购买纺织品。

We heard that you were in the market for textiles.

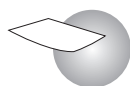
④ **approach** v. 接触,联系, n. 方法,途径

e.g. 你能找到一种新方法吗?

Could you find a new approach?

⑤ **beneficial** adj. 有利的

n. benefit 利益



mutual benefit 互利

vt. 使……受益

e.g. 用信用证付款对我们双方都有利。

Payment by L/C benefits both of us.

beneficiary 受益人

⑥ **handle** v. 经营

handle with sb. 与……做生意

e.g. 你主要经营什么商品?

What items do you mainly handle?

⑦ **acquaint** v. 使熟悉,通知

同义: familiarize sb. with sth.

be familiar with

e.g. 现寄去商品目录一份,以便你方对我们可供出口的产品有所了解。

Now we send you a catalogue to acquaint you with the goods suppliable for export.

⑧ **upon receipt of** 一收到……,就

e.g. 请立即开立信用证,我方一收到就马上安排装运。

Please open the L/C immediately, upon receipt of which we'll arrange the shipment.

一收到具体询盘就给你方寄出报价和样品。

Quotations and samples will be sent upon receipt of your specific enquiries.

我们在等你方开出的信用证,一收到我们就按照你方的订单对装运做必要的安排。

We are now awaiting the arrival of your L/C, on receipt of which we shall make the necessary arrangements for the shipment of your order.

⑨ **detailed requirements** 详细要求

adj. detailed 详细的

e.g. 得知你方的详细要求,我们就做一切必要的准备。

We shall do everything necessary upon receipt of your detailed requirements.

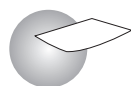
n. detail 细节,详情

e.g. 如需进一步了解情况,请告知。

If you need more details, please let us know.

随函附上我们的商品目录和价目表,介绍你方想了解的具体情况。

We're enclosing some copies of our catalogues and a pricelist, giving the details you ask for.



⑩ **said** 上述的,该  
the said goods 上述货物

⑪ **trade** *n.* 业务,贸易,生意  
trading corporation 贸易公司  
trading relations 贸易关系  
trading area 商业区  
fair trading 公平交易

*v.* 做生意,经营,从事贸易

e.g. 我们与其他国家在平等、互利的基础上做生意。

We trade with other countries on the basis of equality and mutual benefit.

他们经营棉布。

They trade in cotton piece goods.

⑫ **adhere to** 坚持

e.g. 我们要坚持公平、公开、公正的原则。

We should adhere to the principle of fairness, openness and justice.

⑬ **by joint efforts** 通过双方努力

e.g. 我们盼望,通过我们共同的努力,能与你方做成生意。

We look forward to, by joint efforts, doing business with you.

joint venture 合资企业

⑭ **promote** *v.* 促进,推进,有助于……的进步或成长;更进一步;推销

*n.* promotion 促进、推销

China Council for the Promotion of International Trade (CCPIT) 中国国际贸易促进委员会

⑮ **to our mutual advantage** 使双方都获利

to one's advantage 使……获利,对……有利

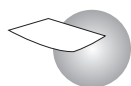
take the advantage of 利用

e.g. 我们希望你方价格行得通,业务得以成交,使双方都有利。

We hope that your prices will be workable and that business will materialize to our mutual advantage.

⑯ **reference** *n.* 证明文书,介绍信,证明人

for your reference      for your consideration      供你方参考



同义: for your information, for your consideration, for your perusal

with reference to 就……而言,关于,兹提及

make reference (to) 提及

without reference to 不论,与……无关

world market reference price 世界市场参考价格

e.g. 供你方参考,各种迹象表明价格正在呈上升趋势。

For your reference, there is every indication that the prices show an advancing tendency.

供你方参考,我们最近和日本的出口商以此付款方式达成了一笔交易。

For your reference, we have recently concluded with a Japanese exporter a transaction on this payment term.

v. refer 与……有关,涉及,参照

refer to sth. 谈及

句式: refer to sth. 谈及

refer sth. to sb. 向……提交……

refer sb. to sb. else 介绍某人与另一人接洽

refer sb. to sth. 让……参阅……

refer (sth.) to sb. 向……打听

We refer to/We make reference to/Reference is made to 兹提及

e.g. 关于这笔货,我们希望尽快装运。

With reference to the order, we hope to have the goods shipped as soon as possible.

兹提及我们10月3日报盘,我们写信催促你方接受。

Referring to our order of Oct. 3, we are writing to urge you to accept.

Or: With reference to our order of Oct. 3, we are writing to urge you to accept.

关于我方资信情况,请向我方银行伦敦银行打听。

As regards our financial position, please refer to our bank, London Bank, for information.

Or: You can refer our financial position to our bank, London Bank.

注意: referring to, with reference to 引导的部分不能成开首句

⑰ **be most grateful** 非常感激的

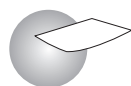
e.g. 我方非常感谢贵方的帮助。

We are most grateful for your help.

⑱ **needless to say** 不用说

e.g. 不用说,你们产品质优价廉的话,肯定会畅销的。

Needless to say, if your products are of high quality and low price, they will sell well in



the market.

①9 **confidential** *adj.* 恪守秘密的, 机密的  
strict confidence 严格保密

②0 **in advance** *adv.* 预先  
in advance of sth. 提前  
2 months in advance 提前两个月

e.g. 请提前告知交货期。

Please advise us of the time of delivery in advance.

请在信用证有效期前装运, 并将单据提交给银行。

Please make delivery and forward the documents to the bank in advance of the validity of L/C.

v. advance 提前

advance the shipment 提前装运

e.g. 我们因为手头订货太多, 无法提前到八月装运。

Owing to the heavy commitment on hand, we are not in a position to advance shipment to August.

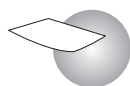
## Main Points of the Letter (信件要点)

### Specimen 1

- a. source of information and our intention
- b. self-introduction and foreign trade policy
- c. expectation of enquiry

### Specimen 2

- a. source of information and our intention
- b. assurance of confidence
- c. expectation of prompt attention



## Chinese Version (译文)

中国永胜贸易有限公司经理李文写信给一位印尼客户,强调互惠互利的贸易原则。

### 信件一 强调外贸政策

中国永胜贸易有限公司  
中国广东省广州市白云区前进路40号,510000

雅加达国际香料有限公司  
印度尼西亚雅加达北区椰风新村大街16号

敬启者:

我们从印尼驻北京大使馆商务参赞处获悉你方的地址。他们告知我方你们想购买各种食用香料。因此今天我们与你们方联系,希望建立互利的贸易关系。

我们是一家国有公司,专营食用香料的进出口业务。为使你们方了解我们的经营范围,兹随函附上出口清单一份,列明目前可以供应的主要商品。如你们方需要任何没有列在单上的商品,一旦收到你们方的详细需求,我们将尽一切可能为你们方获得此货。

在与东盟国家客户的贸易中,我们总是遵循平等、互利、互通有无的原则。我们希望通过双方的共同努力,我们能促进贸易,增进友谊,从而使双方都有利。

期待你们方的询盘。

中国永胜贸易有限公司  
(签名)  
李文  
业务四部经理  
谨上  
2021年4月30号

附件: 如上所述

### 信件二 向银行询问客户的资信情况

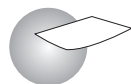
敬启者:

我们收到来自美国麦克唐那&伊万有限公司的一封来信,表示要与我们建立业务关系,该公司提供贵行做其资信证明人。为此,我们想知道该公司是否可靠、可信。如蒙提供上述公司的财务和信用情况,不胜感激。

自然,我们对贵行提供的情报一定严格保密。

麻烦之处,在此提前致谢。

谨上



### (一) 打听公司情况

敬启者：

兹提及你方2021年6月9日的来信及我方2021年6月16日的回信，我们已指示我方邮递部门给你方寄出整套的我方设备目录。

为了将你方与其他公司做对比，以便进行评估，我们希望你能给予我们下列信息：

公司组织的历史

董事会或合伙人的名字及年龄

你方公司目前的资本情况如何？

美国和日本哪家银行可提供你方的资信情况？

列举所有你方代理的美国公司及任何别的经营重机械的公司，包括设备及设备服务人员。

你方产量多少？

你方自负盈亏还是做中间商？

我方设备在贵国的市场前景如何？

如果可能，请将你方办公室照片寄给我方。期待你方早日回信。

谨上

### (二) 告知资信情况

(对第三课例文二的回复)

敬启者：

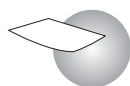
兹回复贵公司4月29日关于查询麦克唐那&伊万有限公司资信状况的函。

贵公司提及的麦克唐那&伊万有限公司是一家信誉卓著的老字号公司，目前经营状况良好且业绩出色。

我行认为可放心与该公司进行交易。然而此乃我行个人意见，如有其他后果，我行不承担任何责任。

谨启

花旗银行上海分行



## Key to the Exercises (习题答案)

### I. Basic Training

#### 1. Match the Chinese versions with the English expressions.

the principle of equality and mutual benefit	平等互利原则
joint venture	合资企业
Commercial Counselor's Office	商务参赞处
import and export	进出口
financial position	资信状况
trading corporation	贸易公司

#### 2. Choose the best answer for each sentence.

(1) B (2) C (3) B (4) C (5) D

### II. Improving Training

#### 1. Fill in the blanks with the following words or expressions.

- (1) acquaint ... with      (2) trade      (3) upon receipt of  
(4) adhere to      (5) promote

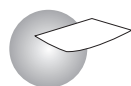
#### 2. Translate the following Chinese parts into English.

- (1) We are in the market for your cotton piece goods.  
(2) We mainly handle the trade in import of electronic products.  
(3) By joint efforts, We have further promoted both trade and friendship.  
(4) Please approach them for what you need.  
(5) Please inform us what products you are interested in.

### III. Comprehensive Training

#### Evaluation of Training 实训评价

1. 本题满分为15分。
2. 评分标准通常分为五等:2分、5分、8分、11分和14分。
3. 评分标准:  
2分——信函格式错误,条理不清,思路紊乱,语言支离破碎或大部分句子均有错误,且多数为严重错误。  
5分——信函格式错误,基本切题。表达思想不清楚,连贯性差。有较多的严重语言错误。



8分——信函格式基本正确,基本切题。有些地方表达思想不够清楚,文字勉强连贯;语言错误相当多,其中有一些是严重错误。

11分——信函格式正确,切题。表达思想清楚,文字连贯,但有少量语言错误。

14分——信函格式正确,切题。表达思想清楚,文字通顺,连贯性较好。基本上无语言错误,仅有个别小错。

#### 4. 加分标准:

能正确使用某些所提供的参考词汇卷面加2分,但总分不能超过15分。

注:白卷,信函与题目毫不相关,或只有几个孤立的词而无法表达思想,则给0分。

### Reference 参考答案

Dear Sirs,

Shante Trading Co., Ltd from America wishes to enter into business relations with us. As having little information on them, we would be grateful if you could supply us with some information about the company's general financial standing according to your experience.

It is doubtless that any information you supply will be treated in the strictest confidence and for which you needn't take any responsibilities.

Thank you in advance for your kind attention to this matter.

Yours faithfully,

\*\*\*

## More Exercises (补充练习及答案)

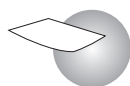
### 1. Choose the best answer for each sentence.

(1) Will you \_\_\_\_\_ a fountain pen this Sunday?

- a. to purchase      b. buying      c. be in the market for      d. market

(2) We would like to \_\_\_\_\_ you \_\_\_\_\_ a number of our clients are interested in Chinese walnut meat.

- a. inform...of      b. advise X      c. inform... that      d. advice...that



- (3) We desire to establish \_\_\_\_\_ beneficial business relations.  
 a. mutual                    b. mutually                    c. each other                    d. both
- (4) It is our \_\_\_\_\_ policy to \_\_\_\_\_ foreign countries on the principle of equality.  
 a. business...trade with                    b. trade...business with  
 c. trade...trade in                    d. trade...trade in
- (5) We are a state-operated corporation \_\_\_\_\_ both import and export of textiles.  
 a. handling in                    b. trading                    c. dealing with                    d. dealing in

## 2. Complete the sentences by translating Chinese into English.

- (1) Please inform us 你们目前对什么商品感兴趣。(be interested in)
- (2) We approach you today 看看你们是否需要我们进一步提供情况。(supply)
- (3) We are given to understand that 你公司是独家经营化工产品的国有公司。(state-operated)
- (4) 在平等、互利、互通有无的基础上, we have established business relations with firms in over one hundred countries. (based on)
- (5) 一收到你方具体询盘, we will do all the necessary things. (upon receipt of)

## 3. Complete the following letter by translating Chinese into English.

Dear Sirs,

\_\_\_\_\_ (收到你方 2021 年 12 月 2 日来信), from which we learn that you wish to \_\_\_\_\_ (与这家公司建立业务关系) in the line of canned goods.

\_\_\_\_\_ (根据你方要求), we are sending you by air a catalogue together with a range of pamphlets for your reference.

\_\_\_\_\_ (如目录中任何一种商品使你方感兴趣的话), please let us have your specific enquiry.

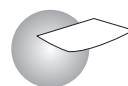
Looking forward to your early reply.

Yours faithfully,

## Key

1.

- (1) c    (2) c    (3) b    (4) a    (5) d



2.

- (1) what items you are interested in at present.
- (2) to see if you require us to supply further information.
- (3) you are a state-operated corporation handling exclusively chemicals.
- (4) Based on the principle of equality, mutual benefit and exchange of needed goods,
- (5) Upon receipt of your specific enquiry,

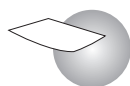
3.

We acknowledge the receipt of your letter of December 2nd, 2017

enter into trade relations with this corporation

In compliance with your request

If any of the items listed in the catalogue is of interest to you





# Unit 2

## Enquiry, Offer and Counter-offer

### 询盘、报盘和还盘



#### 概 述

询盘是商务洽谈中真正的第一步。往往由买方做出,向卖方询问具体商品的信息,如价格、规格等基本交易条件,也可以只是打听对方最新价格及目录,但由于询盘不局限于买方向卖方询盘,因此,卖方也可写询盘信,主动询问对方对什么商品感兴趣,交易条件如何。

报盘也称报价,是卖方将某种商品按一定的交易条件,包括名称、数量、价格、装运、包装、付款方式等向买方表达成交的愿望。报盘有一个重要内容,就是有无报盘有效期,据此报盘可分为实盘和虚盘,也称为有效发盘和无约束力发盘。

还盘是在双方为签订合同而进行的谈判期间,一方对另一方的前一报盘做出的反应。还盘意味着自动拒绝前一报盘,这个拒绝既可以是全部拒绝,也可以是对其中一项或几项不甚满意,提出自己的意见,交易中将之视为新的报盘。

#### 写作要点及要求

##### 询盘要点:

开头:说明写信的目的

- 1) 消息来源;
- 2) 感兴趣的商品;

正文:具体说明要求

- 3) 如索寄商品目录、价目表、样本等以进一步了解商品,要求报价等;
- 4) 介绍本地对商品的需求情况等;

结尾:5) 期望;希望尽快收到报盘。

##### 报盘要点:

开头:1) 感谢对方的询盘;

正文:2) 给出报盘,具体介绍商品:名称、质量、数量和规格;

- 3) 进一步介绍商品的价格、折扣和支付方式等;
- 4) 价格的具体内容,是否包括包装费用、运费和保险费等;
- 5) 包装和装运期;
- 6) 如果是有效发盘,说明报盘的有效期;

结尾:7) 期望;希望报盘能得到对方接受。

##### 还盘要点:

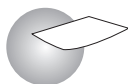
开头:1) 感谢对方的报盘;

正文:2) 全部或部分拒绝对方报盘的态度及原因;

- 3) 向卖方提出建议,说明自己能接受的价格、优惠条件等;

结尾:4) 期望;希望还盘能得到接受,表达合作的希望等。

每封信件的具体内容需要根据实际情况加以调整。



# 4

## General Enquiry 一般询价

### More Explanations (课文补充讲解)

① **learn from...that** 从……得知, 获悉

similar expressions: note that, be informed that, get to know that, get information from...that

e.g. 从你处10月3日来信获悉这项业务属于你方经营范围。

We learn from your letter of October 3 that the goods lie within the scope of your business.

② **for export** 供出口的

similar expressions: for sale(待售的), for shipment(待装运的)

e.g. 我们有许多货物待售。

We have a lot of goods for sale.

我们已经准备好了待装运的货物。

We have already got the goods ready for shipment.

③ **illustrated** *adj.* 有插图的, 有说明的

e.g. 目前我们对中国的工艺品感兴趣, 很想获得你方关于这些产品的插图目录和报价。

At present, we are interested in Chinese arts and crafts, and we would appreciate your illustrated catalogues and quotations about these products.

*n.* illustration 插图, 说明, 说明书

e.g. 产品的包装里都有说明书。

There are illustrations in the package of the products.

④ **for your information** 供你方参考

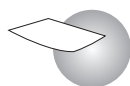
similar expressions: for your reference; for your consideration

e.g. 现寄一些样品供你方参考, 并期待你方的试订。

We are now sending some samples for your reference and looking forward to your trial order.

⑤ **a steady demand** 稳定需求

*n.* demand 需求



“……商品需求量大”可表达为: sth. has a great demand  
Or sth. is in great demand

e.g. 对中国茶叶的需求很大.  
Chinese tea is in great demand.

Or: There is a great demand for Chinese tea.  
Demand for Chinese tea is great.

句式: The demand for...is  
rising/going up/growing/increasing/brisk/active/steady/strong/great/large/big/high/  
heavy/important.

对……的需求上升/增加/活跃

The demand for...is going down/low/lessening/soft/declining/down/weak/small...etc.

对……需求下降/减少

v. demand 要求

句式: demand for  
demand that  
demand of sb. to do sth.

⑥ **of high quality** 优质的  
high 可以由 good, fine, superior, better 取代

e.g. 我们可供应优质的羊毛。  
We can supply wools of high quality.

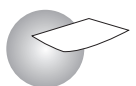
我们供应的羊毛质量很好。

Wools we supplied are of high quality.

反义词: of bad/low/inferior/worse quality 劣质的

\*\* sale n. 销售  
trial sale 试销  
push sales 推销  
expand sales with sb. 与……扩大业务  
enjoy fast sale 畅销  
enjoy good sale 销路好

e.g. 感谢你方在推销我方产品方面所做的努力。  
Thank you for your efforts in pushing the sale of our products.  
由于价格合理,质地优良,我们的棉布销售很好。  
Our cotton enjoys fast sale for reasonable price and fine quality.  
我们的商品在你方市场上很畅销。  
Our goods are enjoying fast sale in your market.



⑦ **appeal to** 吸引,有吸引力,引起兴趣  
e.g. 相信我们的新产品对贵方市场具有吸引力。  
We trust our new products will appeal to your market.  
这种产品的靓丽色彩吸引了我。  
The bright color of the goods appeals to me.

⑧ **discount** *n.* 折扣  
句式: sell at a discount 折价出售  
get/offer a discount 得到/给予折扣  
cash discount 现金折扣  
value discount 价值折扣  
e.g. 如你方订购超过5,000美元,我们愿意给你方3%的特殊折扣。  
We would like to allow you a special discount of 3% if your order exceeds USD\$5,000.  
现金付款,我们给予九折优惠。  
We give 10% discount for cash payment.

⑨ **rely on sth.** 放心  
**rely on sb.** 信赖  
e.g. 你尽可放心,我们有能力供货给你方。  
You can rely on our ability to supply you.  
你尽可放心,我们会及时装船。  
You can rely on the fact that we will ship the goods in time.

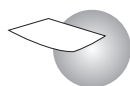
## Main Points of the Letter (信件要点)

### Specimen 1

- a. source of information and interest in the goods
- b. detailed requirements (catalogue, price, samples)
- c. introduction of market and price
- d. expectation of early reply

### Specimen 2

- a. receipt of the enquiry
- b. details of meeting requirements (sending catalogue, price, samples)
- c. favorable terms and best attention



英国堡罗纺织品贸易有限公司有意购买纺织品,他们得知中国永胜贸易有限公司出口其意向商品。现采购部经理格兰·P·约翰逊先生发一般询盘函。

### 信件一 一般询盘

堡罗纺织品贸易有限公司  
苏格兰阿布罗斯市高街90号,DD11 1DP

中国永胜贸易有限公司  
中国广州市白云区前进路40号,510000

敬启者:

事由:全棉T恤

我们从《中国贸易目录》上的广告获悉贵方生产供出口的全棉T恤。我们对贵方的产品非常感兴趣。

请尽快惠寄附有图片的商品目录和最新的价目表,顺带惠赐样品。

供你方参考,本地区对高品质的全棉T恤具有稳定的需求。销量不会特别高,但是款式新颖的设计会获得好价格。

等候即复。

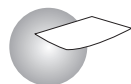
(Signature)

格兰·P·约翰逊

经理

谨上

2021年8月10日



信件二 回信  
(对信件一的回复)

中国永胜贸易有限公司  
中国广州市白云区前进路40号,510000

堡罗纺织品贸易有限公司  
苏格兰阿布罗斯市高街90号,DD11 1DP

尊敬的格兰·P·约翰逊:

事由:全棉T恤

感谢你方8月10日的询盘以及你方对我公司产品的关注。

随函附上几本带插图的商品目录和一份价目表,给予你方所需细节。另邮一些各种款式的样品,清晰地展示我们产品的质量和精湛的工艺。相信当你方看到产品的时候,会认为我公司的产品能吸引最挑剔的买主。

对于1000件以上的订单,我们会给予5%的折扣。请尽可能放心,我们会即时处理你方的订单。

(签名)

王林

业务二部经理

谨上

2021年8月15日

附件

## 补充阅读

### (一)对手工艺品的一般询盘

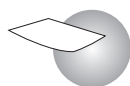
敬启者:

我们从贵公司的网页获悉贵方生产和出口各种手工艺品。如蒙汇来一份商品目录,并告知贵方详细的价格和付款条件,我们将不胜感激。如能提供有关的商品文化信息,将会对我们更有帮助。

本地区对贵国生产的工艺品有稳定的需求,优质的产品如能吸引顾客,将会很畅销。

早复为盼。

谨上



## (二) 询盘回复

(对第六课补充阅读一的回信)

敬启者:

关于贵方7月18日的来信,我们很高兴得知贵方对我们的手工艺品感兴趣。  
按照你方的要求,我们航邮目录一本,并附小册子一套,仅供参考。  
如果目录中所列的任何商品符合贵方要求,请具体询价,我方将立即寄上报价单。  
早复为盼。

谨上

## Key to the Exercises (习题答案)

### I. Basic Training

1. Match the Chinese versions with the English expressions.

illustrated catalogue	带插图的目录
a steady demand	稳定的需求
general enquiry	一般询盘
For your reference	供你方参考
high quality	优质
fashionable designs	款式新颖的设计

2. Choose the best answer for each sentence.

(1) B (2) B (3) B (4) C (5) D

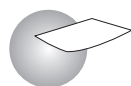
### II. Improving Training

1. Fill in the blanks with the following words or expressions.

- (1) steady demand (2) for export (3) appeal to  
(4) discount (5) illustrated

2. Translate the following Chinese parts into English.

- (1) We learn from your letter of August 30 that you are interested in our new products.  
(2) We would like to allow you a special discount of 3% if your order is over USD\$5,000.  
(3) We are enclosing our latest illustrated catalogue, together with some samples you ask for.  
(4) We have a stock of woolen sweaters of high quality for sale.  
(5) As requested, we are now sending under separate cover our winter price list for your information.



### III. Comprehensive Training

#### Evaluation of Training 实训评价

1. 本题满分为15分。
2. 评分标准通常分为五等:2分、5分、8分、11分和14分。
3. 评分标准:
  - 2分——信函格式错误,条理不清,思路紊乱,语言支离破碎或大部分句子均有错误,且多数为严重错误。
  - 5分——信函格式错误,基本切题。表达思想不清楚,连贯性差。有较多的严重语言错误。
  - 8分——信函格式基本正确,基本切题。有些地方表达思想不够清楚,文字勉强连贯;语言错误相当多,其中有一些是严重错误。
  - 11分——信函格式正确,切题。表达思想清楚,文字连贯,但有少量语言错误。
  - 14分——信函格式正确,切题。表达思想清楚,文字通顺,连贯性较好。基本上无语言错误,仅有个别小错。
4. 加分标准:

能正确使用某些所提供的参考词汇卷面加2分,但总分不能超过15分。

注:白卷,信函与题目毫不相关,或只有几个孤立的词而无法表达思想,则给0分。

#### Reference 参考答案

Dear Sirs,

We learn from Alibaba that you are specializing in manufacturing export-oriented decorative gifts for festival. We are interested in your products.

We would appreciate it if you could send us your latest illustrated catalogue and samples of decorative gifts for Christmas. For your information, there is a steady demand here for decorative gifts of high quality. If your price is competitive, we would place a large order with you. Since Christmas season is coming soon, please send them as soon as possible.

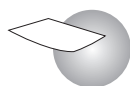
We are looking forward to the long-term business relationships with you.

Yours faithfully,

### More Exercises (补充练习及答案)

1. Fill in the blanks with the proper forms of the given words.

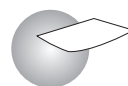
interest	illustrate	appeal	demand	rely
attract	enquiry	export	discount	sale



- (1) We would like to mention that if your price is \_\_\_\_\_ and delivery date acceptable, we shall place our order with you immediately.
- (2) We are \_\_\_\_\_ in your cotton piece goods, and are in the market for it. We hope to receive your enquiry at an early date.
- (3) While we thank you for your letter of March 5, we regret to inform you that the item you are \_\_\_\_\_ for is in short supply.
- (4) We are mainly \_\_\_\_\_ Chinese electronics. We have recently concluded a transaction of \$10,000 on the terms of D/P at sight.
- (5) We have to do a lot of advertising with your goods to push the \_\_\_\_\_.
- (6) The product \_\_\_\_\_ to your market is our latest one.
- (7) Thank you for your repeat order, as usual, you can \_\_\_\_\_ on us to effect the shipment well before your required schedule.
- (8) Your quotation is too high and out of line with the prevailing market level, we ask you for a 5% \_\_\_\_\_.
- (9) The pamphlet enclosed not only provides you with the necessary information about the machine, but also \_\_\_\_\_ the ways of operating them.
- (10) In order to comply with the \_\_\_\_\_ of their buyers, many suppliers have been doing business on D/P or D/A basis.

## 2. Correct the mistakes in the following sentences.

- (1) We shall place a large order for Lady's blouse from you if the time of delivery is acceptable to us.
- (2) We are enclosing you our catalogue under separate cover.
- (3) Regarding walnut meats, we would inform you that the few parcels we have at present are under short supply elsewhere.
- (4) Through the courtesy of Mr. Smith, we are giving to understand that you are the leading importer of electronic goods in your area.
- (5) We are interested in your rice and do not find your offer of beans interested.
- (6) Should your price be found competitive and delivery date accepting, we intend to place a large order with you.
- (7) Please rely on us that we will give prompt attention in your enquiry.
- (8) We are enclosing our latest price list with your information.
- (9) We are informed that you are able to supply large quantities of this product on attractive prices.
- (10) We have quoted our prices so low that they should appeal in your market.



### 3. Complete the following sentences in English.

- (1) We should be obliged if you would \_\_\_\_\_.
- a. 立即给我们寄样品。
  - b. 告知我方你处市场行情。
  - c. 报女式衬衫的最低价。
- (2) We should appreciated it if you will \_\_\_\_\_.
- a. 随函附有插图的商品目录。
  - b. 有兴趣购买我公司的茶叶。
  - c. 介绍你公司的其他产品。
- (3) We are sending you under separate cover \_\_\_\_\_.
- a. 你方询盘样品。
  - b. 两本关于我们产品的小册子。
  - c. 有关商品的价目单。

## Key

### 1.

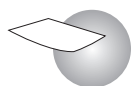
- (1) attractive    (2) interested    (3) enquiring    (4) exporting    (5) sales  
(6) appealing    (7) rely    (8) discount    (9) illustrates    (10) demands

### 2.

- (1) from 改为 with    (2) enclosing 改为 sending    (3) under 改为 in  
(4) giving 改为 given    (5) 句末的 interested 改为 interesting    (6) accepting 改为 acceptable  
(7) in 改为 to    (8) with 改为 for    (9) on 改为 at    (10) in 改为 to

### 3.

- (1) a. send us samples immediately    b. inform us of your market  
c. give us the lowest price for ladies' blouses
- (2) a. enclose an illustrated catalogue    b. be interested in purchasing our tea  
c. introduce your other products
- (3) a. the samples you enquired for    b. two pamphlets about our products  
c. the pricelist for relative commodities



# 5

## Specific Enquiry 具体询盘

### More Explanations (课文补充讲解)

#### ① **recommend** v. 推荐, 建议

句式: recommend sth. to sb. 向某人推荐某事(或某物)

recommend sb. to do sth. 建议某人做某事

recommend doing sth. 建议做某事

recommend that 建议(接句子)

recommendation n. 推荐, 建议

e.g. 史密斯先生建议我们就轻工业产品建立业务关系。

Mr. Smith recommended that we enter into business relations for the supply of light industrial products.

由于我们不再生产这种型号,我们向你们推荐101型。

As we do not produce this type anymore, we recommend Type No. 101 to you.

#### ② **quote** v. 报价

句式: quote sb. a price for sth. 向某人报某商品的价格

quote sth.

quote a price for sth.

quotation sheet 报价单

make a quotation for sth.

make a quotation of a price

e.g. 请立即报我拉各斯到岸价。

Please give me the lowest quotation CIF Lagos.

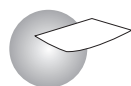
Or: Please quote me the most favorable price CIF Lagos.

报价的写法: currency +unit price +unit +price terms

e.g. USD\$1,000 per ton CIF London

#### ③ **CIF Cost, Insurance and Freight** 成本、保险费加运费(俗称“到岸价”)

指在装运港当货物越过船舷时卖方即完成交货。卖方必须支付将货物运至指定的目



的港所需的运费和费用,但交货后货物灭失或损坏的风险及由于各种事件造成的任何额外费用即由卖方转移到买方。但是,在CIF条件下,卖方还必须办理买方货物在运输途中灭失或损坏风险的海运保险。该术语仅适用于海运和内河运输。

**FOB** Free on board 装运港船上交货(俗称“离岸价”)

指当货物在指定的装运港越过船舷,卖方即完成交货。这意味着买方必须从该点起承担货物灭失或损坏的一切风险。该术语仅适用于海运或内河运输。

**CFR** Cost and Freight 成本加运费

指在装运港货物越过船舷卖方即完成交货,卖方必须支付将货物运至指定的目的港所需的运费和费用。但交货后货物灭失或损坏的风险,以及由于各种事件造成的任何额外费用,即由卖方转移到买方。

④ **shipment** *n.* 装运,装船,装运的货物,装运期

shipment date 装运期

有关搭配: make shipment 装运

effect shipment 装运

expedite shipment 加快装运

*v.* ship 装运,装船

e.g. 由于船期延误,我们只能在下月初装运。

Owing to the delay in shipment, we have to ship the goods at the beginning of next month.

*n.* shipper 托运人,发货人

*n.* shipping 装运

shipping company 航运公司

shipping container 集装箱船

shipping order 下货纸

shipping instruction 装船指示

⑤ **urgent reply** 急复

*adj.* urgent 紧急的

an urgent cable 加急电报

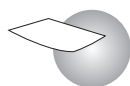
urgent dispatch 急件

*adv.* urgently 紧急地

sb. be urgently in need of sth./sth. be needed urgently/sth. be urgently required 急需

e.g. 我们急需此货,请你们尽力将我们所订货物于十月底前按期出运。

We're urgently in need of the goods, so please do your utmost to ship the goods we ordered duly before the end of October.



⑥ **give sb. information about** 详细说明,提供信息,让……详细了解

similar expression: give sb. details of

e.g. 能否让我方详细了解一下你方国家的这类计算机的市场价格。

Will you kindly give us information about the market price of computers of this type in your country?

⑦ **as to** 关于

similar expressions: regarding, with regard to, concerning, etc.

e.g. 关于你方在5月5日来函提到的付款条件,我们会照办的。

As to the terms of payment mentioned in your letter of May 5, we will do it as you required.

⑧ **be sure** 对……相信、肯定

句式: be sure that

be sure to do sth.

be sure of sth.

e.g. 请相信,我们会调查事实,澄清你方所抱怨的事由。

You may be sure that we will look into the matter to make clear your complaints.

⑨ **expand** v. 扩大

expand business with sb. 扩大与某人的贸易

expansion of business 扩大贸易

adj. expanding 扩大的

e.g. 你不知道我们有多么渴望与你方扩大贸易。

You don't know how desirous we are to expand business with you.

我们愿意与你方建立合作以便扩大贸易。

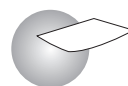
We'd like to cooperate with you to expand the business.

⑩ **trial** adj. 尝试的,试验的;临时的

for trial 试一试

e.g. 你们这批试订将于下月中旬运出。

Your trial order is scheduled to be shipped in the middle of next month.



## Main Points of the Letter (信件要点)

### Specimen 1

- a. receipt of the letter
- b. detailed requirements (catalogue, price, terms, shipment)
- c. introduction of market and request for competitive price
- d. expectation of early reply

### Specimen 2

- a. receipt of the enquiry
- b. details of meeting requirements (sending catalogues and samples, etc.)
- c. more information about the goods
- d. expectation of a trial order

## Chinese Version (译文)

美国麦克唐那&伊万有限公司收到中国永胜贸易有限公司发来的建立业务关系函。现采购部经理麦克·伊万先生发关于意向产品的具体询盘函。

### 信件一 具体询盘 (对第一课信件二的回复)

吴刚先生：

感谢你公司4月25日的来函，很高兴获悉你方生产各类鞋子。

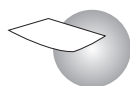
我们对你公司在信里推荐的女士绣花拖鞋感兴趣。请提供不同产品系列的详细信息，包括尺寸、颜色等，并请惠寄所采用的材料的样品。并给我们报CIF纽约最低价、付款条件和最低订货量，并说明最早的船期。

优质的女士绣花拖鞋很受欢迎。相信提到的几类价格适中的产品在我地销路良好。如你们的报价有竞争力，我方将考虑长期订购。

盼急复。

麦克·伊万  
经理  
谨上

2021年5月4日



## 信件二 回信

事由:女士绣花拖鞋

麦克·伊万先生:

感谢你方的具体询盘。

随函附上带插图的商品目录和样品,给你方提供了女士绣花拖鞋的详细信息。关于我方的贸易条件,请参考商品目录的第8页。随函给你方报纽约到岸价,船期8月。我们通常要求不可撤销的即期信用证。

女士绣花拖鞋是我们的最新产品。由于它们质优价廉,请相信我们的产品能够帮你方扩大市场。

期待你方的试订。

吴刚

业务一部经理

谨上

2021年5月9日

## 补充阅读

### (一) 大蒜的具体询盘

(对第三课信件一的回复)

尊敬的李先生:

4月30日信函收悉。我们收到一份来自印尼的关于大蒜的询盘,我们了解到你方的产品适合当地市场,如蒙汇来你方的最新价目表,我们将不胜感激。

然而,我们必须指出,报最低价格是很有必要的。请相信,价格上的小小让步绝对是值得的,会让你方收益颇丰。

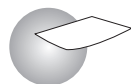
及早装运是必要的,欢迎你方立即报实盘,50吨5厘米新鲜白蒜雅加达到岸价。

纳尼克·乌达米·汉达亚尼

经理

谨上

2021年5月16日



(二) 藤篮的询盘  
(与第二课信件二相关)

尊敬的黄先生：

目前,我们对心形藤篮感兴趣,惠请航寄该商品目录册、样品及一切必要信息,以便我方了解其质量及工艺;同时,还请贵方报 CIF 慕尼黑最低价,并述明最早船期。

如你方价格有竞争性且交货期可接受,我即向你方下大订单。

如蒙早复,不胜感激。

谨上  
2021年6月2日

## Key to the Exercises (习题答案)

### I. Basic Training

1. Match the Chinese versions with the English expressions.

date of shipment	装船日期
expand sales	扩大业务
shipping advice	装船通知
terms of payment	支付方式
minimum quantity	最低订量
regular orders	长期订购

2. Choose the best answer for each sentence.

(1) A (2) B (3) A (4) A (5) B

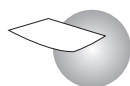
### II. Improving Training

1. Fill in the blanks with the following words or expressions.

(1) recommended to (2) quotation (3) trial order  
(4) date of shipment (5) detailed information

2. Translate the following Chinese parts into English.

- (1) We'd like to cooperate with you to expand the market.
- (2) The illustrated catalogue will give you information about other items we are exporting
- (3) As to our terms and conditions, please see Page 5 of the catalogue.
- (4) Please quote me the most favorable price FOB London.
- (5) You may be sure that we will send you the pricelist and samples as soon as possible.



### III. Comprehensive Training

#### Evaluation of Training 实训评价

1. 本题满分为15分。
2. 评分标准通常分为五等:2分、5分、8分、11分和14分。
3. 评分标准:
  - 2分——信函格式错误,条理不清,思路紊乱,语言支离破碎或大部分句子均有错误,且多数为严重错误。
  - 5分——信函格式错误,基本切题。表达思想不清楚,连贯性差。有较多的严重语言错误。
  - 8分——信函格式基本正确,基本切题。有些地方表达思想不够清楚,文字勉强连贯;语言错误相当多,其中有一些是严重错误。
  - 11分——信函格式正确,切题。表达思想清楚,文字连贯,但有少量语言错误。
  - 14分——信函格式正确,切题。表达思想清楚,文字通顺,连贯性较好。基本上无语言错误,仅有个别小错。
4. 加分标准:
  - 能正确使用某些所提供的参考词汇卷面加2分,但总分不能超过15分。
  - 注:白卷,信函与题目毫不相关,或只有几个孤立的词而无法表达思想,则给0分。

#### Reference 参考答案

Dear Sirs,

We have received your email of August 26 and are glad to learn that you are interested in our bluetooth earphones.

With reference to your requirement, we have made and enclosed for you a copy of specific illustrated catalogue, which includes such information for our latest hot items at unit prices on basis of CIF Shanghai, product descriptions, latest shipment and delivery date, etc.. As for the samples you required, we are glad to send you if we are informed of the specific items that you are really interested in.

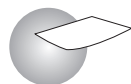
Looking forward to your reply.

Yours faithfully,

### More Exercises (补充练习及答案)

1. Fill in the blanks with the proper forms of the given words.

ship	expand	detail	quote	recommend
as to	urgent	enclose	trial	illustration



- (1) \_\_\_\_\_ the models of your products, please send their samples together with your offer.
- (2) The price list is \_\_\_\_\_ with excellent pictures.
- (3) Your firm has been \_\_\_\_\_ to us by the Italian Commercial Counselor's Office in Beijing.
- (4) We \_\_\_\_\_ require a large quantity of shoes and gloves of different sizes.
- (5) It would be very much appreciated if you could confirm the \_\_\_\_\_ as soon as possible.
- (6) We wish to get from you more information about the item. Please send us the \_\_\_\_\_ illustration.
- (7) We trust you will find our \_\_\_\_\_ satisfactory and look forward to receiving your initial order.
- (8) We are \_\_\_\_\_ two copies of our sales contract.
- (9) We are looking forward to \_\_\_\_\_ the business with you.
- (10) Your \_\_\_\_\_ order has been handled with great care. Please open the covering L/C, which should reach us before October 10.

## 2. Complete the following letter by translating Chinese into English.

Dear Sirs,

Our market is in need of handicraft articles in Canada. As \_\_\_\_\_ (有稳定的需求) here for high quality Chinese handicrafts, we would like you to send us as soon as possible your catalogues, \_\_\_\_\_ (样品及有关产品的所有必要信息). Meanwhile, please quote us your \_\_\_\_\_ (温哥华 CIF 最低价, 并说明最早的船期).

Should your quality be suitable and the price competitive, \_\_\_\_\_ (我们将至少向贵公司订购 5,000 件).

\_\_\_\_\_ (及时关注此事) will be much appreciated.

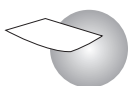
Yours faithfully,

## 3. Dictation.

Dear Sirs,

We are very pleased to receive your letter of September 1, showing your interest in our digital watches and extending the wish to place orders with us.

For your information, we are enclosing a copy of our latest catalogue. As to our terms and



conditions, please see Page 3 of the catalogue. Under separate cover, we are sending you samples of various sizes and the brochure required. Because of the excellent quality and favorable price, you may be assured that our products will no doubt help you expand your market.

We look forward to a trial order.

Yours faithfully,

## Key

1.

(1) As to      (2) illustrated    (3) recommended    (4) urgently      (5) shipment  
(6) detailed    (7) quotation    (8) enclosing        (9) expanding    (10) trial

2.

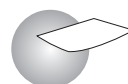
there is a steady demand

samples and all necessary information about the goods

lowest price CIF Vancouver, stating the earliest date of shipment

we 'll be ready to place an order for at least 5,000 pieces with you

Your prompt attention to this letter



# 6

## Firm Offer 有效发盘

### More Explanations (课文补充讲解)

① **offer** v. 报盘; 供应, 提供 n. 报盘

make an offer, send an offer, give an offer 报盘

on offer 出售

put the offer out 向别处报盘

e.g. 我们按照你方的要求报盘各种袜子如下。

As per your request, we offer you various kinds of socks as follows.

请报红茶实盘。

Please offer us firm for black tea.

Or: Please make us a firm offer for black tea.

现向你方报 1000 支彩色工艺蜡烛的实盘。

We make you a firm offer for 1,000 color art candles.

Or: We offer you firm for 1,000 color art candles.

此实盘是以你方 6 月 6 日前复到有效。

This offer is valid subject to your reply arriving here before June 6.

Or: This firm offer is subject to your reply arriving here before June 6.

counter offer 还盘

e.g. 已收到你方 3 月 3 日的还盘, 我们发现你们的价格是不现实的。

We have received your counter-offer of March 3, in which we found that your quotation was quite unrealistic.

对比 quote 和 offer 的用法:

quote 报价, 指报价格, 不包括数量、交易、交货等。

offer 报盘, 指的是交易的各种条件, 如: 货名、规格、数量、价格及答复期限等。

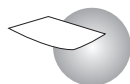
句式: quote sb. a price for sth.

offer sb. sth. at (the price of)

e.g. 请给我方报 500 打真丝围巾的价格。

Please quote us for 500 dozen of silk scarves.

Or: Please offer us 500 dozen of silk scarves.



② **confirm** v. 确认

句式: confirm with sb. a transaction of  
confirm sth./doing sth./having done sth.  
confirm that

e.g. 我们确认已向你方报下列商品实盘,以8月10日前回复有效。

We confirm our offer for the following commodities, subject to your reply reaching us by August 10.

兹确认与你方的200箱铁钉的订货。

We confirm your order of 200 cases of iron nails.

confirmation n. 确认,确认书

confirmation of sth.

sales confirmation 销售确认书

e.g. 请电复以便我方确认。

Please fax us for confirmation.

③ **subject to** 以……为准,以……为条件,以……为有效

e.g. 现给你方报盘,以先售为准。

We are giving you an offer subject to our prior sale.

现报以下盘,以你方在8月20日前接受为有效。

We now make you an offer subject to your acceptance before Aug. 20.

subject to 可用来表示实盘

“以收到你方来信为准”、“以你方来信到达我处为准”的表达:

subject to the receipt of reply by us before...

the arrival of your letter at our end before...

receiving your reply before...

the reply reaching us before...

the reply before...

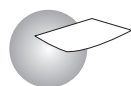
④ **note** v. 注意,得悉,获知

note that 相似表达 notice that

note from...that 相似表达 learn from...that

e.g. 从报纸上得知贵公司正在生产各类手工棉布鞋,我们对此很感兴趣。

We note from newspaper that you are producing various hand-made cotton shoes and we are quite interested in them.



⑤ **without delay** 毫不耽搁地

e.g. 由于所报价格很低,有可能上升,我们建议你方立即订购。

As the prices quoted are low and likely to rise, we would advise you to place your order without delay.

n. delay 耽误,耽搁

delay in sth. 在……方面的延误

e.g. 装运延误会导致很大的损失。

Delay in shipment will result in great losses.

由于开立信用证延误了,不能按合同装运。

Owing to the delay in opening the L/C, shipment cannot be made as contracted.

⑥ **anticipate** v. 期待

e.g. 我们预计新货将于下月运到。

We anticipate that fresh supplies will arrive next month.

anticipate 和 expect 的用法区别:

anticipate sth./doing sth./that

expect to do sth./sb. to do sth./that

⑦ **It occurs to sb. that** 某人突然想起

occur v. 发生,想到

It occurs that...

sth. occurs

prevent sth. from its occurrence (n.)

e.g. 卖方应对运输途中出现的损失负责。

The seller should be responsible for the losses occurred in transit.

⑧ **a stock of ...** 一批……(货)

n. stock 存货

in stock 有现货

out of stock/no stock 无货

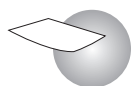
e.g. 缝纫机现在没有货。

Sewing machines are out of stock now.

Or: We're out of stock of sewing machines.

我们有50吨的现货。

We have 50 tons in stock.



⑨ **sell off** 卖出

sell out 卖完

sell fast/well 畅销

e.g. 货物以低于成本价售出。

The goods are sold off below prime cost.

⑩ **up to** 达到,符合

up to now 直到现在

up to your standard 达到你方标准

e.g. 质量不符合合同规定的标准。

The quality doesn't measure up to the contracted standard.

⑪ **be prepared to** 乐意,打算,准备好做……

similar expressions: be prepared for sth./be ready to (do sth.)

e.g. 如你方同意我们的要求,我们打算订购。

If you agree to our requirements, we are prepared to place orders.

⑫ **in view of** 鉴于,考虑到

in view of + *n.*

in view of the fact that + (sentence)

e.g. 鉴于市场上价格波动频繁,我们愿意从中国购进杏仁。

In view of the fact that the price in the market fluctuated frequently, we'd prefer to purchase apricot from China.

鉴于你们是非洲国家的客户,我们将给你们优惠条件。

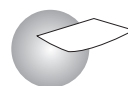
In view of the fact that you're the customer from Africa, we'll give you favorable terms.

⑬ **in the event of** 万一,以免

句式: in the event that

e.g. 万一你方不感兴趣,我方将向别处报盘。

We will put the offer out in the event that you are not interested.



## Main Points of the Letter (信件要点)

### Specimen 1

- a. confirming the mail
- b. stating the details of the offer (name, price, quality, shipment and valid period)
- c. suggesting acceptance
- d. expectation of an early reply

### Specimen 2

- a. reason for the offer
- b. statement of the details of the offer
- c. hope for a prompt reply

## Chinese Version (译文)

基于印尼公司对大蒜的询盘,业务四部李文经理发实盘回复。

### 信件一 具有约束力的发盘

(对第五课补充阅读一回复)

尊敬的汉达亚尼先生:

兹确认你方2021年4月10日邮件,要求我方报大蒜雅加达到岸价的实盘。

我方报价如下:5cm新鲜白蒜五十吨,每吨雅加达到岸价为1,963.8美元,七、八月份装运,即期信用证付款。以上报价为实盘,以2021年4月27日前复到为有效。

请注意,该报价为最优惠价,恕不能还价。该类产品市场价格有可能上涨。请贵公司把握机会,尽早下单为盼。

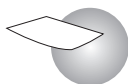
盼早复。

谨上

李文

业务四部经理

2021年4月13日



## 信件二 主动报价

敬启者：

感谢贵公司去年此时订购我公司的型号为BS362的12伏密封蓄电池，该产品现已停止生产。

现有升级版产品型号为CN233，我们突然想起贵公司可能会感兴趣，随附简介说明。

现有存货CN233产品共590件，特惠价每件30欧元。大批订购可获八五折优惠，整批购入则可享八折特惠。

为感谢贵公司以往惠顾，特此给予订购优惠。亟盼立即回复，如贵公司未欲订购，本公司亦能尽早向别处报盘。

谨上

### 补充阅读

#### (一) 心形藤篮报价

(对第五课阅读材料二的回复)

尊敬的Rigoni先生：

兹提及你方6月2日的询盘，很高兴向你方发去无约束力报盘如下：

商品：心形藤篮（6只一套）

价格：10.10欧元/套

装运日期：9月——10月

包装：20套装一箱

付款：不可撤销的即期信用证

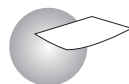
对于1,000套以上的订单，我们将给予5%的折扣。

等候即复。

谨上

英凯

2021年6月10日



## (二) 女士纯棉T恤的报盘

(与第四课信件二相关)

尊敬的格兰·P·约翰逊先生:

感谢你方8月20日的来信,你方对我们的“枫”牌女士纯棉T恤感兴趣,并表示愿意订货。兹复,向你方报盘如下,以我方最后确认为准:

“枫”牌女士纯棉T恤:尺寸为8—14码,白色

价格:每100件600英镑

交货:阿布罗斯成本加运费价

运输:海运

付款方式:不可撤销的即期信用证。

其他的款式能在2021年11月底供应。

因从7月以来原材料的价格已经稳步上涨,期望在成本再上涨之前收到你方的首次订货。

谨上

王林

2021年8月25日

## Key to the Exercises (习题答案)

### I. Basic Training

#### 1. Match the Chinese versions with the English expressions.

CFR Singapore	新加坡成本加运费价
previous order	上次的订货
favorable price	优惠价格
voluntary offer	主动报价
the complete stock	整批货
firm offer	有效发盘

#### 2. Choose the best answer for each sentence.

(1) B (2) C (3) C (4) A (5) D

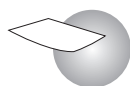
### II. Improving Training

#### 1. Fill in the blanks with the following words or expressions.

- (1) note (2) occurred to (3) in stock  
(4) subject to (5) up to

#### 2. Translate the following Chinese parts into English.

- (1) The price of the goods is subject to the quantity you intend to purchase.



- (2) Before you place an order, we are prepared to provide some samples to acquaint you with the quality and workmanship.
- (3) In view of our friendly business relations, we'd make concessions this time and allow you a 5% discount.
- (4) This is to confirm our offer for 20 M/T walnut meats at USD\$2,500 per metric ton CIF London.
- (5) This offer is valid until February 10 because of great demand.

### III. Comprehensive Training

#### Evaluation of Training 实训评价

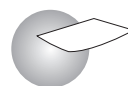
1. 本题满分为15分。
2. 评分标准通常分为五等:2分、5分、8分、11分和14分。
3. 评分标准:
  - 2分——信函格式错误,条理不清,思路紊乱,语言支离破碎或大部分句子均有错误,且多数为严重错误。
  - 5分——信函格式错误,基本切题。表达思想不清楚,连贯性差。有较多的严重语言错误。
  - 8分——信函格式基本正确,基本切题。有些地方表达思想不够清楚,文字勉强连贯;语言错误相当多,其中有一些是严重错误。
  - 11分——信函格式正确,切题。表达思想清楚,文字连贯,但有少量语言错误。
  - 14分——信函格式正确,切题。表达思想清楚,文字通顺,连贯性较好。基本上无语言错误,仅有个别小错。
4. 加分标准:
  - 能正确使用某些所提供的参考词汇卷面加2分,但总分不能超过15分。
  - 注:白卷,信函与题目毫不相关,或只有几个孤立的词而无法表达思想,则给0分。

#### Reference 参考答案

Dear Sirs,

We are very pleased to have received your letter of enquiry dated May25, 2021, showing your interest in our sweaters in different colors. In reply, we would like to make you, subject to your reply reaching us by June 5, the following offer:

- Commodity: No. 897 Sweaters in different colors
- Size: Large (L); Medium (M); Small (S);
- Price: CIF 5% London per dozen in US\$ L: 180; M: 160; S: 140.
- Shipment: October



- Payment: By confirmed irrevocable L/C payable by draft at sight.
- Package: Sweaters are wrapped in plastic bags and packed in standard export cardboard cartons.

We are willing to allow a 5% discount for all orders over 5,000 pieces. You can rely on us to give your order immediate attention.

Yours faithfully,

## More Exercises (补充练习及答案)

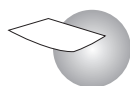
1. Choose the proper words given below to fill in the blanks.

delay	offer	subject to	take
occurred	anticipating	confirmation	acceptable

- (1) If you decide to \_\_\_\_\_ advantage of our offer, please kindly send us your acceptance.
- (2) We confirm your enquiry of July 3, asking us to make you a (an) \_\_\_\_\_ for our products.
- (3) In reply to your previous fax, we are making you an offer subject to our \_\_\_\_\_.
- (4) We are making you the offer \_\_\_\_\_ your acceptance before May 5.
- (5) We trust the offer will be \_\_\_\_\_ to you and wait for your order with keen interest.
- (6) It has \_\_\_\_\_ to us that Type 32 might suit your purpose just as well.
- (7) As the market is declining, we advise you to place an order without \_\_\_\_\_.
- (8) We are \_\_\_\_\_ that you will place a trial order in the near future.

2. Translate the following sentences into English.

- (1) 行市上涨,如你方立即确认订货,我们愿意给你方优惠价格。  
(confirm, give favorable terms)
- (2) 我们得知你方是生产铁钉的厂商,想知道你方能否供应圆形铁钉。(note, supply)
- (3) 我们的一位顾客对你方产品感兴趣,想得到你方关于下述货物的报价。(offer for)
- (4) 请向我方发盘,说明包装、规格、可供应的数量及最早的装运期。  
(indicate, the earliest date of shipment)
- (5) 我们期待你方价格优惠,否则没有成交的可能。(anticipate, favorable, get business done)
- (6) 由于库存的丝绒有限,需求却很大,此发盘有效期只为一个星期。  
(limited supply, heavy demand, firm)
- (7) 我们渴望尽一切所能帮助你方开拓新的业务,并很乐意给你方优惠的价格。  
(establish new business, be prepared to)



(8) 我们的报盘以报盘当日汇率为准。(subject to, foreign exchange rate)

### 3. Translate the following letter into English.

先生:

感谢贵公司5月4日的询盘,应你方要求,报盘如下,以贵公司的答复于6月3日前到达有效。

商品:数码相机

价格:每台500美元,上海到岸价

数量:200台

装运期:2021年6月

包装方式:纸箱,每箱10台

付款条件:凭以卖方为受益人的不可撤销的跟单信用证支付

希望以上条件贵公司能接受,期盼您的订单。

谨上

### 4. Translate the following offer into English.

云杉牌男式衬衫,65%涤纶,35%棉,长袖,长领,一个胸口袋,各种颜色,各种尺寸,每件用塑料袋装,6件装一个盒子,每10打装一个木箱,共1000打,每打7.5英镑,含佣价5%,科威特到岸价,装船期10-11月,付款凭保兑的不可撤销信用证支付,装船前一个月内到达卖方,有效期至装船后15天。

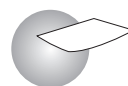
## Key

1.

- |                |              |                  |                  |
|----------------|--------------|------------------|------------------|
| (1) take       | (2) offer    | (3) confirmation | (4) subject to   |
| (5) acceptable | (6) occurred | (7) delay        | (8) anticipating |

2.

- (1) The market price will rise. If you confirm your order immediately, we'd give you favorable terms.
- (2) We note that you are a manufacturer of iron nails and should like to know whether you can supply round iron nails.



- (3) One of our clients takes interest in your products and wishes to have your offer for the items specified below.
- (4) Please send us your offer indicating packing, specification, quantity available and the earliest time of shipment.
- (5) We are anticipating your price is favorable, otherwise, there is no possibility of getting business done.
- (6) This offer is firm for one week only because of the heavy demand for the limited supply of this velvet in stock.
- (7) We are anxious to do what we can to help you to establish your new business and are prepared to quote you a favorable price.
- (8) Our offer is subject to the foreign exchange rate at the date of offer.

### 3.

Dear Sirs,

Thank you for your enquiry dated May 4. According to your request, we are making you the following offer subject to your reply arriving here before June 3.

Commodity: digital cameras

Price: US \$ 500/pc CIF Shanghai

Quantity: 200 pcs

Shipment: June, 2017

Packing: 10 pcs to a carton

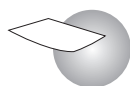
Terms of payment: By irrevocable documentary L/C in the seller's favor

We hope that the offer will be acceptable to you, and look forward to your order.

Yours faithfully,

### 4.

“Spruce” brand men's shirts of different colors and sizes, 65% decron, 35% cotton, long sleeves, long collar, one chest pocket. Every shirt is packed in plastics, six to a carton, ten dozen to a wooden box, 1,000 dozen in total, at price of GBP7.5 per dozen, CIFC 5% Kuwait. Shipment will be effected in October-November, and it requires payment by confirmed, irrevocable L/C, which will arrive at the seller one month before shipment and is valid until 15 days after shipment.



# 7

## Counter-offer 还盘

### More Explanations (课文补充讲解)

① **on the high side** 偏高

too high to work on ……太高,无法进行下去(接受)

be slightly higher 稍高

be 20% higher 高 20%

e.g. 很遗憾,你方所报价格太高,与现行的行市水平不一致。

We regret to say that the price you quoted is too high and out of line with the prevailing market level.

虽然我们很感谢你方对我方询盘的关注,但很抱歉地通知你方报盘太高。

Though we thank you for your prompt attention to our enquiry, we are sorry to say that your offer is on the high side.

② **leave ...with only a small profit** 无利可图,获利很低

n. profit 利益;收入

e.g. 接受你方当前的报价意味着亏损,更别说获利了。

Acceptance of your current price means lose, not to say profit.

③ **information indicates that** 消息表明,迹象表明

similar expressions: sources indicate that

information states that

indication shows that

there is indication that

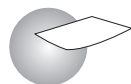
v. indicate 指出,显示,说明,指示

e.g. 迹象表明,其他竞争者正以比你方价格低 10% 的价格出售同类产品。

Information indicates that other competitors are selling similar goods at a price 10% lower than yours.

请尽快传真我方说明所有条件。

Please fax us soon indicating all the terms.



④ **at a price 10% lower than...** 比……低 10% 的价格

e.g. 我们希望能按比你们现在所报价格低 10% 的价格成交。

We sincerely hope to conclude the business at a price 10% lower than your quotation.

⑤ **reduce** v. 降低, 减少

句式: reduce by 降低了……(幅度)

reduce to 降至……

reduce from ...to... 从……降至……

make a reduction of 降价幅度

make a reduction to 降价至

make a reduction in 在……方面降价

e.g. 如你方能在报价上减少 2%, 我们将立即接受。

If you can reduce your offer by 2%, we'll accept it immediately.

Or: If you can make a reduction of 2% in price, we'll accept it.

⑥ **level** n. 水平, 情况

to...level 达到……水平(情况)

market level 市场行情

e.g. 我们遗憾地说, 你方报来的铁钉价格完全与我地市场行情不一致。

We regret to say that the price of iron nails you offer is completely out of line with our market level.

⑦ **while** 虽然, 但, 而

e.g. 虽然我方很想和你方交易, 但还是不能接受你们的提议。

While we would like to do business with you, we cannot agree to your proposal.

虽然我们很感谢你方在推销我方产品方面所做的努力, 但是我们仍不能接受还盘。

While we thank you for your efforts in pushing the sale of our goods, we cannot accept your counter-offer.

⑧ **work on** 开展, 进行下去

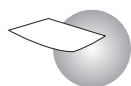
e.g. 我们正在处理你方的报盘并尽快给予答复。

We are working on your offer and will reply as soon as possible.

区别: work out 解决, 做出, 算出

e.g. 请尽快写一封还盘信。

Please work out a counter-offer letter as soon as possible.



⑨ **We do not deny** 我们不否认

e.g. 不否认我方的报价偏高,但是请注意我们的产品比同类的其他产品要好得多。

We do not deny that our price is on the high side, but please note that our products are much better than other products of this type.

我们不否认你们的建议,但是要我们在8月5日之前安排装运确实是不可能的了。

We do not deny what you suggested, but in fact, it is impossible for us to arrange shipment before August 5.

⑩ **invite your attention to sth.** 请注意

相似表达: pay/ give/ draw/ bring/ direct/ attract one's attention to sth.

e.g. 请贵方注意我们产品的质量,比贵方地区市场上的同类产品要好。

We invite your attention to the quality of our products. They are superior to other products of this kind in your district.

⑪ **point out** 指出

e.g. 如在合同中指出的,在信用证中不能加入任何未经双方同意的条款。

As pointed out in the contract, you can't insert in the L/C any terms not agreed upon by the two parties.

⑫ **keen** *adj.* 敏捷的,热心的,激烈的

be keen to do sth. 热切地想做……

with keen interest 殷切地

keen competition 激烈竞争

⑬ **regret** *v.* 遗憾,惋惜

句式: regret that 很遗憾

regret to do sth. 遗憾地去做某事

regret being unable to 遗憾无法(不能)……

sb. be regretful that 很遗憾……

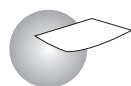
sth. be regrettable that 遗憾的是……

对比 regretful 和 regrettable

We are regretful that you can't accept our offer.

Or: It is regrettable that you can't accept our offer.

with regret 遗憾地



e.g. 目前,我们不能接受新的订单,为此表示遗憾。

At present, we cannot accept new orders, for which we express our regret.

使我们遗憾的是,我们认为你方价格不实际。

Much to our regret, we found your price to be unrealistic.

⑭ **meet sb. halfway** 各让一半,折中处理

e.g. 鉴于双方的友好关系,我们折中处理作为让步。

In view of our friendly relations, we would meet you halfway as an accommodation.

⑮ **approval** *n.* 批准,同意

obtain one's approval of sth.

approve *v.* 批准,同意

approve of sth. 批准

approve sth. 同意

e.g. 你的要求已被批准。

Your request has been approved of.

我们同意你方建议。

We approved your suggestion.

真诚地希望我方的要求得到你方的同意。

We sincerely hope that our request will meet with your approval.

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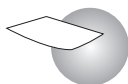
## Main Points of the Letter (信件要点)

### Specimen 1

- a. thanks for the offer
- b. decline of the offer and statement of the reasons
- c. counter-offer
- d. expectation of reply

### Specimen 2

- a. thanks for the counter-offer
- b. rejection of price reduction and reasons
- c. offer of the lowest price
- d. expectation of early reply



经过与其他供应商的价格进行对比,印尼公司认为价高,回复要求减价。

### 信件一 要求降价

(对第六课补充阅读一的回复)

尊敬的李先生:

感谢你方4月13日来函,给我方报大蒜的价格。

非常欣赏你们产品的优良品质,但遗憾的是你方的报价太高,即使是针对这个质量的产品也偏高了。接受你方的报价便无利可图,因为本地的主要需求是针对中等价位的产品。

感谢你方处理我方询盘的方式,希望有机会同你方达成交易。消息表明,正在销售的同类印度产品比你方的报价低将近10%。不知你方是否能将价格降到此水平。

等候佳音,不胜感激。

谨上

纳尼克·乌达米·汉达亚尼

### 信件二

(对信件一的回复)

尊敬的纳尼克·乌达米·汉达亚尼先生:

感谢你方2021年4月20日的来函,然而我们很遗憾地获悉大蒜的报价对你方而言偏高,交易无法进行,因为正在销售的同类印度产品的价格比我们的低将近10%。

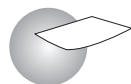
不否认你方所言,但是请注意我们产品的优良品质。不得不指出的是我们的报价对于这种规格的大蒜是相当实际的,而且其他的买主也能接受。

虽然我们很想和你方达成交易,但遗憾的是不能接受你方的还盘,甚至不能各让一半。我们能做的最低价就是将先前的报价降2%。与此同时,我们将船期提前到七月初,这样能使你方更早将产品上市。消息供你方参考,大蒜价格每个月都在上涨。

相信能与你方达成一致,盼早复。

谨上

李文



## 补充阅读

### (一) 女士全棉T恤的还盘 (对第六课补充阅读二的回复)

尊敬的王先生:

事由:女士全棉T恤还盘

谢谢你们对女士全棉T恤的报价。

我们虽然喜欢你们女士全棉T恤的质量,但价格太高不能接受。按你方报价的交易条件条款,我方打算订购相同品牌的女士全棉T恤40,000件,但价格比你方现报价格低10%,此类产品在本地的零售价也下跌了5%。接受你方现时的报价意味着我们将有巨大亏损,更不用谈利润了。

如果你们能降价至少10%,我们非常愿意向你方续订。否则,我们只能转向其他供应者购买了。

我们希望你们认真考虑我方建议,并及早答复我方。

谨上  
格兰·P·约翰逊  
2021年8月30日

### (二) 回信

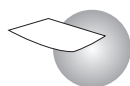
尊敬的格兰·P·约翰逊先生:

感谢贵方8月30日的来函,虽然我们很想和你方达成交易,但遗憾的是把价格降到你方提议的程度,即降价10%,是不可能的。

我们的报价是相当合理的,以此价格我们收到过大量的其他来源的订单。鉴于双方的友好贸易关系,我方愿意做出让步,将价格调整为每100件570英镑。这是我们的最低报价,建议你方接受此报价,不要延误。

如果你方能提高还盘,请告知。目前这类产品的供应有限,请及时行动。

谨上  
2021年9月3日  
王林



## Key to the Exercises (习题答案)

### I. Basic Training

1. Match the Chinese versions with the English expressions.

the principal demand	主要的需求
the superior quality	优质
work on	开展, 进行
on the high side	偏高
small profit	微博的利润
point out	指出

2. Choose the best answer for each sentence.

- (1) D (2) B (3) B (4) C (5) A

### II. Improving Training

1. Fill in the blanks with the following words or expressions.

- (1) work on (2) while (3) regret to  
(4) deny (5) invite your attention to

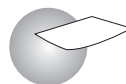
2. Translate the following Chinese parts into English.

- (1) We note that your price is not reasonable. Shall we meet each other halfway?
- (2) While we would like to conclude business with you, it is impossible to reduce the price to the level you suggested because it will leave us with no profit.
- (3) We sincerely hope to conclude the business at a price 10% lower than similar products in America.
- (4) While we thank you for your offer of March 14, we point out with regret that your price is on the high side.
- (5) Information indicates that some kinds of the said articles made in other countries have been sold here at a level about 3% lower than that yours.

### III. Comprehensive Training

#### Evaluation of Training 实训评价

1. 本题满分为15分。
2. 评分标准通常分为五等:2分、5分、8分、11分和14分。
3. 评分标准:



2分——信函格式错误,条理不清,思路紊乱,语言支离破碎或大部分句子均有错误,且多数为严重错误。

5分——信函格式错误,基本切题。表达思想不清楚,连贯性差。有较多的严重语言错误。

8分——信函格式基本正确,基本切题。有些地方表达思想不够清楚,文字勉强连贯;语言错误相当多,其中有一些是严重错误。

11分——信函格式正确,切题。表达思想清楚,文字连贯,但有少量语言错误。

14分——信函格式正确,切题。表达思想清楚,文字通顺,连贯性较好。基本上无语言错误,仅有个别小错。

#### 4. 加分标准:

能正确使用某些所提供的参考词汇卷面加2分,但总分不能超过15分。

注:白卷,信函与题目毫不相关,或只有几个孤立的词而无法表达思想,则给0分。

### Reference 参考答案

Dear Sirs,

While we thank you for your letter of 20 April, 2021, we are disappointed to hear that you ask for a 10% price reduction.

We would like to invite your attention to the superior quality of our products. We have to point out that our quotation is quite favorable, especially since both labor and raw materials are on the rise.

Although we are keen to do business with you, we regret that we cannot accept your counter offer. The best we can do is to reduce our previous quotation by 5% if the your order amount increases to USD 50,000.

We trust that this will meet with your approval and look forward to your early reply.

Yours faithfully,

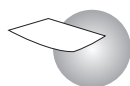
## More Exercises (补充练习及答案)

### 1. Fill in the blanks with the proper forms of the given words.

#### reduce

(1) Buyers ask for a \_\_\_\_\_ in price.

(2) In order to close this deal we shall further \_\_\_\_\_ our price.



(3) Our closely calculated price cannot be further \_\_\_\_\_.

### regret

- (1) It is \_\_\_\_\_ to decline your counter offer, however, we can not but do so.
- (2) We are \_\_\_\_\_ that we did not advise you earlier.
- (3) We \_\_\_\_\_ to say that the quality does not measure up to the contracted standard.

### approval

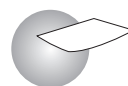
- (1) We have tried our best to meet with your \_\_\_\_\_ in this business.
- (2) Your request has been \_\_\_\_\_ of after our discussion.
- (3) We \_\_\_\_\_ of the fact that the price of raw material is declining, and our quotation will be slightly reduced.

### handle

- (1) To give you a general idea of our products, we enclose a complete set of leaflets showing various products being \_\_\_\_\_ by this corporation.
- (2) What items do you mainly \_\_\_\_\_ ?
- (3) We are the leading importer of electronics in Lagos, mainly \_\_\_\_\_ the import of the electronic goods.

## 2. Translate the following sentences into English.

- (1) 我们希望能按比你们现在所报价格低 10% 的价格成交。  
(conclude business, at a price... lower than)
- (2) 虽然我们尽力说服买主,但他们仍未接受。(while)
- (3) 如你方能在报价上减少 2%,我们将立即接受。(reduce)
- (4) 由于所报价格很低,我们不可能再让步,否则我们无利可图。  
(make concession, leave sb. with a small profit)
- (5) 我们同意将价格从原来的每吨 1000 美元降至现在的每吨 990 美元。  
(reduce from...to)
- (6) 从目前迹象来看,行市将继续下降。(present indications)
- (7) 如你方能设法减价,比方说 3%,我们准备再向你方订购 500 台蝴蝶牌缝纫机,即期装运。  
(reduce, be prepared to, place another order, prompt shipment)



- (8) 虽然我们很乐意利用你方所报的盘,但我方认为不能接受,因为你方价格比一般价格高10%。(price...higher)

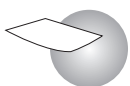
## Key

### 1.

- |                 |               |              |
|-----------------|---------------|--------------|
| (1) reduction   | (2) reduce    | (3) reduced  |
| (1) regrettable | (2) regretful | (3) regret   |
| (1) approval    | (2) approved  | (3) approve  |
| (1) handled     | (2) handle    | (3) handling |

### 2.

- (1) We sincerely hope to conclude the business at a price 10% lower than your quotation.
- (2) While we are desirous to persuade the buyer, they still do not accept.
- (3) If you can reduce your offer by 2%, we'll accept it immediately.
- (4) As the offer is low, we can't make concession anymore or it will leave us with a small profit.
- (5) We agree to reduce our price from USD\$1000 per m/t to USD\$990 per m/t.
- (6) From the present indications, the market will continue to be weak.
- (7) If you can see your way to reduce the price, say 3%, we're prepared to place another order with you for 500 sets Butterfly sewing machines for prompt shipment.
- (8) Much as we'd like to avail ourselves of the offer made to us, we find it impossible to accept owing to your price being about 10% higher than the average.





# Unit 3

## Conclusion of Business 达成交易



### 概 述

在国际贸易中,双方经过交易磋商,确立契约关系。达成交易后,往往另行签订书面合同。订立合同是指对以往磋商过程中达成的协议、共同接受的交易条件达成的书面确认形式。合同具有法律效力,一经订立,以后的贸易活动都应以合同条款为依据。这是因为通过签订合同,把往来函电中有所变更的条件,最终归纳于一份规范合同文本中,并由双方签署。这样的合同,既是一份完整、有效的法律文件,也是一份完整、明确的履约依据。一份正式合同通常包括约首、本文及约尾三个部分,其中本文部分最为重要,因其包括了所有合同双方职责和义务在内的主要条款。

**约首:**包括合同名称、编号以及双方当事人名称、地址、电传或传真号码等。

**本文:**合同条款,即对各项交易条件的具体规定,包括品名条款、品质条款、数量条款、包装条款、价格条款、装运条款、保险条款、支付条款、商检条款、索赔条款、不可抗力条款、仲裁条款等。

**约尾:**指明合同的正本份数、使用的文字效力、合同的准据法等,并由双方当事人落款签字。

### 写作要点及要求

#### 订单信函要点

开头: 1) 确认交易条款及条件;

2) 发送订单;

正文: 3) 商品描述(数量、品名、规格、价格、货号);

4) 陈述包装方式、目的港、装运时间;

结尾: 5) 期望尽快确认。

#### 接受订单的回信

开头: 1) 感谢对方的订单;

正文: 2) 对订单的确认;

3) 保证执行订单(包装方式、交货期、装运等);

结尾: 4) 表示合作的愿望。

#### 合同信函要点

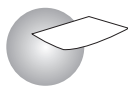
开头: 1) 确认交易达成;

正文: 2) 发送合同,说明合同号(附有详细条款的合同);

3) 重申表明双方权利义务的合同主要条款,如品名、质量、规格、数量、价格、包装、装运和付款方式等;

结尾: 4) 期望尽快会签。

每封信的具体内容需要根据实际情况加以调整。



# 8

## An Order 订货

### More Explanations (课文补充讲解)

① **be satisfied with** 对……满意, 满足

sb. be satisfied with sth.

satisfy sb.

be satisfactory

to one's satisfaction

e.g. 首批货的质量使我们的客户满意。

The quality of the first lot satisfied our customers.

我们的顾客对你们电脑的质量很满意, 所以我们希望续订。

Our clients are so satisfied with the quality of your computers that we wish to book a repeat order.

② **make delivery** 交货

*n.* delivery 交付, 交货

delivery date 交货期

take delivery of 提货

*v.* deliver 交付, 交运

deliver the goods

e.g. 由于我们有大量订单尚未交货, 故你方订货不能提前付运。

In view of the fact that we are fully committed at the moment, your order can not be delivered in advance.

③ **effect** *v.* 实行, 实施

effect shipment 装运

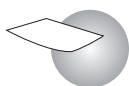
effect insurance 投保

effect payment 支付款项

*n.* effect 效果

go into effect 生效

in effect 事实上



to the effect 意思是

personal effect 个人财产

adj. effective 有效的

effective demand 有效需求

effective date 有效日, 合同或合约开始有效的日期

effective period 有效期

effective exchange rate 实际汇率

e.g. 实际上公司同意的是降低价格。

The company agreed to what was in effect a reduction in the price.

他们写了封信给银行, 大意是要求银行为他们开立信用证。

They wrote a letter to the bank to the effect that they would ask it to open an L/C for them.

④ **purchase** *v./n.* 购买

make a purchase 购买

purchase sth. from sb. 从……处购买

the purchase of sth. 购买什么

purchase confirmation 购货确认书

purchase on our own account 自负盈亏

e.g. 我们确认已从你处购买了500吨货物。

We confirm having purchased 500 tons of goods from you.

Or: We confirm our purchase from you of 500 tons of goods.

⑤ **dispatch** *v.* 运送, 派遣; *n.* 派遣, 发运

dispatch the goods 发运货物

dispatch the cable 发电报

dispatch an engineer 派送工程师

dispatch sth. to somewhere or sb. 发送, 寄出

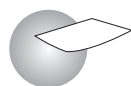
dispatch a person to your end 派遣

e.g. 我们要事先声明, 如你方所交货物质量与合同不符, 我们有权拒收。

We would like to claim beforehand that if the quality of the goods dispatched by you is not in accordance with the contract, we have a right to refuse the goods.

我们会尽一切可能确保货物准时发运至你方港口。

We'll do our utmost to ensure the prompt dispatch of the goods to your port.



⑥ **consignment** *n.* 发送, 发送的货物; 寄售, 寄售货物

consignment goods 寄售货物

a consignment of goods 一批货

on consignment terms 以寄售方式

*v.* consign 发运

consign the goods 寄售

e.g. 发运货物有望在8月初备妥待运。

It is expected that the consignment will be ready for shipment in the early part of August.

⑦ **as regards** 关于

同义: regarding, with regard to, in regard to, concerning

e.g. 关于剩余数量的情况, 将于日内告知。

As regards the balance, we will inform you in a few days.

*v.* regard... as...

e.g. 我们得悉你方认为我方所报价格较高, 甚为诧异。

We note with surprise that the price quoted by us should be regarded as comparatively high.

⑧ **unacceptable** *adj.* 不可接受的, **acceptable** *adj.* 可接受的

e.g. 如我方价格你方可以接受, 请让我方知道。

If our price is acceptable to you, please let us know.

你方价格有竞争力而且我方也能接受。

Your price is competitive and acceptable to us.

⑨ **result in** 导致

e.g. 装运延误会导致很大的损失。

Delay in shipment will result in great losses.

result from 由于……而引起, (作为结果)发生于、产生于(只用于主动语态, 无被动式)

e.g. 价格下跌是由供大于求引起的。

The declining price resulted from the fact that the supply exceeds the demand.

比较: result in 与 result from

e.g. 你方一定注意到了劣质包装引起的货物损坏。

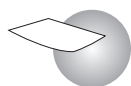
You must be aware that the inferior packing results in the damage to the goods.

Or: You must be aware of the damage to the goods resulting from the inferior packing.

我们最近的信函往来带来了1000吨的货物买卖。

Our recent exchange of letters resulted in a transaction of 1,000 tons of goods.

Or: The transaction of 1,000 tons of goods resulted from our recent exchange of letters.



## Main Points of the Letter (信件要点)

### Specimen 1

- a. sending the order;
- b. requirements concerning payment and shipment;
- c. expectation of confirmation.

### Specimen 2

- a. the receipt of the order and the confirmation;
- b. the assurance of shipment and the acceptance of payment;
- c. hope for future cooperation.

## Chinese Version (译文)

麦克唐那&伊万有限公司对中国永胜贸易有限公司供应的鞋子满意,决定下订单。

### 信件一 订货

(对第五课信件二的回复)

麦克唐那&伊万有限公司  
美国纽约劳顿大街58号

中国永胜贸易有限公司  
中国广东省广州市白云区前进路40号,510000

尊敬的吴刚先生:

事由:女士绣花拖鞋

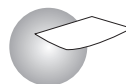
感谢你方5月9日来信对女士绣花拖鞋的报价和提供的拖鞋样品。我方很满意产品的质量并且很高兴地随函寄去322号订单,订购你方最新商品目录中所提到的所有尺寸的商品。

我方注意到你方能供应现货,所以我方希望能在7月底装运。如装运延误,我方保留撤销或拒绝接收货物的权利。

供参考,我方希望采用60天期承兑交单支付方式,请来函确认。

麦克·伊万  
经理  
谨上

2021年6月3日



附件:如述

订 单

322号

请供应以下货物

数量 (双)	品名	码数	单价 (每双) 纽约到岸价
500	2015号女士绣花拖鞋	6	8.50 美元
500	同上	7	8.50 美元
500	同上	8	8.50 美元
500	同上	9	8.50 美元

信件二 确认订单

(对信件一的回复)

中国永胜贸易有限公司  
中国广东省广州市白云区前进路40号,510000

麦克唐那&伊万有限公司  
美国纽约劳顿大街58号

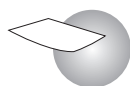
尊敬的伊万先生:

事由:女士绣花拖鞋

非常感谢你方6月3日寄来的322号订单,很高兴确认你方关于女士绣花拖鞋的订  
货。我公司的发货部门正在处理你方的订单,发运货物准备好就会通知你方的。

关于付款条件我方是不能接受的。我方出口惯用信用证支付方式。衷心希望此  
次试订会带来以后的续订。

吴刚  
业务一部经理  
谨上  
2021年6月7日



## 补充阅读

### 信件一 首批订单

(对第六课补充阅读一的回复)

尊敬的黄先生:

感谢你方6月10日的来函和报价。

参阅这些小册子后,我方非常满意你方产品的质量和规格。同时我方也从来函得知对于1000套以上的订单,你方将给予5%的折扣。我方打算向你方订购5000套心形藤篮。由于我方急需这些产品,请立即装运货物。一收到你方关于订单的确认,我方就通知开户行开立以你方为受益人的不可撤销信用证。

我方市场对编织品有大量需求,对此你方会感兴趣的。如货物与我方预期的一样好,将会有更大宗的后续订单。

请及时处理我方的订单。盼早复。

迈克尔·里戈尼

谨上

2021年6月25日

### 信件二 订单

(对第七课补充阅读二的回复)

尊敬的王先生:

事由:393号订单

很高兴确认我们之间的往来信函。从你方昨天来电我方发现你方的报价是令我们满意的。为发展双方的业务关系和促进友谊,我们接受你方的折扣。现很高兴地向你方订货如下:

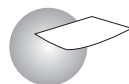
商品	数量	尺码	单价 伦敦到岸价	总价
女式全棉T恤	10,000件	8	570英镑每100件	57,000.00英镑
	10,000件	10	570英镑每100件	57,000.00英镑
	10,000件	12	570英镑每100件	57,000.00英镑
	10,000件	14	570英镑每100件	57,000.00英镑
				228,000.00英镑

以贵公司为受益人的信用证将在15天内开出。请注意销售旺季临近,我方市场急需这些货。如尽快装运,不胜感激。

格兰·P·约翰逊

谨上

2021年9月4日



## Key to the Exercises (习题答案)

### I. Basic Training

1. Match the Chinese versions with the English expressions.

repeat orders	续订
purchase confirmation	采购确认书
delivery date	交货日期
dispatch department	发货部门
D/P at 30 days' sight	天期付款交单
effect payment	支付款项

2. Choose the best answer for each sentence.

- (1) D (2) B (3) B (4) D (5) B

### II. Improving Training

1. Fill in the blanks with the following words or expressions.

- (1) delivery (2) effect shipment (3) dispatch  
(4) acceptable (5) consignment

2. Translate the following Chinese parts into English.

- (1) We hope that the consignment will be dispatched before August.  
(2) We are sure that this first order will result in further business in the future.  
(3) We are satisfied with the fact that our glassware are popular in your market.  
(4) We are pleased to confirm having purchased 50 metric tons of peanuts from you.  
(5) We believe that delivery can be made before November 15.

### III. Comprehensive Training

#### Evaluation of Training 实训评价

1. 本题满分为15分。

2. 评分标准通常分为五等:2分、5分、8分、11分和14分。

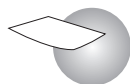
3. 评分标准:

2分——信函格式错误,条理不清,思路紊乱,语言支离破碎或大部分句子均有错误,且多数为严重错误。

5分——信函格式错误,基本切题。表达思想不清楚,连贯性差。有较多的严重语言错误。

8分——信函格式基本正确,基本切题。有些地方表达思想不够清楚,文字勉强连贯;语言错误相当多,其中有一些是严重错误。

11分——信函格式正确,切题。表达思想清楚,文字连贯,但有少量语言错误。



14分——信函格式正确,切题。表达思想清楚,文字通顺,连贯性较好。基本上无语言错误,仅有个别小错。

4. 加分标准:

能正确使用某些所提供的参考词汇卷面加2分,但总分不能超过15分。

注:白卷,信函与题目毫不相关,或只有几个孤立的词而无法表达思想,则给0分。

### Reference 参考答案

Dear Mr. Li,

We thank you for your quotation of May 9 and the samples of juices. We are satisfied with the quality and take pleasure in enclosing our Order No.121 as follows:

#### Order No.121

Commodity	Item No.	Specification	Unit Price (per case) FOB Shang Hai	Quantity	Amount
Orange Juice	G112	250ml/tin 24tins/case	USD20	500 cases	USD10000
Blueberry Juice	G124	250ml/tin 24tins/case	USD25	500 cases	USD12500
				Total 1000 cases	Total USD 22500

We hope you will make delivery by the end of July. Our company will reserve the right to cancel this order or reject the goods for any delay in shipment.

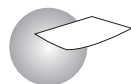
For your reference, we wish to effect payment by D/P at 60 days' sight. Please kindly let us have your confirmation.

Yours faithfully,  
Eirik Davis  
Manager

## More Exercises (补充练习及答案)

### 1. Translate the following expressions into Chinese.

- |                         |                           |                           |
|-------------------------|---------------------------|---------------------------|
| (1) repeat orders       | (2) purchase confirmation | (3) delivery date         |
| (4) dispatch department | (5) consignment goods     | (6) D/P at 30 days' sight |



2. Fill in the blanks with the proper forms of the given words.

effect	satisfy	result	regard
purchase	dispatch	accept	refer

- (1) At present, supply can be \_\_\_\_\_ only in small quantities.
- (2) The quality of your new products \_\_\_\_\_ us in every respect.
- (3) As a \_\_\_\_\_ of our endeavor, we have obtained supplies for you.
- (4) In international business, sales confirmation is a document \_\_\_\_\_ as a contract.
- (5) \_\_\_\_\_ to our enquiry of Oct. 25, we invite your attention to it.
- (6) We are \_\_\_\_\_ these goods for our own account.
- (7) Please make sure that the quality of the goods \_\_\_\_\_ by you is in accordance with the contract.
- (8) We are not sure if our quotation is \_\_\_\_\_ to you.

3. Write a routine order letter, using the information below.

- (1) 对上次的原色布料供货表示满意；
- (2) 要求再次订货：

商品货号	数量	价格
9715	100,000 码	1.5 美元(码)
9716	150,000 码	1.2 美元(码)
9623	120,000 码	1.4 美元(码)

- (3) 要求对方接到订货信后三周内装运,最迟不能晚于9月30日,因为顾客急需这批货物；
- (4) 计划用D/P即期方式付款。

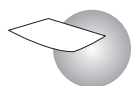
## Key

1.

- |          |           |                |
|----------|-----------|----------------|
| (1) 续订   | (2) 购货确认书 | (3) 交货日期       |
| (4) 发运部门 | (5) 寄售货物  | (6) 见票30天后付款交单 |

2.

- |               |                |                |                |
|---------------|----------------|----------------|----------------|
| (1) effected  | (2) satisfied  | (3) result     | (4) regarded   |
| (5) Referring | (6) purchasing | (7) dispatched | (8) acceptable |



3.

Dear sirs,

We are satisfied with the quality of your gray cotton sheets. Your supply has found a steady market here. We are herewith placing a repeat order as follows:

Specification No.	Quantities (Yard)	Unit Price (per yard) US \$
9715	100,000	1.5
9716	150,000	1.2
9623	120,000	1.4

We hope that you will make delivery in three weeks on receipt of our order. Shipment should be effected no later than September 30 because our customers are in bad need of the goods.

For your reference, we wish to effect payment by D/P at sight. Please kindly let us have your confirmation.

Yours faithfully,

×××



# 9

## Sending a Contract 寄送合同

### More Explanations (课文补充讲解)

① **exchange** *v./n.* 交换,交流,兑换

e.g. 互通有无。

Exchange what one has for what one needs.

我们现在缺少现汇。

We are short of cash in foreign exchange.

exchange rate 汇率

e.g. 今天的汇率是1英镑换252日元。

The exchange rate today is 252 Japanese yen to the pound.

exchange of sth. 交换,交流,互换

② **conclude** *v.* 达成,得出,实现

conclude business with sb. 和……成交

e.g. 通常我们以CIF的价格和我们的顾客成交。

Usually, we conclude business on CIF terms with our customers.

我们已与你方其他买主按我们的价格成交了业务。

We've concluded business with other buyers in your area at our level.

*n.* conclusion 结论,成交

e.g. 非常高兴,我们已达成50吨中国螺纹钢的交易。

We are glad that the deal for 50 tons of Chinese rebar has been brought to a conclusion.

③ **transaction** *n.* 交易,成交

conclude a transaction with sb. 成交

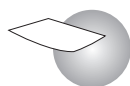
*v.* transact 做生意,成交

transact business with sb. in sth.

transact sth. with sb.

e.g. 这次交易的成功标志着我们长期友好关系的开始。

The conclusion of this transaction will mark the beginning of our long friendly relations.



我们期望你们在初次交易中给予我们较大的让步。

We desire that you give us big concessions in the first transaction.

④ **in duplicate** 一式两份

duplicate *n.* 复制,复制品,两份中的一份; *v.* 复制,重复

e.g. 能否给我配制一把钥匙?

Could you duplicate the key for me?

duplicate your order of 续订,相当于 repeat your order of

注意区分: duplicate your order: supply again

duplicate our order : place a repeat order

e.g. 我方想再次向你方订购 100 台缝纫机。

We would duplicate the order for 100 sets.

⑤ **for our file** 存档,归档,存卷

e.g. 要把这些文件整理好存档以备查阅。

These documents will be arranged for our file in order to be consulted.

file *n.* 卷宗,档案

e.g. 我公司的卷宗表明,约在二年前贵方购去针织机一台。

Our files indicate that you bought from us about two years ago one set of knitting machine.

file *vt.* 归档

e.g. 很遗憾,由于我方目前不能报出实盘,不得不将你方询价存入档案供将来参考。

We regret to find it necessary to file your enquiry for future reference as we are at present not in a position to make any firm offer.

⑥ **arrange** *v.* 安排

句式: arrange (for) sth.

arrange for sth. to be done

arrange for sb. to do sth.

arrange to do sth.

e.g. 我们的安排没有什么不对的。

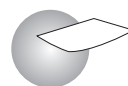
There is nothing unusual of our original arrangement.

他们到达饭店前已做好安排。

Arrangements had been made before they arrived at the hotel.

你知道他们做的年度生产计划吗?

Do you know the arrangements they have made concerning the year's production?



⑦ **duly** *adv.* 及时地

同义: in due course, in good time, in time, in due time

*adj.* due

(1) 欠的, 应付的

e.g. 我们寄去支票支付欠你方的100美元。

We send you a check in payment for USD100 due to you.

欠你方的佣金将在本月支付。

The commission due to you will be paid at the end of this month.

(2) 适当的

e.g. 经过适当的考虑, 他们决定接受我们的建议。

After due consideration, they decided to accept our proposal.

我们希望在适当的时候付款。

We hope that the payment will be made in due time.

(3) 约定的, 商定的, 预期的

e.g. 飞机定于10点起飞。

The plane is due to take off at ten.

你方所指定的东风轮预定于下月初开航。

S.S. "Dongfeng" designated by you is due to sail at the beginning of next month.

(4) 到期的

e.g. 你方信用证已到期。

Your L/C has come due.

*prep.* due to 因为

区分于 owing to

e.g. 货物损坏是由不良包装引起的。

The damage to the goods is due to improper packing.

我们很遗憾由于我们无法掌握的情况而造成的延误。

We greatly regret the delay which has been due to circumstances beyond our control.

e.g. 由于包装不注意, 引起了损失。

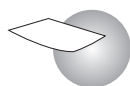
Loss occurred owing to careless packing. (owing to 多用于状语)

Loss is due to careless packing. (due to 可作表语、定语)

*adj.* overdue 超时, 过期

e.g. 关于20吨大米的装运很快就要超过期限了。

The shipment of 20 tons of rice is rapidly coming overdue.



⑧ **as requested** 按照……要求

v./n. request 要求

request for sth.

request sb. to do sth.

request that

e.g. 应你方代理商要求, 寄上对等货样。

We are sending the counter sample at the request of your agent.

我们希望你们能及时处理我们建立业务关系的要求。

We hope you can give prompt attention to our request for the establishment of business relations.

⑨ **advise** v. 通知; 建议

e.g. 我们准备好就会通知你方交货期。

We will advise you of the delivery time as soon as we make preparation.

advise /persuade sb. to do sth. 劝说某人做某事

## 部分合同条款的表达

### 1. 品名条款

e. g. (1) Name of Commodity: Chinese Tung Oil (桐油)

(2) Name of Commodity: Plastic Cup, White (塑料杯)

### 2. 品质条款

品质条款是外贸合同中最重要条款, 必须明确约定商品的品质。

(1) 常用表述:

一些商品按不同规格(specification)来说明品质。

有些商品不能用规格描述, 就直接用双方认可的等级(grade)表示品质。

(2) 品质描述

质量以卖方/买方样品为准: Quality as per seller's/ buyer's sample.

凭规格、等级或标准买卖: Sales by specification, grade or standard.

良好平均品质: Fair average quality (F. A. Q.).

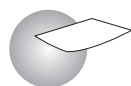
上好可销品质: Good merchantable quality (G. M. Q.).

凭商标或牌号买卖: Sales by trademark or brand.

说明书买卖: Sales by specification.

(3) 品质的实例参考表述:

e.g. 以……在装运港出具的品质证书为最后依据。



Quality certificate by... at loading port to be taken as final.

以制造者工厂检验为准。

Maker's inspection in the factory to be final.

以独立公证行装运时的检验质量为准。

Quality inspected by independent public surveyor at the time of shipment to be final.

卖方凭样品售货,必须保证货到时的质量同样品完全一致。

Goods sold by sample shall be guaranteed by the seller to be fully equal to sample upon arrival at destination.

装运地装货时的良好平均品质,以伦敦谷物贸易协会官方良好平均品质为准。

Fair average quality at the time and place of loading shall be assessed upon the basis of London Corn Trade Association's official's F. A. Q. standard.

质量完全以卖方……日提供的样品为准。

Quality to be strictly as per sample submitted by the seller on... (date)

### 3. 数量条款

(1) 计量单位:

#### ① 数量

件 package (pkg)	个、只 piece (pc)	箱 case (c/s), chest, crate (crt)
纸箱 carton (ctn)	匹 piece	包 bale
桶 drum (dr.), barrel (bl; br), cask (ck), keg		袋 bag, sack (sk)
捆 bundle	筐(篓) basket	坛 jar
双 pair	打 dozen (dz.)	罗 gross
大罗 great gross	张 sheet	令 ream
卷 roll	盒 box	听(罐) tin, can
瓶 bottle	套 set	

#### ② 重量

吨 metric ton (M/T)    公斤 kilogram (kg)    盎司 ounce    磅 pound (lb)

#### ③ 长度

米 meter    英尺 foot    英寸 inch    码 yard

#### ④ 面积

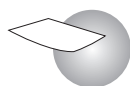
平方米 square meter    平方英尺 square foot    平方码 square yard

#### ⑤ 体积

立方米 cubic meter    立方英尺 cubic foot    立方码 cubic yard

#### ⑥ 容积

升 liter    加仑 gallon    蒲式耳 bushel



## (2) 数量条款

① 当合同货物包含不同货号或品种时,除描述总数量外,还应描述不同货号货物的数量;

② 溢短装条款。

e. g. Quantity: 1,000 M/T total.

Quantity: 1,000 M/T, 5% more or less at the seller's option subject to contracted price.

Quantity: 1,000 M/T, 3% more or less at the buyer's option; such excess or deficiency to be settled by contracted price.

## 4. 包装条款

### (1) 包装材料

纸箱(carton)、木箱(wooden case, wooden crate)、编织袋(poly bag, polythene bag)、麻袋(gunny bag)、单层旧/新麻袋(sound/new single gunny bag)、泡沫盒(foam box)、塑料编织袋(pp woven bag)

### (2) 包装条款的内容:包装材料、包装规格、包装总件数

packed in ... of ...each,

... to be packed in ... , each containing...,

... to ...

当合同货物包含不同货号或品种时,还应列明不同货号或品种货物各自的包装件数。

e. g. ① Bee Honey 300M/T 蜂蜜

Packing: In wooden cases, 25 kgs net in a tin, 2 tins to a case,  
60 cases total.

② Synthetic Camphor Powder 240M/T 合成樟脑粉

Packing: In cartons of 25kgs net each with plastic bag sealed up inside, 240 cartons total.

③ Gypsum in Lumps 石膏块

Packing: In bulk.

④ Talc Powder 60M/T 滑石粉

Packing: In 5-ply craft paper bags of 25kgs net each, 150 bags total.

⑤ Tin Ingot 120M/T 锡块

Packing: In bundles of 1,000 kgs net each, 120 bundles total.

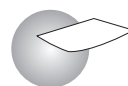
⑥ Pyrol Vsite Powder 60M/T 锰粉

Packing: In paper bags or plastic bags with outer woven bag of about 50 kgs net each, 1,200 bags total.

⑦ 100% Cotton Men's Shirt 600 dozens total 男式纯棉衬衫

Packing: In cartons, one piece to a poly bag, one bag to a paper box, 3 dozens to a carton. Blue, white, yellow equally assorted.

XL/3,L/6 and M/3 each dozen, 200 cartons total.



(3) 运输标志

e. g. ① Shipping Mark: At the seller's option.

② Shipping Mark: At the buyer's option. The Shipping Mark must reach the seller one month before the time of shipment.

③ Shipping Mark:

ABC  
New York  
Nos. 1-up  
SINGAPORE

④ Shipping Mark:

ABC  
New York  
S/C No. 12345  
Nos. 1-up

## 5. 价格条款

(1) 单价条款: 计价货币、单价金额、计量单位、贸易术语

e.g. ① Unit Price: USD78.00 per piece FOB Nanning

② Unit Price:

GBP 83.00 per set CIF Hamburg including 3% commission

或 GBP 83.00 per set CIFC3% Hamburg

③ Unit Price:

JPY 2,400.00 per carton CFR Kobe less 4% discount

货币单位

USD United States Dollar

GBP(Stg£) Great Britain Pound (Pound Sterling)

EUR Euro

CAD Canadian Dollar

AUD Australian Dollar

CNY Chinese Yuan

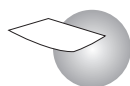
HKD HongKong Dollar

JPY Japanese Yen

(2) 总价条款:

e.g. ① Total Amount: USD31,280.00 only. (Say U. S. Dollars Thirty One Thousand Two Hundred and Eighty Only)

② Total Amount: Stg £14,297.50 only. (Say Pounds Sterling Fourteen Thousand Two



Hundred and Ninety Seven and 50% only)

## 6. 装运条款

(1) 装运条款: 起运港、目的港、装运期限、分批装运、转船

- e.g. ① Shipment: From Yantian to Antwerp during Oct./Dec., 2013. Partial shipment are allowed, Transshipment is not allowed.
- ② Shipment: From Nanning to Los Angeles not later than July 31, 2013. Partial shipment and transshipment are permitted.
- ③ Shipment: From Shanghai to Sydney on or before May 31, 2013. Partial shipment and transshipment are prohibited.
- ④ Shipment: From China port to Manchester in Sept., 2013. Partial shipment and transshipment are allowed.
- ⑤ Terms of Shipment: Shipment to be effected from Guangzhou to Rotterdam during March/April/May, 2013 in three equal monthly lots, each 1,000 M/T with transshipment at Singapore only.

(2) 以合同、信用证为基础规定装运期

- e.g. ① Time of Shipment: To be effected within 30 days after the date of contract.
- ② Time of Shipment: To be effected within 30 days after the receipt of the relevant L/C. The L/C must reach the seller not later than ....

## 7. 保险条款

(1) FOB、CFR 合同

- e.g. ① Insurance: To be covered by the buyer.
- ② Insurance: To be effected by the buyer.

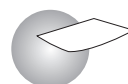
(2) CIF 合同: 投保人、投保金额、险别、险别依据  
to be covered by ... for ... against ... as per ... dated ...

- e.g. ① Insurance: To be covered by the seller for 110% of total invoice value against F. P. A. and War Risk as per and subject to the relevant Ocean Marine Cargo Clauses of the People's Insurance Company of China, dated 1/1, 1981.
- ② Insurance: To be covered by the seller for 110% of total invoice value against I. C. C. (A) and I. C. C. War Clause as per and subject to Institute Cargo Clause dated 1/1, 1982.

## 8. 支付条款

(1) 汇付方式

- e.g. ① Payment: The buyer shall pay 100% of the sales proceeds in advance by Demand Draft to reach the seller not later than Oct.15, 2013.



② Payment: The buyer shall pay the total value of the goods to reach the seller in advance by T/T(M/T, D/D) not later than June 30, 2013.

(2) 托收方式

① Payment: By D/P at sight.

(Upon first presentation the buyer shall pay against documentary draft drawn by the seller at sight. The shipping documents are to be delivered against payment only.)

② Payment: By D/P at 90 days sight.

(The buyer shall duly accept the documentary draft drawn by the seller at 90 days sight upon first presentation and make payment on its maturity. The shipping documents are to be delivered against payment only.)

③ Payment: By D/A at 60 days sight.

(The buyer shall duly accept the documentary draft drawn by the seller at 60 days sight upon first presentation and make payment on its maturity. The shipping documents are to be delivered against acceptance.)

(3) 信用证方式

e. g. ① Payment: By irrevocable L/C at sight.

② Payment: The buyer shall open through a bank acceptable to the seller an Irrevocable Letter of Credit payable by draft at sight to reach the seller 45 days before the month of shipment, valid for negotiation in Nanning, China till the 15th day after the latest date of shipment.

③ Payment: By Confirmed Irrevocable L/C at 30 days sight.

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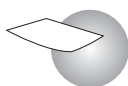
## Main Points of the Letter (信件要点)

### Specimen 1

- a. confirming the business
- b. sending the sales contract and asking for counter-signature
- c. asking for the opening of L/C
- d. expecting early reply

### Specimen 2

- a. receiving the contract
- b. returning the contract with counter-signature
- c. advising the opening of L/C and asking for shipment



## Chinese Version (译文)

经过几轮谈判,中国永胜贸易有限公司与雅加达国际香料有限公司达成一致。现李文先生寄合同给汉达亚尼先生并要求对方会签。

### 信件一 寄送合同 (与第七课信件二相关)

中国永胜贸易有限公司  
中国广东省广州市白云区前进路40号,510000

雅加达国际香料有限公司  
印度尼西亚雅加达北区椰风新村大街16号

尊敬的汉达亚尼先生:

兹提及我们双方的电子邮件往来,很高兴与你方达成50吨大蒜交易。随函寄去354号销售合同一式两份,请会签并返还一份以便我方存档。

请早日开立相关的信用证,以便我方尽快安排装运。

盼即复。

李文

谨上

2021年4月29日

### 信件二 会签

尊敬的李先生:

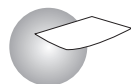
我方及时收到你方关于50吨大蒜的354号销售合同一式两份。按你方要求,我方已会签并返还一份给你方。

相关的信用证将很快开出。一收到信用证,请立即安排装运并告知我方船名和开航日期。

纳尼克·乌达米·汉达亚尼

谨上

2021年5月3日



## 补充阅读

### (一) 寄送销售合同 (对第八课补充阅读一的回复)

尊敬的里戈尼先生：

很高兴确认我们之间达成5000套心形藤篮的交易。

随函附上S2017808号销售确认书一式两份，请在后一份签字并返还我方存档。期盼你方将来的询盘和订单。

黄凯

谨上

2021年7月2日

(二) (略)

## Key to the Exercises (习题答案)

### I. Basic Training

1. Match the Chinese versions with the English expressions.

Sales Contract	销售合同
counter signature	会签
conclude transaction	达成交易
date of sailing	开航日期
in duplicate	一式两份
make arrangement	安排

2. Choose the best answer for each sentence.

(1) C (2) D (3) C (4) A (5) D

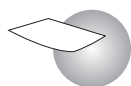
### II. Improving Training

1. Fill in the blanks with the following words or expressions.

(1) as requested (2) exchange (3) in duplicate  
(4) upon receipt (5) arrangement

2. Translate the following Chinese parts into English.

(1) The recent exchange of E-mails between us has resulted in the conclusion of the transaction.



- (2) We are pleased to enclose S/C No.2060 in duplicate. Please counter sign one copy and return to us for our file.
- (3) We'll make shipment, and after shipment we'll advise you of the name of the vessel, and the date of sailing.
- (4) We agreed to conclude the transaction at the price of USD 500 per ton.
- (5) As requested, we will make shipment before September 10.

### III. Comprehensive Training

#### Evaluation of Training 实训评价

1. 本题满分为15分。
2. 评分标准通常分为五等:2分、5分、8分、11分和14分。
3. 评分标准:
  - 2分——信函格式错误,条理不清,思路紊乱,语言支离破碎或大部分句子均有错误,且多数为严重错误。
  - 5分——信函格式错误,基本切题。表达思想不清楚,连贯性差。有较多的严重语言错误。
  - 8分——信函格式基本正确,基本切题。有些地方表达思想不够清楚,文字勉强连贯;语言错误相当多,其中有一些是严重错误。
  - 11分——信函格式正确,切题。表达思想清楚,文字连贯,但有少量语言错误。
  - 14分——信函格式正确,切题。表达思想清楚,文字通顺,连贯性较好。基本上无语言错误,仅有个别小错。
4. 加分标准:

能正确使用某些所提供的参考词汇卷面加2分,但总分不能超过15分。

注:白卷,信函与题目毫不相关,或只有几个孤立的词而无法表达思想,则给0分。

#### Reference 参考答案

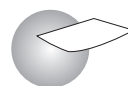
Dear sirs,

We have booked your order No. 237 for bed sheets and pillow cases and are sending you herewith our Sales Confirmation No. BP 103 in duplicate. Please counter sign and return one copy to us for our file.

It is understood that a letter of credit in our favor covering the above-mentioned goods will be established immediately. We wish to point out that the stipulations in the relevant credit should strictly conform to the terms stated in our confirmation. You may rest assured that we shall effect shipment with the least possible delay upon receipt of the credit.

We appreciate your cooperation and look forward to receiving your further orders.

Yours faithfully,



## More Exercises (补充练习及答案)

### 1. Fill in the blanks with the proper forms of the given words.

#### exchange

- (1) We adhere to the principle of equality, mutual benefit and \_\_\_\_\_ what one has for what one needs.
- (2) Our \_\_\_\_\_ of cables has resulted in the conclusion of the transaction successfully.
- (3) The \_\_\_\_\_ rate has been changed a lot.

#### conclude

- (1) The \_\_\_\_\_ of this transaction will mark the beginning of our long friendly business relations.
- (2) If you should make us a bid, we trust there is a possibility of \_\_\_\_\_ the business.
- (3) We've \_\_\_\_\_ business with other buyers at your end at our level.

#### duly

- (1) The consignment will leave Tianjin by s.s. "Eastwind", \_\_\_\_\_ to arrive at Hamburg sometime in early May.
- (2) We inform you that we'll execute the order \_\_\_\_\_.
- (3) We enclosed a copy of your purchase order No. 308 \_\_\_\_\_ signed by us.

#### establish

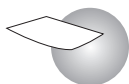
- (1) We are arranging for the \_\_\_\_\_ of the relative letter of credit with Bank of China.
- (2) We are looking forward to \_\_\_\_\_ direct business relations with you.
- (3) It is understood that a letter of credit in our favor covering the above-mentioned goods will be \_\_\_\_\_ immediately.

#### advise

- (1) We write you this letter, \_\_\_\_\_ the establishment of L/C.
- (2) Please \_\_\_\_\_ us if you can not ship the goods as requested.
- (3) As has been \_\_\_\_\_ to you, we will effect the shipment before May 15.

### 2. Please write a business letter on the basis of the following points:

- a. confirming the order for 100 boxes of black tea.
- b. sending the contract ( No. 208) and asking for the counter-signature.
- c. reminding of opening L/C.



### 3. Fill in the S/C with necessary information given.

The seller is Jinxiang Agriculture Products IMP & EXP CORPORATION, CHINA and the buyer is ABC TRADE CORP., INDONESIA. They finally agree to conclude a transaction for 20 M/T of garlic at 1960 USD per M/T CRF Jakarta for shipment during July- August from Qingdao to Jakarta. The goods will be packed in cartons and shipping mark are at the seller's option. Insurance will be covered by the seller for 110% of the total invoice value against I. C. C. (A) and I. C. C. War Clause as per and subject to Institute Cargo Clause dated 1/1,1982. Payment is to be made by CONFIRMED IRREVOCABLE L/C AT 30 DAYS SIGHT.

### SALES CONTRACT

No. PC0102006

THE SELLER:

THE BUYER:

This Contract is made by and between the Buyer and the Seller, whereby the Buyer agrees to buy and the Seller agrees to sell the under-mentioned commodity according to the terms and conditions stipulated below:

Commodity:

Specification: GOOD MERCHANTABLE QUALITY

Quantity:

Unit Price:

Total Value:

Packing:

Shipping Mark:

Insurance:

Time of Shipment:

Port of Shipment:

Port of Destination:

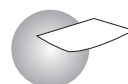
Terms of Payment:

Done and signed in on this day of June 10, 2021.

## Key

1.

exchange	(1) exchanging	(2) exchange	(3) exchange
conclude	(1) conclusion	(2) concluding	(3) concluded
duly	(1) due	(2) duly	(3) duly
establish	(1) establishment	(2) establishing	(3) established
advise	(1) advising	(2) advise	(3) advised



2.

Dear Sirs,

We are in receipt of your trial order for 100 boxes of black tea. We are pleased to enclose you our Sales Contract No.208 in duplicate of which please counter-sign and return one copy to us for our file.

As required, shipment will be effected before July 10, so long as you open the relative L/C on time. We will advise you of the name of the steamer and the delivery date.

Looking forward to your early reply.

Yours sincerely,

×××

3.

### SALES CONTRACT

No. PC0102006

THE SELLER: Jinxiang Agriculture Products IMP & EXP CORPORATION, CHINA

THE BUYER: ABC TRADE CORP., INDONESIA

This Contract is made by and between the Buyer and the Seller, whereby the Buyer agrees to buy and the Seller agrees to sell the under-mentioned commodity according to the terms and conditions stipulated below:

Commodity: GARLIC

Specification: GOOD MERCHANTABLE QUALITY

Quantity: 20M/T

Unit Price: USD 1,960 PER M/T CRF JAKARTA

Total Value: USD 39,200

Packing: IN CARTONS

Shipping Mark: AS PER SELLER'S OPTION

Insurance: To be covered by the Seller for 110% of the total invoice value against I. C. C. (A) and I. C. C. War Clause as per and subject to Institute Cargo Clause dated 1/1,1982.

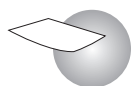
Time of Shipment: JULY-AUGUST, 2021

Port of Shipment: QINGDAO

Port of Destination: JAKARTA

Terms of Payment: BY CONFIRMED IRREVOCABLE L/C AT 30 DAYS SIGHT.

Done and signed in on this day of June 10, 2021.





# Unit 4

## Terms of Payment 支付方式



### 概 述

支付在国际贸易中非常重要,在出口贸易谈判中要认真选择好支付方式,最关键的是事前对买方的资信通过各种途径进行深入的了解。当然,选择何种支付方式,还要看货物价值大小和本公司的财务状况。此外,对方国家的政治局势是否稳定、是否有信用保险,这也是出口方需要考虑的。买卖双方谈判的过程中会对支付方式提出自己的看法,说服对方接受对自己有利的方式。

在国际贸易中基本有5种支付方式:汇付、托收、国际保理、福费廷和信用证。汇付通常用于支付老客户的小额订单、佣金、样品、定金等。有时,采用付款交单或承兑交单向银行托收货款。保理是一种集流动资金融资、信用风险担保、应收账款管理和托收服务于一体的金融产品。在福费廷业务下,银行无追索权地购买出口商远期承兑汇票票据,向出口商提供融资。信用证是一种对买卖双方都较为可靠、安全的支付方式。

如果采用信用证支付,买方就要按期开立信用证,如果买方未能开立信用证或信用证不能及时到达卖方,卖方应写信催促开证,或与买方联系。卖方对信用证进行审证,如果有错或与合同不符之处就会要求买方进行修改;有时卖方因为种种原因无法按期交货,如订不到舱位、没有直达轮、厂方订单太多等,就会要求买方展期信用证以保证按期执行订单。

### 写作要点及要求

#### 要求支付方式的要点:

开头: 1)提及有关订单或合同,说明写信目的;

正文: 2)提出有利的付款条件;

3)说明选择此付款条件的原因;

结尾: 4)期望:接受付款条件。

#### 回信要点:

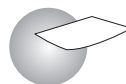
这类回信包括两种:

1. 当收信人同意要求时,应提出以下几点:

开头: 1)收到来信;

正文: 2)接受付款条件;

3)说明接受的原因;



结尾: 4)期望:合作或佳音。

2. 如果收信人不同意你的要求,在信函中包括:

开头: 1)收到来信;

正文: 2)表示拒绝并说明原因;

3)建议新的付款方式或坚持以前的付款方式;

结尾: 4)希望将来合作。

**催开信用证的要点:**

开头: 1)谈及有关货物、订单或合同;

正文: 2)抱怨未收到信用证;

3)要求开立信用证;

4)提请对方注意此事;

结尾: 5)希望早日收到信用证。

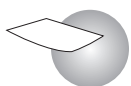
**修改信用证的要点:**

开头: 1)提及有关的信用证;

正文: 2)指出不符之处;

3)要求修改信用证;

结尾: 4)希望早日修改。



# 10

## D/A and D/P Terms 承兑交单和付款交单

### More Explanations (课文补充讲解)

#### ① **payment** *n.* 支付、付款

相关短语: deferred payment 延期付款

cash payment 现金付款

down payment 付款定金

full payment 全额付款

payment terms /terms of payment 支付条款

表达付款方式的句子有: The terms of payment are by...

The payment is to be made by...

The mode of payment is by...

句式: in payment of (money of invoice, expenses and commission) 用以支付

in payment for (money of some specific things) 用以支付

e.g. 随函附上一张5,000美元的支票,支付123号发票。

We enclose a cheque for US\$ 5,000 in payment of the invoice No. 123.

我方寄去一张5,000美元的支票,支付订购的椅子。

We send a cheque for US\$5,000 in payment for the chairs we ordered.

#### v. **pay** 付款

相关词组: pay in advance 预付

pay by installments 分期付款

pay on delivery 货到付款

pay on account/credit 赊账付款

句式: pay sb./pay for sth./pay sb. for sth./pay sb. sth./pay sth. to sb. for sth.

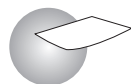
#### adj. **payable** 可付的,应付的

相关词组: the amount payable 应付金额

the notes payable 应付票据

the account payable 应付账款

payable on demand 见票即付



payable to order 应付抬头人

e.g. 货款可以分期支付。

The price of the goods is payable by installments.

用信用证支付,凭即期汇票付款。

Payment can be made by L/C, payable by draft at sight.

\*\* D/P 和 D/A

D/P documents against payment 付款交单

D/A documents against acceptance 承兑交单

D/P at sight 即期付款交单

D/P after sight 远期付款交单

D/P at 30/60/90/120 days after sight 见票后 30/60/90/120 天付款交单

D/P at 30/60/90/120 days after date of B/L 提单签发日后 30/60/90/120 天付款交单

D/P at a fixed date 在某一具体日期付款交单

\*\* L/C 信用证

L/C (letter of credit) 是国际贸易中最常用的付款方式。全称时,前面的冠词为 a, 缩写时,前面的冠词为 an, 即 a letter of credit, an L/C, 复数形式为 letters of credit, Ls/C。

即期信用证的说法: L/C available by draft at sight

L/C available by sight draft

L/C payable against draft at sight

L/C payable against sight draft

远期信用证的说法: L/C available/payable by draft at 30 days after sight/after date of draft

L/C at 30 days after sight/after issued date of B/L

30 days L/C

以 30 天期信用证为例说明:

L/C at 30 days sight, 30 days L/C, L/C payable by draft at 30 days sight, L/C payable by 30 days draft, etc.

有关信用证的词组:

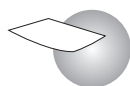
to open by airmail 信开

to open by cable 电开

信用证类别:

Revocable / Irrevocable L/C 可撤销/不可撤销的信用证

Confirmed / Unconfirmed L/C 保兑的/不保兑的信用证



Transferable/ Untransferable L/C 可转让/不可转让信用证  
Revolving L/C 循环信用证  
Reciprocal L/C 对开信用证  
Back to Back L/C 背对背信用证  
Countervailing credit (俗称)子证  
Overriding credit (俗称)母证  
Banker's/ Trade Acceptance L/C 银行承兑/商业承兑信用证  
Red Clause L/C 红条款信用证  
Anticipatory L/C 预支信用证  
Usance credit payment at sight 假远期信用证  
Credit with T/T Reimbursement Clause 带有电报索汇条款的信用证  
Traveller's L/C (or:circular L/C) 旅行信用证  
Uniform Customs and Practice for Documentary Credits 《跟单信用证统一惯例》

② **as a rule** 通常

e.g. 通常我们要求商业发票一式四份。

As a rule, we require commercial invoice in quadruplicate.

③ **inconvenient** *adj.* 不方便的

*adj.* convenient 方便的

e.g. 对我们而言,用不可撤销的信用证支付比较方便,我们将向你方银行开出60天期的汇票。

Payment by irrevocable letter of credit is convenient for us, and we shall draw a 60 days' bill on your bank.

④ **tie up** 占用,挤占

tie up capital/money/wealth 占用资本/金钱/财富

e.g. 她继承的50,000美元被用来做生意。

The US \$50,000 she inherited is tied up in her business.

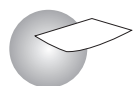
⑤ **execution** *n.* (工作、计划)实行,完成

e.g. 我们会履行合同的。

We'll make execution of the contract.

他的用意甚佳,但合同的履行不令人满意。

His intention was good, but the execution of the contract was unsatisfactory.



我们给你方发货,履行你方789号订单。

We have delivered goods in execution of your order No.789.

v. execute 执行,实行

相关词组: execute an order 执行订单

execute a plan 实施计划

execute a contract 履行合同

⑥ **contract** *n.* 合同,合约

e.g. 正如在合同中指出的,在信用证中不能加入任何未经双方同意的条款。

As pointed out in the contract, you can not put in the L/C any terms not agreed upon by the two parties.

adj. contracted 已定约的,合同的

e.g. 请保证合同上的货物装运时状况良好。

Please assure us that the contracted goods are in good condition when shipped.

由于开立信用证延误了,不能按合同装运。

Owing to the delay in opening the L/C, shipment cannot be made as contracted.

⑦ **involve** *v.* 牵涉,涉及

句式: involve sb. in 使某人陷入……

be/become/get involved in sth./with sb. 与某事/某人有关联

e.g. 我们不想给你方带来任何不必要的麻烦和费用。

We don't want to involve you in any unnecessary trouble and expenses.

*n.* involvement 连累,包含

e.g. 卷入纠纷,很难处理。

It's difficult to deal with involvement in trouble.

⑧ **accommodation** *n.* 照顾,通融

extend accommodation to sb.

e.g. 作为特别通融,对于此订单,我们拟接受30天期信用证付款。

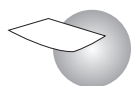
As a special accommodation, we are prepared to accept payment by 30 days L/C for this order.

感谢你方在这笔交易中所给予的通融。

Thank you for the accommodation you have extended us in this transaction.

v. accommodate 照顾,通融,提供,使适应

e.g. 我们这样做是为了照顾你方客户。



We did this to accommodate your buyers.

*adj.* accommodating 乐于助人的,通融的,随和的,善于适应新环境的

⑨ **be conducive to** (正式用语) 有助于……的

*e.g.* 在过去的半年里你的努力会有助于你成功的。

Your hard work in the past half year will be conducive to full success.

*v.* conduce 有助于,导致,帮助产生

用法: conduce to/towards sth.

*e.g.* 订单不一定会给人带来利润。

Order does not always conduce to profit.

⑩ **facilitate** *v.* 使容易,使便利,减轻……的困难

*e.g.* 你方适当的包装为我方海运提供了极大的便利。

Your proper packing has greatly facilitated our shipping by sea.

*n.* facility 灵巧,熟练;便利的工具或设备

facilities for study 研究设备

facilities for travel 便利旅行的工具

sports facilities 运动设备

⑪ **in consideration of** 考虑,顾及

take sth. into consideration 考虑到某事

leave sth. out of consideration 对某事未加考虑

*e.g.* 如果把产品的质量考虑在内,承兑交单是可接受的。

If you take the quality of our products into consideration, D/A terms are acceptable to you.

*v.* consider 考虑,顾及

*e.g.* 综合考虑,我方打算接受你方付款条件。

All things considered, we are prepare to accept your payment terms.

*prep.* considering 鉴于,就……而言

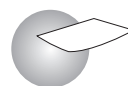
*e.g.* 鉴于我们长期友好的关系,我方给你通融。

We afford you this accommodation considering our long friendly relations.

⑫ **decline** *v.* 婉谢,谢绝;下降

*e.g.* 自由市场上美元下跌。

The dollar is declining in the free market.



市场行情下跌,你方的报价行不通。

The market is declining and your offer is unworkable.

有消息表明,美元的价值受到金融市场的影响而下跌。

Sources indicate that the value of the dollar declined because of the influence of the financial market.

由于市场需求下降,这家公司的生意每况愈下。

The company had gone into a decline because of falling demand.

**13 propose** v. 建议,提议

propose sth.

propose doing sth.

propose that sb. (should)do sth.

e.g. 我建议你方尽快发运货物。

We propose that you should dispatch the goods as soon as possible.

**14 on the basis of** 在……基础上,以……为基础

similar expression: on...basis

e.g. 我方确认已在FOB基础上达成交易。

We confirm that we have concluded the business on the basis of FOB.

on the basis of sight L/C 以即期信用证方式

v. base 以……作基础,基于

句式: base on/be based on

**15 ensure** v. 确定,保证;保证得到,获得

e.g. 我们会尽一切可能确保信用证的开立和送达你方。

We'll try our best to ensure the establishment of L/C and the delivery of it.

早点寄出你的包裹以便保证它能及时寄到。

Mail your package early so as to ensure its timely arrival.

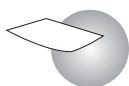
**16 draw** v. 写,开立

draw a bill/a cheque/an order 开票据/支票/汇票

句式: draw up 草拟,制定

e.g. 我会向你开出费用清单的。

I shall draw up a list of charges for you.



- n. drawer 出票人  
n. drawee 受票人, 付款人

⑰ **in no case** 无论如何都不

e.g. 价格无论如何都不会提高10%。

The price should, in no case, be raised up by 10%.

In no case...(放在句首, 句子倒装)

e.g. 无论如何我们都不会接受你方的还盘。

In no case will we accept your counter-offer.

⑱ **take sth. as a precedent** 将某事当作先例

e.g. 我们在这方面的通融决不能为以后的交易开创先例。

Our accommodation in this respect should not be taken as a precedent for future transactions.

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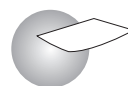
## Main Points of the Letter (信件要点)

### Specimen 1

- a. receipt of the letter and reference to the payment terms
- b. expression of refusal and reason
- c. asking for new payment terms
- c. expectation of favorable reply

### Specimen 2

- a. referring to the letter and refusing the payment terms
- b. giving the reason of refusal and suggesting a new arrangement
- c. stressing the accommodation



麦克唐那&伊万有限公司有意向与永胜贸易公司达成一笔交易,麦克·伊万现致电要求更宽松的付款方式。

信件一 要求承兑交单付款方式  
(对第八课样信二回复)

麦克唐那&伊万有限公司  
美国纽约劳顿大街58号

中国永胜贸易有限公司  
中国广州市白云区前进路40号,510000

吴先生:

事由:女士绣花拖鞋

感谢你方6月7日来信,有意向达成2000双女士绣花拖鞋的交易。但遗憾的是,你方仍然要求按惯例采用不可撤销的信用证支付。

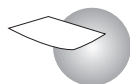
像我们这样中等数量订单的客户,信用证的支付方式非常不便。这种支付方式会增加我方成本,毫无疑问会占用我方3~4个月的流动资金,还有可能造成延迟履行合同。

鉴于我们长期的业务关系以及本次交易金额较少,我方希望你方破例给予较宽松的支付方式,比如承兑交单。你方的通融有益于今后的业务,便于在我方市场推销你方产品。

如果你方能考虑以上的请求并给予我方佳音,我方将万分感谢。

(签名)  
麦克·伊万  
经理  
谨上  
2021年6月10日

小贴士:关于信用证的格式,请参看单证部分的第1课。



信件二 拒绝承兑交单、建议付款交单  
(对信件一的回复)

中国永胜贸易有限公司  
中国广州市白云区前进路40号,510000

麦克唐那&伊万有限公司  
美国纽约劳顿大街58号  
伊万先生:

事由:女士绣花拖鞋

我方收到你方6月10日关于2000双女士绣花拖鞋的来信,要求用承兑交单方式付款。很遗憾地告知你方,我方不能接受承兑交单的付款方式。这不是我方惯例,因为也将会占用我方资金。

我方通常在即期信用证基础上与客户开展业务,因为它能保证收到货款。然而,考虑到我们今后的交易,我方将给你方用即期付款交单的方式,确保能及时收到款项。

相信你方能充分理解。我们会通过中国银行广州分行及时向你方开立即期汇票。

有必要强调的是,这一让步仅仅是为了便于你方推销我方新产品,下不为例。

(签名)

吴刚

经理

谨上

2021年6月15日

小贴士:关于即期汇票的格式,请参看单证部分的第3课。

## 补充阅读

### (一) 拒绝接受承兑交单方式付款

敬启者:

12月20日来函收到,获悉你方有意在贵国推销我们的汽车。对此,我们很感兴趣。

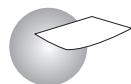
对你们为推销我方汽车所做的努力,我们甚为感激。但对你方要求以见票后六十天承兑交单方式付款一事,我们很抱歉不能予以考虑。我们通常的做法是要求即期信用证付款。

然而,为了促进我们的汽车在贵方市场上的销售,我方准备接受即期付款交单方式,以示特别照顾。

希望你能接受上述付款条件,并盼早日收到回复。

经理

谨上



## (二) 要求以电汇和付款交单方式支付

敬启者：

很高兴得知你方对我方有竞争力的价格感到满意。我方通常以两种付款方式与客户成交。

1. 100%电汇预付
2. 100%即期信用证

由于你方不采用信用证的支付方式,坚持采用付款交单的方式,我们各自坚持自己的观点是不明智的。为什么我们互相不能做一些让步呢? 供你方参考,我方建议30%的货款采用电汇预付,剩余70%采用即期付款交单。

虽然我方相信你方的诚信和能力,但我方再次申明,很遗憾不能接受你方付款交单的方式,尤其对第一笔交易的新客户。或许经过几次顺利且令人满意的交易后,我方才能考虑其他较宽松的支付方式。

等待你方建议。

谨上

## Key to the Exercises (习题答案)

### I. Basic Training

1. Match the Chinese versions with the English expressions.

Remittance	汇付
Collection	托收
documents against payment	付款交单
sight draft	即期汇票
confirmed letter of credit	保兑信用证
D/A	承兑交单

2. Choose the best answer for each sentence.

- (1) D    (2) D    (3) B    (4) D    (5) B

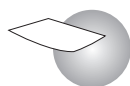
### II. Improving Training

1. Fill in the blanks with the following words or expressions.

- (1) L/C                      (2) in consideration of                      (3) sight draft  
(4) tied up                      (5) on the basis of

2. Translate the following Chinese parts into English.

- (1) As a rule, we require payment by irrevocable L/C



- (2) We believe that you will extend us an accommodation, which will help us to push the sales of your products.
- (3) If the amount of each transaction involved is less than USD20,000, we agree to D/P terms proposed by you.
- (4) We accept your payment by sight draft, which will not be taken as a precedent.
- (5) We regret that we will in no case accept the payment terms.

### III. Comprehensive Training

#### Evaluation of Training 实训评价

1. 本题满分为15分。
2. 评分标准通常分为五等:2分、5分、8分、11分和14分。
3. 评分标准:
  - 2分——信函格式错误,条理不清,思路紊乱,语言支离破碎或大部分句子均有错误,且多数为严重错误。
  - 5分——信函格式错误,基本切题。表达思想不清楚,连贯性差。有较多的严重语言错误。
  - 8分——信函格式基本正确,基本切题。有些地方表达思想不够清楚,文字勉强连贯;语言错误相当多,其中有一些是严重错误。
  - 11分——信函格式正确,切题。表达思想清楚,文字连贯,但有少量语言错误。
  - 14分——信函格式正确,切题。表达思想清楚,文字通顺,连贯性较好。基本上无语言错误,仅有个别小错。
4. 加分标准:

能正确使用某些所提供的参考词汇卷面加2分,但总分不能超过15分。

注:白卷,信函与题目毫不相关,或只有几个孤立的词而无法表达思想,则给0分。

#### Reference 参考答案

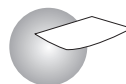
Dear Pierre,

We've received your letter asking for D/A at 30days' sight. We are so regretful to inform you that we are unable to accept your request, which is not our usual practice, as this will also tie up our funds.

We generally do business with clients on the basis of T/T before shipment, as T/T terms isflexible and it helps us avoid a lot of risks in collection of the proceeds. However, in consideration of our future business, we are prepared to extend you D/P at sight. We believe you can understand us fully. A sight draft will be drawn on you through Bank of China, Guangzhou Branch in due time.

We want to make it clear that this concession is only for your convenience to push sales of our new products, and we hope it will result in more orders from you.

Yours faithfully,  
Lin Da



## More Exercises (补充练习及答案)

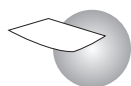
### 1. Fill in the blanks with the following given words and expressions.

L/C	tied up	involving	concluded	on the basis of
draw	as a rule	as a precedent	pushing sales of	execution

- (1) The \_\_\_\_\_ is a reliable and safe method of payment for imports and exports.
- (2) Several steel companies have decided to form steel alliance for \_\_\_\_\_ steel in the domestic market.
- (3) The \_\_\_\_\_ of orders will turn out to your satisfaction.
- (4) We can make concession exceptionally, but you should in no way take it \_\_\_\_\_ .
- (5) Ms. Hays had \_\_\_\_\_ a deal with China National Machinery Import & Export Corporation.
- (6) China National Machinery Import & Export Corporation will \_\_\_\_\_ a draft on ACME Machine Tool Ltd.
- (7) \_\_\_\_\_ , it is buyers' responsibility to open an L/C.
- (8) \_\_\_\_\_ a lot of difficulties, the work must be very hard.
- (9) Mr. White refuses to do business \_\_\_\_\_ D/A terms.
- (10) He put his capital into real estate, which \_\_\_\_\_ his liquid funds.

### 2. Translate the following sentences into Chinese.

- (1) Desirous as we are to expand our business with you, it is regretful that we cannot accept your D/A payment.
- (2) Your offer No.1234 for the cotton printed shirting sounds reasonable, but we are sorry to say that the terms of payment are unacceptable to us.
- (3) We would like to advise that if you guarantee to open your L/C according to the stipulated deadline in future, we will still be willing to take up your fresh order.
- (4) The buyer suggested D/A as the terms of payment, but the seller was unwilling to make any exception.
- (5) The documentary draft has been drawn upon you at 30 days under L/C No.56W and has been delivered to the Royal Bank.
- (6) The following documents are included under L/C:
  - a. Full set of bill of lading;
  - b. One copy of Commercial Invoice;
  - c. Inspection Certificate issued by China Inspection and Quarantine.



(7) Collection belongs to commercial credit, we prefer D/P payment, which is safer for both buyer and seller.

(8) With the development of finance, remittance is adopted more than before because it is quicker to receive money.

### 3. Dictation

Dear Sirs,

We refer to our contract No. BM-36 covering Cotton Tablecloth in the amount of \$ 9800. The value is less than \$10,000, and we know that well it doesn't pay to open an L/C with a bank for such a small amount. As a special sign of encouragement, we'll consider accepting payment by D/P at this sales-purchasing stage.

We hope that the above payment terms will be acceptable to you and look forward to the pleasure of hearing from you soon.

Yours sincerely,

## Key

1.

(1) L/C      (2) pushing sales of      (3) execution      (4) as a precedent      (5) concluded  
(6) draw      (7) As a rule      (8) Involving      (9) on the basis of      (10) tied up

2.

(1) 尽管我方想扩大和你方的衬衫布料业务,但遗憾的是我方不能接受你方承兑交单的付款方式。

(2) 你方对印花纯棉的1234号报价合理,但遗憾的是付款方式是我方不可接受的。

(3) 兹告知,如果你方能保证以后按规定期限开证,我方仍然愿意接受你方的新订单。

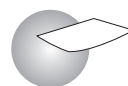
(4) 买方建议用承兑交单作为付款方式,但卖方不愿破例。

(5) 已根据56W号信用证向你方开立30天期的跟单汇票,而且已经寄交给皇家银行。

(6) 信用证下要求的单据包括:a. 全套提单;b. 一份商业发票;c. 由CIQ(中国检验检疫局)签发的检验证书。

(7) 托收属于商业信用,我方更喜欢采用对买卖双方都较安全的付款交单方式。

(8) 随着金融业的发展,汇付较以前更多地被采用,因为它能更快地收到货款。



# 11

## Urging Establishment of L/C 催促开立信用证

### More Explanations (课文补充讲解)

① **urge** v. 催促, 驱使

e.g. 我们写信敦促你方早日接受我方的报盘。

We write this letter to urge you to accept our offer at an early date.

② **needless to say** (插入语) 不用说

e.g. 不用说, 在规定的期限内开立金额为3400美元的信用证迫在眉睫。

Needless to say, it is urgent to open an L/C for the amount of \$3400 within the fixed period.

③ **be responsible for** 对……承担责任

e.g. 在建立合资企业过程中, 我方将负责一切设备采购事宜。

In building up the joint venture, our party will be responsible for the purchases of all the equipment.

由于你方已投保破损险, 保险公司会对损失负责。

The insurance company is responsible for the damages since you have covered the risk of breakage.

④ **apply to...for...** 向……申请……

apply to the Consul for a visa 向领事申请签证

apply for opening an L/C 申请开立信用证

e.g. 已于6月20日向纽约美国大通银行申请开立相关信用证。

The application for the relative L/C has been made with the Chase Manhattan Bank, New York on June 20.

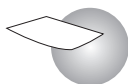
application form 申请表

⑤ **open** v. 开立

开证的表达: open/issue/establish an L/C

e.g. 请尽快开立1,000吨的花生仁信用证以便我方按照合同时间安排装运。

Please open the L/C for 1,000m/t of groundnuts as soon as possible so that we can arrange shipment as contracted.



*adj.* open 有效的

e.g. 此报盘有效期为7天。

The offer is open for 7days.

⑥ **for one's account** 在……帐上,费用由……承担

on account of 由于

in account with 与……有生意往来

on one's own account 为了某人,自担风险,自负盈亏

take sth. into account 把……考虑在内

take account of sth. 对某事物加以考虑/注意

close/open/settle an account 结束/开立/结清账户

debit one's account with ... bank 从……(银行)借记

income account 收入账户

budget account 预算账户

current account/savings account 活期存款

saving/deposit account 储蓄存款

private account 私人账户

on account 赊账

account receivable 应收账款

account payable 应付账款

e.g. 我们达成交易,给予2%佣金,由我方支付。

We closed this business with a 2% commission for our own account.

如果你方负担额外的保险费,我方可为易碎货物投保附加险。

We shall insure the fragile goods against special risks on the condition that extra premium is for your account.

我们已在伦敦渣打银行开立了账户。

We have opened an account with Chartered Bank, London.

船运公司同意运货,费用由你方负担。

The shipping company agreed to ship the goods for your account.

v. account (for) 解释,说明

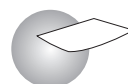
n. accountant 会计师,会计

Certified public accountant/chartered accountant 注册会计师

n. accounting 会计学

*adj.* accountable 应做解释的,应负责的

be accountable to sb. /for sth. 向某人/就某事负责或做出解释



⑦ **by return** 立即

e.g. 如蒙立即回复确认付款方式,不胜感激。

We will appreciate it if you reply to confirm the payment terms by return.

⑧ **in your favor** 以某人为抬头,以某人为受益人

enjoy favor ……受欢迎

e.g. 我方通常要求以我方为受益人的保兑的、不可撤销的即期信用证支付,在装运前一个月到达我方。

We usually require the terms of payment by confirmed, irrevocable L/C payable by draft at sight in our favor, reaching us one month ahead of shipment.

vt. favor 给予,赐予

favor sb. with sth. 给予某人某物

favoring yourselves 以你本人为受益人

e.g. 若你方能给予较宽容的支付方式,我方将大量订货。

Should you favor us with easier payment terms, we shall order in large quantities.

⑨ **for the amount of** 金额为……

e.g. 我方已经催促通过中国招商银行开立金额为20,000日元的第TZ-23号信用证。

We have pressed for opening L/C No. TZ-23 for the amount of JPY 20,000 through China Merchants Bank.

maximum/minimum amount 最大/最小数量

⑩ **in great need** 急需

句式: (sb.) in urgent/bad need of sth.; (sth) be in great/urgent/bad need

e.g. 如先前的信函中告知你方那样,顾客正急需合同提到的电脑。

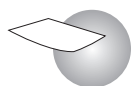
As you have been informed in one of our previous letters, customers are now in great need of the computers mentioned in the contract.

⑪ **await** v. 等候,等待

e.g. 我方等待你方确认。

We await your confirmation.

Or: We wait for your confirmation.



## Main Points of the Letter (信件要点)

### Specimen 1

- a. reference to the relative letter and no receipt of L/C
- b. mentioning the problems arising from delay of opening L/C and urging the establishment
- c. expectation of reply

### Specimen 2

- a. receipt of letter and advice of the opening of L/C
- b. the documents required
- c. expectation of prompt shipment

## Chinese Version (译文)

永胜贸易公司与雅加达国际香料有限公司达成了一笔交易,现李文致电催促客户开立信用证。

信件一 催开信用证  
(与第九课信件二相关)

中国永胜贸易有限公司  
中国广州市白云区前进路40号,510000

雅加达国际香料有限公司  
印度尼西亚雅加达北区椰风新村大街16号

汉达亚尼先生:

事由:第354号售货确认书

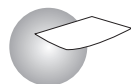
兹提及最近往来函件,我们已在CIF基础上达成交易,不用说,作为买方,你方应负责申请开立信用证,但遗憾的是我方仍未收到关于开立信用证的任何消息。

根据合同规定,上述售货确认书的相关信用证应在上周末到达我处。由于离装运期还剩一个半月,我们建议你方立即开证。因信用证迟到而引起的额外费用和损失由你方负担。

请立即开立信用证并告知我方,感谢你方的即时处理。

李文  
经理  
谨上

2021年5月15日



信件二 通知开证  
(对信件一的回复)

李先生:

事由:第354号售货确认书

感谢你方5月15日来信,兹提请你方注意,我方已向中国银行雅加达分行申请开立关于大蒜的以你方为受益人的不可撤销信用证,有效期至8月1日,金额96,226.20美元,所需单据如下:

1. 商业发票,一式三份
2. 一份保险单
3. 一套清洁的已装船提单
4. 装箱单,一式二份
5. 原产地证
6. 数量证书
7. 产品分析报告
8. 健康证
9. 植物检疫证书

目前急需以上商品,延迟装运将会导致利益损失。如能及时回复,将不胜感激。等待你方及时装运。

纳尼克·乌达米·汉达亚尼  
经理  
谨上  
2021年5月22日

小贴士:关于商务发票、保险单、提单、装箱单的格式,请分别参看单证部分的第2、4、5、7课。

## 补充阅读

### (一) 跟单信用证申请书

IRREVOCABLE DOCUMENTARY CREDIT APPLICATION

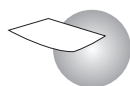
不可撤销跟单信用证申请书

TO: 致

DATE: 日期

Credit No. 信用证号码

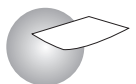
Date and place of expiry 到期日及到期地点



Applicant (name and address) 申请人(名称及地址)	Beneficiary(name and address) 受益人(名称及地址)
Advising Bank 通知行	Amount (both in figures and words): 金额(小写及大写)
Partial shipment 分批装运 ( ) allowed ( ) not allowed 准许 不准许	Credit available with 本信用证议付适用 ( ) by negotiation 任意议付行 ( ) by sight payment 见票即付 ( ) by deferred payment at _____ days against the documents detailed herein 出示下列单证后 _____ 天支付 ( ) and beneficiary's draft for _____ % of the invoice value at _____ sight drawn on _____ 及受益人向 _____ 开立的,金额为发票票值 _____ % 的 _____ 期汇票
Transshipment 转运 ( ) allowed ( ) not allowed 准许 不准许	
Loading on board/dispatch/taking in charge 起运 at/from 于/自 for transportation to 至 not later than 不迟于	
( ) FOB ( ) CFR ( ) CIF ( ) or other terms 其他价格术语	

Documents required: (marked with ×) 所需单证

- ( ) Signed Commercial Invoice in \_\_\_\_\_ folds indicating L/C No. and Contract No.  
已签署的商业发票一式 \_\_\_\_\_ 份,注明信用证号码和合同号码
- ( ) Full set (3/3) of clean on board ocean Bills of Lading made out to order and blank endorsed, marked "( ) freight prepaid/( ) to collect" notifying \_\_\_\_\_.  
全套(3/3)清洁已装船提单,收货人为空白抬头并背书,并注明( )运费已付( )运费到付,并通知 \_\_\_\_\_。
- ( ) Airway bills notifying "freight ( ) to collect/( ) prepaid indicating freight amount" and consigned to \_\_\_\_\_.  
空运提单注明运费( )到付( )已付,并注明运费金额,收货人为 \_\_\_\_\_
- ( ) Insurance Policy/Certificate in \_\_\_\_\_ folds for \_\_\_\_\_ % of the invoice value, showing claims payable in China in the currency of the draft, blank endorsed covering ( ) Ocean Marine Transportation / ( ) Air Transportation / ( ) Overland Transportation ( ) All Risks, ( ) War Risks as per \_\_\_\_\_ clause.  
保险单/证一式 \_\_\_\_\_ 份,保额按发票金额 \_\_\_\_\_ %,注明理赔地在中国,按汇票币种执行。空白背书,按 \_\_\_\_\_ 条款投保( )海运( )空运( )陆运( )一切险( )战争险。



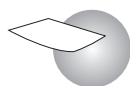
5. ( ) Packing List/Weight Memo in \_\_\_\_\_ folds indicating quantity/gross and net weight of each package.  
装箱单/重量单一式 \_\_\_\_\_ 份, 注明数量/每件毛重和净重。
6. ( ) Certificate of Origin in \_\_\_\_\_ folds issued by \_\_\_\_\_.  
\_\_\_\_\_ 出具的原产地证一式 \_\_\_\_\_ 份。
7. ( ) Certificate of Quantity/Weight in \_\_\_\_\_ folds.  
数量/重量证一式 \_\_\_\_\_ 份。
8. ( ) Certificate of Quality in \_\_\_\_\_ folds issued by ( ) manufacturer/( ) public recognized surveyor/( ) beneficiary.  
由 ( ) 生产商 ( ) 公共检验机构 ( ) 受益人出具的质量证明一式 \_\_\_\_\_ 份。
9. ( ) Beneficiary's certified copy of telex/fax dispatched to the applicant within \_\_\_\_\_ hours after shipment advising ( ) name of vessel/( ) flight No./( ) wagon No., date, quantity, weight and value of shipment.  
受益人在发货后 \_\_\_\_\_ 小时内致开证申请人的装船通知电传/传真经核准副本, 注明 ( ) 船名/( ) 航次/( ) 车号、起运日期、数量、重量及货值。
10. ( ) Beneficiary's Certificate certifying that extra copies of documents have been dispatched according to the contract terms.  
受益人证明注明额外单证已根据合同条款寄出。
- ( ) Other documents, if any:  
如需除上述以外其他单证, 在此列出:

#### Description of goods

#### 货物描述

#### Additional instructions 其他条款

1. ( ) All banking charges outside the issuing bank are for beneficiary's account.  
开证行以外的所有银行费用由受益人承担。
2. ( ) Documents must be presented within \_\_\_\_\_ days after the date of shipment but within the validity of this credit.  
交单期为装运期后 \_\_\_\_\_ 天内, 但需在本信用证有效期内。
3. ( ) Both quantity and amount \_\_\_\_\_ % more or less are allowed.  
可接受数量及金额有 \_\_\_\_\_ % 的增减。
4. ( ) Third party as shipper is not acceptable, Short Form/Blank Back B/L is not acceptable.  
不接受第三方为托运人, 不接受简式/背面空白提单。
5. ( ) All documents must be forwarded in one cover, unless otherwise stated above.  
如不另作说明, 所有单证须在一套面函下寄送。
- ( ) Other terms, if any:  
如有其他需在信用证中说明的条款, 在此列出:



(二) 要求开立信用证  
(对第八课补充阅读一的回复)

格兰·P·约翰逊先生:

兹谈及第393号订单,我方已安排生产,但迄今还未收到有关信用证。

尽管再三催开信用证,但是毫无迹象显示你方对此事密切关注。请立即开立信用证,否则延迟装运引起的任何损失均由你方承担。如果信用证不能在10月初前开到我处,将被迫取消订单。

我方提请你方注意,申请开证时,确保信用证规定与售货确认书规定完全一致,以避免随后的修改。

期盼你方及时回复。

王林

谨上

2021年9月28日

## Key to the Exercises (习题答案)

### I. Basic Training

#### 1. Match the Chinese versions with the English expressions.

correspondence	函件
extra charges	额外费用
commercial invoice	商业发票
clean shipped B/L	清洁已装船提单
packing list	装箱单
insurance policy	保险单

#### 2. Choose the best answer for each sentence.

- (1) D (2) C (3) C (4) B (5) C

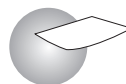
### II. Improving Training

#### 1. Fill in the blanks with the following words or expressions.

- (1) open an irrevocable L/C (2) for the amount of (3) in your favor  
(4) dispatch the shipment (5) for your account

#### 2. Translate the following Chinese parts into English.

- (1) They have been urging us to open the relative L/C for 2000 pieces silk carpets.  
(2) With the approach of the delivery date, please apply for establishment of the L/C in our favor as soon as possible.  
(3) We invite your attention to the fact that the relative L/C has been established through



Bank of China.

(4) You must be responsible for any loss caused by delay in L/C.

(5) They pressed for opening an L/C within 5 days.

### III. Comprehensive Training

#### Evaluation of Training 实训评价

1. 本题满分为15分。

2. 评分标准通常分为五等:2分、5分、8分、11分和14分。

3. 评分标准:

2分——信函格式错误,条理不清,思路紊乱,语言支离破碎或大部分句子均有错误,且多数为严重错误。

5分——信函格式错误,基本切题。表达思想不清楚,连贯性差。有较多的严重语言错误。

8分——信函格式基本正确,基本切题。有些地方表达思想不够清楚,文字勉强连贯;语言错误相当多,其中有一些是严重错误。

11分——信函格式正确,切题。表达思想清楚,文字连贯,但有少量语言错误。

14分——信函格式正确,切题。表达思想清楚,文字通顺,连贯性较好。基本上无语言错误,仅有个别小错。

4. 加分标准:

能正确使用某些所提供的参考词汇卷面加2分,但总分不能超过15分。

注:白卷,信函与题目毫不相关,或只有几个孤立的词而无法表达思想,则给0分。

#### Reference 参考答案

Dear Sirs,

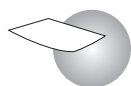
We inform you that the goods under S/C No. 2576 and 2568 will be ready for shipment recently. The goods should be shipped during May/June as stipulated in S/C. We sent you a fax two weeks ago to urge you to open the relative L/C without any delay.

However, much to our disappointment, we have not received any reply up to the time of writing. You may remember clearly that we identified in our previous letter the following points of

L/C:

1. The L/C in details should reach us one month earlier than the time of shipment.

2. When opening the L/C, please ensure that the L/C should strictly conform to the stipulation of our contract.



The time of shipment is drawing near and we have to point out that we shall not in a position to make the shipment in due course unless your L/C reaches us before the end of March.

Yours faithfully,

## More Exercises (补充练习及答案)

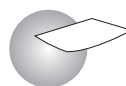
1. Fill in the following blanks with the given words in their proper forms.

press    favor    open    deliver

- (1) The L/C No.246 has been opened in the \_\_\_\_\_ of ABC company.
- (2) It's difficult for us as our customers are \_\_\_\_\_ us for assurance of prompt shipment.
- (3) We shall \_\_\_\_\_ an L/C within 7 working days upon receipt of the contract countersigned by you.
- (4) The sales season is drawing near, please make \_\_\_\_\_ as agreed.
- (5) We write this letter in order \_\_\_\_\_ you for establishment of the required L/C.
- (6) We hasten to inform you that we have today been advised by Bank of China of the \_\_\_\_\_ of an L/C in your favor to the amount of \$100,000 available on or before April 30, 2005.
- (7) In whose \_\_\_\_\_ is the L/C issued in this cotton transaction?
- (8) According to your request for \_\_\_\_\_ an L/C, we are pleased to inform you that we have airtailed today through Bank of China an irrevocable L/C for \$200,000 in favor of the New York Trading Co., Inc..
- (9) You cannot expect us to make \_\_\_\_\_ in less than a month without receipt of the irrevocable L/C promptly.
- (10) We are arranging for the \_\_\_\_\_ of the relative L/C with Bank of China, Shanghai and shall let you know by fax.

2. Fill in the blanks with proper prepositions.

- (1) The application \_\_\_\_\_ the L/C covering the following goods to the amount of US \$1,200 has been made \_\_\_\_\_ the Citibank.
- (2) We have pressed the issuing bank \_\_\_\_\_ opening an L/C covering the goods.
- (3) The L/C is valid \_\_\_\_\_ March.
- (4) Any charges appeared outside the issuing bank are to be \_\_\_\_\_ your account.



- (5) Application \_\_\_\_\_ establishing an L/C has been made 3 days ago.
- (6) The date of shipment is approaching, please expedite the issuance of L/C to the amount of \$2,000 and send us reply \_\_\_\_\_ return as possible as you can.
- (7) If there are any losses arising \_\_\_\_\_ the delay of the L/C, you should be responsible for compensation.
- (8) The shipment is \_\_\_\_\_ great need. Please arrange to ship without any delay.

### 3. Translate the following letter into Chinese.

Dear Sirs,

We would like to place an order for 500 Irina 262 electric typewriters at your price of US \$300 each, CIF Lagos, for shipment during July/August. We would like to pay for this order by a 30-day L/C. This is a big order involving US\$150,000 and, since we have only moderate cash reserves, tying up funds for three or four months would cause problems for us. We much appreciate the support you have given us in the past and would be most grateful if you could extend this favor to us. If you are agreeable, please send us your contract. On receipt, we will establish the relevant L/C immediately.

Yours faithfully,  
Tony Smith  
Chief Seller

### 4. Dictation

Dear Sirs,

With reference to the 4,000 dozen shirts under our Sales Confirmation No. C215, we would draw your attention to the fact that the date of delivery is approaching, but we still have not received your covering Letter of Credit to date. Please do your utmost to establish the L/C, so that we may execute your order smoothly.

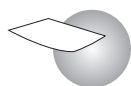
In order to avoid subsequent amendments, please see to it that the L/C stipulations are in exact accordance with the terms of the Contract.

We hope to receive your favorable news soon.

Yours faithfully,

### 5. Complete the following letter with the expressions in the text.

You've had the goods under the order No.546 prepared for shipment. Now you're writing a letter to press for opening the L/C.



Dear Sirs,

Re: \_\_\_\_\_ (写明主题)

\_\_\_\_\_ (兹提及我们之间往来的信函)

we have concluded the transaction. But much to our regret \_\_\_\_\_  
\_\_\_\_\_ (我们目前尚未收到任何关于开证的消息).

As the date of delivery is only one month and half away, we suggest  
that \_\_\_\_\_ (尽快开立相关信用证), otherwise  
\_\_\_\_\_ (由此造成的损失将由你方承担).

Your prompt attention to this matter will be appreciated.

Yours faithfully,

## Key

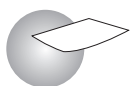
- (1) favor (2) pressing (3) open (4) delivery (5) to press  
(6) opening (7) favor (8) opening (9) delivery (10) opening
- (1) for, to (2) for (3) until (4)for (5)for  
(6) by (7) from (8) in

3.

先生:

本公司欲以每台300美元的价格(拉各斯到岸价)订购500台伊琳娜262型号电动打字机,于七至八月装运。该项交易款额高达150000美元,本公司只有适量现金储备,占压资金三四个月将给本公司造成麻烦,故建议用三十天期的信用证付款。承蒙贵公司一向照顾,若能继续给予优惠,本公司感激不忘。如同意上述建议,烦请赐寄合约,收到即开立相关信用证。

销售部主任  
托尼·斯密思  
谨上



4.

Dear Sirs,

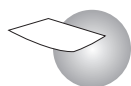
Re: Order No. 546 (写明主题)

With reference to the recent correspondences exchanged between us we have concluded the transaction. But much to our regret we haven't received your L/C until now.

As the date of delivery is only one month and half away, we suggest that you open the relative L/C without any delay, otherwise any losses caused by this will be for your account.

Your prompt attention to this matter will be appreciated.

Yours faithfully,  
      (略)       (签名)



# 12

## Asking for Amendment to L/C 要求修改信用证

### More Explanations (课文补充讲解)

① **in conformity with** 与……相一致, 根据

e.g. 欣然告知, 我们已按照你方9月3日的来信要求将货物装上红星轮。

We are glad to inform you that we have shipped the goods on board s.s Red Star in accordance with your mail request of September 3.

② **stipulate** v. 规定, 约定

n. stipulation 规定

e.g. 信用证规定必须与合同一致。

The stipulations in the L/C should be in accordance with the terms in the contract.

你必须注意信用证中的规定, 你方必须在7月前装运货物。

You must notice the stipulations in the L/C that you should ship the goods before July.

在信用证中有一项规定, 必须在装船后15天内, 寄出单据。

There is a stipulation in the L/C that documents should be sent within 15 days after shipment.

adj. stipulated 规定的

stipulated time of shipment 规定的装运期

③ **amend** v. 修改

e.g. 请将数量和金额改成“允许增减5%”。

Please amend the quantity and the amount to read “5% more or less allowed”.

n. amendment 修改

e.g. 请尽快将上述信用证的修改通知书寄送我方。

Please send us your amendment to the above L/C as early as possible.

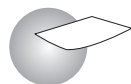
④ **insufficient** adj. 不充足的, 不够的

e.g. 你方的信用证的金额不足, 将给双方带来麻烦。

The amount of your L/C is insufficient, which will result in great trouble for both of us.

我方收到你方4月4日的信用证, 发现金额不足。

We have received your L/C dated April 4 and found that the amount is insufficient.



⑤ **at the earliest convenience** 早日,在某人方便的最早时候

e.g. 由于我方库存日渐减少,如能尽早再发一批货,我们将不胜感激。

As our stocks are running low, we shall be obliged if you will send us another parcel at your earliest convenience.

请尽早让我方收到你方对上述的确认。

Please let us have your confirmation of the above at your earliest convenience.

⑥ **on perusal** 经详阅

for one's perusal 供某人详阅

e.g. 有关详细规格,现随函附上一份说明目录供详阅。

Regarding detailed specifications, we are enclosing a copy of our illustrated catalogue for your perusal.

⑦ **prohibit** v. 禁止,阻止

e.g. 近期的进口管制使我们无法进口贵国的棉织品。

Recent import restrictions prohibit us from importing cotton goods from your country.

n. prohibition 禁止

the prohibition law 禁酒法

adj. prohibitive 禁止的

take prohibitive measures 采取禁止措施

a prohibitive price 高得不敢问津的价格

⑧ **on condition that** 如果,在……条件/前提下

e.g. 我们说服了厂家接受订单,在相关信用证7月底寄到的前提下,按照你方的要求尽早装运。

We have persuaded our manufacturers to accept this order for an earlier shipment as requested by you, on condition that the covering L/C arrives here by the end of July.

⑨ **transshipment** n. change of shipment 转船

cargo transshipment 货物转运

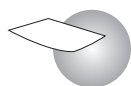
v. transship 将……转船

e.g. 货物已在青岛由胜利号航轮转运。

The cargo has been transhipped at Qingdao onto S.S. "Victory".

e.g. 为保证及时交货,如果没有直达班轮,我们将转船。

If no direct liners are available, we shall transship the goods to ensure timely delivery.



⑩ **few and far between** widely separated, rare 稀少,隔很久才发生的

e.g. 由于到你处的直达轮稀少,我们要求在香港转运。

As direct steamers to your port are few and far between, we require transshipment at/via Hong Kong.

⑪ **lot** *n.* 项,批

e.g. 若能在收到订单后一个月内安排装运,将不胜感激。

We shall appreciate it very much if the whole lot will be dispatched within one month after receipt of our order.

\*\* 信用证主要内容:

Kinds of L/C 信用证类别

Names of Parties Concerned 有关当事人

Amount of the L/C 信用证金额

The Stipulations for the shipping Documents 跟单文句

Draft (Bill of Exchange) 汇票

Invoice 发票

Bill of Lading 提单

Insurance Policy (or Certificate) 保险单(或凭证)

Certificate of Origin 产地证

Packing List and Weight List 装箱单与重量单

Inspection Certificate 检验证书

Other Documents 其他单据

The Stipulation for Shipping Terms 装运条款

Date & Address of Expiry 有效日期与地点

The Guarantee of the Opening Bank 开证行付款保证

Special Conditions 特别条款

In Reimbursement 索偿文句

\*\* 信用证主要表达:

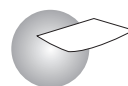
1. amount of the L/C 信用证金额

表达方式: amount RMB ¥ 金额:人民币……

up to an aggregate amount of Hongkong Dollars... 累计金额最高为港币……

for a sum/sums not exceeding a total of GBP... 总金额不得超过英镑……

to the extent of HKD... 总金额为港币……



for the amount of USD... 金额为美元……

for an amount not exceeding total of JPY... 金额的总数不得超过……日元

2. the validity of L/C 信用证的有效期

表达方式: valid in...for negotiation until... 在……议付至……止

draft(s) must be presented to the negotiating (or drawee)bank not later than...

汇票不得迟于……交议付行(受票行)

expiry date for presentation of documents... 交单到期日

documents to be presented to the negotiation bank within 15 days after shipment

单据需在装船后 15 天内交给议付行

negotiation on or before... 在……日或该日以前议付

3. parties concerned 当事人

表达方式: the applicant (buyer/importer) 申请人(买方/进口商)

the issuing (opening/buyer's) bank 开证行

the advising (seller's) bank 通知行

beneficiary (seller/exporter) 受益人(卖方/出口商)

the negotiating bank 议付行

the paying bank 付款行

4. the stipulations for the shipping documents 跟单文句

available against surrender of the following documents bearing our credit number and the full name and address of the opener 凭交出下列注明本证号码和开证人的全称及地址的单据付款

drafts to be accompanied by the documents marked (×) below 汇票须随附下列注有(×)的单据

accompanied against to documents hereinafter 随附下列单据

accompanied by the following documents 随附下列单据

documents required 所需单据

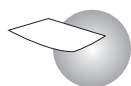
accompanied by the following documents marked (×) in duplicate

随附下列注有(×)的单据一式两份

drafts are to be accompanied by... 汇票要随附(指单据)……

\*\* 审查信用证的要点:

1. 信用证的付款保证是否有效。



2. 信用证的付款时间是否与有关合同规定相一致。
3. 信用证的受益人和开证人的名称和地址是否完整和准确。
4. 装运期的有关规定是否符合合同要求。
5. 能否在信用证规定的交单期交单。
6. 信用证的内容是否完整。
7. 信用证的通知方式是否安全、可靠。
8. 信用证的金额、币制是否符合合同规定。
9. 信用证的数量是否与合同规定相一致。
10. 价格条款是否符合合同规定。
11. 货物是否允许分批装运。
12. 货物是否允许转运。
13. 有关的费用条款。
14. 信用证规定的文件能否提供或及时提供。
15. 信用证中是否有陷阱条款。
16. 信用证中是否有矛盾之处。
17. 有关信用证是否受国际商会第 500 号出版物《跟单信用证统一惯例解释通则》的约束。
18. 对某一问题有疑问,可以向通知行或付款行查询,得到他们的帮助。

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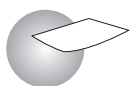
## Main Points of the Letter (信件要点)

### Specimen 1

- a. reference to the contract
- b. discrepancies and request for amendment
- c. expectation of amendment

### Specimen 2

- a. receipt of the L/C
- b. asking for partial shipment and transshipment and giving reasons
- c. expectation of amendment



李文收到雅加达国际香料有限公司的信用证,但发现有一些不符点,现他致电该公司要求进行修改。

### 信件一 修改不符点 (对第十一课信件二的回复)

汉达亚尼先生:

此提及第354号销售合同项下的50吨大蒜。很遗憾447287号信用证中有几点与合同规定不符,我们希望你方做如下修改:

- (1)信用证金额不足。总金额应为96,226.20美元,而不是96,026.20美元。
- (2)应该允许分批装运和转船。
- (3)信用证有效期应该为装运后20天。

如你方能对此事给予及时关注并尽快通知我方,我方将不胜感激。

李文  
经理  
谨上

2021年5月29日

王林收到来自麦克唐那&伊万有限公司的信用证,但他发现其中的装运条款不合理,现致电要求修改。

### 信件二 要求允许分批装运和转船 (与第11课阅读2相关)

约翰逊先生:

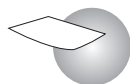
你方有关40,000件女士全棉T恤的第358125号信用证已收到,金额为228,000.00英镑。经审核,我方发现不允许分批装运和转船。

我方接受你方的订单的前提是你方允许分批装运和转船。从我方到你方港口的直达船很稀少,而且我方不可能在一个月内将所有货物备妥,所以我方不得不要求你方修改信用证如下:允许分批装运和转船。

因为装运的截止日期将至,请立即对L/C进行必要的修改。

王林  
谨上

2021年10月5日



### (一) 要求修改信用证

敬启者：

我方收到你方9月14日的来信,通知我方已开立第9124号合同项下的第4786号信用证。

我方刚刚收到上述信用证,但遗憾的是我们发现信用证中的一些条款与合同中的条款不一致。我方将不符点归纳如下：

1. 第9124号合同总额为55,400英镑,而你方信用证上为54,500英镑。
2. 第9124号合同规定在11月装运,而你方信用证要求装运在10月31日或之前完成。
3. 正如合同中所规定的,货物应半打装一盒,10盒装一木箱中,但是信用证要求每件装一盒,60盒装一木箱。

此外,11月份从我方这儿到你方港口没有直达船,我认为你有必要删掉合同中的“直达班轮”,并插入“允许分批装运和转船”。以免延误装运,损害你方的利益。

只有对上述信用证进行适当修改之后,我方才可以行动。我方建议你方尽快地处理此事。

谨上

### (二) 信用证修改通知

(对第十二课信件二的回复)

李先生：

兹收到你方5月29日来函,要求我方修改447287号信用证中的不符点。

现告知你方,开证行已对不符点进行了相应的修改,通知书会如期送达你方。

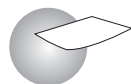
由于我方客户急需该货,请务必尽快安排装运,以便我们能赶上销售旺季。

盼早日收到装运通知。

纳尼克·乌达米·汉达亚尼

谨上

2021年6月4日



## Key to the Exercises (习题答案)

### I. Basic Training

#### 1. Match the Chinese versions with the English expressions.

time of shipment	装运期
amendment to the L/C	修改信用证
Transshipment	转船
partial shipment	分批装运
Validity	有效期
deadline for shipment	装运的最后期限

#### 2. Choose the best answer for each sentence.

- (1) B    (2) A    (3) A    (4) B    (5) C

### II. Improving Training

#### 1. Fill in the blanks with the following words or expressions.

- (1) stipulates    (2) direct steamers    (3) lot  
(4) on perusal    (5) on condition that

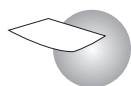
#### 2. Translate the following Chinese parts into English.

- (1) Please amend the above L/C to read US\$55,500 instead of US\$54,500.  
(2) Please instruct your bank to make necessary amendments to the L/C at the earliest convenience.  
(3) Because direct steamers from here to your port are few and far between, we suggest transshipment should be allowed.  
(4) We find that the amount of your L/C is insufficient. Please increase the amount of the L/C to US\$56,800.00.  
(5) In conformity with your request, we have amended the relative L/C to allow transshipment.

### III. Comprehensive Training

#### Evaluation of Training 实训评价

1. 本题满分为15分。
2. 评分标准通常分为五等:2分、5分、8分、11分和14分。
3. 评分标准:  
2分——信函格式错误,条理不清,思路紊乱,语言支离破碎或大部分句子均有错误,且多数为严重错误。  
5分——信函格式错误,基本切题。表达思想不清楚,连贯性差。有较多的严重语言错



误。

8分——信函格式基本正确,基本切题。有些地方表达思想不够清楚,文字勉强连贯;语言错误相当多,其中有一些是严重错误。

11分——信函格式正确,切题。表达思想清楚,文字连贯,但有少量语言错误。

14分——信函格式正确,切题。表达思想清楚,文字通顺,连贯性较好。基本上无语言错误,仅有个别小错。

#### 4. 加分标准:

能正确使用某些所提供的参考词汇卷面加2分,但总分不能超过15分。

注:白卷,信函与题目毫不相关,或只有几个孤立的词而无法表达思想,则给0分。

### Reference 参考答案

Dear Sirs,

We have received your L/C covering Men's Shirt, 65% cotton /35% polyester with long sleeves- 2 pockets with thanks. However, on examination we find there are some discrepancies in the L/C which are not in line with the stipulations in the sales confirmation. We conclude as follows:

- a. Partial shipment should be allowed.
- b. The insurance should be covered against All Risks, not including War Risk.

The goods will be ready for shipment within 10 days as soon as we receive your amendment to the L/C.

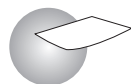
We appreciate your prompt attention to this matter.

Yours sincerity,

## More Exercises (补充练习及答案)

### 1. Translate the following sentences into Chinese.

- (1) We would like you to make the necessary amendments immediately. As you know shipment will not be made until the above are corrected.
- (2) The L/C has been received this date but without necessary amendment. Again we must ask you to refer to our letter of February 20 in which our request was made to you regarding the following clauses to be amended.
- (3) Please amend L/C No.100 as follows:
  - a. Amount to be increased up to USD50,000;
  - b. Validity to be extended to 10th November;
  - c. The words "Transshipment Not Allowed" are to be deleted.



- (4) We hope that you will take commercial reputation into account in all seriousness and open L/C at once, otherwise you will be responsible for all the losses arising therefrom.
- (5) Please notify the buyers that we shall make an amendment to the L/C, using FOB San Francisco instead of CFR New York.
- (6) For payment, we require 100% value, confirmed and irrevocable L/C with clauses allowing partial shipment and transshipment, available by draft at sight, against surrendering the full set of shipping documents to the negotiating bank here.

## 2. Translate the following sentences into English.

- (1) 信用证中应规定是否允许分批装运和转船。(stipulate)
- (2) 请尽快将信用证修改通知书寄给我方。(amend)
- (3) 经详阅,我们发现信用证中的有效期和合同不符。(on perusal, in conformity with)
- (4) 按照贵方2021年12月2日来电,我们将在没有信用证修改书的情况下装运20,000码棉布。(amendment)
- (5) 经核对信用证条款,我们遗憾地发现你方信用证要求2021年10月装运,但我们的合约规定11月份装运。(stipulate for)

## 3. Dictation

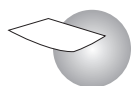
We invite your attention to the fact that the L/C covering your order No. 308 has not reached us in spite of our repeated request.

We have persuaded our manufacturers to accept this order for an earlier shipment as requested by you, on condition that the covering L/C arrives here by the end of July. Please be sure to establish the L/C immediately by fax.

If your L/C fails to reach us by the end of July, we may be forced to cancel your order. However, we would prefer you to issue your L/C as stipulated so that we can continue our friendly business relations. For your information, there is every indication that the prices show an advancing tendency.

## 4. Write a letter according to the following main points:

- ① receive the credit and find the mistakes;
- ② amendments:
- a. the weight should be 2,000m/t;
- b. partial shipment and transshipment allowed;



③ ask for fax amendment.

5. Finish the following letter by translating the expressions.

Dear Sirs,  
Re: Santa Plush Toys

Thanks for your L/C, \_\_\_\_\_ (涉及 12,000 件圣诞老人毛绒玩具).

On perusal, \_\_\_\_\_ (发现有不符之处如下):

(1) \_\_\_\_\_ (该信用证的总金额不足).

(2) The correct total value \_\_\_\_\_ (应该是 65400 美元而不是 64500 美元).

(3) The place of expiry \_\_\_\_\_ (应该是中国而不是纽约)

(4) \_\_\_\_\_ (允许转船)

In view of the above, you are requested to \_\_\_\_\_  
(尽快做出相应的修改) so that we can make delivery in due time.

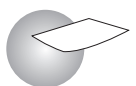
Please \_\_\_\_\_ (关注此事并尽快回复) as early as possible.

Yours truly,

## Key

1.

- (1) 请立即做必要的修改。如你所知,我们须等到上述各点修正后始能办理出运。
- (2) 信用证今日收到,但未做修改。我们必须再一次提请你方注意我们2月20日的信函,请你方对下述条款进行修改。
- (3) 请修改100号信用证如下: a. 金额增至\$50,000; b. 有效期延至十一月十日; c. 删去“不许转船”字句。
- (4) 希望贵方认真考虑商业信誉,立即开证,否则,由此产生的一切损失均由贵方负责。
- (5) 请通知买方,我们将对信用证进行修改,将纽约成本加运费价更改为旧金山离岸价。
- (6) 至于支付,我们要求用保兑的、不可撤销的、允许分装和转运的、金额为全部货款的信用证支付,凭即期汇票并附全套装船单据向这里的议付行议付。



2.

- (1) The L/C should stipulate whether partial shipment and transshipment be allowed or not.
- (2) Please send us amendment to the L/C as soon as possible.
- (3) On perusal, we find the validity of the L/C is not in conformity with the contract.
- (4) As requested in your fax of Dec. 2, 2021, shipment of 20,000 yards cotton pieces goods will be effected under guarantee in the absence of the L/C amendment.
- (5) On checking the L/C's clauses we find with regret that your L/C calls for shipment in October, 2021, whereas our contract stipulates for November shipment.

4.

Dears Sirs,

We received your L/C No. D-87 covering our order No. 345 with thanks. We regret to find that there are some mistakes which are not in conformity with our agreement as follows:

- a. The weight should be 2,000 m/t;
- b. Partial shipment and transshipment should be allowed;

As the time of shipment is drawing near, please make fax amendments to the L/C without any delay.

We shall appreciate your cooperation highly in advance.

Yours sincerely,

5.

Dear Sirs,

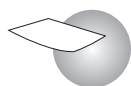
Re: Santa Plush Toys

Thanks for your L/C, covering 12,000 pieces of Santa Plush Toys.

On perusal, we find that there are some discrepancies as follows:

- (1) The total amount of the L/C is insufficient. The correct total value should be USD65,400 instead of USD64,500.
- (2) As to packing, the contract stipulates that it should be carton reinforced with plastic belts, but your L/C requires metal straps instead.
- (3) The place of expiry should be China but not New York.
- (4) Transshipment should be allowed.

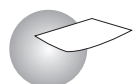
In view of the above, you are requested to make the relevant amendments promptly so that we can make delivery in due time.



Please pay your prompt attention to this matter and give us your reply as early as possible.

Yours truly,

\_\_\_\_\_(略)\_\_\_\_\_(签名)



# 13

## Extension of L/C 延伸信用证

### More Explanations (课文补充讲解)

① **on account of** 由于……缘故

e.g. 由于没有直达轮,我方不得不在新加坡转船。

We have to transship the consignment via Singapore on account of absence of direct liners.

② **on part of** 就……而言,关于或就某一特定的人而言

e.g. 由于工厂失误,我们发错货物。

We delivered the wrong goods owing to the mistake on part of the manufacturer.

③ **extension** *n.* 延长,展期

make extension

*v.* extend 扩大,加长

e.g. 请将你信用证展期延长到7月5日。

Please have your letter of credit extended to July 5th.

④ **on or about** 当日或大约

e.g. 货物将于10月10日左右装上你方指定的轮船。

Goods will be shipped on board the vessel designated by you on or about 10th October.

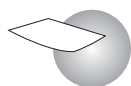
⑤ **enable** *v.* 使……能够

e.g. 请马上开立信用证以使我方按期装船。

Please open the L/C immediately so as to enable us to ship in time.

⑥ **in question** 这,上述的,该

e.g. 甲方同意从乙方获得,乙方同意向甲方转让合同产品的专利技术。这种技术应与乙方最新产品的技术完全一致。



Part A agrees to acquire from Party B and Party B agrees to transfer to Party A the patented technology for contract products. The patented technology in question shall be the same technology as the technology of Party B's latest products.

⑦ **grant** *v.* 允许, 准许, 答应给予

e.g. 我们对由于运输延迟给你方带来的不便表示遗憾, 因为此时还未取得出口许可证。

We are sorry for making you in the trouble arising from the delay of the shipment because the export license has not been granted at this time.

我们希望你能给予我方2%的佣金。

We hope you could grant us a 2% commission.

granted that 想当然

take sth. for granted 想当然

*adj.* grantable 可授予的

e.g. 此特权只授予合资企业。

Such privileges are grantable to joint ventures only.

⑧ **respectively** *adv.* 分别地, 各自地

e.g. 请将信用证有效期和装运期分别展期。

Please have the validity and shipment date of the credit extended respectively.

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## Main Points of the Letter (信件要点)

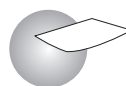
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### Specimen 1

- a. receipt of L/C
- b. requirement of extension and reasons
- c. shipment arrangement
- d. expectation of prompt extension

### Specimen 2

- a. advising the obtaining of import license
- b. asking for extension and giving detailed requirements
- c. expressing thanks for cooperation



黄凯收到德国东西方贸易有限公司的信用证,现他致电要求延展信用证。

### 信件一 展延装运期及信用证有效期 (与第九课补充阅读1相关)

里戈尼先生:

收到你方关于订购5,000套心型编织篮的第1123846号信用证,谢谢。

我方十分抱歉由于原产地供货商延期供货,我方不能在10月底将货物备妥。因此我方请求将装运期和信用证有效期展期至11月15日和11月30日。

预计能在11月初备妥货物,装上于11月10日或左右由深圳起航的“帆扬”轮。

感谢贵方在此问题上的理解与合作。我们衷心希望贵方立即按照要求展证,以使我方装运该货物。

黄凯

谨上

2021年9月15日

### 信件二 通知展证

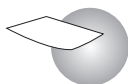
周先生:

我们很高兴地通知你方,新的进口许可证已获得批准,我方可以将第NBB993745号信用证的总金额增加到10,000,000美元。贵方将很快收到由贵方通知行转交的我方信用证修改通知。

我方认为在原有协议装运日期之前装运是不太可能的,我方希望将装运时间和信用证的有效期限分别展期到10月15日和30日。请参照我方随函所附的信用证修改申请。

我们再次对贵方的密切合作表示感谢,贵方的合作使我们在短时间内取得新的进口许可证。

谨上



## 补充阅读

### (一) 对要求展证的拒绝 (对第十三课补充阅读一的回复)

黄先生:

事由:1123846号信用证

兹收到你方来函,要求我方将上述信用证的装运期和有效期分别展至11月15日和11月30日。

虽然我方很理解你方的处境,然而,我方客户急需此货,如货物不能如期到达,他们将另寻供应商。

很抱歉,尽管我方很愿意合作,但无法按你方要求延展上述信用证。

因此,烦请尽力及时装运货物。在此预先表示感谢。

迈克尔·里戈尼

谨上

2021年9月16日

### (二) 要求展证

敬启者:

兹谈及你方DK459号信用证项下的1200吨白糖,总金额为240,000英镑。

合同规定5月末装运。尽管我方尽最大努力执行订单,但由于暴风雪延误了船期,我方很难将以上所提到的货物及时运至你方港口。因此,我们不得不要求将该订单的信用证延期两周。对于由此给你方带来改证的不便我们深表歉意。

期盼你方修改书尽早到达我处。

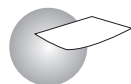
谨上

## Key to the Exercises (习题答案)

### I. Basic Training

#### 1. Match the Chinese versions with the English expressions.

Amendment advice	改证通知
Import License	进口许可证
Validity date	有效期
effect shipment	交货



extension of L/C                      延展信用证

advising bank                        通知行

2. Choose the best answer for each sentence.

- (1) B    (2) D    (3) B    (4) A    (5) B

## II. Improving Training

1. Fill in the blanks with the following words or expressions.

- (1) L/C extension      (2) advising bank      (3) expiry date  
(4) late delivery      (5) shipment date

2. Translate the following Chinese parts into English.

- (1) On account of the trouble on part of the manufacturers, please agree to extend the delivery date to the end of January.
- (2) As we cannot obtain the shipping space, we would like to have the delivery date and validity of the L/C extended to 10th April and 25th April respectively.
- (3) Please extend the L/C as soon as possible to enable us to ship the goods duly.
- (4) Extension of L/C has been received and the goods will be shipped on board “Dongfeng” sailing to your port on or about 20th October.
- (5) We shall appreciate it if you could grant our request of extension.

## III. Comprehensive Training

### Evaluation of Training 实训评价

1. 本题满分为15分。

2. 评分标准通常分为五等:2分、5分、8分、11分和14分。

3. 评分标准:

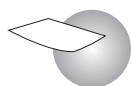
2分——信函格式错误,条理不清,思路紊乱,语言支离破碎或大部分句子均有错误,且多数为严重错误。

5分——信函格式错误,基本切题。表达思想不清楚,连贯性差。有较多的严重语言错误。

8分——信函格式基本正确,基本切题。有些地方表达思想不够清楚,文字勉强连贯;语言错误相当多,其中有一些是严重错误。

11分——信函格式正确,切题。表达思想清楚,文字连贯,但有少量语言错误。

14分——信函格式正确,切题。表达思想清楚,文字通顺,连贯性较好。基本上无语言错误,仅有个别小错。



4. 加分标准:

能正确使用某些所提供的参考词汇卷面加2分,但总分不能超过15分。

注:白卷,信函与题目毫不相关,或只有几个孤立的词而无法表达思想,则给0分。

### Reference 参考答案

Dear Sirs,

RE: Sales Contract No. LHP23

We regret to say that we have not received your L/C covering the above S/C until today. It is stipulated clearly in the Sales Contract that the relevant L/C must reach us not later than the end of August. Although the reaching time of the L/C is overdue, we still hope to ship your goods in view of our long- standing friendly relationship between us. However, we can not make shipment of your goods as contracted owing to the delay of the L/C. Therefore, the L/C needs to be amended as follows:

- (1) Time of shipment should be extended to Oct.31.
- (2) Validity of the L/C should be extended to Nov. 15.

Your kind attention is invited to the fact that we must receive your L/C amendment before Sep.10. Otherwise, we will not be able to effect the shipment in time.

We are looking forward to receiving your L/C amendment early.

Yours truly,

## More Exercises (补充练习及答案)

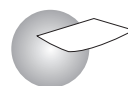
### 1. Fill in the blanks with the proper forms of the words given.

#### grant

- (1) The administrative departments of import licenses shall decide whether a license \_\_\_\_\_ or not within 30 days after receiving the application.
- (2) The application for extension of L/C \_\_\_\_\_ the other day.
- (3) It involved us in difficulties in obtaining export license \_\_\_\_\_ by Ministry of Industry & Trade.
- (4) The buyer agreed \_\_\_\_\_ Mr. Havens a 15 days' extension of shipmen date.

#### attach

- (1) We received your letter in which the extension of L/C was required. We \_\_\_\_\_ a separate sheet giving additional details.



- (2) This amendment to L/C consists of two sheets, including the covering letter and \_\_\_\_\_.
- (3) All detailed information about validity of L/C and time of delivery are included in the \_\_\_\_\_ list.
- (4) The applicant must submit to the issuing bank, as an \_\_\_\_\_ to such L/C amendment.

#### **extend**

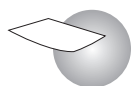
- (1) Please \_\_\_\_\_ the validity of L/C two more weeks.
- (2) We are afraid the L/C may expire before shipment because of short supply from our manufacture. Therefore, please try to get customers' consent \_\_\_\_\_ the L/C to August 31.
- (3) We have persuaded our customer to arrange for a one-month \_\_\_\_\_ of L/C No. TD204.
- (4) You will find information on \_\_\_\_\_ credit in the letter.

#### **valid**

- (1) Please extend the \_\_\_\_\_ of L/C and time of shipment respectively.
- (2) Application for amendment is \_\_\_\_\_ for a period of 30 days before the discharge of goods.
- (3) We were informed that the \_\_\_\_\_ of L/C for electric toys had already been extended up to 20th April.
- (4) The L/C should reach us one month before the shipment and remain \_\_\_\_\_ for negotiation in China till the 15th day after shipment.

## 2. Translate the following sentences into English.

- (1) 我们已于今天传真给你方,要求你方把50架照相机的789号订单的信用证有效期延长1周。(extension)
- (2) 请把信用证的有效期限延至7月2日,以便顺利装运。(extend)
- (3) 由于信用证迟到,我们不能按售货确认书所定时间装运货物。因此,需将信用证展期如下。(extend)
- (4) 进口商应在信用证到期前15个工作日向银行申请展期。(apply for, extension)
- (5) 信用证展证通知未收到,何时发出,请复。(extension)
- (6) 请将信用证111号的装运船和议付期分别展延至2011年1月底及2月15日。(extend, respectively)
- (7) 信用证如再展期180天,银行利息由我方负担。(on one's account)
- (8) 卖方有权在装船前要求买方将信用证展期。(extend)



### 3. Letter writing practice

You received a letter covering the L/C of 200 pieces of three-hands-with-calendar watches Model 27SW-436 and 100 pieces of multi-hands watches Model LJ-003 from GM Watch International Co., Ltd., in which they asked for 15 days more extension. Please write a reply to reject L/C extension.

### 4. Dictation

Dear Sirs,

We refer to your L/C No.478 covering 2,000 metric tons of sugar.

According to the L/C, the total quantity should be delivered by the end of May. Although we have been trying our best to do as stipulated, it's rather difficult for us to make up the order owing to the unexpected heavy demand. The earliest possible time of shipment would be in June. Under such circumstances, we regret to have to ask you to extend the above L/C to 20 June and 5 July for shipment and negotiation respectively. The amendment shall reach us by May 5th.

Thank you for your cooperation.

Yours faithfully,

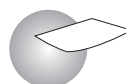
### 5. Write a letter according to the following information.

Illinois Limited Liability Company in America started a business with different products, which would produce batteries for laptops and notebooks. The biggest part in making those batteries is cylindrical Lithium-Ion cell, with 18 mm diameter.

美国伊利诺伊州有限责任公司开办了经营多种产品的企业,该企业生产手提电脑和笔记本电脑电池。生产这些电池最大的部件就是直径为18毫米的圆柱形锂离子电池。



They got an order from one customer in Australia to ship the goods in Sep. However they can not deliver the goods as stipulated owing to the shortage of chartering space. Please write a letter asking for the extension of L/C on behalf of the company.



## Key

1.

grant	(1) will be granted	(2) was granted	(3) granted	(4) to grant
attach	(1) attached	(2) attachment	(3) attached	(4) attachment
extend	(1) extend	(2) to extend	(3) extension	(4) extending
valid	(1) validity	(2) valid	(3) validity	(4) valid

2.

- (1) We faxed you today asking for a one-week extension of the L/C covering your order No.789 for 50 pieces cameras.
- (2) Please have the validity of your L/C extended until 2 July so that we may make shipment without fail.
- (3) Owing to the late arrival of L/C, we can not ship the goods at the time stipulated in the S/C. Therefore, the L/C should be extended as follows.
- (4) The importer should apply to the bank for extension of L/C 15 working days before the validity of L/C.
- (5) Extension advice of L/C has not been received. When did you send it? Please reply.
- (6) Please extend the shipment date and the validity of your L/C No. 111 to the end of January and 15 February, 2011 respectively.
- (7) The bank interests will be on our account if the L/C is extended another 180 days.
- (8) The seller has the right to ask the buyer to extend the L/C before shipment.

3.

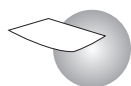
Dear Sirs,

We have received your letter covering 200 pieces of three-hands-with-calendar watches Model 27SW-436 and 100 pieces of multi-hands watches Model LJ-003 asking for 15 days more extension. We regret to say that we are unable to extend the subject L/C.

As we told you before, if goods are to be shipped in November, this would be too late for us to catch the season, which will inevitably cause us heavy losses.

You are requested to do your utmost to fulfill the order as contracted. Should you fail to do so, we will be compelled to cancel our order and hold you responsible for all our losses arising therefrom.

Yours faithfully,



5.

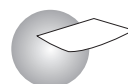
Dear Sirs,

With reference to your order of cylindrical Lithium-Ion cell, we regret to write to you that we are not in a position to deliver the goods as stipulated owing to the shortage of chartering space. Therefore, we have to ask you to extend the shipment & validity of the L/C from 18 September to 6 October and 3 October to 21 October respectively.

We hope that you are so kind to understand our position and regret to involve you into this inconvenience.

Thank you so much for your cooperation.

Yours faithfully,





# Unit 5

## Shipment and Insurance 装运和保险



### 概 述

买卖双方签订合同后,出口商备货装运。在货物到达买方之前,可能牵涉到的环节是:买方将包装、装运要求发给卖方;买方催促装运,要求卖方提前或准时装运;卖方发出装船通知;卖方通知买方投保等。不管是哪种情况,一般在开头部分都会提及交易中的商品,再就具体情况提出自己的要求。

为了保护商品免遭运输途中的各种风险或损失,在货物运输之前,买方(如果合同是以 FOB 或 CFR 为基础)或卖方(以 CIF 为基础)必须对货物向保险公司投保。双方交换一贯的投保惯例。写这类信函时注意遵循相关的保险条款。

### 写作要点及要求

有关装运的信函的写作目的有:催促尽早装运;修改装运条款;发装运通知;派送装运单据等。

#### 装运要点

开头: 1)提及订单、合同项下的商品名称和数量;

正文: 如果是通知装运的信,

2)通知装运并提出具体要求;

如果是催促早日装运的信,

2)要求早日装运并写出原因;

如果是修改装运条款的信,

2)建议采用其他装运条款并写出原因;

如果是包装要求的信,

2)发出包装须知;

如果是分批装运和转船的信,

2)要求允许分批装运和转船,并说明原因;

结尾: 3)期望合作,早日回信等。

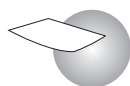
#### 保险要点

开头: 1)提及订单或合同项下的货物;

正文: 2)简要介绍保险及惯常做法;

3)指出保险金额、险种、保险费和额外保费、附加险等;

结尾: 4)期望。



# 14

## Packing Instructions 包装指示

### More Explanations (课文补充讲解)

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

\*\* indicative marks and warning marks (指示性标志和警示性标志) 用语:

THIS SIDE UP 此端向上

TOP 顶端

FRAGILE 易碎物品

KEEP DRY 保持干燥

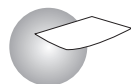
HANDLE WITH CARE 小心搬运

USE NO HOOK 请勿用钩

OPEN HERE 由此开启

DANGEROUS GOODS 危险物品

TO KEEP COOL 保持冷藏



INFLAMMABLE 易燃物品

LIFT HERE 由此起吊

PERISHABLE GOODS 易腐物品

v. mark 标志, 标出

e.g. 请给我方寄来一整套清洁已装船提单, 标明运费到付。

Please send us a full set of clean shipped on board B/L, marked "Freight to Collect".

请在包装箱的正面刷上我公司的缩写, 在缩写下画一个三角形, 标上包装箱号、件数和目的地。

Please mark on the front side of the package the abbreviation of our corporation, under which a triangle is printed with the number of the packages, number of the goods and the port of destination.

这次交易的成功标志着我们长期友好关系的开始。

The conclusion of this transaction will mark the beginning of our long friendly relations.

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.

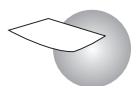
⑥ **turn out** 结果是……, 证明是……

e.g. 结果是与我们预期的一样。

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. 你尽可放心,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.

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

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

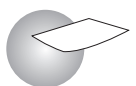
packed in bales of 50 kgs, net 捆装,每捆净重50公斤

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?

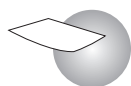
⑪ **in transit** 运送中的,运输途中

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.



## Main Points of the Letter (信件要点)

### Specimen 1

- a. enclosure of the contract
- b. detailed requirements for the shipping mark
- c. expectation of satisfaction

### Specimen 2

- a. receipt of the fax and thanks
- b. sending of order and requirements for the packing
- c. expectation of an early reply

## Chinese Version (译文)

麦克唐那&伊万有限公司的麦克·伊万致信吴刚,对装运标志提出要求。

### 信件一 唛头要求 (与第十课信件二相关)

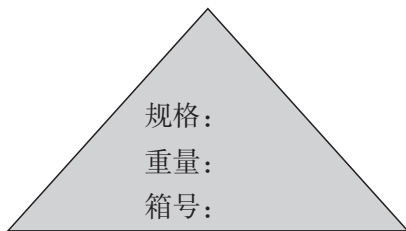
麦克唐那&伊万有限公司  
美国纽约劳顿大街58号

中国永胜贸易有限公司  
中国广东广州白云区前进路40号  
邮编510000

吴先生:

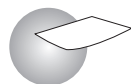
随函附寄7月1日订立的第HB-32号有关鞋子交易的合同,我方已会签。

由于货物需求旺盛,要求贵方按发盘中的规定时间装运。为了便于识别,在刷唛时,请注意在箱子外部将尺码和重量清晰地刷制在一个三角形内,并标明箱号,如下所示:



指示性标志如“此端向上”“防潮”都要印刷在外包装上,以避免由于疏忽引起不必要麻烦和费用。

我方相信一切都将会使我方满意。



(签名)  
麦克·伊万  
经理  
谨上

2021年7月3日

附件： HB-32号合同

信件二 包装方式  
(与第九课阅读二相关)

东西方贸易有限公司  
德国慕尼黑市奥托哈恩环路20号,D-81739

中国永胜贸易有限公司  
中国广东省广州市白云区前进路40号,510000

黄先生：

我方收到你方7月2日的邮件,非常感谢。

随函寄去我方已会签的有关5000套心形藤编篮的销售确认书。

由于此次是我们双方第一次交易,我方事先说明,所有货物都要用聚乙烯袋包装。每袋一套,每20套装一箱,内衬防水材料。注意箱子要牢固,以保护货物在运输中免受损坏。刷在外包装上的唛头如下：

EWTG

S2017808

München

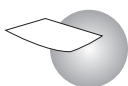
No.1-250

如果贵方认为可以接受,请速告知我方。

迈克尔·里戈尼经理  
谨上

2021年7月5日

附件:S20178058销售合同



## 补充阅读

### (一) 包装指示

(与第七课信件二相关)

李先生:

兹提及我方第 HD-210 号关于 50 吨大蒜的订单, 请注意大蒜采用 10 公斤规格网袋包装, 经得起粗鲁搬运。

我方相信你方已清楚上述要求且所交货物能令用户满意。

纳尼克·乌达米·汉达亚尼

谨上

2021 年 6 月 25 日

### (二) 包装说明

敬启者:

兹回复你方 8 月 20 日来信询问有关货物包装事宜, 我方说明如下:

(1) 内包装构成:

- 防水的一级容器—最大容量 1 升
- 防水的二级容器—最大容量 4 升/每外包装
- 吸水材料—置于一级容器与二级容器之间
- 多个一级容器须独立包装

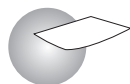
(2) 包装应牢固, 能经受得住运输中的正常震荡和装运。二级包装是防漏的。

(3) 整个包装的毛重等于或小于 30 公斤 (66 磅), 净重 28 公斤。

(4) 除毛重、净重和皮重外, 包装外部的唛头还应包括“中国制造”的字样。

如你方在这方面有特殊要求, 请立即告知。

谨上



## Key to the Exercises (习题答案)

### I. Basic Training

#### 1. Match the Chinese versions with the English expressions.

indicative marks	指示性标志
Polybag	聚乙烯袋
outer packing	外包装/大包装
shipping marks	唛头
water-proof materials	防水材料
Measurement	尺码

#### 2. Choose the best answer for each sentence.

(1) B (2) C (3) C (4) B (5) D

### II. Improving Training

#### 1. Fill in the blanks with the following words or expressions.

(1) are lined with (2) turns out (3) be packed in  
(4) make it clear (5) in transit

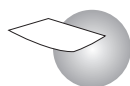
#### 2. Translate the following Chinese parts into English.

- (1) Containers used for packing the glass must be lined with soft padding.
- (2) We stipulate in the contract that the packing box shall be made of water-proof materials.
- (3) Please stencil our initials and order numbers on the outer packing.
- (4) We make it clear in advance that shipping mark are at seller's option.
- (5) Our rainwear will be packed in plastic bags, 10 dozen to a case, 30kgs each gross weight.

### III. Comprehensive Training

#### Evaluation of Training 实训评价

1. 本题满分为15分。
2. 评分标准通常分为五等:2分、5分、8分、11分和14分。
3. 评分标准:  
2分——信函格式错误,条理不清,思路紊乱,语言支离破碎或大部分句子均有错误,且多数为严重错误。  
5分——信函格式错误,基本切题。表达思想不清楚,连贯性差。有较多的严重语言错误。



8分——信函格式基本正确,基本切题。有些地方表达思想不够清楚,文字勉强连贯;语言错误相当多,其中有一些是严重错误。

11分——信函格式正确,切题。表达思想清楚,文字连贯,但有少量语言错误。

14分——信函格式正确,切题。表达思想清楚,文字通顺,连贯性较好。基本上无语言错误,仅有个别小错。

#### 4. 加分标准:

能正确使用某些所提供的参考词汇卷面加2分,但总分不能超过15分。

注:白卷,信函与题目毫不相关,或只有几个孤立的词而无法表达思想,则给0分。

### 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.

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

FN

CN0892

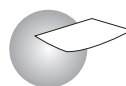
VANCOUVER

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,



## More Exercises (补充练习及答案)

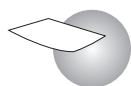
### 1. Choose one to fill in the blanks (words can be used more than once).

pack packed packing package repacked

- (1) Please see to it that the \_\_\_\_\_ is suitable for a long sea voyage.
- (2) You know that the appearance of the \_\_\_\_\_ contributes greatly to the sale of the consumer packing.
- (3) All the canned fruits and meat are to be \_\_\_\_\_ in cartons.
- (4) We \_\_\_\_\_ our shirts in plastic lined, water-proof cartons, reinforced with metal straps.
- (5) It was found upon examination that nearly 20% of the \_\_\_\_\_ has been broken.
- (6) The goods had been \_\_\_\_\_ before delivering to our customers.
- (7) Your comments on \_\_\_\_\_ will be passed on to our manufacturers for their reference.
- (8) We are afraid that we shall have to charge more for the designated \_\_\_\_\_, as it calls for extra labor and cost.
- (9) A thorough examination showed that the broken legs were due to improper \_\_\_\_\_, for which the suppliers should be definitely responsible.
- (10) After a check-up by our staff at the warehouse, it was found that some bags had not been \_\_\_\_\_ in 5-ply strong paper bags as stipulated in the contract, thus resulting in the breakage during transit.

### 2. Fill in the blanks with suitable prepositions.

- (1) All the canned beef are to be packed \_\_\_\_\_ cartons.
- (2) Our men's shirts are packed \_\_\_\_\_ boxes \_\_\_\_\_ 1 dozen each, 60 boxes \_\_\_\_\_ a carton lined \_\_\_\_\_ water-proof paper.
- (3) A thorough examination showed that the broken kegs were due \_\_\_\_\_ improper packing.
- (4) The tea \_\_\_\_\_ the captioned contract should be packed \_\_\_\_\_ international standard tea boxes, 24 boxes \_\_\_\_\_ a ballet, 10 pallets \_\_\_\_\_ an container.
- (5) Please mark the outer packing \_\_\_\_\_ our initials ACC \_\_\_\_\_ a diamond, under which the port of destination and our order number should be stenciled.



### 3. Translate the following sentences into English.

- (1) 由于商品本质特性,需用铝箔包装。(pack)
- (2) 包装要适合长途海运。(fit for)
- (3) 货物用木箱装,衬以塑料。(line with)
- (4) 每件机器装入塑料袋中或者用防水纸包裹装入箱内。(pack into)
- (5) 我方将HX115号货物用纸箱装,每箱20公斤。(pack...of ...each)
- (6) 运输标志是刷制在货物运输包装上的图案、字母、文字或数字。(shipping mark, stencil)

### 4. Dictation

Dear Sirs,

We are writing to inform you of our requirements for the packing.

The packing of the goods shall be preventive from dampness, rust, moisture, erosion and shock, and shall be suitable for ocean transportation/multiple transportation. The Seller shall be liable for any damage and loss of the goods attributable to the inadequate or improper packing. The measurement, gross weight, net weight and the cautions such as "Do not stack up side down", "Keep away from moisture", "Handle with care" shall be stenciled on the surface of each package with fadeless pigment.

Thanks for your close cooperation.

Yours sincerely,

5. You accept an order from a buyer. Now you're writing a letter to inform him of your packing conditions. Finish the following letter according to the requirements in the brackets.

Dear Mr. Smith,

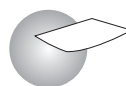
Re: \_\_\_\_\_ (写明主题)

We are so pleased to receive your order of May 20. As a reply to \_\_\_\_\_ (对方有关包装方式的咨询), we would like to state clearly as follows:

The bicycle \_\_\_\_\_ (每辆装入瓦楞纸箱中,外面用塑料带捆扎). Each carton \_\_\_\_\_ (每箱毛重为18.5公斤,净重15公斤). \_\_\_\_\_ (如对方有任何包装或唛头的要求,会尽量予以满足).

If you \_\_\_\_\_ (如能接受上述包装方式,尽快传真确认此事).

Yours truly,



## Key

1.

(1) packing (2) package (3) packed (4) packed (5) package  
(6) repacked (7) packing (8) packing (9) packing (10) packed

2.

(1) in (2) in, of, to, with (3) to (4) under, in, to, to (5) with, in

3.

(1) The goods are packed in aluminum foil owing to its nature.  
(2) The packing shall be fit for long-distance ocean transportation.  
(3) The goods are packed in wooden cases, lined with plastics.  
(4) Each machine is packed into plastic bags or wrapped by water-proof paper and packed into cartons.  
(5) We'll pack goods under No. HX115 in wooden cases of 20 kgs each.  
(6) Shipping mark are the designs, letters, words, or numbers stenciled on the transportation packing of cargoes.

5.

Dear Mr. Smith,

Re: Packing Conditions

We are so pleased to receive your order of May 20. As a reply to your inquiry about the packing, we would like to state clearly as follows:

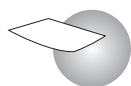
The bicycle is packed in corrugated case reinforced with plastic straps. Each carton is 18.5 kgs in gross weight of 15 kgs net.

Should you have any requirements to the packing or shipping mark, we will do our best to satisfy you.

If you agree to the above packing modes, please fax us your confirmation as soon as possible.

Yours truly

\_\_\_\_\_(略)\_\_\_\_\_(签名)



# 15

## Shipment 装运

### More Explanations (课文补充讲解)

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** 竭尽全力,做最大的努力

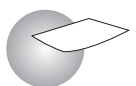
e.g. 我方尽最大努力按合同规定的日期装运货物。

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.

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

⑦ **via** *prep.* 经由

send the letter via airmail 通过空邮寄

via Shanghai 经由上海

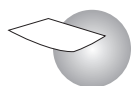
travel via London 取道伦敦的旅行

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.



## Main Points of the Letter (信件要点)

### Specimen 1

- a. referring to the goods and no news of shipment
- b. asking for shipment and giving the reason—urgent need of the goods
- c. expecting delivery

### Specimen 2

- a. receipt of the letter
- b. statement of the reasons for delay of shipment
- c. proposal of transshipment
- d. expectation of reply

## Chinese Version (译文)

### 信件一 催促装运 (与第十二课信件二相关)

王先生：

关于我方第393号订单项下的40,000件女士纯棉T恤衫,我方7天前已寄给你方不可撤销信用证,遗憾我方还未从贵公司收到任何关于运输的消息。

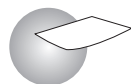
由于销售季节很快来临,我方市场需求很大,装运方面的任何延迟都会给我方带来很大困难。如果货物不能及时上市以满足用户的需求,我们先前的所有努力都是无意义的。

提请你方注意的是:根据合同规定,由于交货延迟引起的任何损失由你方赔付。目前,你方当务之急是尽最大努力立即发货。

对你方的合作提前表示感谢。

谨上

2021年10月15日



信件二 要求转运  
(对信件一的回复)

G·P·约翰逊先生:

事由:女士纯棉T恤衫的393号订单

我方已收到贵方10月15日的来信,询问上述货物的确切装运信息。

由于从广州到目的港直达班轮稀少,我方仍等待本地航运公司有关舱位的回复。坦白地说,我方在订舱方面有些困难,希望贵方能理解我方处境,我方尽最大能力在相关信用证到期之前装运货物。我们会尽早传真告知我方努力的结果。

另外一个方案是转运货物,这我方已在上一封信中提过,请参见我方2021年10月5日的信函。如果你方允许我方在费里克斯托转船,我方保证货物将及时到达贵方港口。那样的话,就要相应修改信用证了。

请尽快给予回复。

谨上

2021年10月16日

## 补充阅读

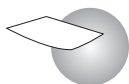
### (一) 装船指示

敬启者:

兹确认收到你方10月5日的来信。关于3000吨小麦,溢短装3%,由你方决定。我方很高兴告知你方装载率为每连续24小时晴天工作日2000吨,包括星期日和装运港口假日。超过这一数字,时间将按比例计算。我方必须指出你方应该提交装载日的最终确认书,以便我方对装载进行适当安排,因为我方还有其他装载任务。我方同意滞期费和速遣费由卖方和船主直接解决,你方必须在载货船舶抵达目的港之前15天通知我方预计到达时间。

请确认后尽早回复。

谨上



(二) 装船通知  
(与第十四课信件一相关)

伊文斯先生:

7月25日询问第322号合同货物装运情况的来信收悉。

因为未能取得从广州到纽约的货位而造成延误,本人深感歉意。但是,该货已于昨日装运上潘迪特号轮船,直接驶往纽约。

随函敬附下列装运单据:

- 1、不可转让的提单一份;
- 2、商业发票一式两份;
- 3、质量证明一份;
- 4、数量证明书一份;
- 5、保险单一份。

本人很高兴能够按照合约订明的要求履行订单,深信此货将在销售季节之前及时运抵你方,而且保证会令你方完全满意。本人保证你方会得到我方及时、认真的关注。

吴刚谨上

2021年8月5日

\*小贴士:装船通知的格式,请参看单证部分第九课。

## Key to the Exercises (习题答案)

### I. Basic Training

1. Match the Chinese versions with the English expressions.

shipping company	航运公司
end-user	最终用户
compensation	补偿
direct liner	直达轮
shipping space	海运舱位
transshipment	转船

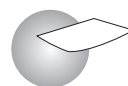
2. Choose the best answer for each sentence.

- (1) A    (2) B    (3) C    (4) A    (5) A

### II. Improving Training

1. Fill in the blanks with the following words or expressions.

- (1) cater for                      (2) compensate for                      (3) do your utmost  
(4) alternative way                      (5) at our end



## 2. Translate the following Chinese parts into English.

- (1) Any delay in shipment will involve us in inconvenience.
- (2) As requested in the contract, any losses arising from delay of shipment will be compensated by you.
- (3) The goods we dispatched to you will cater for the requirements of your customers.
- (4) Because of the large quantity involved in this shipment, please do your utmost to arrange shipment.
- (5) We will ship the goods immediately so that you can put the goods on the market.

## III. Comprehensive Training

### Evaluation of Training 实训评价

1. 本题满分为15分。
2. 评分标准通常分为五等:2分、5分、8分、11分和14分。
3. 评分标准:
  - 2分——信函格式错误,条理不清,思路紊乱,语言支离破碎或大部分句子均有错误,且多数为严重错误。
  - 5分——信函格式错误,基本切题。表达思想不清楚,连贯性差。有较多的严重语言错误。
  - 8分——信函格式基本正确,基本切题。有些地方表达思想不够清楚,文字勉强连贯;语言错误相当多,其中有一些是严重错误。
  - 11分——信函格式正确,切题。表达思想清楚,文字连贯,但有少量语言错误。
  - 14分——信函格式正确,切题。表达思想清楚,文字通顺,连贯性较好。基本上无语言错误,仅有个别小错。
4. 加分标准:

能正确使用某些所提供的参考词汇卷面加2分,但总分不能超过15分。

注:白卷,信函与题目毫不相关,或只有几个孤立的词而无法表达思想,则给0分。

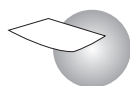
### Reference 参考答案

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,

## More Exercises (补充练习及答案)

### 1. Translate the following sentences into English.

- (1) 我们没法取得舱位,所以要求转运。(obtain shipping space)
- (2) 另一种方法就是我们将货物分批装运。(alternative)
- (3) 有时因为在生产国找不到合适的装运港,我们不得不转船。(transship)
- (4) 第E493号合同和第2864号信用证项下3,000台彩电到目前为止,仍未收到任何装船消息。这给我们带来很大麻烦。(involve in)
- (5) 据我所知,在香港转船期间有货物被盗或损坏的风险。(pilferage or damage)
- (6) 开往你地的轮船非常稀少,我们很难在直达轮上订到舱位。  
(few and far between, direct liner)
- (7) 我方用户希望收到令人满意的货物。(end-user, to one's satisfaction)

### 2. Comprehensive Training

You have concluded a transaction of Nokia cell phones with a Korean businessman on FOB basis. Now write a letter to give shipping instruction and packing details as follows:

- a. 已经向中国远洋运输公司(China Ocean Shipping Company)订妥舱位。
- b. 装船的具体事宜移交给轮船公司代理,请与他们接洽。
- c. 唛头要求如下:在外包装上刷上我公司的首字母缩写“HW”、目的港、订单号和件号。
- d. 希望准时装船。

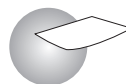
### 3. Dictation

The goods which you ordered on 16th February have been shipped today on board s.s “Merry Captain” from H.K.

We have taken special care to include in the consignment only items suited to conditions in Nigeria. We hope you will be pleased with our selection.

From the enclosed copy of invoice you will see that price of \$2,980 is well within the maximum figure you stated. We have drawn on your bank for this amount at sight, attaching the shipping documents (B/L in duplicate and Insurance Policy) to our draft.

As arranged, we have instructed the bank to give up the documents against payment of our draft which we recommend to your protection.



4. Finish the following letter according to the requirements in the brackets.

Dear Sirs,

Re: Contract no. 12345

Referring to our previous letters we wish to call your attention to the fact that \_\_\_\_\_ (至今未收到有关装运的任何消息) under the captioned contract.

As you have been informed in one of our previous letters, \_\_\_\_\_ (我方客户急需合同上所订的机器) and are in fact \_\_\_\_\_ (催促我方确认提早装船).

Under the circumstances, \_\_\_\_\_ (很明显我方不可能再次延展相关信用证), which expires on 20th August, and we feel it our duty to remind you of this matter again.

As your prompt attention to shipment is most desirable to all parties concerned, we hope you will \_\_\_\_\_ (尽快传真装船通知给我方).

Yours faithfully,

## Key

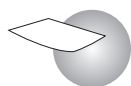
1.

- (1) We cannot obtain the shipping space, so we ask for transshipment.
- (2) An alternative is to make partial shipment.
- (3) Sometimes, we have to make transshipment because there is no suitable loading port in the producing country.
- (4) We haven't received any news about shipment of 3,000 color TV sets under Contract No. E493 and L/C No. 2864, which involves us in big trouble.
- (5) So far as I know, there are risks of pilferage or damage to the goods during transshipment via Hongkong.
- (6) As the steamer to your port is few and far between, it is difficult for us to book shipping space on a direct liner.
- (7) Our end-users hope to receive goods to their satisfaction.

2.

Dear Sirs,

We confirm having concluded the transaction of 1,000 Nokia cell phones on FOB basis.



We are writing to inform you of the shipment of our goods. The name and address of your company are given to China Ocean Shipping Company, who is designated as our agent. We have booked shipping space on s.s “Fanyang”. For further instruction, please contact our shipping company who will arrange shipment.

Please note that when you make shipping mark, our initials “HW”, port of destination, order numbers and package numbers shall be stenciled on outer packing.

The goods are in urgent need in our market and we are looking forward to your prompt shipment.

Yours faithfully,

4.

Dear Sirs,

Re: Contract no. 12345

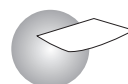
Referring to our previous letters we wish to call your attention to the fact that up to the present moment no news has come from you about the shipment under the captioned contract.

As you have been informed in one of our previous letters, the users are in urgent need of the machines contracted and are in fact pressing us for assurance of an early delivery.

Under the circumstances, it is obviously impossible for us to make further extension, which expires on 20th August, and we feel it our duty to remind you of this matter again.

As your prompt attention to shipment is most desirable to all parties concerned, we hope you will fax us the shipping advice without any delay.

Yours faithfully,



# 16

## Insurance 保险

### More Explanations (课文补充讲解)

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

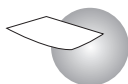
Fresh and /or Rain Water Damage Risks 淡水雨淋险

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



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

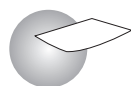
premium tariff 保费率表

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

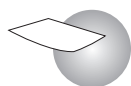
e.g. 当被保险货物遭受损失或损害时,保险公司将根据保险单上规定的保险条款进行赔偿。

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%

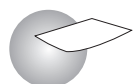
⑮ **bear** *v.* 承担,负担

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.



## Main Points of the Letter (信件要点)

### Specimen 1

- a. receipt of enquiry of insurance
- b. the usual practice of insurance
- c. coverage of PICC
- d. further information

### Specimen 2

- a. receipt of the fax
- b. usual practice of insurance and disposal of extra premium
- c. expectation of early reply

## Chinese Version (译文)

雅加达国际香料有限公司的汉达亚尼先生向中国永胜贸易公司询问保险安排。李文写信告知保险惯例。

### 信件一 保险惯例

(与第十四课补充阅读一相关)

Handayani 先生:

事由:第 HD-210 号合同

你方 4 月 25 日询问上述订单保险的信函收悉。

对于按 CIF 条件出售之货物,我公司将按发票金额 110% 承保冷藏一切险。你方如要投保更多险别,所需额外保险费用由买方负担。货物抵达保险单指定的目的地并送达收货人仓库后,保险即告终止。请注意,被保货物自在终点卸货港、从海轮上卸下至货到收货人仓库,保险责任期为 60 天。

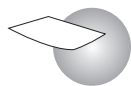
如果货物发生损坏,可向你处中国人民保险公司代理提出索赔,他们将负责赔偿你方所遭受的损失。

索赔应尽快提出。向海洋承运人提出的索赔,在货物从远洋轮上卸下后一年内有效。

中国人民保险公司享有很高声望。根据该公司海洋运输货物保险条款,其海洋运输保险单所承包的主要险别有:平安险、水渍险和一切险。欲了解详情,请与中国人民保险公司或与该公司在贵地的代理人联系。

谨上

2021 年 4 月 26 日



信件二 保险要求的回复  
(与第十四课信件一相关)

伊文斯先生:

贵公司7月10日要求我公司按发票金额的150%给货物投保的邮件收悉。

由于该笔生意是以CIF价成交的,按惯例,我们将按发票金额加成10%向中国人民保险公司投保一切险。

如果你方要求按发票金额的150%投保,我公司可代为办理,但是,发票金额的110%和150%之间的差额保险费由贵公司承担。

早复为盼。

谨上

2021年7月15日

## 补充阅读

### (一) 投保惯例

敬启者:

兹谈及你方10月6日来信,要求为出口瓷器投保。

我们的惯例是:顾客无具体要求时,我方在CIF基础上,按发票金额110%投保平安险和战争险。对此货物不投保破碎险。然而对于易碎货物,如窗户玻璃、瓷砖,破碎险是一种特殊险,若你方负担额外保险费,我方也可满足顾客的要求,保险免赔率为5%。

应指出的是一旦被保险货物在最终目的港卸离海轮,保险责任期为60天。

如你方能早日确认,我们将不胜感激。

谨上

### (二) 投保通知

敬启者:

事由:4476号保单

兹证明已将货物以中国非金属矿工业集团公司上海分公司的名义投保。

金额:2,000美元

品名及数量:200台电热水器

自:上海 至:大阪

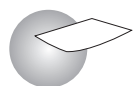
船名:自由之星

开航日期:2021.5.20

如发生损坏,由日本海事检定协会调查,在上海赔付。

本保险单于2021年5月5日在上海签发,一式两份。

谨上



## Key to the Exercises (习题答案)

### I. Basic Training

#### 1. Match the Chinese versions with the English expressions.

insurance agent	保险代理
All Risks	一切险
extra premium	额外保费
insurance policy	保险单
WPA	水渍险
FPA	平安险

#### 2. Choose the best answer for each sentence.

- (1) C (2) B (3) D (4) D (5) A

### II. Improving Training

#### 1. Fill in the blanks with the following words or expressions.

- (1) insurance policy (2) extra premium (3) invoice value  
(4) insure the goods against (5) effect insurance

#### 2. Translate the following Chinese parts into English.

- (1) We can cover all the risks of ocean transportation.  
(2) If additional risks are insured, extra premium will be borne by the buyer.  
(3) We usually insure for 110% of the invoice value.  
(4) Buyer will undertake to bear premium and freight.  
(5) Under Ocean Cargo Clause, the goods are insured by the seller.

### III. Comprehensive Training

#### Evaluation of Training 实训评价

1. 本题满分为15分。

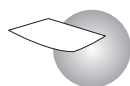
2. 评分标准通常分为五等:2分、5分、8分、11分和14分。

3. 评分标准:

2分——信函格式错误,条理不清,思路紊乱,语言支离破碎或大部分句子均有错误,且多数为严重错误。

5分——信函格式错误,基本切题。表达思想不清楚,连贯性差。有较多的严重语言错误。

8分——信函格式基本正确,基本切题。有些地方表达思想不够清楚,文字勉强连贯;语言错误相当多,其中有一些是严重错误。



11分——信函格式正确,切题。表达思想清楚,文字连贯,但有少量语言错误。

14分——信函格式正确,切题。表达思想清楚,文字通顺,连贯性较好。基本上无语言错误,仅有个别小错。

4. 加分标准:

能正确使用某些所提供的参考词汇卷面加2分,但总分不能超过15分。

注:白卷,信函与题目毫不相关,或只有几个孤立的词而无法表达思想,则给0分。

## 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!

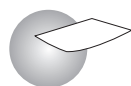
Yours faithfully,

## More Exercises (补充练习及答案)

### 1. Fill in the blanks with the proper words given.

covering	against	premium	coverage	insure
for	bear	prestige	covered	reputation

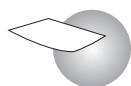
- (1) Please arrange insurance on the goods \_\_\_\_\_ All Risks.
- (2) The \_\_\_\_\_ rate for the proposed shipment against WPA is 0.7%.
- (3) If a higher percentage is required, we may do accordingly but you have to \_\_\_\_\_ the extra premium as well.
- (4) We usually effect insurance \_\_\_\_\_ 110% of the invoice value.



- (5) I'd like to have the insurance \_\_\_\_\_ for 130% of the invoice value.
- (6) The trademark of "Dancing Red Devil Fireworks" enjoys high \_\_\_\_\_ in the main markets of Europe and America.
- (7) Our products rank in front in the same field not only for the technologic norm but also the adoptability which bring our company high \_\_\_\_\_ in the line.
- (8) Please \_\_\_\_\_ the article against WPA.
- (9) We regret being unable to comply with your request for \_\_\_\_\_ insurance for 150% of the invoice value.
- (10) We can provide such additional \_\_\_\_\_ at a slightly higher premium.

## 2. Translate the following sentences into Chinese.

- (1) Insurance policy or certificate settling agent's name is to be indicated, and any additional premium to cover uplift between 10 and 17% may be drawn in excess of the credit value.
- (2) Insurance policy or certificate covers WPA (or FPA) and war risks as per Ocean Marine Cargo Clause and Ocean Marine Cargo War Risk Clauses of the People's Insurance Company Of China dated 1/1/1981.
- (3) The insurance policy is in triplicate covering all risks and war risks including breakage in excess of five per cent on the whole consignment and including w/w up to buyer's godown in Penang.
- (4) Insurance policy is issued and endorsed to order ... for the face value of invoice plus 10% within 15 days after arrival of goods at destination, only against FPA and TPND.
- (5) Insurance policy or certificate is issued by an insurance co. with WPA clause covering the merchandise for about 10% above the full invoice value including unlimited transshipment with claims payable at Singapore .
- (6) Marine insurance policy includes "both to blame" collision clauses and fully covers the shipment.
- (7) Shortage is included in weight in excess of 0.5% (with 0.5% franchise) on the whole consignment.
- (8) Please insure WPA & risk of fire for 60 days in customs warehouse after discharge of the goods at port of destination subject to CIC.
- (9) This insurance must be valid for a period of 60 days after arrival of merchandise at inland destination.



(10) Insurance policy or certificate covers FPA including the risk of war and risks of SRCC as per ICC dated...and institute war clauses dated...and institute SRCC clauses dated...

### 3. Translate the following letter into English.

敬启者：

关于我方购货确认书356号项下的5,000件木制玩具，现通知你方，我们已由中国银行开立了第56号保兑的、不可撤销的信用证。

请注意上述货物必须在31日前到达我方港口。保险须按发票金额的110%投保一切险和战争险，额外的保险费由我方负担。

我方等候你方的装船通知。

### 4. Dictation

Dear sirs,

We wish to insure against All Risks for the sum of \$925 on 4 c/s fancy leather goods, marked AS1-4.

These goods are now lying at No. 2 Dock, Liverpool, waiting to be shipped per s.s. "Peace", due to leave for Bombay on Friday, 23rd June.

We require immediate cover as far as Bombay and shall be grateful if you will let us have the policy as soon as it is ready. In the meantime, please let us have your confirmation that you hold the consignment covered.

Yours faithfully,

### 5. Finish the following letter according to the requirements in the brackets.

Dear Mr. Laurence,

Re: \_\_\_\_\_ (写明主题)

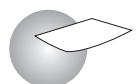
We are in receipt of your letter of June 11, informing us that \_\_\_\_\_  
\_\_\_\_\_ (货物已备妥待运). As contracted,  
\_\_\_\_\_ (由卖方按发票金额的110%投保水渍险).

But as you know, \_\_\_\_\_  
(最近运输途中常出现恶劣的天气). Therefore, we would like to \_\_\_\_\_  
\_\_\_\_\_ (要求能代为加保至发票金额的130%). If so, \_\_\_\_\_ (我们将负担额外保费).

We shall appreciate it if you \_\_\_\_\_ (尽快确认此事).

Yours truly,

\_\_\_\_\_ (签名)



## Key

1. (1) against (2) premium (3) bear (4) for (5) covered  
(6) prestige (7) reputation (8) insure (9) covering (10) coverage

2.

- (1) 保险单或凭证须表明理赔代理人的名称,保险费如增加10%~17%可在本证金额以外支付。
- (2) 保险单或凭证根据中国人民保险公司1981年1月1日的海洋运输货物保险条款和海洋运输货物战争险条款投保水渍险(或平安险)和战争险。
- (3) 保险单一式三份,投保一切险和战争险包括破碎损失有5%绝对免赔率,按全部货物计算,包括仓至仓条款,负责到买方在檳城的仓库为止。
- (4) 按发票面值加10%投保平安险和盗窃提货不着险,货物到达目的地后15天有效,保险单开给或背书给……
- (5) 由保险公司签发的保险单或凭证按发票总金额另加10%投保水渍险,包括非限定转船的损失,在新加坡赔付。
- (6) 海运保险单包括负责船舶共同过失互撞条款和全部货载。
- (7) 包括短量损失有0.5%绝对免赔率(0.5%相对免赔率),按全部货物计算。
- (8) 按照中国保险条款投保水渍险和火险,在目的港卸货后存入海关仓库60天为止。
- (9) 本保险在货物到达内地的目的地后60天有效。
- (10) 按照×年×月×日伦敦保险学会条款和×年×月×日学会战争险条款以及×年×月×日学会罢工、暴动、民变险条款投保平安险、战争险和罢工、暴动、民变险。

3.

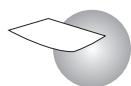
Dear Sirs,

Referring to 5,000 pieces wooden toys under our S/C No.356, we are informing you that we have opened a confirmed irrevocable L/C No.56 with Bank of China.

Please note that the above shipment should be at our port before 31st. Insurance is to be covered for 110% invoice value against all risks and war risk. Extra premium is for our account.

We are waiting for your shipping advice.

Yours faithfully,



5.

Dear Mr. Laurence,

Re: Additional Insurance Amount

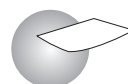
We are in receipt of your letter of June 11, informing us that the goods have been ready for shipment. As contracted, the insurance is effected by the seller against WPA for 110% of the invoice value.

But as you know, severe weather has recently occurred during transit. Therefore, we would like to ask you to increase the insurance amount to 130% of the invoice value. If so, the extra premium will be for our account.

We shall appreciate it if you fax us your confirmation without any delay.

Yours truly,

\_\_\_\_\_(略)\_\_\_\_\_(签名)





# Unit 6

## Complaints and Claims 申诉和索赔



### 概 述

索赔函电产生于国际贸易业务活动中某一方没有履行合同或履行合同不令人满意的情况。但常常是即使双方很小心,仍然会有申诉和索赔情况出现。解决争议,达成索理赔协议,须经双方平等协商,从而理顺贸易关系,解决业务纠纷,建立国际贸易新秩序,创造良好的国际贸易环境,促进世界范围的经贸事业繁荣发展。对于索理赔函电的拟写,索赔方要实事求是,据理力争;理赔方要澄清事实,分辨是非。这样就有利于妥善解决纠纷。反之,双方措辞激烈,剑拔弩张,咄咄逼人,或非分奢望,或赖账狡辩,都不仅无助于解决纠纷,最终很可能会适得其反。

### 写作要点及要求

这类信函通常包括:

开头: 1) 说明写信的原因——收到货物或提及申诉或索赔的事件;

正文: 2) 具体介绍发生的事情,如有证据可提供;

3) 提出自己的要求,如要求退货、赔钱等;

结尾: 4) 期望及时处理或早日回复等。

回信要点:

接受申诉或理赔的回信:

开头: 1) 收到来信;

2) 对申诉或索赔表示很遗憾;

正文: 3) 接受索赔,进行解决,如替换货物、退货、将缺货发出或赔偿等;

结尾: 4) 表示道歉和进一步合作的希望。

不能接受申诉或索赔的回信:

开头: 1) 收到来信;

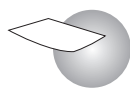
2) 表示遗憾;

正文: 3) 不同意理赔,说明原因,如对事件进行调查、提出证据说明不能负责等;

4) 提出解决建议;

结尾: 5) 期望以后合作的机会。

每封信件的具体内容需要根据实际情况加以调整。



# 17

## Complaint 投诉

### More Explanations (课文补充讲解)

① **complaint** *n.* 抱怨, 起诉, 申诉

e.g. 任何关于产品质量的诉讼需在货物到达后15天内提出。

Any complaint about the quality of the products should be lodged within 15 days after their arrival.

有买主抱怨运去的货物质量与合同不符。

We have a buyer who complained about the inconformity of quality of goods shipped with the contract.

② **match** *v.* 相配; 十分相似; 和……符合

e.g. 我们希望这批货跟上个月你寄来的样品一样。

We hope the shipment will match the sample you sent us last month.

③ **make up** 包装; 补偿

e.g. 我们希望你能补偿损失。

We hope you could make up the losses.

④ **have no choice but to (do)** 别无他法, 只好

e.g. 我们不得不取消订货。

We have no choice but to cancel the order.

我们不得不拒收货物, 因为你方发错货物了。

We have no choice but to decline the goods as you made delivery of the wrong goods.

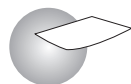
⑤ **replace** *v.* 提供代替品, 替换

句式: replace A with/by B

replace A

A be replaced with B

B replace A



replace with/by B

*n.* replacement 代替或被代替的行为或过程; 替换; 替换货物

make replacement with B

make replacement of A

⑥ **agreed** *adj.* 已一致(同意)的; 经过协商的

*n.* agreement 协议, 协定

make agreement with sb. in sth. 与……在……方面达成协议

be in agreement with sb. 同意某人

be in agreement with sth. 与……相符, 一致

*adj.* agreeable 适合的; 同意的, 赞成的, 适宜的

sth. be agreeable to sb. 某事使某人满意, 某人可以接受某事

sb. be agreeable to sth. 某人同意某事

agreeable weather 适宜的天气

e.g. 我们同意你方建议。

We are agreeable to/agree to your suggestion.

你方报盘我们可以接受。

Your offer is agreeable to us.

⑦ **bring this matter to one's attention** 使某人注意某事

同义: call/ draw/invite one's attention to sth.

⑧ **look into** 调查

e.g. 我们会对你方所抱怨一事进行调查。

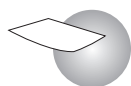
We will look into your complaint.

⑨ **fault** *n.* 缺陷, 故障, 缺点

*adj.* faulty 有缺陷的, 有缺点的

faulty goods 有毛病的货物

faulty packing 有缺陷的包装



## Main Points of the Letter (信件要点)

### Specimen 1

- a. referring to the goods
- b. complaining and giving the details
- c. suggesting the settlement of replacement
- d. expecting early reply

### Specimen 2

- a. concerning about the complaint
- b. looking into the complaint and giving the result
- c. dispatching correct goods
- d. apologizing for inconvenience

## Chinese Version (译文)

东西方贸易有限公司的迈克尔·里戈尼经理写信给中国永胜贸易有限公司经黄凯,向其申诉收到的藤编篮子的低劣质量

### 信件一 抱怨产品质量 (对第五课信件二的回复)

东西方贸易有限公司  
德国慕尼黑市奥托哈恩环路20号, D-81739

中国永胜贸易有限公司  
中国广东省广州市白云区前进路40号  
邮编 510000

尊敬的黄先生:

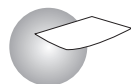
我方6月25日第250号订单的心型藤编篮已经按时到达,我们已提货。

令我们失望的是,我们仔细地检查了货物,发现跟我们所订货物不相符合。货物跟你方寄给我方的样品不一样,有些货物的质量太差了,我们认为在打包货物时出了错。

因此,我们不得不要求你方将货物运回,用我方所订货物替换这些。如你方能够替换,我们打算允许从你方确认可以提供所需货物起计算交货日期。

盼望你方早日答复。

(签名)  
迈克尔·里戈尼  
经理  
谨上  
2021年12月12日



信件二 接受申诉  
(对信件一的回复)

尊敬的里戈尼先生:

你方投诉我们所供你方订单250号的心型藤编篮一事,我们深为关切。但你方将此事提醒我方注意,我们十分高兴。

我们调查了此事,发现货物的质量确实跟样品不相符合。经追查,发现原因是由于包装时出了问题,有些不合格产品被打包并发送给了你方。

我方正安排发寄正确货物给你方。相关单据准备好后马上寄出。关于发错的货物,请保存,我们已通知我方代理,他会拜访你方的。

对由于我方错误给你方带来的不便我们表示道歉。

(签名)

黄凯

经理

谨上

2021年12月15日

## 补充阅读

### (一) 包装不当引起的抱怨 (对第十五课信件二的回复)

尊敬的王先生:

事由:第393号女士纯棉T恤衫订单

贵公司于2021年11月10日发往我公司的上述订单项下T恤衫已于今日到港。经SGS港口办检验(检验证明附后),发现该批货物部分外包装纸箱损坏,部分T恤衫有污渍。

尽管不是所有到货受损,此次事件提示纸箱质量太差或纸箱在装箱时遭受粗鲁搬运。希望在处理我方后续订单时你方能注意避免此类事件。

该T恤衫虽能使用,但按目前情况,我们无法以正常价格出售,故我公司希望你们能在发票价格基础上给予10%的折扣。如果贵公司不能同意的话,我们只能将该批货物退回,要求替换。早复为盼。

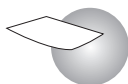
格兰·P·约翰逊

经理

谨上

2021年1月15日

附件:质检证



## 信件二 申诉复信

尊敬的约翰逊先生：

贵公司于2018年1月15日来信投诉经由海洋帝王号轮装运的棉T恤衫出现问题,本公司非常遗憾。

经仔细调查,证实该批货物离埠时完好无缺,提单可作证明。显然你方所抱怨的损失是发生于运送途中,因此本公司不能对该损失负责。

我方建议你方向船公司即帝王航运公司索赔,他们应该对此负责。

本公司感激贵公司知会本公司上述事宜,亦乐意代向船公司商讨赔偿问题。

盼望能尽早解决有关问题。

王林  
谨上

## Key to the Exercises (习题答案)

### I. Basic Training

1. Match the Chinese versions with the English expressions.

shipper	发货人
complaint	投诉
sales confirmation	销售确认书
shipment date	装运期
agreement	协议
faulty quality	有缺陷的质量

2. Choose the best answer for each sentence.

- (1) B (2) C (3) B (4) C (5) C

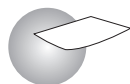
### II. Improving Training

1. Fill in the blanks with the following words or expressions. Change the form if necessary.

- (1) have no choice but to (2) replace (3) took delivery of  
(4) look into (5) made up

2. Translate the following Chinese parts into English.

- (1) Your last shipment is so disappointing that we have to lodge a complaint against you.  
(2) To our great surprise, we find they are far below the standard and do not match the sample.



- (3) Damage to the goods resulted from rough loading at the dock.
- (4) We require you to replace the goods with the perfect goods.
- (5) We have no choice but to return the goods to you

### III. Comprehensive Training

#### Evaluation of Training 实训评价

1. 本题满分为15分。
2. 评分标准通常分为五等:2分、5分、8分、11分和14分。
3. 评分标准:
  - 2分——信函格式错误,条理不清,思路紊乱,语言支离破碎或大部分句子均有错误,且多数为严重错误。
  - 5分——信函格式错误,基本切题。表达思想不清楚,连贯性差。有较多的严重语言错误。
  - 8分——信函格式基本正确,基本切题。有些地方表达思想不够清楚,文字勉强连贯;语言错误相当多,其中有一些是严重错误。
  - 11分——信函格式正确,切题。表达思想清楚,文字连贯,但有少量语言错误。
  - 14分——信函格式正确,切题。表达思想清楚,文字通顺,连贯性较好。基本上无语言错误,仅有个别小错。
4. 加分标准:
  - 能正确使用某些所提供的参考词汇卷面加2分,但总分不能超过15分。
  - 注:白卷,信函与题目毫不相关,或只有几个孤立的词而无法表达思想,则给0分。

#### Reference 参考答案

Dear Mr. Li,

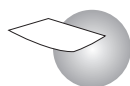
Our order No. CH571 of June 5 for flocked hanger has duly arrived and we have taken delivery of the goods.

We have examined the shipment carefully and, to our great disappointment, find that scratches appear on some hangers.

For your information, the hangers with scratches cannot be sold at the normal price in the market. We therefore ask you to allow a 20% discount for the amount of damaged goods as compensation. Meanwhile, as to the next orders, please use thickening bubble wrap to protect the goods from any possible damage in transit. We hope such an incident won't happen again.

We look forward to your early reply.

Yours faithfully,  
Fatima Peter



## More Exercises (补充练习及答案)

### 1. Match the Chinese versions with the English expressions.

delivery date	协议
shipper	有缺陷的质量
complaint	装运期
sales confirmation	交货期
shipment date	发货人
agreement	销售确认书
faulty quality	投诉

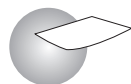
### 2. Fill in the blanks with the proper form of the following words.

complain	convenient	dispatch	arrangement
fault	conform	replace	

- (1) We regret to inform you that the goods received are not \_\_\_\_\_ the sample.
- (2) Obviously the dispatch of wrong goods resulted in the \_\_\_\_\_ to us.
- (3) Please send us your \_\_\_\_\_ of the parcel exactly according to our order.
- (4) We are \_\_\_\_\_ for the dispatch of your 900 ball pens.
- (5) We shall appreciate your looking into the matter and \_\_\_\_\_ the goods as soon as possible.
- (6) \_\_\_\_\_ packing resulted in the damage to the goods.
- (7) Please keep the balance to replace the goods \_\_\_\_\_ about.

### 3. Translate the following sentences into English.

- (1) 我们没有别的办法,只有把货退回,请你们按我们订单上指定的品质给予调换。倘若这不可能的话,我们只得请你们撤销合同。
- (2) 我们收到你方由飞云号轮运来的毛料,很遗憾质量和我方寄给你方的样品不一样。我们不得不以5%的折扣价卖出,但仍收到很多对质量的抱怨。



#### 4. Translate the following letter:

敬启者:

事由:由于短重而引起的索赔

第FA1770854号销售确认书项下1500箱蘑菇罐头,由“永丰”轮于9月10日运抵安特卫普,提货时发现少了145箱。轮船公司告诉我们只有1355箱装上船。

由于短少数量大,请在交付最后三个品种时,将这145箱补交。请你们核对一下,是否1500箱当时在装运港全都装上了船。

速复。

谨上

#### 5. Write a reply to Supplementary Reading No. 1, including the following points:

- (1) 收到对方的抱怨,表示遗憾;
- (2) 说明抱怨的起因——粗鲁装卸,给予折扣;
- (3) 表示道歉。

#### 6. Dictation:

Dear sirs,

We are sorry to learn from your letter of the 10th May that 100 pairs of leather shoes supplied under the above order are damaged when they reached you. We would certainly replace them and have in fact already done so. Replacements have been sent by parcel this morning.

Despite the care we took in packing the shoes sent by post, there have been recently several reports of damage. To avoid further inconvenience to customers and expenses to ourselves, we are now seeking advice of a packaging consultant and hope we will be able to make improvements.

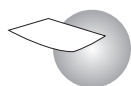
We regret the need for you to write to us and hope the steps we are taking will ensure the safe arrival of all your orders in future.

Faithfully yours,

## Key

1.

delivery date	交货期
shipper	发货人
complaint	投诉
sales confirmation	销售确认书
shipment date	装运期
agreement	协议
faulty quality	有缺陷的质量



2.

- (1) in conformity with      (2) inconvenience      (3) replacement  
(4) arranging                (5) dispatch                (6) Faulty                (7) complained

3.

- (1) We have no choice but to return the goods. Please replace according to the quality specified in our order. If it is impossible, we have to cancel the contract.  
(2) We have received your consignment of woolen piece goods shipped by S.S. "Flying Cloud" and regret that it is not of the quality of the sample piece we sent you. We have no choice but to sell at a 5% discount. But still we have received complaints about quality.

4.

Dear Sirs,

RE: CLAIM FOR SHORT WEIGHT

1500 cartons of canned mushroom under Contract No. FA1770854 have been shipped to Antwerp by "YONGFENG" Steamer on 10th Sept.. When taking the delivery, 145 cartons have been found missing. We were told by the shipping company that only 1355 cartons had been shipped on the steamer.

Because the weight is short in large quantities, please make up a deficiency of 145 cartons of the missing goods when you deliver the last three items. You are kindly requested to check whether these 1500 cartons of mushroom were loaded on ship in whole at the port of shipment.

Please reply soon.

Yours truly,

5.

Dear Sirs,

Re: Order No. 393

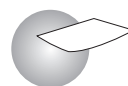
Thanks for your letter dated January 15, 2018. We are terribly sorry our last shipment arrived badly damaged.

The T-shirts under the above order are packed as per your requirements. Under normal condition this should have been enough protected. As you mentioned on your letter, undoubtedly the damage of the goods results from rough handling.

We are grateful to you for pointing this out. We will take precautions to avoid such a thing from occurring again.

We realize the need to reduce your selling price for the damaged T-shirts and readily agree to the special allowance of 10% which you suggested.

Yours faithfully,



# 18

## Claim 索赔

### More Explanations (课文补充讲解)

① **claim** *n.* 索赔, 赔偿要求

其他表达: accept a claim 接受索赔

entertain a claim 考虑接受索赔

relinquish/reject a claim 拒绝索赔

withdraw a claim 撤回索赔

settle a claim 理赔

admit a claim 同意索赔

e.g. 他们向出口商提出了破损的索赔。

They lodged a claim against the exporter for the breakage.

a claim for/on damaged goods 由于货物损坏而赔偿

表示索赔的金额, 一般用介词 for

a claim for USD20,000.00 索赔2万美元

表示对某批货物索赔, 一般用介词 on

a claim on the goods under Order No. 100 对100号订单项下货物提出索赔

v. claim 索赔, 要求赔偿

表示索赔的原因, 一般用介词 for 或 on

the amount claimed 索赔的金额

e.g. 买方可向卖方提出索赔, 要求赔偿损失。

The buyer can claim the losses with the seller.

② **inspection** *n.* 检验, 检查

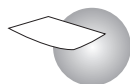
CIQ (China Exit and Entry Inspection and Quarantine Bureau) 中国出入境检验检疫局

IITS (Inchcape Inspection and Testing Service) 英之杰检验集团

OMIC (Japan Overseas Merchandise Inspection Company) 日本海外货物检验株式会社

③ **estimate** *v.* 推测, 估计

estimated price estimation 估价



ETS= estimated time of sailing 估计起航时间  
ETD= estimated time of departure 估计出发时间  
ETA= estimated time of arrival 估计到达时间

④ **proceed** v. 继续,进行 n. 收入,收益  
proceeds of sale 销售收入  
collect proceeds from 向……收取货款

⑤ **survey** v. 调查,检查 n. 检验,检查,调查  
survey report 调查报告  
survey charge 调查费用

e.g. 根据调查报告,货物装运时完好无损。

According to the survey report, the goods were in good condition when shipped.

⑥ **on the strength of** 凭借;根据

e.g. 在银行担保的基础上,我们同意以赊销的方式向他们供货。

On the strength of the bank's guarantee we agree to supply them on open account basis.

⑦ **settlement** n. 解决,清偿

e.g. 我们希望能达成和平解决办法。

We hope we can reach an amicable settlement.

如果不能友好协商解决,此案将提交仲裁。

In case no settlement can be reached amicably through negotiation, the case shall then be submitted for arbitration.

我们希望这些纠纷能获得永久的解决。

We hope for a lasting settlement of all these troubles.

v. settle 解决,清偿

e.g. 问题已经解决了。

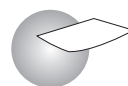
The question has been settled.

本合同项下所发生的任何争议应通过仲裁予以解决。

Any dispute that may arise under this Contract shall be settled by arbitration.

请立刻结清你的欠账。

Please settle your account immediately.



⑧ **check** v. 检查, 核对

e.g. 我会马上检查这些问题, 给你一个满意的答复。

I'll check these problems immediately and give you a satisfactory reply.

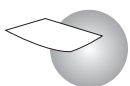
## Main Points of the Letter ● (信件要点)

### Specimen 1

- a. arrival of the goods and short delivery found
- b. survey and report
- c. claim for the losses
- d. expectation of early settlement

### Specimen 2

- a. receipt of the claim
- b. regret for the claim and explanation of the problem
- c. settlement
- d. expectation of future business



## Chinese Version (译文)

中国永胜贸易有限公司经理李文写信处理雅加达国际香料有限公司有关货物短交的索赔。

### 信件一 货物损失索赔 (与第十二课补充阅读二相关)

雅加达国际香料有限公司  
印度尼西亚雅加达北区椰风新村大街16号

中国永胜贸易有限公司  
中国广东省广州市白云区前进路40号  
邮编510000

尊敬的李先生：

兹提及第354号销售合约下的50吨大蒜。

检查货物时，发现有100袋破损，估计有1000公斤大蒜挤压受损，市场无法接受。其后安排进行检验，有关报告与估计的损失相符。该报告指出此次损失是由于包装袋不合标准引致，故应由贵公司负责。

现按照报告结果向贵公司索偿如下：

短交大蒜 1924.50美元

检验费 50美元

合计 1974.50美元

随函附上第TS6478号检验报告，烦请早日解决赔偿事宜。

纳尼克·乌达米·汉达亚尼

谨上

2021年7月20日

### 信件二 接受索赔 (对信件一的回复)

尊敬的汉达亚尼先生：

七月二十日就短交1000公斤大蒜提出索赔的来函收悉。

对此次事件，本公司感到非常遗憾。经查货仓后，交于你方的部分货物装在了第一批以前未曾采用过的新网袋。经过追溯网袋来源，发现是包装供应商发错导致。

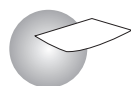
为与你方保持长期贸易关系，谨随函敬附1974.50美元支票壹张，赔偿贵公司损失。

本公司希望此次事件不会影响贵我双方日后的合作。

李文

谨上

2021年7月25日



### (一) 货物受损索赔

敬启者:

事由:第2423号订单

标题项下货物已于5月10日抵伦敦港。经查验,我们遗憾地通知贵公司,将近一半的玻璃杯已破损,质量检验证明附后。

虽然我们不知道造成这一问题的真正原因是什么,但由于该批货物不能销售,对我方也没有用,我们不得不向贵公司索赔200英镑。

早复为盼。

谨上

### (二) 索赔回复

敬启者:

感谢你方五月二十日来函赐知有关玻璃杯破碎索赔的事宜。

贵公司要求就三月十八日第2423号订单的损毁货物赔偿200英镑。

该货物完好无损,按规定装入纸板箱里,其后放在本公司厂房的密封货柜内。因此很难想像怎么会出现破碎问题。

幸好该货物已按惯常的运作程序在伦敦劳埃德保险公司购买了足额保险,但还需更多信息以便索赔。

烦请准备清单,详列所有损毁项目,并寄给我方。我们即与保险公司联系,其代表亦将与贵公司联络,检查该批货物。

为由此带来的不便表示道歉。

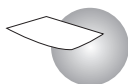
谨上

## Key to the Exercises (习题答案)

### I. Basic Training

#### 1. Match the Chinese versions with the English expressions.

settlement of claim	索赔的处理
survey report	检查报告
inspection certificate	质量检验证书



incident	事故, 事件
estimated price	估价
damaged goods	损坏的货物

## 2. Choose the best answer for each sentence.

- (1) C    (2) D    (3) D    (4) D    (5) A

## II. Improving Training

### 1. Fill in the blanks with the following words or expressions.

- (1) consigned                      (2) inspection                      (3) due to  
(4) settlement                      (5) file a claim

### 2. Translate the following Chinese parts into English.

- (1) We hope this unfortunate accident will not affect business between us.  
(2) In view of our long business relations, we would like to settle the dispute friendly.  
(3) The evidence provided by you is not sufficient, so we cannot entertain your claim.  
(4) On inspection, we feel sorry to find that almost half of the glasses have been broken.  
(5) We'll check with the warehouse and have a survey report made.

## III. Comprehensive Training

### Evaluation of Training 实训评价

1. 本题满分为15分。

2. 评分标准通常分为五等:2分、5分、8分、11分和14分。

3. 评分标准:

2分——信函格式错误,条理不清,思路紊乱,语言支离破碎或大部分句子均有错误,且多数为严重错误。

5分——信函格式错误,基本切题。表达思想不清楚,连贯性差。有较多的严重语言错误。

8分——信函格式基本正确,基本切题。有些地方表达思想不够清楚,文字勉强连贯;语言错误相当多,其中有一些是严重错误。

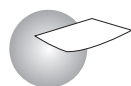
11分——信函格式正确,切题。表达思想清楚,文字连贯,但有少量语言错误。

14分——信函格式正确,切题。表达思想清楚,文字通顺,连贯性较好。基本上无语言错误,仅有个别小错。

4. 加分标准:

能正确使用某些所提供的参考词汇卷面加2分,但总分不能超过15分。

注:白卷,信函与题目毫不相关,或只有几个孤立的词而无法表达思想,则给0分。



## Reference 参考答案

Dear Devin,

We are deeply concerned about the claim about the dinner plate supplied to you.

We wish to express our deep regret at this incident. However, after we looked into the matter, we found that before the formal production, you have confirmed the sample, and the quality of the delivered goods is consistent with the sample.

As a result, we regret being unable to accept your suggestion to give a 5% discount. We hope you will understand us fully.

To encourage our transaction, we will provide a special discount for your next order.

Best regards!

Yours faithfully,

Jin Chen

## More Exercises (补充练习及答案)

### 1. Translate the following sentences about claim.

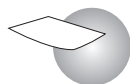
- (1) 到货中有破包50个,对此我们将向你方提出索赔。(lodge a claim)
- (2) 我们特此向你方提出金额为1000英镑的索赔。(file a claim against sb. for...)
- (3) 我们以上海检验检疫局的检验报告为依据,向你方提出索赔。(claim...on strength of...)
- (4) 由风庆轮装来的化肥短重5,000公斤,我们向你方提出索赔。(lodge a claim against sb. for a short weight of...)
- (5) 这批货估计短重500公斤,但我们还在等待检验报告。(short weight, estimate, survey report)
- (6) 按照合同规定,买方有权退货并提出索赔。(on strength of, file a claim)

### 2. Translate the following letter into Chinese.

Dear Sirs,

Thank you for your letter of 20 May regarding your order No.645.

We are sorry to learn that there was a mix-up in your order. We are now sending the consignment to you by air freight. It should be with you within a week. The necessary documentation will be sent under separate cover.



Please hold the goods which were wrongly shipped for collection. We offer our sincere apologies for the delay. Should you have any further problems, please do not hesitate to contact us immediately.

Yours faithfully,

### 3. Translate the following letter into English.

敬启者：

有关上周发运的第343号订单的来信收悉。

对于货物在运送途中破损的事宜，本公司感到遗憾。本公司一向特别小心包装货物，然而不当的运输方法亦会引致损坏。

本公司将按照贵公司开列的破损货物清单更换新货，不日将运抵贵处。

已就有关损失向保险公司索偿，烦请保留破损货物供保险公司检查。

不便之处，敬希见谅。

谨上

### 4. Write a reply to the letter in Specimen reading 1, including the following points:

- (1) regret for the loss;
- (2) state the reason—S.S. “SUNSHINE” encountered heavy weather incessantly with torrential rains on the voyage from Shanghai to Surabaya; the hold ventilators had to be closed for some time to guard against ingress of fresh water into the hold, sweat formed in the hold resulted in the garlic’s sprouting;
- (3) advise them to ask for compensation from the shipping company or the insurance company.

### 5. Dictation

Dear Sirs,

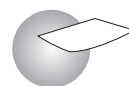
Thank you for your letter of 20 May.

We agree with you that our shoes should last longer than one month. If they do not, we like to know the reason.

We have carefully examined the pair you returned to us. Our production manager reports that the shoes have been thoroughly soaked and then dried by heat. Even the best quality shoes will not withstand this treatment.

For this reason, we regret that we cannot agree to your request for a replacement pair.

Yours faithfully,



## Key

1.

- (1) 50 of the bags are broken on arrival, and we have to lodge a claim against you.
- (2) We hereby file a claim against you for 1000 pounds.
- (3) We claim with you on strength of the survey report issued by Shanghai CIQ.
- (4) We lodge a claim against you for a short weight of 5000 kilograms fertilizers shipped ex “FengQing”.
- (5) A short weight of 500 kilograms is estimated for this consignment, but we are still waiting for the survey report.
- (6) On strength of the contract, the buyer are entitled to return the goods and file a claim.

2.

敬启者：

五月二十日有关第645号订单的来信收到。

得知错运货物，本公司感到抱歉。正确的货物已安排空运，应于一周内运抵。有关单据另邮寄出。

烦请暂存错运给贵方的货物。对于此次延误，真诚地表示歉意。

如有任何疑问，欢迎立即与本公司联络。

谨上

3.

Dear Sirs,

Thank you for your letter regarding your order No.343, delivered last week.

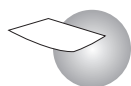
We are sorry to hear of the breakages which occurred in transit. We pack our shipments with great care, but there are occasions when the merchandise is mishandled along the way.

We have your inventory of the broken items on strength of which we shall make up a consignment of replacements, which should reach you shortly.

We have lodged a claim with our insurer for the loss. Please hold the broken items for possible insurance inspection.

We apologize for the inconvenience.

Yours faithfully,



4.

Dear Sirs,

CONTRACT NO. 354 FOR 50MTS GARLIC

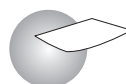
We have received your letter dated July 20 filing a claim against us for the damage of the captioned goods.

We regret for the loss you have suffered. The S.S. "SUNSHINE" encountered heavy weather incessantly with torrential rains on the voyage from Shanghai to Surabaya. The log showed that the hold ventilators had to be closed for some time to guard against ingress of fresh water into the hold. It is precisely because of this protective measure that sweat formed in the hold resulted in the garlic's sprouting.

This is an event beyond our control and on the strength of the provision of the B/L we cannot hold ourselves responsible for the loss. We propose you approach the shipping company or the insurance company for compensation.

We hope this unpleasant case will not cast a shadow on our future business.

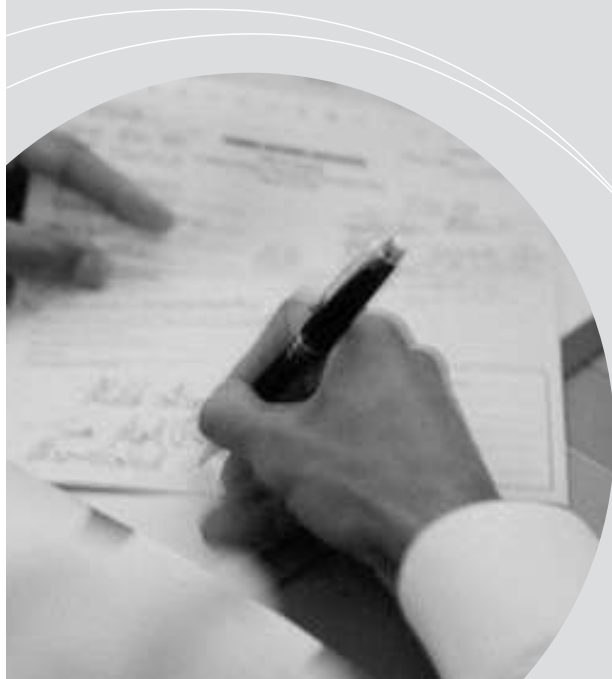
Yours faithfully,





# Part II

## BUSINESS DOCUMENTS 商务单证



## 本部分的性质和任务

缮制出口单据是出口业务中必不可少的重要环节,它以相关专业知识和一定的英语水平为基础,是一门培养动手操作能力的实践性课程。

本部分课程的任务是使学生了解和熟悉出口业务工作中货物出口及结算货款所必需的主要单据和文件(售货确认书、信用证),能动手拟定售货确认书的主要条款,会根据买卖合同审核信用证并撰写修改申请函,掌握主要议付单据的一般缮制方法,为将来从事相应的实际工作打下扎实的操作技能基础。

## 目的和要求

1. 要求学生能用英文拟定售货确认书中的主要交易条件,缮制格式齐全、内容完整的售货确认书;
2. 要求学生熟悉常见的各种支付方式的流转过程,主要是汇付、托收、信用证的流转;
3. 要求学生能根据买卖合同审核信用证,并流利撰写信用证修改申请函;
4. 要求学生熟悉业务中常见的各种单据;
5. 要求学生掌握常见单据的缮制方法,能根据合同和信用证要求制作议付单据;
6. 要求学生能运用电脑制作单据。

## 教学内容

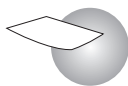
单证制作是关于国际商务单证的流转及制作的、实践性强的应用型课程内容,本部分是在国际贸易实务等相关专业课程的基础上形成和发展起来的,同时还与国际贸易法律和国际贸易惯例相关,并涉及国际金融、国际货运和保险学科的基本知识的运用。

本部分内容以进出口业务中应用的合同、单据与证书为中心,主要介绍单证的基本知识,进出口合同的拟定,信用证的审核,单证业务的流转程序以及出口单证的制作与管理。通过本部分的学习,学生在今后的对外贸易结算工作中,能迅速、准确地凭借在进出口业务中应用的单据、证书来处理货物的交付、运输、保险、商检、报关、结汇等工作。

## 教学方法

将相关的业务知识和商务英语函电知识与出口单据的缮制相结合,指导学生对此融会贯通,在巩固国际贸易实务的专业知识的基础上,充分利用各种合同和信用证的实例,通过反复练习使学生既能熟练翻译买卖合同和信用证的一般条款和主要内容,又能掌握制单的技能和方法。合同条款的拟定和单据的制作主要运用专业英语的固定表达方式,与普通英语的表达和运用有所不同,在教学过程中应向学生强调和说明。

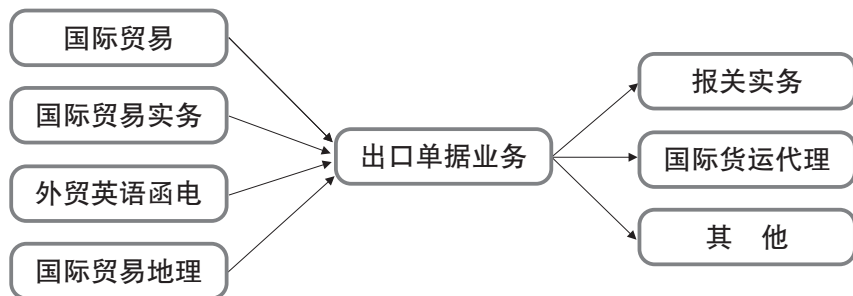
1. 实践性教学:在教学过程中突出实践性环节,理论性教学与实践性教学的比例达1:1.5,强



调学生在学习过程中的动手操作。

2. 案例教学:结合实际业务中的案例、合同、信用证进行教学。

本部分内容的关联课程



## 相关考证

本部分课程是下列考证的基础课程之一：

1. 国际商务单证员岗位资格证考试；
2. 全国商务专业人员从业资格考试；
3. 全国报关员资格考试。

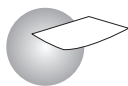
## 引言

所谓单证,就是在进出口业务中应用的单据与证书,买卖双方凭借这些单证来处理货物的交付、运输、保险、商检、结汇等。就出口业务而言,出口单证是出口货物推定交付的证明,是结算的工具。进出口单证虽有区别,但仍有共同之处,因此本书主要以出口单证为例说明。

出口单证工作主要包括审证、制单、审单、交单和归档五个环节。总的要求是四个一致:证同一致、单证一致、单单一致和单货一致。前三个一致,是针对单据处理而言的;单货一致,应侧重在备货工作上,对制单所需资料必须核实,保证单据中的商品描述与实物相一致。制单的要求是正确、完整、及时、简明、整洁。

所谓结汇单证是指在国际贸易结算中,为解决货币收付问题所使用的各种单据及证明。结汇单证是进出口贸易中必不可少的重要单证。出口货物装运之后,出口方应按合同或信用证要求,正确缮制各种单证,并在信用证规定的有效时间内,送交银行议付和结汇,从而完成一笔有效的出口任务。

由于目前我国在出口业务中常使用信用证,且多为跟单信用证这一支付方式,因此本书所有单据以一笔出口交易(销售确认书)为背景,详细说明跟单信用证业务中受益人需向银行提供的常见单据的制作及内容,并稍带介绍了商检证和报检单,讲解了报关单的填写。练习及补充练习则是以四个信用证为背景,制作成套议付单据。学生在制单练习时可参考课文样单或书后附录中的空白单据进行填空式制作,教参中附有参考答案。在讲解结束后还设计了两笔完整的业务由学生自行制作单据。





# Unit 1

## Letter of Credit

### 信用证



#### 概述:

##### 定义:

信用证是银行(即开证行)依照进口商(即开证申请人)的要求和指示,对出口商(即受益人)保证,在交来符合信用证条款规定的汇票和单据时,必定承兑和付款的保证文件。根据《跟单信用证统一惯例》(UCP600)第二条,信用证指一项不可撤销的安排,无论其名称或描述如何,该项安排构成开证行对相符交单予以承付的确定承诺。

简而言之,信用证是银行开出的在一定条件下承诺付款的书面文件。

各国的银行处理信用证业务主要遵循国际商会制定的《跟单信用证统一惯例》(UCP600),以及《关于审核跟单信用证项下单据的国际标准银行实务》(ISBP)。国际商会于2006年对UCP再次进行了修订,并将修订结果作为国际商会第600号出版物(UCP600)予以公布,UCP600于2007年7月开始生效。

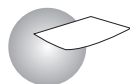
##### 特点:

- 一、信用证是银行信用,开证行承担第一性的付款责任;
- 二、信用证是一项独立文件,不依附于贸易合同;
- 三、信用证业务只是处理单据,而与货物无关。银行处理单据遵循单证一致、单单一致的“严格符合原则”。

##### 分类

跟单信用证根据用途、性质、期限、流通方式的不同可分为:

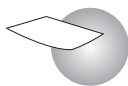
1. 跟单信用证与光票信用证。凭发票、提单、保险单等商业单据支付的信用证是跟单信用证。光票信用证仅凭汇票及/或其他非商业单据(与货物无关的单据)支付。
2. 可撤销信用证与不可撤销信用证。可撤销信用证是指信用证开出后,无须征得受益人同意,开证行可对信用证随时撤销或修改。不可撤销信用证的撤销或修改必须征得开证行、保兑行(如有)、受益人的同意。值得注意的是,根据最新修订的《跟单信用证统一惯例》,信用证是“不可撤销的安排”,即该惯例下的信用证均为不可撤销信用证。
3. 保兑信用证与不可保兑信用证。保兑信用证是指另外一家银行接受开证行的要求,对其开立的信用证承担保证兑付责任的信用证。



4. 即期付款信用证、议付信用证、承兑信用证、延期付款信用证与假远期信用证。
  - (1) 即期付款信用证是指受益人(出口商)根据开证行的指示开立即期汇票、或无须汇票仅凭运输单据即可向指定银行提示请求付款的信用证。
  - (2) 议付信用证是指开证行承诺延伸至第三当事人,即议付行,其拥有议付或购买受益人提交信用证规定的汇票/单据权利行为的信用证。如果信用证不限制某银行议付,可由受益人(出口商)选择任何愿意议付的银行,提交汇票、单据给所选银行请求议付的信用证称为自由议付信用证,反之为限制性议付信用证。
  - (3) 承兑信用证是指信用证规定开证行对于受益人开立以开证行为付款人或以其他银行为付款人的远期汇票,在审单无误后,应承担承兑汇票并于到期日付款的信用证。
  - (4) 延期付款信用证指不需汇票,仅凭受益人交来单据,审核相符,指定银行承担延期付款责任起,延长一段时间至到期日付款。该信用证能够为欧洲地区进口商避免向政府交纳印花税。除免开具汇票外,其他都类似于远期信用证。
  - (5) 假远期信用证又称买方(进口商)远期信用证,银行为买方(进口商)提供资金融通的信用证,规定受益人出具远期汇票,并提供有关单据后,可以即期收汇,国外付款行负责贴现,贴现费用由开证人负担。
5. 可转让信用证与不可转让信用证。可转让信用证是开证银行向中间商(受益人)提供对信用证条款权利履行转让便利的一种结算方式。它是指受益人(第一受益人)可以请求授权付款,承担延期付款责任,承兑或议付的银行(转让行),或如果是自由议付信用证时,可以要求信用证特别授权的转让行,将信用证的全部或部分一次性转让给一个或多个受益人(第二受益人)使用的信用证。
6. 循环信用证。循环信用证是指其金额被全部或部分使用后,根据一定条件就可以自动、半自动或非自动地更新或还原再被使用,直至达到规定的使用次数、期限或规定的金额用完为止的信用证。
7. 背对背信用证与对开信用证。背对背信用证(或第二信用证)是以中间商作为开证申请人,要求原通知行或指定银行向第二受益人开立、条款受约于原信用证条款的信用证。对开信用证,两张信用证可以分别生效,也可以同时生效,多用于易货交易、来料加工和补偿贸易业务。
8. 备用信用证。备用信用证是银行以客户担保债务偿还或贷款融资为目的而提供的银行信用保证。一般有借款担保和履约担保。

## 内容

目前信用证大多采用全电开证,各国银行使用的格式不尽相同,文字语句也有很多差别,但基本内容大致相同,主要包括以下几个方面:



### 1. 信用证本身的说明

信用证的类型:说明可否撤销、转让,是否经另一家银行保兑,偿付方式;信用证号码和开证日期。

### 2. 信用证的当事人

必须记载的当事人:申请人 Applicant/ Opener/Accountee、开证行 Opening Bank/ Issuing Bank/ Establishing Bank、受益人 Beneficiary、通知行 Advising Bank/Notifying Bank。

可能记载的当事人:保兑行 Confirming Bank、议付行 Negotiating Bank、付款行 Paying Bank/ Drawee Bank、偿付行 Reimbursing Bank 等。

### 3. 信用证的金额和汇票

信用证的金额:币种、金额、伸缩幅度

汇票条款:汇票的金额、到期日、付款人

### 4. 货物条款

包括货物名称、规格、数量、包装、单价以及合约号码等。

### 5. 运输条款

包括运输方式、装运地和目的地、最迟装运日期、可否分批装运或转运。

### 6. 单据条款

说明要求提交的单据种类、份数、内容要求等,基本单据包括:商业发票、运输单据和保险单;其他单据有:检验证书、产地证、装箱单或重量单等。

### 7. 其他规定

对交单期的说明。

银行费用的说明。

对议付行寄单方式、议付背书和索偿方法的指示。

### 8. 责任文句

通常说明根据《跟单信用证统一惯例》开立以及开证行保证付款的承诺,但以 SWIFT 方式开立的信用证可以省略。

## 开立方式:

### 1. 信开 open by mail

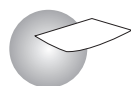
### 2. 电开

全电开证 by full cable/telex

简电开证 by brief cable

SWIFT (Society for Worldwide Interbank Financial Telecommunication) 环球银行金融电讯协会,简称环银电协

### 3. 套证

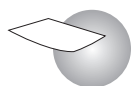


## 课文补充讲解

1. Heading (开头)
2. Name and Address of Issuing Bank (开证行名称及地址)  
对受益人而言只需辨别其名称及地址即可。
3. Format (信用证格式)  
根据国际商会的建议,在MT700和MT701两种相应格式下每个项目的内容固定不变。

### MT 700 ISSUE OF A DOCUMENTARY CREDIT

M/O	Tag	Field Name	Content/Options
M	27	Sequence of Total 信用证的页数和页码/电文页次	1n/1n
M	40A	Form of Documentary Credit 跟单信用证形式(说明可撤销或不可撤销)	24 x
M	20	Documentary Credit Number 跟单信用证的号码	16x
O	23	Reference to Pre-Advice 预先通知号码	16x
O	31C	Date of Issue 信用证的开证日期	6n
M	31D	Date and Place of Expiry 信用证的有效期及到期地点	6n29x
O	51A	Applicant Bank 开证行	A or D
M	50	Applicant 信用证开证申请人的名称和地址	4×35x
M	59	Beneficiary 信用证的受益人	[/34] 4×35x
M	32B	Currency Code, Amount 信用证的金额及其币种	3a 15 number
O	39A	Percentage Credit Amount Tolerance 信用证金额上下浮动允许的最大范围	2n/2n
O	39B	Maximum Credit Amount 信用证最高金额	13x
O	39C	Additional Amounts Covered 信用证项下的其他金额	4×35x
M	41A	Available with/by 信用证项下银行支付的方式,即议付、付款或承兑	A or D
O	42C	Drafts at... 汇票的付款期限	3×35x
O	42A	Drawee 汇票的付款人	A or D
O	42M	Mixed Payment Details 综合支付方式	4×35x
O	42P	Deferred Payment Details 延期付款方式	4×35x
O	43P	Partial shipment 分批装运	1×35x
O	43T	Transshipment 转船	1×35x
O	44A	Loading on Board/Dispatch/Taking in Charge at/from 装运港	1×65x
O	44B	For Transportation to... 目的港	1×65x



O	44C	Latest Date of Shipment 最迟装运期	6n
O	44D	Shipment Period 装运期	6×65x
O	45A	Description of Goods and/or Services 货物的描述	100×65x
O	46A	Documents Required 信用证项下需提交银行的单据(单据要求)	100×65x
O	47A	Additional Conditions 附加条款/特别条款	100×65x
O	71B	Charges 银行费用	6×35x
O	48	Period for Presentation 交单期	4×35x
M	49	Confirmation Instructions 保兑指示	7x
O	53A	Reimbursement Bank 偿付行	A or D
O	78	Instructions to the Paying/Accepting/Negotiating Bank 银行间的指示	12×65x
O	57A	“Advise Through” Bank 收电银行以外的通知行	A, B or D
O	72	Sender to Receiver Information 附言	6×35X

**M: Mandatory(必要项目) O: Optional(任意项目)**

表格中第四栏为信用证中相应栏目格式内容的说明,如“1n/1n”表示该栏的格式为“1个数字/1个数字”,“6n, 29x”表示该栏的格式为“6个数字,29个字”,“4×35x”表示该栏的格式为“4行35个字”,等等。

4. Clause of L/C Itself (信用证本身的说明)

Sequence of total (信用证的页数及当前页码)

本句开头/结尾的数字为信用证格式的项目编号,每份依MT700格式以SWIFT方式开出的信用证其项目编号及标题都是一样的。本栏目说明此信用证的页数及当前页码,1/2即此信用证共2页,当前页为第1页。

5. Applicant (开证申请人的名称和地址) and Beneficiary (受益人的名称和地址)

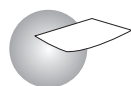
6. Amount and Currency (金额及其币种)

7. Clause of Draft ( 汇票条款)

8. Clause of Shipment (货物装运的规定)

9. Description of Goods (货物的描述)

10. Documents Required (需提交的单据)



本信用证要求提交的单据包括:商业发票、原产地证、装箱单、已装船清洁提单、保险单、受益人证明等。

11. Additional Condition (特别要求)

12. Details of Charges (费用的承担)

13. Confirmation (保兑)  
对信用证保兑与否的说明。

14. Instructions (指示)  
是开证行对通知行或议付行处理信用证的指示,同时还说明本信用证适用的国际惯例。SWIFT 成员银行开出的信用证均适用《UCP500》,除非另有特别说明。

## 补充练习

Translate the following letter of credit into Chinese:

**THE SETO SHINKIN BANK**  
INTERNATIONAL DIVISION

119-1,HIGASHI YOKOYAMA-CHO,SETO,AICHI 489-8650,JAPAN

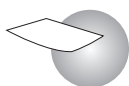
SWIFT CODE:SSBKJPJZ

CABLE ADDRESS: SESHINBK SETO

DATE AND PLACE OF ISSUE:

2013/06/07 SETO, JAPAN

	IRREVOCABLE DOCUMENTARY CREDIT NUMBER: <span style="border: 1px solid black; padding: 2px;">013-WL-26778</span> DATE AND PLACE OF EXPIRY: 2013/07/30 IN COUNTER OF NEGOTIATING BANK
APPLICANT SUMITOMO CORPORATION LTD 89 SASHIGANE-CHO, KITA-KU.NAGOYA.JAPAN TEL:052-914-5553	BENEFICIARY: WIND STAR ARTEX CORPORATION GUANGZHOU FINANCIAL BUILDING NO.197 DONG FENG XI LU, GUANGZHOU PR CHINA
ADVISING BANK: BANK OF CHINA, GUANGDONG BRANCH, GUANGZHOU	AMOUNT: USD3,225.60 (SAY, UNITED STATES DOLLARS THREE THOUSAND TWO HUNDRED AND TWENTY FIVE AND CENTS SIXTY ONLY)



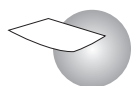


# THE SETO SHINKIN BANK

INTERNATIONAL DIVISION

119-1,HIGASHI YOKOYAMA-CHO,SETO,AICHI 489-8650,JAPAN

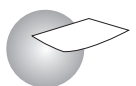
SWIFT CODE:SSBKJPJZ CABLE ADDRESS: SESHINBK SETO	CONTINUATION OF IRREVOCABLE DOCUMENTARY CREDIT	013-WL-26778
CONTINUED FROM THE PRECEDING PAGE		
CHARGES: ALL BANKING CHARGES OUTSIDE JAPAN ARE FOR ACCOUNT OF BENEFICIARY. REIMBURSEMENT: REIMBURSEMENT BY TELECOMMUNICATION IS PROHIBITED. IN REIMBURSEMENT:PLEASE CLAIM REIMBURSEMENT YOURSELVES ON UNION BANK OF CALIFORNIA INTERNATIONAL,NEW YORK (40 WALL STREET.23RD FLOOR.NEW YORK.NY 10005-1339)BY MAIL THE NEGOTIATING BANK MUST SEND THE DRAFT AND ALL DOCUMENTS TO THE SETO SHINKIN BANK. INTERNATIONAL DIVISION(3-8.MONZEN-CHO,NAKA-KU,NAGOYA.460-0018 JAPAN)BY REGISTERED AIRMAIL IN ONE LOT. A FEE OF USD40.00(OR EQUIVALENT)SHOULD BE DEDUCTED FROM THE AMOUNT CLAIMED FOR EACH PRESENTATION OF DISCREPANT DOCUMENTS UNDER THIS CREDIT.THIS FEE ALWAYS BE FOR A/C OF BENEFICIARY.SUBJECT TO U.C.P.1993 I.C.C.PUBLICATION 500. REIMBURSEMENT UNDER THIS CREDIT SUBJECT TO URR525 —END OF THIS L/C—		
Yours VERY TRULY <b>The Seto Shinkin Bank</b> INTERNATIONAL DIVISION  _____ (Authorized signature)		



## 开证行名称

开证行地址

SWIFT 号码 电报地址 开证日期及地点 2013-6-7,日本	不可撤销跟单信用证号码: <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 100px;">013-WL-26778</div> 有效期及到期地点: 2013-7-30 在议付行柜台
开证申请人: SUMITOMO CORPORATION LTD 89 SASHIGANE-CHO,  KITA-KU.NAGOYA.JAPAN TEL:052-914-5553	受益人 WIND STAR ARTEX CORPORATION GUANGZHOU FINANCIAL BUILDING NO.197 DONG FENG XI LU, GUANGZHOU PR CHINA
通知行 中国银行广东分行 广州	金额 3,225.60美元 三千二百二十五点六美元
允许分批装运 允许转船  装运:不迟于2013年7月15日,自中国港口至名古屋港	本信用证可由任何银行自由议付 凭下述详列单据及受益人出具的以 THE SETO SHINKIN BANK AICHI 为受票人的即期汇票 进行议付
金额机动幅度:可伸缩百分之五 议付单据清单: ① 签署的商业发票一式三份 ② 承运人签发的三份已装船清洁海运提单中的两份,做成凭发货人指示抬头并空白背书,注明运费已付,通知开证申请人 ③ 装箱单一式三份 ④ 原产地证一份影印件 ⑤ 普惠制产地证表格 A 一份影印件 ⑥ 受益人证明,证明一整套装运单据的副本包括:发票、装箱单、三份正本提单中的一份、一份正本普惠制产地证 A 证及一份正本原产地证已经于提单日后五天内以航空挂号快件或特快专递寄送开证申请人 信用证项下货物: 1,536个藤藤篮,依第2006BA22号销售合同 贸易条件:C AND F 特殊条件: ① 数量可有百分之五增减幅度 ② 所有单据显示本信用证号码	
待续	
单据于装船日后 15 天内提交议付,但不得超过本信用证有效期	



兹开立以你方为受益人的不可撤销跟单信用证,本信用证遵守《跟单信用证统一惯例》(1993年修订本,国际商会-法国、巴黎-第500号出版物),我方因而受该惯例之条款,特别是第10条的约束。本信用证的号码、日期及我方银行的名称必须显示在所有汇票上。信用证若为议付信用证,每次提示单据时须由办理议付的银行在本通知的背面签注。包括偿付费用在内的所有日本以外的银行费用由受益人承担。

给通知行的指示:

我行要求你行在通知本信用证时无须加具保兑

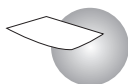
开证行落款

XXX 银行  
国际支行  
(授权签字)

### 开证行名称

开证行地址 \_\_\_\_\_

SWIFT 号码 _____ 电报地址 _____ 开证日期及地点 2013-6-7,日本	不可撤销跟单信用证号码: <div style="border: 1px solid black; padding: 2px; display: inline-block;">013-WL-26778</div> 有效期及地点: 2013-7-30 在议付行柜台
开证申请人: SUMITOMO CORPORAION LTD 89 SASHIGANE-CHO, KITA-KU.NAGOYA.JAPAN TEL:052-914-5553	受益人 WIND STAR ARTEX CORPORATION GUANGZHOU FINANCIAL BUILDING NO.197 DONG FENG XI LU, GUANGZHOU P.R CHINA
续前页 费用: 日本以外的所有银行费用由受益人承担 偿付: 禁止电汇索偿 索偿时:请以平邮向 UNION BANK OF CALIFORNIA INTERNATIONAL, NEW YORK(TWO WORLD TRADE CENTER SUITE 1410, NEW YORK, NY 10048 U.S.A)索偿。 议付行必须一次以航空挂号将汇票及所有单据寄送 THE SETO SHINKIN BANK INTERNATIONAL DIVISION(3-8, MONZEN-CHO, NAKA-KU, NAGOYA, 460-0018, JAPAN)。本信用证下每次提示的单据存在不符点时,40美元或相当于40美元的费用将从索偿的金额中扣除,费用由受益人承担。本信用证遵守《跟单信用证统一惯例》1993年修订本,国际商会第500号出版物。本信用证的偿付遵守《国际商会跟单信用证项下银行间偿付统一规则》(国际商会第525号出版物)。 <p style="text-align: center;">——本信用证到此结束——</p> <div style="text-align: right;">           开证行落款            XXX 银行            国际支行            (授权签字)         </div>	

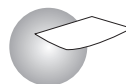


## 参考答案

课文样信译文:

May 23, 2021 14:49:12	Logical Terminal SWPP	
MT 700	Issues of a Documentary Credit	Page 00002
表示开证	跟单信用证的开立	
	环银电协(环球银行金融电讯协会)信用证 Func SWIFT	
MSGACK DWS7651 Auth OK, key B30407186423644D, BKCHCNBJ HSBCHKHH record875803		
Basic Header	F 01 BKCHCNBJA400 1274 311389	
基本字号		
Application Header	0 700 1411 130523 HSBCHKHHDHKKH 0760 552387 130523 1411 N	
开证行		
	汇丰银行*THE HONGKONG AND SHANGHAI BANKING CORPORATION LIMITED	
	*HONG KONG	
	各香港办事处及总部*(ALL HK OFFICES AND THE HEAD OFFICE)	
User Header	Service Code 103:	
	Bank. Priority 113:	
	Msg User Ref. 108: 143090658	
	Info. From CI 115:	
Sequence of Total:	*27	: 1/1
电文页次		
Form of Doc. Credit	*40 A	: IRREVOCABLE
跟单信用证形式		不可撤销
Doc. Credit Number	*20	: DC NPH182503
跟单信用证号码		
Date of Issue	31 C	: 210523 (YY-MM-DD)
开证日期		2013年5月23日
Expiry	*31 D	: Date 210815 (YY-MM-DD) Place CHINA
信用证有效期		日期:2021年8月15日 地点:中国
Applicant	*50	: FUNDINS TORONTO, CANADA
信用证开证申请人		56 TOWER STREET, TORONTO, CANADA 加拿大多伦多Fundins公司 加拿大多伦多托尔大街56号
Beneficiary	*59	: GUANGDONG WHOLE ARTS TRADING COMPANY
信用证受益人		FINANCE BUILDING 35-39, ZHONGSHAN ROAD 7, GANGZHOU, CHINA 广东鸿艺贸易有限公司 中国广州中山路7号金融大厦35-39楼
Amount	*32B	: Currency USD Amount 38,963.80
信用证金额		币种 美元 金额:三万八千九百六十三点八零美元

**ORIGINAL**



Pos. / Neg. Tol. (5)	39A	:	05 / 05
金额上下浮动允许的最大范围:			上下浮动5%
Available with/by	*41A	:	ANY BANK
指定的有关银行及			BY NEGOTIATION
信用证的兑付方式			自由议付
Drafts at...	42 C	:	SIGHT FOR FULL INVOICE OF GOODS
汇票付款期限:			金额为发票全额的即期汇票
Drawee	42 A	:	ISSUING BANK
汇票付款人			开证行
Partial Shipment	43 P	:	ALLOWED
分批装运条款			允许分批装运
Transshipment	43 T	:	ALLOWED
转船条款			允许转船
Loading in Charge	44 A	:	ANY PORT IN CHINA
装船、发运和接收监管的地点			中国任意港口
For Transport to ...	44 B	:	TORONTO, CANADA
货物发运的最终目的地			加拿大多伦多
Latest Date of Ship.	44 C	:	130731(YY-MM-DD)
最迟装船期			2021年7月31日
Descript. of Goods	45 A	:	
货物描述			CIF TORONTO, CANADA
			CIF加拿大多伦多
			1) 20,000 PCS OF CORN BASKET AT USD1.40/PC
			AS PER PURCHASE ORDER NO.: 7980/13/FK
			2万个玉米篮子,每个1.4美元,按7980/13/FK号订单
			2) 12,182 PCS OF RATTAN BASKET AT USD0.90/PC
			AS PER PURCHASE ORDER NO.: 7990/13/FK
			12,182个藤篮子,每个0.90美元,按7990/13/FK号订单

Documents Required 46A :

单据要求

+ SIGNED COMMERCIAL INVOICE IN TRIPLICATE CONSIGNED TO FUNDINS TORONTO, CANADA AND CERTIFYING THAT GOODS ARE IN CONFORMITY WITH THOSE DESCRIBED ON THE PROFORMA INVOICE NO. E-11 13001/6 DATED FEB.21, 2021

已签署的以加拿大多伦多的FUNDINS为抬头人的商业发票一式三份,证明货物与2021年2月21日出具的第E-11 13001/6号形式发票中描述的一致。

+ PACKING LIST IN TRIPLICATE SHOWING NET WEIGHT, GROSS WEIGHT AND MEASUREMENT PER PACKAGE.

装箱单一式三份,注明每件包装的净重、毛重及尺寸。



- + FULL SET OF CLEAN ON BOARD OCEAN BILLS OF LADING MADE OUT TO ORDER, BLANK ENDORSED, MARKED FREIGHT PREPAID AND NOTIFY APPLICANT WITH FULL ADDRESS.

全套清洁已装船海运提单,做成空白抬头,空白背书,注明运费预付,并通知开证申请人同时提供详细地址。

- + INSURANCE POLICY OR CERTIFICATE BLANK ENDORSED FOR FULL CIF VALUE PLUS 10 PERCENT COVERING W. A. AND SRCC INCLUDING W/W CLAUSE AS PER CIC. CLAIMS, IF ANY, WILL BE PAYABLE AT DESTINATION IN CURRENCY OF DRAFT.

保险单或保险凭证,空白背书,按CIF价的110%投保《中国保险条款》的水渍险和罢工、暴动、民变险,含仓至仓条款。如有索赔,将按汇票币种在目的港赔付。

- + CERTIFICATE OF ORIGIN

原产地证

- + BENEFICIARY'S CERTIFICATE CERTIFYING THAT ONE SET OF SHIPPING DOCUMENTS HAS BEEN FAXED TO APPLICANT WITHIN 1 DAY AFTER SHIPMENT.

受益人证明,证明一套运输单据已经在装船后1天内传真给开证申请人。

- + COPY OF TELEX/FAX SENT BY BENEFICIARY TO APPLICANT ON OR BEFORE B/L ON BOARD DATE CONTAINING ALL SHIPMENT DETAILS, INCLUDING: AMOUNT, GROSS WEIGHT, NET WEIGHT, CARTONS NO., VESSEL NAME AND B/L NO., NO. OF THIS L/C AND RELEVANT S/C TO BE MENTIONED.

受益人在提单装船日当天或之前发送给开证申请人一份含所有装船详情的电传/传真的副本,包括:金额、毛重、净重、箱数、船名、提单号码、信用证及相关销售合同号码。

Additional Cond. 47A :

特别条款

- + SHIPMENT MUST BE EFFECTED THROUGH "ROCKWOOD SHENZHEN" CHINA AND B/L TO EVIDENCE THIS EFFECT IS REQUIRED.

货物装运须由"ROCKWOOD 深圳"承担,且须在提单中证实此事。

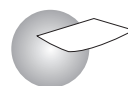
- + 5 PERCENT MORE OR LESS IN QUANTITY OF EACH ITEM ACCEPTABLE.

允许每种货物的数量溢短装5%。

- + BILL OF LADING MUST SHOW ACTUAL NAME OF PORT OF LOADING.

提单必须指明装货港具体名称。

- + A DISCREPANCY FEE OF HKD400.00 OR EQUIVALENT CHARGE PLUS ALL RELATIVE CABLE CHARGES WILL BE DEDUCTED FROM THE REIMBURSEMENT CLAIM FOR EACH PRESENTATION OF DISCREPANT



DOCUMENTS UNDER THIS DC. NOTWITHSTANDING ANY INSTRUCTIONS TO THE CONTRARY. THESE CHARGES SHALL BE FOR THE ACCOUNT OF BENEFICIARY.

400 港元或相等的不符点费加上全部相关电报费将从本信用证项下每次提交的、含有不符点的单据的索偿中扣除。如果没有相反的指示,此项费用将由受益人承担。

WE WILL COLLECT FROM THE BENEFICIARY AN ADDITIONAL FEE EQUIVALENT TO HKD200.00 PER MONTH OR PART THEREOF IF THE DOCUMENTS REMAIN UNACCEPTED/UNPAID DUE TO DISCREPANCY FOR MORE THAN 1 MONTH AFTER OUR RECEIPT.

如果我行(开证行)接收的单据由于存在不符点仍然不被接受或兑付超过一个月,我行(开证行)将每月或一段时间从受益人处收取相当于200港币的额外费用。

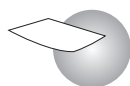
- + DOCUMENTS TO BE PRESENTED WITHIN 15 DAYS AFTER THE SHIPMENT DATE BUT WITHIN THE VALIDITY OF THE CREDIT.

所有单据必须在装船后15天内提交议付,但不得超过此信用证有效期。

- + NOTWITHSTANDING THE PROVISIONS OF UCP 500, IF WE GIVE NOTICE OF REFUSAL OF DOCUMENTS PRESENTED UNDER THIS CREDIT WE SHALL, HOWEVER RETAIN THE RIGHT TO ACCEPT A WAIVER OF DISCREPANCIES FROM THE APPLICANT AND, SUBJECT TO SUCH WAIVER BEING ACCEPTABLE TO US, TO RELEASE DOCUMENTS AGAINST THAT WAIVER WITHOUT REFERENCE TO THE PRESENTER PROVIDED THAT NO WRITTEN INSTRUCTIONS TO THE CONTRARY HAVE BEEN RECEIVED BY US FROM THE PRESENTER BEFORE THE RELEASE OF THE DOCUMENTS. ANY SUCH RELEASE PRIOR TO RECEIPT OF CONTRARY INSTRUCTIONS SHALL NOT CONSTITUTE A FAILURE ON OUR PART TO HOLD THE DOCUMENTS AT THE PRESENTER'S RISK AND DISPOSAL, AND WE WILL HAVE NO LIABILITY TO THE PRESENTER IN RESPECT OF ANY SUCH RELEASE.

不考虑《跟单信用证统一惯例》(第500号)的规定,如果我行发出拒收此证下单据的通知,我行将仍保留接受开证申请人对不符点加以放弃的权利,只要这种放弃为我行所接受。除非在放单之前收到来自交单人的相反的书面通知,我行即根据这种放弃在不征求交单人意见的情况下向开证申请人放单。在收到相反的指示之前,放单将不构成我行为交单人的风险和指示持有单据之责任的失职,对于此种放单,我行对交单人将不负任何责任。

- + EXCEPT SO FAR AS OTHERWISE EXPRESSLY STATED THIS DOCUMENTARY CREDIT IS SUBJECT TO UNIFORM CUSTOMS AND



PRACTICE FOR DOCUMENTARY CREDITS (2007 REVISION)

INTERNATIONAL CHAMBER OF COMMERCE PUBLICATION NO. 600.

除非另有明文规定,此跟单信用证遵照国际商会第600号出版物《跟单信用证统一惯例》(2007年修订版)。

Details of Charges 71B : ALL CHARGES OUTSIDE COUNTRY OF ISSUE  
FOR ACCOUNT OF BENEFICIARY/EXPORTER  
费用情况 开证行所在国家以外的所有费用由受益人/出口  
商承担

Confirmation \*49 : WITHOUT  
保兑指示 无

Instructions 78 :  
给付款行、承兑行、议付行的指示

ON RECEIPT OF DOCUMENTS CONFORMING TO THE TERMS OF THIS  
DC AT OUR COUNTER, WE UNDERTAKE TO REIMBURSE YOU IN THE  
CURRENCY OF THIS CREDIT IN ACCORDANCE WITH YOUR PAYMENT  
INSTRUCTION AFTER DEDUCTING ALL RELATIVE REIMBURSING  
CHARGES INCURRED.

一旦收到符合此证要求的各项单据,我行在扣除所有相关索偿费用后,即刻按照你方的付款方式以此信用证项下的币种偿付。

DOCUMENTS MUST BE DESPATCHED BY COURIER IN ONE COVER TO  
HSBC ESD DIV. L5 HSBC BLDG MONGKOK 673 NATHAN RD,  
MONGKOK, KLN, HONG KONG.

所有单据必须由快递公司一次送往以下地址: HSBC ESD DIV. L5 HSBC  
BLDG MONGKOK 673 NATHAN RD, MONGKOK, KLN, HONG KONG.

Send. To Rec. Info. 72 : BENEFICIARY'S TEL NO.: 086-020-86479522  
附言 FAX NO.: 086-020-86479518  
受益人电话号码: 086-020-86479522  
传真号码: 086-020-86479518

Trailer : MAC : 46064EE8  
CHK : 86746F06C529

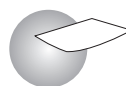
## 练习答案

Translate the following letter of credit into Chinese.

ZCZC LSD 45679645465897 DK4573353 46573134676875 NN4786564687513321231

P1 GXBOC

FCBOB



STF TXT100 Y484543467642RT46871324676432 (43221-20700078)

FROM: THE FIRST CITIZEN BANK OF BOSTON, BOSTON

从(开证行): 波士顿第一国民银行, 波士顿分行

TO: BANK OF CHINA, NANNING

到(通知行): 中国人民银行, 南宁分行

DATE: MAY 5, 2021

日期: 2021年5月5日

700 ISSUE OF DOC L/C

15: TEST 872389

27: MESSAGE SEQUENCE: 1/1

页次: 1/1

40A: FORM OF L/C: IRREVOCABLE

信用证种类: 不可撤销

20: L/C NO.: 16572139CJK

信用证号码: 16572139CJK

31C: ISSUE DATE: MAY 5, 2021

开证日期: 2021年5月5日

31D: EXPIRY DATE/PLACE: JULY 15, 2021 IN CHINA

有效日期及到期地点: 2021年7月15日 中国

50: APPLICANT: SEABROOK INTERNATIONAL CO.

97123 THE QUEEN'S AVE., EASTLAND, BOSTON

申请人: SEABROOK 国际公司, 波士顿东地皇后大道 97123 号

59: BENEFICIARY: GUANGXI TEXTILES IMP./EXP. CORP.

17F FOREIGN TRADING BULDG., NANNING, CHINA

受益人: 广西纺织品进出口公司

中国南宁外贸大厦 17 楼

32B: L/C AMOUNT: USD...

信用证金额: .....美元

39: AMOUNT SPECIFICATION: CIF

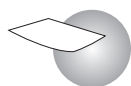
贸易方式: CIF

41A: AVAILABLE WITH/BY: BY NEGOTIATION

指定的有关银行及信用证的兑付方式: 自由议付

42: DRARTS AT: SIGHT

汇票付款期限: 即期汇票



DRAWN ON: ISSUING BANK

受票人: 开证行

43P: PARTIAL SHIPMENT: PROHIBITED

分批装运: 禁止

43T: TRANSSHIPMENT: ALLOWED

转船: 允许

44: TRANSPORT DETAILS: FROM CHINESE PORTS TO BOSTON

ON OR BEFORE JUNE 30, 2021

装运条款: 从中国港口到波士顿  
在2021年6月30日或之前装运

45: DESCRIPTION OF GOODS: 252 DOZEN MEN' S SHIRTS—65% COTTON/ 35%  
POLYESTER WITH LONG SLEEVES-2 POCKETS-  
COMPOSTION: 45 × 45 110 × 76 COLOR: JS 880  
BLUE AT USD 55.00 PER DOZEN CIF BOSTON  
INCLUDING 3% COMMISSION

货物描述: 252打男式衬衫——65%棉/35%涤纶, 长袖, 2个口袋; 成分: 45×45 110×76  
颜色: JS 880 蓝色 每打55.00美元CIF波士顿含3%的佣金

46A: DOCS REQUIRED:

单据要求

+COMMERCIAL INVOICE IN 6 FOLDS

商业发票一式六份

+ THE FULL SET OF CLEAN ON BOARD OCEAN BILLS OF LADING MADE OUT  
TO ORDER, ENDORSED IN BLANK MARKED FREIGHT PAID NOTIFY BUYER  
EVIDENCING SHIPMENT FROM CHINA TO BOSTON ON OR BEFORE JUNE 30,  
2021.

全套清洁已装船海运提单, 做成空白抬头, 空白背书, 注明运费已付, 并通知开证人,  
注明在2021年6月30日以前从中国港口到波士顿。

+CERTIFICATE OF ORIGIN

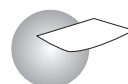
原产地证

+ INSURANCE POLICY COVERING ALL RISKS AND WAR RISK CLAIMS IF ANY  
PAYABLE AT DESTINATION IN THE CURRENCY OF DRAFT

投保一切险和战争险的保险单, 如有索赔, 将按信用证项下汇票币种在目的港赔付。

+ DETAIL PACKING LIST IN 6 FOLDS

详细的装箱单一式六份



71B: CHARGES: ALL BANK CHARGES ARISING OUTSIDE THE UNITED STATES ARE FOR THE BENEFICIARY'S ACCOUNT.

费用情况:美国以外的所有银行费用均由受益人承担。

48: PRESENTATION PERIOD: DOCUMENTS TO BE PRESENTED WITHIN 15 DAYS AFTER THE DATE OF ISSUANCE OF THE SHIPPING DOCUMENTS BUT WITHIN THE VALIDITY OF THE CREDIT.

交单期限:(所有)单据必须在装运单据签发后15天内提交议付,但不得超过此信用证有效期。

49: CONFIRMATION: WITHOUT

保兑指示: 无

78: INSTRUCTIONS: IN REIMBURSEMENT WE SHALL COVER YOU UPON RECEIPT OF DOCUMENTS IN ORDER

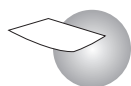
给付款行、承兑行、议付行的指示:一旦收到(此证)要求的(各项无误的)单据,我行即刻偿付。

NEGOTIATING BANK IS TO DESPATCH ALL DOCUMENTS TO US BY TWO CONSECUTIVE REGISTERED AIRMAIL

议付行须将所有单据以航空挂号分两次连续寄达我行。

SUBJECT TO *UNIFORM CUSTOMS AND PRACTICE FOR DOCUMENTARY CREDITS* (2007 REVISION) INTERNATIONAL CHAMBER OF COMMERCE PUBLICATION 600

遵照国际商会第600号出版物《跟单信用证统一惯例》(2007年修订版)。



# Unit 2

## Commercial Invoice

### 商业发票



#### 概述:

商业发票是出口方向进口方开具的对所发运货物的详细说明,也是进出口报关交税的总说明。商业发票目前并无统一格式,各地出口企业可按各自的惯常格式缮制;我国商务部曾公布了发票的参考格式,虽未要求强制使用,但在产地证的电子申报系统中已经被采用。商业发票的主要内容通常包括商品的名称、规格、价格、数量、金额、包装等。商业发票是一笔业务的全面反映,因此商业发票是全套出口结汇单据的核心。其他种类的发票有海关发票、领事发票、厂商发票等。

- (1) 海关发票:用以表明进口货物的产地,如要征反倾销税,可以用来确定商品价值。
- (2) 领事发票:有些国家要求将领事发票作为装运单据的一部分。
- (3) 形式发票:一般包括商品名称,单价或规格等。

跟单信用证统一惯例第18条规定:

#### a. 商业发票:

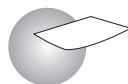
- i. 必须看似由受益人出具(第三十八条规定的情形除外);
- ii. 必须出具成以申请人为抬头(第三十八条g款规定的情形除外);
- iii. 必须与信用证的货币相同;
- iv. 无须签名。

b. 按指定行事的指定银行、保兑行(如有的话)或开证行可以接受金额大于信用证允许金额的商业发票,其决定对有关各方均有约束力,只要该银行对超过信用证允许金额的部分未做承付或者议付。

c. 商业发票上的货物、服务或履约行为的描述应该与信用证中的描述一致。

第三十八条规定是指可转让信用证的规定。

形式发票是在进出口双方就交易各项条件达成一致后,在正式合同签订之前或货物生产之前,由出口商向进口商提供的,供进口商申请进口许可证或进行进口货物申报使用的单据,卖方凭此预先告知买方如果双方将来以某数量成交之后,卖方要开给买方的商业发票大致的形式及内容。形式发票是一种试算性质的货运清单,一般规定有“出口商最后确认为准”的保留条件,不具有法律效力。一些发展中国家为管制进口,控制外汇支出及掌握进口来源地,要求进口商凭出口商提供的形式发票申请进口许可证。形式发票不是一种正式发票,不能用于托收和议付,它所列的单价等也仅仅是进口商根据当时情况所做的估计,对双方都无最终的约束力,所以说形式发票只是一种估价单,正式成交还要另外重新缮制商业发



票。在我国一些地区的进出口贸易实践中,成交金额不大的一般货物交易,进出口商双方常会以经双方签字确认的形式发票作为正式的订单使用。在这种情况下,形式发票中除载有拟成交货物的基本情况外,还会注明诸如包装、装运、保险、支付等主要交易条件,这样的形式发票实质上已经成为买卖双方的合同书了。

**形式发票举例:**

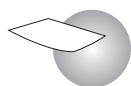
<b>XXXXXX 有限公司</b>
XXXXXX CO.,LTD. Room 2911, Hua Rong Mansion, Guan Jiaqiao 85#, Shanghai 200005, P.R.China TEL: 021-4712633 FAX: 021-4692916

**PROFORMA INVOICE**

<b>TO</b>	SAMAN AL-ABDUL KARIM AND PARTNERS CO. POB 2013552, RIYADH 44166, KSA TEL:4577301/4577312/457732013 FAX:4577461	<b>INVOICE NO.:</b>	DS2001INV205
		<b>INVOICE DATE:</b>	Apr. 09, 2021
		<b>S/C NO.:</b>	DS2001SC205
		<b>S/C DATE:</b>	Mar. 23, 2021
<b>TERM OF PAYMENT:</b>		By Irrevocable Letter of Credit to be opened by full amount of S/C, Payment at sight document to presented within 21 days after date of B/L at beneficiary's account.	
<b>PORT OF LOADING:</b>		SHANGHAI PORT, P.R.CHINA	
<b>PORT OF DESTINATION:</b>		DAMMAM PORT, SAUDI ARABIA	
<b>TIME OF DELIVERY:</b>		Before Jun. 05, 2021	
<b>INSURANCE:</b>		TO BE COVERED BY THE BUYER.	
<b>VALIDITY:</b>			

Marks and Numbers	Number and Kind of Package	Quantity	Unit Price (PER CTN)	Amount
	Description of Goods		USD	
	CFR DAMMAM PORT, SAUDI ARABIA			
N/M	CANNED APPLE JAM 24 TINS × 340 GMS	2200CARTONS	USD6.80	USD14,960.00
	CANNED STRAWBERRY JAM 24 TINS × 340 GMS	2200CARTONS	USD6.80	USD14,960.00
	Total :	4400 CARTONS		USD29,920.00

<b>TOTAL:</b>	SAY U.S.DOLLAR TWENTY NINE THOUSAND NINE HUNDRED AND TWENTY ONLY.
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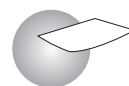
BENEFICIARY:	XXXXXX CO., LTD. Room 2911, Hua Rong Mansion, Guan Jiaqiao 85#, Shanghai 200005, P. R. China TEL:021-4712633 FAX:021-4692016
ADVISING BANK:	SHANGHAI PUDONG DEVELOPMENT BANK, SHANGHAI BRANCH
NEGOTIATING BANK:	SHANGHAI PUDONG DEVELOPMENT BANK, SHANGHAI BRANCH

ACCOUNT NO.: 63011457410000184

SWIFT CODE: SPDBCNSH630

## 课文补充讲解

1. Name of the Issuer(出票人的名称)  
发票出票人的名称应与信用证受益人的名称相一致,填写出票人的英文名称。
2. Name of Invoice (发票名称)  
如信用证要求正本发票,在发票上必须打上“ORIGINAL”。
3. Number of Invoice(发票号码)
4. Date of Invoice(出票日期)  
发票的出票日期就是发票的制作日期,也应理解为发票的签发日期。
5. Number of L/C(信用证号码)
6. Number of Contract(合同号码)  
一般须在发票中注明相应的合同号码,如果一笔交易牵涉到几个合同时,应在发票上全部表示出来。
7. To/In the Name of/Consignee(发票抬头人)  
当采用托收或其他方式支付货款时,填写合同买方的名称和地址。填写时应注意买、卖双方的名称及地址不能同行放置,而且必须打上名称和地址的全称。如果信用证对抬头人的填写另有规定,则按信用证的要求做。



#### 8. From...To/Port of Shipment and Destination(起运港(地)、目的港(地))

即运输资料(TRANSPORT DETAILS)。运输资料的填写应与货物的实际起运港(地)、目的港(地)以及运输方式一致,如果货物需经转运,应把转运港的名称打上。如:Shipment from Shanghai to Hamburg with transshipment at Hong Kong by vessel (装运自上海到汉堡,在香港转运),“From Dalian to Helsinki W/T(with transshipment) Hong Kong”(从大连到赫尔辛基,在香港转船),有时还会填上运输方式。如有需要,还要填上装运时间和装运船名。

#### 9. Shipping Mark(唛头)

唛头应按信用证或合同的规定填写,并与提单、托运单等单据严格一致。如信用证或合同中未规定唛头,出口商可自行设计唛头。唛头的内容可以包括客户名称缩写、合同号、目的港、件数号等部分。

#### 10. Quantity and Descriptions(数量与商品描述)

1) 非信用证方式下,该部分内容填写有关合同货物的条款,如货物名称、规格、数量、包装。如需列明重量,应列明总的毛重和净重。当信用证允许货物数量有增减时,应为信用证允许范围内的实际装货数量,而不能将溢短装条款列出。

2) 一张发票有两种以上的货物或一种货物但有两种以上的规格而价格不同时,应分别列明每一种规格及相应的单价,并计算出每一种规格货物的总金额,最后将所有规格货物的金额累计,计算出整张发票的总金额。

有时会填上订单及合同号码。

注意:L/C中货物描述有文字错误而又来不及改证时,非本质性错误则先根据信用证填写,再以括号纠正,如:POWER(POWDER)。

#### 11. Unit Price(单价)

单价可以分栏写或写在货物描述栏下。

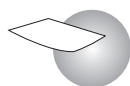
#### 12. Amount(总额)

单价和总价应保持对应,如单价中包括佣金或折扣,应在发票的单价和总金额中列明。先计算出含佣金或折扣的总价,然后用列项扣除的方式,列明佣金和折扣的金额,从含佣或含折的总价中扣减佣金或折扣的数额,得出不含佣金或折扣的净金额。但是信用证总值前有“约”、“大概”、“大约”或类似词语的,允许有10%的增减幅度。

#### 13. Total(合计)

#### 14. Statements(声明文句)

此项是根据不同(国家)地区及不同信用证的要求缮制的。信用证要求在发票中加列某



些证明文句或特别声明,如原产地声明、关于货物包装的声明、详细的成本说明等,则在货物描述栏下空白的地方列明。声明文句中词语要求内容确切、通顺、简洁。信用证有的条款不能原文照抄,而要视具体情况重新组织。常用句型有 we hereby certify that...

常有的情况:

1) 发票内容有两页以上:以“\*”号标注第一页正文结尾处,表示“待续”,或在第一页发票右下角注明“TO BE CONTINUED”字样;同时在第二页正文开始处以“\*”开头,表示接应上一页,或直接标明“continued”,在货物描述栏项下将其他内容列明,其他栏目跟第一页相同。

2) 信用证要求分别列出运费、保险费,并显示 FOB 价时,在货物描述栏下空白处一一列明。

#### 15. Signature of Issuer(出票人落款及签章)

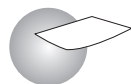
如果信用证有“SIGNED COMMERCIAL INVOICE”字样,则此发票必须签章(字);单据上的签字可以手签(handwriting),也可用签样印制(facsimile signature)、穿孔签字(perforated signature)、盖章(stamp)、符号(symbol)表示或其他任何机械或电子证实的方法处理(mechanical or electronic method of authentication)。若信用证中有“MANUALLY SIGNED INVOICE”字样,则必须要有出票人的手签。

\* E. & O.E.

有时会在发票的最下端出现这一说明,意即“Errors & Omission Excepted”(有错当查)。一般在对发票审核无误后,将其删去。如信用证要求“证实发票”(certify invoice),也须将此字句删除。

#### 部分国家对发票的特殊规定

1. 智利:发票内要注明运费、保险费和 FOB 价值。
2. 墨西哥:发票要手签。一般发票要求领事签证,可由贸促会代签,并注明:“THERE IS NO MEXICAN CONSULATE HERE”(本地无墨西哥领事),在北京可由墨西哥驻华使馆签证。
3. 澳大利亚:发票内应加发展中国家声明,可享受优惠关税待遇。
4. 黎巴嫩:发票应加证实其真实性的词句。
5. 科威特:发票内要注明制造厂商的名称和船名,并注明毛、净重并以千克表示。
6. 巴林:发票内应加注货物原产地证明,并且手签。
7. 斯里兰卡:发票要手签,并且要注明 BTN NO (布鲁塞尔税则分类号码)。
8. 秘鲁:如信用证要求领事签证,可由贸促会代替,发票货名应以西班牙文表示。同时要列明 FOB 价值、运费、保险费等。
9. 巴拿马:如信用证要求领事签证,可由我贸促会签证并须注明:“此地无巴拿马领事馆”。
10. 委内瑞拉:发票应加注西班牙文货名,由我贸促会签证。





**Some useful information:**

Port of Loading: Yantian

Port of Discharge: Inchon

S.S. : CHANGYUN V.346

B/L Date: Nov.8, 2013

Sales Confirmation No.13MHS14635

Invoice No.: 05327MK72

## 补充练习二

Make out the relevant invoice with the following information from the L/C.

To: 0944 26 BKCHCNBJANNG01851

FM:1566 25VRBPIT2VAXXX32463

VRBPIT2VXXX

+BANC POLOLARE DI VERONA

+VERONA

.....

Doc. Credit Number \*20: TT45664320132

Date of Issue 31C: Oct. 5, 2021

Expiry: DATE Dec. 15, 2021 PLACE CHINA

Applicant \*50: DIADORA S. P. A.

VIA MAZZINI, 20

310310 CAERANO SAN MARCO(TV), ITALY

Beneficiary \*59: CHINA NATIONAL NATIVE PRODUCE AND

ANIMAL BY-PRODUCTS IMP. AND EXP. CO.

GUANGXI ANIMAL BRANCH-XINGHU ROAD

NANNING-GUANGXI-CHINA

.....

Shipment of Goods 45B:

1110PCS DOWN FILLED JACKET MODEL: 20072 AT USD 28.50/PC

1110PCS DOWN FILLED JACKET MODEL: 37408 AT USD 30.00/PC

CIF VENEZIA, ITALY LESS 3% DISCOUNT

PACKED IN CARTONS AS PER S/C NO.00GABP07

SHIPPING MARK: DIADORA/MOD:20072/37408/VENEZIA/CTN. NO./MADE IN CHINA

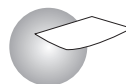
Loading In Charge 44A: ANY PORT IN CHINA

For Transport to ... 44B: VENEZIA, ITALY

Latest Date of Ship. 44C: NOV. 30, 2021

Partial Shipment 44D: NOT ALLOWED

Transshipment 44E: ALLOWED



.....

Documents Required 46A:

+SIGNED COMMERCIAL INVOICE IN TRIPLICATE

Additional Cond. 47A:

A) L/C NO. SHOULD BE INDICATED IN ALL DOCUMENTS PRESENTED FOR  
NEGOTIATION

**Some useful information:**

Down filled jacket packed in cartons of 222 cartons total

G.W.: 35KGS/CTN N.W.: 33KGS/CTN M.: 40×38×20CM/CTN


Port of Loading: SHENZHEN, CHINA Port of Transshipment: SINGAPORE

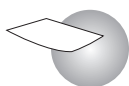
Name of Vessel: MARIA V598/CONCORD Date of B/L: Nov. 27, 2013

Invoice No. 4589KU80912

**参考答案** →

**Practice I**

上海丰源轻工业品进出口贸易有限公司 <b>FENGYUAN LIGHT INDUSTRIAL PRODUCTS IMP. AND EXP. CORP.</b> <b>P. O. BOX 789, SHANGHAI, CHINA</b>			
I N V O I C E			
To: THOMAS INTERNATIONAL COMPANY LIMITED 1/F WINFUL CENTRE, SHING YIP STREET, KOWLOON, HONGKONG		NO. : 2021C8K4897 Date : AUG. 2, 2021 L/C NO. : 6764/05/12345B Contract : 484LFVS15783	
From: SHANGHAI To: ANTWERP VIA HONGKONG PER S.S. TONGMEI V.155/ FARROR			
Shipping Mark:	Quantities & Descriptions:	Unit Price:	Amount:
		CIF ANTWERP	
	APPLICANT'S ITEM NO. HW—045 WOODEN HANGER THE PACKING IS 100PCS PER STRONG EXPORT CARTON OF 3.00 CUFT AS PER SALES CONFIRMATION NO.484LFVS15783		
C/NO.:1-660			



660 CARTONS USD16.00 PER CARTON USD10,560.00  
LESS 3 PCT COMMISSION.....USD 316.80

-----  
TOTAL: USD10,243.20  
=====

TOTAL QUANTITY: 66,000 PCS, 660 CTNS

TOTAL: U.S. DOLLARS TEN THOUSAND TWO HUNDRED AND FORTY THREE  
AND CENTS TWENTY ONLY.

FENGYUAN LIGHT INDUSTRIAL PRODUCTS  
IMP. AND EXP. CORP.  
P. O. BOX 789, SHANGHAI, CHINA

朱小雨

## Practice II

中国工艺品进出口公司太原分公司  
CHINA NATIONAL ARTS & CRAFTS IMP. & EXP. CORPORATION, TAIYUAN BRANCH  
TAIYUAN FOREIGN TRADE BUILDING 85-99, ZHONGSHAN ROAD 7, TAIYUAN, CHINA

### I N V O I C E

=====

To: DE TUINKRAMER B.V.

NO. : 173324009

Date : MAY 20, 2021

L/C NO. : 002/1303668

Contract : 2021KE1985

From: QINGDAO To: ROTTERDAM W/T HONGKONG PER S.S.QINGYANG V. 126/VINONA

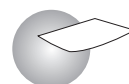
=====

Shipping Mark:	Quantities & Descriptions:	Unit Price:	Amount:
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DE TUINKRAMER B.V.	WIRE PRODUCTS		
--------------------	---------------	--	--

ROTTERDAM

AS PER CONTRACT NO. 2021KE1985





CHANGJI CINNAMON WHOLE  
INCHON AS PER INDENT NO.57152  
8.64M/TS @ USD2,250.00/MT USD19,440.00

CINNAMON BROKEN  
AS PER INDENT NO.57151  
12 M/T @ USD2,180.00/MT USD26,160.00

-----  
TOTAL: USD45,600.00  
=====

TOTAL AMOUNT: SAY U.S. DOLLARS FORTY FIVE THOUSAND AND SIX HUNDRED ONLY

TOAL QUANTITY: 20.64 M/TS

HUAYUE MEDICINE & HEALTH PRODUCTS  
IMP. AND EXP. CORP.  
196 TIANHE ROAD, GUANGZHOU, CHINA

张波

补充练习二

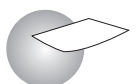
广西畜产进出口公司

CHINA NATIONAL NATIVE PRODUCE AND ANIMAL BY-PRODUCTS IMP. AND EXP. CO.  
GUANGXI ANIMAL BRANCH-XINGHU ROAD, NANNING-GUANGXI-CHINA

INVOICE  
=====

To: DIADORA S. P. A. NO. : 4589KU80912  
VIA MAZZINI, 20 DATE : NOV. 27, 2021  
310310 CAERANO SAN MARCO(TV), ITALY L/C NO. : TT45664320132  
CONTRACT NO.: 00GABP07

From: SHENZHEN TO VENEZIA, ITALY VIA SINGAPORE  
NAME OF VESSEL: MARIA V598/CONCORD  
=====



Shipping Mark:      Quantities & Descriptions:      Unit Price:      Amount:  
CIF VENEZIA, ITALY

DIADORA      DOWN FILLED JACKET MODEL: 20072  
MOD:20072/37408      1110 PCS      AT USD28.50/PC.....USD31,635.00

VENEZIA  
CTN. NO. 1-222      DOWN FILLED JACKET MODEL: 37408  
MADE IN CHINA      1110 PCS      AT USD30.00/PC.....USD33,300.00

-----  
USD64,935.00  
LESS 3% DISCOUNT.....USD 1,948.05

=====

TOTAL.....USD62,986.95

PACKED IN CARTONS

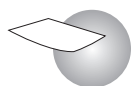
TOTAL AMOUNT: SAY U.S.DOLLARS SIXTY TWO THOUSAND NINE HUNDRED AND EIGHTY SIX AND CENTS NINETY FIVE ONLY

TOTAL QUANTITY: 2220 PCS IN 222 CARTONS TOTAL

G.W.: 35KGS/CTN    N.W.: 33KGS/CTN    M.: 40×38×20CM/CTN

CHINA NATIONAL NATIVE PRODUCE AND  
ANIMAL BY-PRODUCTS IMP. AND EXP. CO.  
GUANGXI ANIMAL BRANCH-XINGHU ROAD  
NANNING-GUANGXI-CHINA

刘珊珊



# Unit 3

## Bill of Exchange

### 汇票



#### 概述:

国际贸易中的货款收付主要是使用票据,而很少直接用现金结算。票据可分为汇票、本票和支票,国际贸易结算中以使用汇票为主。汇票(Bill of Exchange, Draft)是出票人签发的,命令付款人在见票时或者在指定日期无条件支付确定的金额给收款人或者持票人的票据。汇票是一种可流通转让的票据。

#### 汇票的要项

汇票并没有固定统一的格式,但汇票的内容必须符合法律的要求,各国票据法对汇票的规定不完全相同,一般认为汇票必须记载下列事项:

- ① 表明“汇票”的字样。
- ② 无条件支付的命令。应理解成汇票项下的支付不能附带任何条件。
- ③ 确定的金额。
- ④ 付款期限。
- ⑤ 付款人名称。在国际贸易中,通常是进口方或其指定银行。
- ⑥ 收款人名称。在国际贸易中,通常是出口方或其指定银行。
- ⑦ 出票日期和地点。
- ⑧ 出票人签章。

根据各国票据法的规定,汇票上未记载法定事项之一的,汇票无效,付款人有权拒绝付款。

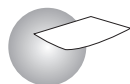
#### 汇票的种类

汇票从不同角度可分成以下几种:

1)按出票人不同,可分成银行汇票和商业汇票。出票人是银行且受票人也是银行,这样的汇票即为银行汇票(Banker's Draft/Bill)。商业汇票(Commercial Draft/Bill)的出票人是企业或个人,受票人可以是企业、个人或银行。

2)按是否随附包括运输单据在内的商业单据,可分为光票和跟单汇票。光票(Clean Draft/Bill),指不随附商业单据的汇票。银行汇票多是光票。跟单汇票(Documentary Draft/Bill),指随附包括运输单据在内的商业单据的汇票。跟单汇票多是商业汇票,在国际贸易中经常使用。

3)按付款日期不同,汇票可分为即期汇票和远期汇票。汇票上付款日期有四种记载方



式:见票即付(at sight);见票后若干天付款(at xx days after sight);出票后若干天付款(at xx days after date);定日付款(at a fixed day)。若汇票上未记载付款日期,则视为见票即付。见票即付的汇票为即期汇票(Sight Draft/Bill),其他三种记载方式为远期汇票(Time Draft/Bill)。

4)按承兑人的不同,汇票可分成商业承兑汇票和银行承兑汇票。远期的商业汇票,经企业或个人承兑后,称为商业承兑汇票(Commercial Acceptance Draft/Bill),经银行承兑后,称为银行承兑汇票(Bank's Acceptance Draft/Bill)。银行承兑后成为该汇票的主债务人,所以银行承兑汇票是一种银行信用。

### 票据行为

汇票使用过程中的各种行为,都由票据法加以规范。主要有出票、提示、承兑和付款。如需转让,通常应经过背书行为。如汇票遭拒付,还需做成拒绝证书以使持票人能够行使追索权。

1) 出票(Issue)。出票人签发汇票并交付给收款人的行为。

2) 提示(Presentation)。提示是持票人将汇票提交付款人要求承兑或付款的行为,又分付款提示和承兑提示。

3) 承兑(Acceptance)。指付款人在持票人向其提示远期汇票时,在汇票上签名,承诺于汇票到期时付款的行为。付款人一旦对汇票做承兑,即以主债务人的地位承担汇票到期时付款的法律责任。

4) 付款(Payment)。在汇票到期时付款人向提示汇票的合法持票人足额付款。

5) 背书(Endorsement)。做成指示性抬头的汇票在转让时,出让人须对汇票进行背书,然后把汇票交给受让人。在汇票经过不止一次转让时,背书应有一定的连续性。对受让人来说,以前的所有背书人和出票人都是他的“前手”;对背书人来说,之后的所有受让人都是他的“后手”,前手对后手承担汇票得到承兑和付款的责任。在金融市场上,最常见的背书转让为汇票的贴现,即远期汇票经承兑后,在尚未到期之前,持票人将汇票转让给银行或贴现公司,银行或贴现公司从票面金额中扣减按贴现率结算的贴现息后,将余款付给持票人。

6) 拒付和追索(Dishonour & Recourse)。持票人向付款人提示,付款人拒绝付款或拒绝承兑,均称拒付。此外,付款人逃匿、死亡以致持票人无法提示,也称拒付。遭到拒付时,持票人有权向其前手追索,即有权向其前手(背书人、出票人)要求偿付汇票金额、利息和其他费用。持票人在追索前必须按规定做成拒绝证书和发出拒付通知。

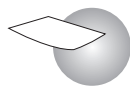
### 有关规定

根据《跟单信用证统一惯例》(UCP600)第6条规定:信用证不得开成凭以申请人为付款人的汇票兑用。

信用证必须定一个交单的截止日。……受益人或者代表受益人的交单应在截止日当天或之前完成。

第14条规定:

单据日期可以早于信用证的开立日期,但不得晚于交单日期。



## 课文补充讲解

\* “Bill of Exchange”(汇票)字样

汇票上应明确标明“Bill of Exchange”(汇票)字样。

### 1. Drawing Clause(出票依据)

出票条款又称为出票依据。包括课文汇票上标注的1)、2)、3)项,它说明汇票是依据某个信用证的指示而开立,是说明信用证开证行将对汇票履行付款责任的法律依据。一般情况下,信用证对汇票的出票条款都有明确规定。

### 2. Number of L/C (信用证号码)

### 3. Date of L/C (信用证开证日期)

### 4. Interest Rate (年息)

如果信用证中规定有汇票利息条款,则汇票上必须明确反映出来,汇票上的利息条款文句一般包括得率和计息起讫日期等内容。用以清算企业和银行之间的利息费用,一般由银行填写。

### 5. Number of Draft (汇票号码)

汇票号码应与相关的发票一致。

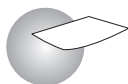
### 6. Amount of the Draft (汇票金额)

汇票上的金额必须有小写和大写两种表示。金额大写的货币名称使用国际标准代码或通用代码,不能以货币符号代替。汇票金额应与发票金额相符,有时,信用证中规定了汇票金额与发票金额的比例关系,如汇票的金额是发票的金额的90%,为实际应收货款。小写金额通常由货币名称和数字构成,保留至小数点后两位,不得涂改。小数点后的数字金额大写的表示方法,如0.50可写为“cents fifty”,或“50/100”。汇票金额为整数时,大写金额末尾处必须加打“Only”字样,以防被涂改。小写金额必须与大写金额完全一致,汇票金额的币种应和信用证金额的币种完全一致。

### 7. Date of Issue (出票日期)

根据《UCP500》规定,该日期不得超过信用证规定的交单期,如信用证没规定交单期,则不得迟于提单签发后的21天,且无论如何,不得超过信用证有效期。

### 8. Tenor (付款期限)



汇票上一般应有“At \_\_\_\_\_ Sight”的字样。例如“At 30 days after sight”(见票后30天付款), “At 30 days after date”(出票后30天付款) or “At 30 days after date of B/L”(提单日后30天内付款)。

#### 9. Payee (受款人)

汇票的抬头就是汇票的收款人,抬头可以做成限制性抬头、指示性抬头或来人抬头。在信用证业务中,汇票的抬头经常被做成“凭议付行指示”;在托收项下,则做成凭托收行的指示。注意不同信用证对受款人的要求不一样:

1) 自由议付信用证,可以选择任何一个合适的银行做议付行,在汇票此栏中填写议付行的名称和地址;

2) 限制议付信用证,如L/C规定,“Credit available by advising bank for negotiation”,则该栏目应填写通知行的名称和地址。

#### 10. Amount in Words (金额大写)

#### 11. Drawee (汇票受票人)

在信用证项下,本栏目应严格按照信用证规定填写,汇票的付款人一般为信用证的偿付行、付款行、承兑行、保兑行或开证行。如果信用证中没有明确规定汇票的付款人,则应视开证行为付款人。在信用证汇票条款中,付款人/受票人往往是用“Drawee”、“Drawn on” or “on”来表示的。托收项下一般填写买方的名称和地址。

#### 12. Signature of the Drawer (出票人签章)

在信用证业务中,汇票的出票人一般是信用证的受益人,即出口公司,出票人的名称一般写在汇票的右下角,并且由授权人签章。

\* 有时特殊条款会加注在右上角处。

## 补充练习一

Make out the relevant Draft with the following information from the L/C.

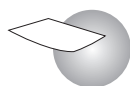
Application Header 0 700 1411 050523 HSBCHKHHDHKH 0760 552387 050523 1411 N

\*FIRST BANK OF KOREA, SOUEL

\*SOUEL, KOREA

Doc. Credit Number \*20 : M0756510NS0023000

Date of Issue 31C : Sept. 08, 2021



Expiry \*31D : Date Nov.30, 2021 Place CHINA  
 .....  
 Beneficiary \*59 : HUAYUE MEDICINE & HEALTH PRODUCTS  
 IMP. AND EXP. CORP.  
 196 TIANHE ROAD, GUANGZHOU, CHINA  
 Amount \*32B : Currency USD Amount 45,600.00  
 .....  
 Available with/by \*41D : ANY BANK BY NEGOTIATION  
 Drafts at... 42C : AT SIGHT FOR FULL INVOICE OF GOODS  
 Drawee 42A : ISSUING BANK  
 .....  
 Latest Date of Ship. 44C : NOV. 15, 2021  
 Descript. Of Goods 45A :  
 CINNAMON WHOLE 8.64M/TS @ USD2,250.00/MT AS PER INDENT NO.57152  
 CINNAMON BROKEN 12 M/TS @ USD2,180.00/MT AS PER INDENT NO.57151  
 C AND F INCHON

**Some useful information:**

Invoice No.: 05327MK72                      Date of B/L: Nov. 8, 2021

**补充练习二** →

Make out the relevant Draft with the following information from the L/C.

To: 0944 26 BKCHCNBJANNG01851

FM:1566 25VRBPIT2VAXXX32463

VRBPIT2VXXX

+BANC POLOLARE DI VERONA

+VERONA

.....

Doc. Credit Number \*20: TT456643132

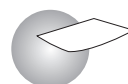
Date of Issue 31C: Oct. 5, 2021

Expiry \*31D: Date Dec. 15, 2021 Place CHINA

Applicant \*50:DIADORA S. P. A.

VIA MAZZINI, 20

310310 CAERANO SAN MARCO(TV), ITALY



Beneficiary \*59: CHINA NATIONAL NATIVE PRODUCE AND  
ANIMAL BY-PRODUCTS IMP. AND EXP. CO.  
GUANGXI ANIMAL BRANCH-XINGHU ROAD  
NANNING-GUANGXI-CHINA

Amount \*32B: USD64,935.00

Available with/by \*41D: ANY BANK  
BY NEGOTIATION

draft at... 42C : AT 90 DAYS SIGHT FOR FULL INVOICE OF GOODS

drawee 42A : ISSUING BANK

.....

Latest Date of Ship. 44C: Nov. 30, 2021

.....

Shipment of Goods 45B:

1110PCS DOWN FILLED JACKET MODEL: 20072 AT USD 28.50/PC

1110PCS DOWN FILLED JACKET MODEL: 37408 AT USD 30.00/PC

CIF VENEZIA, ITALY LESS 3% DISCOUNT

**Some useful information:**

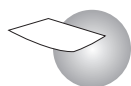
Invoice No.: 4589KU80912

Date of B/L: Nov. 27, 2021

## 参考答案

### Practice I

凭			
<b>Drawn under</b> THE HONGKONG AND SHANGHAI BANKING CORP. LTD., HONGKONG			
信用证或购买证第	号		
<b>LC or AP No.</b> 6764/13/12345B			
日 期	年 月 日		
<b>Dated</b> 210516(YY-MM-DD)			
按 息 付 款			
<b>Payable with interest @</b> _____ % per annum			
号码	汇票金额	中国, 上海	年 月 日
<b>No. 2021C8K4897</b>	<b>Exchange for</b> USD10,560.00	GUANGZHOU, China	<u>AUG. 2, 20 21</u>
见票			日 后 (本票之副本未付) 付
<b>At</b> XXXXXX	<b>sight of this</b>	<b>FIRST of Exchange</b>	<b>(Second of exchange being unpaid)</b>
<b>Pay to the order of</b> BANK OF CHINA, SHANGHAI BRANCH			或其指定人



金 额

**The sum of** SAY U. S. DOLLARS TEN THOUSAND FIVE HUNDRED AND SIXTY  
ONLY

此致

**To:** THE HONGKONG AND SHANGHAI BANKING CORP., LTD.,  
HONGKONG FENGYUAN LIGHT INDUSTRIAL PRODUCTS  
IMP. AND EXP. CORP.  
P. O. BOX 789, SHANGHAI, CHINA

朱小雨

## Practice II

凭

**Drawn under** STANDARD AND CHARTERED BANK LTD., COPENHAGEN

信用证或购买证第 号

**L/C or AP No.** 002/1303668

日 期 年 月 日

**Dated** 21-03-20(YY-MM-DD)

按 息 付 款

**Payable with interest @** \_\_\_\_\_ % **per annum**

号码 汇票金额 中国, 太原 年 月 日

**No. 173324009** **Exchange for** USD16,172.10 TAIYUAN, China MAY 20, 2021

见票 日 后 (本票之副本未付) 付

**At** 30 DAYS **sight of this FIRST of Exchange (Second of exchange being unpaid)**

**Pay to the order of** BANK OF CHINA, TAIYUAN BRANCH 或其指定人

金 额

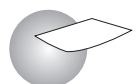
**The sum of** SAY U. S. DOLLARS SIXTEEN THOUSAND ONE HUNDRED AND SEVENTY-TWO  
AND CENTS TEN ONLY

此致

**To:**

DONTUSU COMMERCIAL BANK, CHINA NATIONAL ARTS & CRAFTS IMP. & EXP. CORPORATION, TAIYUAN BRANCH  
HONGKONG TAIYUAN FOREIGN TRADE BUILDING 85-89,  
NO.7 ZHONGSHAN ROAD, TAIYUAN, CHINA

李明丽





At 90 DAYS sight of this **FIRST** of Exchange (Second of exchange being unpaid)

Pay to the order of BANK OF CHINA, NANNING BRANCH 或其指定人  
金 额

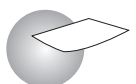
The sum of SAY U. S. DOLLARS SIXTY TWO THOUSAND NINE HUNDRED AND EIGHTY-SIX  
AND 95% ONLY

此致

To: BANC POLOARE DI VERONA,  
VERONA

CHINA NATIONAL NATIVE PRODUCE AND ANIMAL BY-PRODUCTS  
IMP. AND EXP. CO., GUANGXI ANIMAL BRANCH-  
XINGHU ROAD, NANNING-GUANGXI-CHINA

刘珊珊

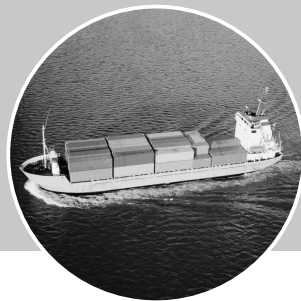




# Unit 4

## Ocean Bill of Lading

### 海运提单



#### 概述:

提单,是指用以证明海上货物运输合同和货物已经由承运人接收或装船,以及承运人保证据以交付货物的单证。提单是一张正反两面都有记载的单据。正面通常记载本航次运输的基本情况,背面通常是预先印制好的承运人的标准合同条款,包括承运人责任、运费及其他费用、管辖权等。

#### (一)性质与作用:

(1) 提单是海上货物运输合同的证明。提单本身并不是运输合同,但由于提单载明了各项重要条款,因此它能起到运输合同的作用。

(2) 提单是承运货物的收据,证明货物由承运人接收或装船。

(3) 提单是物权凭证,提单的善意持有人即为货物的所有权人。由于提单是证明货物由承运人接收或装船的单证,交付货物的请求自然以提单为据。提单上载明的向记名人交付货物,或按照指示人的指示交付货物,或向提单持有人交付货物的条款,构成了承运人据以交付货物的保证。

#### (二)种类

##### 1. 按货物是否装船分类:

A. 已装船提单:是货物已装上船只后,由承运人签发的记载着船名和装船日期的提单。一般由承运人凭大副装船后所签收货单签发;

B. 备运提单:是托运人凭场站收据向承运人所换的。在L/C下不能议付。装船后由船公司加注船名和日期则可成为已装船提单。

##### 2. 按运输方式分类:

A. 直达提单;

B. 转船提单;

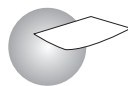
C. 联运提单。

##### 3. 按提单抬头(收货人)分类:

A. 记名提单;

B. 不记名提单:在收货人栏中写“交持有人”(TO BEARER),仅凭交付转让,不用背书。因其风险较大而在业务中很少使用;

C. 指示提单:



分为：(1)记名指示提单：注明 TO ORDER OF SHIPPER/CONSIGNER/BANK (托运人/收货人/银行)；(2)不记名指示提单：注明 TO ORDER。“空白抬头、空白背书”提单是不记名指示提单的一种，正面写 TO ORDER 并由托运人做空白背书，是业务中大量使用的一种。

4. 据有无对货物表面状况的不良批注分类：

A. 清洁提单；

B. 不清洁提单，标明货物或包装有差损的提单。除非经买方授权，否则银行不接受。

5. 按提单格式分类：

A. 简式提单：没有背面条款；

B. 全式提单：背面有运输条款，说明承运人与托运人之间的责任、义务、权利、豁免。

#### 特殊规定：

根据 1993 年 7 月 1 日公布实施的《中华人民共和国海商法》第 73 条的规定，提单正面应记载以下各项：

1. 货物的品名、标志、包数或者件数、重量或者体积以及运输危险货物时对危险性质的说明。

2. 承运人的名称和主要营业所。

3. 船舶名称。

4. 托运人的名称。

5. 收货人的名称。

6. 装货港和在装货港接受货物的日期。

7. 卸货港。

8. 多式联运提单增列接收货物地点和交付货物地点。

9. 提单的签发日期、地点和份数。

10. 运费的支付。

11. 承运人或者其代表。

我国《海商法》第 73 条同时还规定，“提单缺少本款规定的一项或者几项的，不影响提单的性质。”提单正面记载的事项，在法律上具有初步证据。

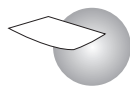
请详细参阅《跟单信用证统一惯例》(UCP 600) 第 3、6、14、19、20、21、22 条。

## 课文补充讲解

1. Carrier (承运人)

2. Shipper or Consignor (托运人或发货人)

《UCP500》第 32 条规定，除非信用证另有规定，银行将接受表明以信用证受益人以外的一方为发货人(托运人)的运输单据。此时，称此提单为“Third Party B/L”(第三方提单)。



### 3. Consignee (收货人)

即提单的抬头。这一栏直接关系到提单是否能转让以及提单下的货物物权归属问题,是提单当中重要的一栏,应按信用证规定填写。1.如信用证规定,“B/L...MADE OUT IN NAME OF ABC CO., NEW YORK”,则该栏应填写“ABC CO., NEW YORK”,此时该提单为记名提单(Straight B/L),不能转让。2.如信用证规定:“B/L...MADE OUT BEARER”,则该栏应填写“BEARER”,此时该提单为不记名提单(Bearer B/L),可以仅凭交付转让,无须任何手续。3.1)如信用证规定:“B/L...MADE OUT TO THE ORDER OF APPLICANT”,则该栏应填写“TO THE ORDER OF+ 开证申请人的名称和地址”。2)如信用证规定:“B/L...MADE OUT TO THE ORDER OF ISSUING BANK”,则该栏应填写“TO THE ORDER OF+ 开证行的名称和地址”。3)如信用证规定:“B/L...MADE OUT TO THE ORDER OF SHIPPER”,则该栏应填写“TO THE ORDER OF SHIPPER”;4)如信用证规定:“B/L...MADE OUT TO ORDER”,则该栏应填写“TO ORDER”,如课文中的例单。以上四种情况下,提单称为指示提单,其中,第4种情况下,又叫作空白抬头的提单。指示性抬头的提单通过背书可以转让。

#### 关于背书:

1. 由谁背书:物权所有人可以背书,上述4种情况下,背书人分别为 APPLICANT、ISSUING BANK、SHIPPER、SHIPPER。

2. 如何背书:(1)空白背书——由背书人在提单背面签章。

(2)记名背书——在提单背面由背书人签章,同时写明被背书人(受让人)的名称和地址。

应按信用证要求进行背书。如:信用证要求“BLANK ENDORSED”,则做空白背书,只签注背书人的名称。

### 4. Notify Party (通知方)

这是船公司在货物到达目的港时发送到货通知的收件人,有时即为进口人。在信用证项下的提单,如信用证上对提单被通知人有具体规定时,则必须严格按信用证要求填写。如果是记名提单或收货人指示提单,且收货人又有详细地址的,则此栏可以不填。如果是空白指示提单或托运人指示提单则此栏必须填列被通知人名称及详细地址,否则船方就无法与收货人联系,收货人也不能及时报关提货,甚至会因超过海关规定的申报时间而被没收。

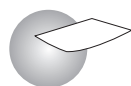
#### 特殊情况:

1) 信用证未规定具体通知方,则正本提单可不填写,副本提单填写信用证的开证申请人;

2) 信用证规定两个通知方,则应同时填写两个通知方的名称和地址。

### 5. Folio Number (分提单的号码)

### 6. House Bill of Lading(货运代理人提单)



运输代理行提单 HOUSE B/L 由货运代理人签发。这种提单从技术上和严格的法律意义上说,是缺乏提单效力的。它只是运输代理人收到托运货物的收据,而不是一种可以转让的物权凭证,故不能凭此向承运人提货。根据国际商会《跟单信用证统一惯例》1993年修订本的规定,除非提单表明运输行作为承运人(包括无船承运人)或承运人的代理人出具的提单,或国际商会批准的“国际货运代理协会联合会”的运输提单可以被银行接受外,银行将拒收这种提单。

#### 7. Freight Payable at (运费支付地)

#### 8. Number of Original B/Ls (正本提单份数)

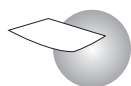
通常船公司签发的正本提单份数为1~3份,一般使用英文数字表达。如信用证规定了正本提单的签发份数,则应按信用证的规定填写。如“FULL SET OF”一般理解成两正两副。其中一份正本完成提货任务后,其余各份失效。如果要求的提单正本份数超过两份,则会写“3/3”,表明是三份正本,其中分母表示正本的份数,分子表示需提交给银行的正本提单的份数,实际上是要求所有正本必须提交给银行。

#### 9. Port of Loading (装运港)

避免在进口业务中使用如中国港口、广东或欧洲主要港口等笼统字眼。有些船运公司的提单分有装运港、卸货港和转运港,那么具体按要求填写即可。但有些船运公司的提单分为装运港、卸货港,没有转运港栏,如果实际涉及转运,那么在“Place of Receipt”处填写装运港,“Port of Loading”处填写转运港,在“Port of Discharge”处填写目的港。

#### 10. Port of Discharge (卸货港)

填列货物实际卸下的港口名称。如属转船,第一程提单上的卸货港填转船港,收货人填第二程船公司;第二程提单装货港填上述转船港,卸货港填最后目的港。如由第一程船公司出联运提单(THROUGH B/L),则卸货港即可填最后目的港,提单上列明第一和第二程船名。如经某港转运,要显示“VIA X X”字样。在运用集装箱运输方式时,目前使用“联合运输提单”(COMBINED TRANSPORT B/L),提单上除列明装货港、卸货港外,还要列明“收货地”(PLACE OF RECEIPT)、“交货地”(PLACE OF DELIVERY)以及“第一程运输工具”(PRE-CARRIAGE BY)、“海运船名和航次”(OCEAN VESSEL, VOY NO)。填写卸货港,还要注意同名港口问题,如属选择港提单,就要在这栏中注明。如伦敦/鹿特丹/汉堡选卸,则在卸货港栏中填上“option London/Rotterdam/Hamburg”,收货人必须在船舶到达第一卸货港前在船公司的规定时间内通知船方卸货港,否则船方可在其中任意一港卸货。选择港最多不得超过三个,且应在同一航线上,运费按最高者计收。



11. Ultimate Destination (最终目的地)
12. Ocean Vessel & Voy (船名和航次)
13. Seal Number (封号)
14. Container Number (集装箱号码)
15. Master Bill of Lading No. (主运单号码)
16. Marks & Numbers (唛头)

17. Number and Kind of Packages, Description of Goods (件数和包装种类、货物描述)

按实际情况列明。一张提单有几种不同包装应分别列明,托盘和集装箱也可作为包装填列。裸装有捆、件,散装货应注明“in bulk”。危险品应写清化学名称,注明国际海上危险品运输规则号码(IMCO CODE PAGE)、联合国危规号码(UN CODE NO)、危险品等级(CLASS NO)。冷藏货物注明所要求的温度。

18. Measurement (体积)

19. Gross Weight (毛重)

20. Freight Prepaid (运费预付)

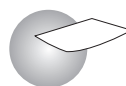
21. Container and Seal No. (集装箱号和封号)

22. Number of Packages (in words) (包装件数)

应将件数同时以数字和文字标明出来,如“111 CARTONS (SAY ONE HUNDRED AND ELEVEN CARTONS ONLY)”。如在提单中无此栏,可将包装件数写在货物描述栏。

23. With this Bill of Lading to (收货地代码)

因本提单是运输代理行提单,若有关当事人欲查询货物运输的详情可向实际承运人查询。在常用的提单中,尤其是由实际承运人签发的提单中没有此栏。



24. Date of Shipping on Board (装船日期)

25. Date and Place of Issue (签发地点和日期)

如果卖方估计货物无法在信用证装船期前装上船,应尽早通知买方,要求修改信用证,而不应利用“倒签提单”、“预借提单”等欺诈行为取得货款。

26. Signature of Carrier (承运人签章)

《UCP500》第23条规定:提单须表面注明承运人的名称,并由下列人员签字或以其他方式证实,一般表示方法有:CARRIER, CAPTAIN, 或“AS AGENT FOR THE CARRIER:XXX”等。即

——承运人或承运人的具名代理或代表

——船长或船长的具名代理或代表

如: China Ocean Shipping Co.

As carrier

Or: China Foreign Trade Transportation Corporation

As agent for XXX as carrier

Or: China Ocean Shipping Co.

As Master

承运人或船长的任何签字或证实,必须表明“承运人”或“船长”的身份。代理人代表承运人或船长签字或证实时,也必须表明所代表的委托人的名称和身份,即注明代理人所代表的承运人或船长。

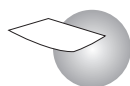
\* 其他可能条款:

1)前段运输/首程运输,指货物在运到指定装运港口之前所用的运输方式,在多式联运时才会用到,一般不填写此栏内容,除非此段运输也是由签发提单的承运人承担。

2)收货地:如只有一程船,无须转运,则该栏目留空;如需转运,则该栏填写装运港名称。

3)信用证号码、合同号码。

4)运费和费用:除非信用证特别强调提单中应表明运费的计算与数额,通常该栏目只需填写运费支付的方式,一般根据信用证的要求,以戳记或文字的方式来表明。如:信用证规定:“FULL SET OF B/L ...MARKED ‘FREIGHT PREPAID’ ”——则填写“FREIGHT PREPAID”(运费预付);或信用证规定:“FULL SET OF B/L ...MARKED ‘FREIGHT PAID’ ”——则填写“FREIGHT PAID”(运费已付);或信用证规定:“FULL SET OF B/L ...MARKED ‘FREIGHT TO COLLECT’ ”——则填写“FREIGHT TO COLLECT”(运费到付)。如CIF或CFR出口,一般均填上运费预付字样,千万不可漏列,否则收货人会因运费问题提不到货,虽可查清情况,但拖延提货时间,也将造成损失。如系FOB出口,则运费可制作“运费到付”字样,除非收货人委托发货人垫付运费。



### 部分国家对提单的特别规定:

1. 黎巴嫩:海运提单必须填写承运人或出口商名称和黎巴嫩进口商名称,“指示提单”必须填写黎巴嫩进口商的被通知地址;
2. 科威特、马来西亚:海运提单,可使用指示提单,但应注明一位被通知人的地址;
3. 利比亚:黑名单证书(1份),要求出具运输货物的船舶不在“黑名单”上,且未在以色列港口停泊的声明,声明如下:“We declare the goods will not be sent by a ship which is included in the Black List, and will be shipped to Libya without calling at any Israeli port”, 须领事认证;
4. 多米尼加:海运提单用西班牙语填写,船空运单(1份),邮政运输邮件回单(1份),均须领事认证;
5. 尼加拉瓜、巴拉圭:海运提单须经领事认证;
6. 有时约旦海关还要求卖方提供船东出具的船籍证明,以抵制以色列。

## 补充练习一

Make out the relevant Bill of Lading with the following information from the L/C.

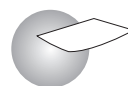
.....

Doc. Credit Number	*20 :	M0756510NS0023000
Date of Issue	31C :	Sept.08, 2021
Expiry	*31D :	Date Nov.30,2021 Place CHINA
Applicant	*50 :	CHANG JI TRADING CO., 305, SEONG CHANG BLDG., 2972 SEOKCHON DONG, SEOUL, KOREA
Beneficiary	*59 :	HUAYUE MEDICINE & HEALTH PRODUCTS IMP. AND EXP. CORP. 196 TIANHE ROAD, GUANGZHOU, CHINA
Amount	*32B :	Currency USD Amount 45,600.00

.....

Partial Shipment	43P :	ALLOWED
Transshipment	43T :	PROHIBITED
Loading in Charge	44A :	CHINA PORT
For Transport to...	44B :	INCHON, KOREA
Latest Date of Ship.	44C :	Nov. 15, 2021
Descript. Of Goods	45A :	

CINNAMON WHOLE 8.64M/TS @ USD2,250.00/MT AS PER INDENT NO.57152  
CINNAMON BROKEN 12 M/TS @ USD2,180.00/MT AS PER INDENT NO.57151  
C AND F INCHON





Shipment of Goods 45B:

1110PCS DOWN FILLED JACKET MODEL: 20072 AT USD 28.50/PC

1110PCS DOWN FILLED JACKET MODEL:37408 AT USD 30.00/PC

CIF VENEZIA, ITALY LESS 3% DISCOUNT

PACKED IN CARTONS AS PER S/C NO.00GABP07

Shipping Mark: DIADORA/MOD:20072/37408/VENEZIA/CTN. NO./MADE IN CHINA

Loading in Charge 44A: ANY PORT IN CHINA

For Transport to ... 44B: VENEZIA, ITALY

Latest Date of Ship. 44C: Nov. 30, 2021

Partial Shipment 44D: NOT ALLOWED

Transshipment 44E: ALLOWED

.....

Documents Required 46B:

.....

+ 3/3 ORIGINAL BILL OF LADING MADE OUT TO THE ORDER OF DIADORA SPA- VIA MAZZINI 20-31031 CAERANO SAN MARCO(TV), NOTIFY: T.F.F. SRL- VIA VIGONOVEXE 293/I - 35020 CAMIN (PD), GENOA, ITALY AND MARKED FREIGHT PREPAID

.....

Additional Cond. 47A:

A) L/C NO. SHOULD BE INDICATED IN ALL DOCUMENTS PRESENTED FOR NEGOTIATION

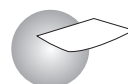
**Some messages from S/O:**

DOWN FILLED JACKET PACKED IN CARTONS OF 222 CARTONS TOTAL

G.W.: 35KG/CTN N.W.: 33KG/CTN M.: 40×38×20CM/CTN

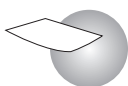
PORT OF LOADING: SHENZHEN, CHINA PORT OF TRANSSHIPMENT: SINGAPORE

NAME OF VESSEL: MARIA V598/CONCORD DATE OF B/L: Nov. 27, 2021



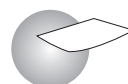
Practice I

Shipper FENGYUAN LIGHT INDUSTRIAL PRODUCTS IMP. AND EXP. CORP. P. O. BOX 789, SHANGHAI, CHINA		B/L No. KEY48609	
Consignee TO THE ORDER OF THE HONGKONG AND SHANGHAI BANKING CORP., LTD., HONGKONG		<b>Bill of Lading</b>  <b>ORIGINAL</b>	
Notify Party BAVARIAZ TRADING CO., LTD., 12F PHILIP CENTER 359 QUEEN AVENUE, BERLIN			
*Pre carriage by	*Place of Receipt by Pre carrier		
Ocean vessel & Voy. No. TONGMEI V.155 /FARROR	Port of Loading SHANGHAI		
Port of Discharge HONG KONG	*Final destination (if goods to be transhipped at port of discharge) ANTWERP	Freight payable at SHANGHAI	Number of original Bs/L THREE
Marks & Nos.	Number and kind of packages; description of goods	Gross weight kgs	Measurement M <sup>3</sup>
TOTAL PACKAGES (IN WORDS) SAY SIX HUNDRED AND SIXTY CARTONS TOTAL			
Freight and charges  FREIGHT PREPAID		Shipped on board the vessel named above in apparent good order and condition (unless otherwise indicated) the goods or packages specified herein and to be discharged at the above mentioned port of discharged or at near thereto as the vessel may safely get and be always afloat. The weight, measures, marks, numbers, quality, contents and value, being particularly furnished by the Shipper, are not checked by the Carrier on loading. The Shipper, Consignee and the Holder of the Bill of Lading hereby expressly accept and agree to all printed, written or stamped provisions, exceptions and conditions of this Bill of Lading, including those on the back hereof. In witness whereof, the Carrier or his Agents has signed Bills of Lading all of this tenor and date, one of which being accomplished, the others stand void. Shippers are requested to note particularly the exceptions and conditions of this Bill of Lading with reference to the validity of the insurance upon their goods.	
*) Applicable when document used as a through Bill of Lading		Place and date of issue SHANGHAI AUG. 2, 2021	
		Signed for the Carrier	




Practice II

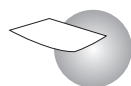
Shipper CHINA NATIONAL ARTS & CRAFTS IMP. & EXP. CORPORATION, TAIYUAN BRANCH TAIYUAN FOREIGN TRADE BUILDING 05-09, ZHONGSHAN ROAD 7, TAIYUAN, CHINA (Hereinafter call "the shipper")					
Consignee TO ORDER OF STANDARD AND CHARTERED BANK LTD., COPENHAGEN		LG/F Edwick Industrial Centre. 4-30 Lei Muk Road, Kwai Chung, N T, Hong Kong 香港新界葵湧梨木道4-30號億萬工業中心低層地下 Tel No.: (852)27662135 Fax No.: (852)23303918 Internet Web: http://www.rockwood.com.hk E-mail: rlf@rockwood.com.hk <b>HOUSE BILL OF LADING 提单</b>			
Notify Party DE TUINKRAMER B.V.		Folio Number		House Bill of Lading	
		Freight Payable at TAIYUAN		Number of Original B/Ls TWO	
Port of loading QINGDAO, CHINA		Port of Discharge HONG KONG		Ultimate destination ROTTERDAM	
Ocean Vessel & Voy QINGYANG V.126/MINONA		Or substituted ship or ships, on the terms and conditions or the Bill or Bills of Lading issued by the said ship or ships			
Seal Number 211645		Container Number 467934587M48		Master Bill of Lading No	
Marks & Nos	Number and kind of Packages, Description of Goods			Measurement	Gross Weight
DE TUINKRAMER B.V. ROTTERDAM C/NOS. 1--171  171 WOODEN CASES OF WIRE PRODUCTS 17.31375CBM 16587KGS  FREIGHT PAID AS PER L/C NO. 002/1303668  Number of Packages (in Words) SAY ONE HUNDRED AND SEVENTY ONE CASES ONLY					
For particulars of delivery apply With this Bill of Lading to					
SHIPPED ON BOARD: MAY 20, 2021 DATE AND PLACE OF ISSUE MAY 20, 2021 QINGDAO		For  as carrier			




补充练习一

1. Shipper <b>HUAYUE MEDICINE &amp; HEALTH PRODUCTS IMP. AND EXP. CORP. 196 TIANHE ROAD, GUANGZHOU, CHINA</b>		<div style="border: 1px solid black; display: inline-block; padding: 2px;">B/L No.</div>  <b>中海集装箱运输上海有限公司</b>			
2. Consignee <b>TO ORDER OF SHIPPER</b>		<b>CHINA SHIPPING CONTAINER LINERS (SHANGHAI) CO.,LTD.</b> Port Pole or Combine Transport <b>BILL OF LADING</b>  <b>ORIGINAL</b>			
3. Notify Party (Carrier not to be responsible for failure to notify) <b>CHANG JI TRADING CO. 305, SEONG CHANG BLDG., 2972 SEOKCHON DONG, SEOUL, KOREA</b>					
4. Pre-carriage by	5. Place of Receipt				
6. Ocean vessel <b>CHANGYUN V.346</b>	7. Port of Loading <b>YANTIAN, CHINA</b>				
8. Port of Discharge <b>INCHON, KOREA</b>		9. Place of Delivery		10. Final Destination (of the goods not the ship)	
11. Marks & Nos.  <u>CHANGJI</u> INCHON	12. No. of Containers Or Packages. <b>216 CTNS 300 CTNS</b>	13. Kind of Packages; Description of Goods		14. G.W.(kgs)	15. Measurement
		<b>CINNAMON WHOLE</b> <b>CINNAMON BROKEN</b>		<b>9,180 KGS</b> <b>12,750KGS</b>  <b>TOTAL: 21,930KGS</b>	<b>5.832 CBM</b> <b>8.1 CBM</b>  <b>13.932CBM</b>
		16. Description of Contents for Shipper's Use only (CARRIER NOT RESPONSIBLE)			
17. TOTAL NO. CONTAINERS OR PACKAGES (IN WORDS)		<b>SAY FIVE HUNDRED AND SIXTEEN CARTONS TOTAL</b>			
18. FREIGHT & CHARGES <b>FREIGHT PREPAID</b>		19. Revenue Tons	20. Rate	21. Paid	22. Prepaid
23. Collect					
24. Ex. Rate:	25. Prepaid at	26. Payable at <b>GUANGZHOU</b>		27. Place and Date of issue <b>YANTIAN NOV. 8, 2021</b>	
	28. Total prepaid in	29. No. of Original B/L(S) <b>TWO</b>		Signed for the Carrier	

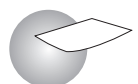
(Endorsement overleaf)



补充练习二

1. Shipper <b>CHINA NATIONAL NATIVE PRODUCE AND ANIMAL BY-PRODUCTS IMP. AND EXP. CO. GUANGXI ANIMAL BRANCH-XINGHU ROAD NANNING-GUANGXI-CHINA</b>		<div style="border: 1px solid black; display: inline-block; padding: 2px;">B/L No.</div>  			
2. Consignee <b>TO ORDER OF DIADORA SPA- VIA MAZZINI 20-310310 CAERANO SAN MARCO (TV), ITALY</b>		Port-TO Pole or Combine Transport <b>BILL OF LADING</b>  <b>ORIGINAL</b>			
3. Notify Party (Carrier not to be responsible for failure to notify) <b>T.F.F. SRL- VIA VIGONOVEXE 293/I -35020 CAMIN (PD), GENOA, ITALY</b>					
4. Combined Transport Pre-carriage by	5. Combined Transport Place of Receipt <b>SHENZHEN, CHINA</b>				
6. Ocean vessel Voy. No <b>MARIA V598/ CONCORD</b>	7. Port of Loading <b>SINGAPORE</b>				
8. Port of Discharge <b>VENEZIA, ITALY</b>		9. Place of Delivery			
Marks & Nos. Container/Seal No.  <b>DIADORA MOD:20072/37408 VENEZIA CTN. NO.1-222 MADE IN CHINA</b>	No. of Containers Or Packages. <b>222 CARTONS</b>	Description of Goods (If Dangerous Goods. See Clause 20) G.W.(kgs) Measurement (M <sup>3</sup> )  <b>DOWN FILLED JACKET</b>  <b>G.W.: 7770KG M.: 6.7488CBM</b>  <b>L/C NO.: TT456643132</b>			
		16. Description of Contents for Shipper's Use only (Not part of This B/L Contract)			
10. Total Number of containers and/or packages (in words) <b>SAY TWO HUNDRED AND TWENTY TWO CARTONS TOTAL</b>					
11. Freight & charges	Revenue Tons	Rate	Paid	Prepaid	Collect
24. Ex. Rate:	25. Prepaid at	26. Payable at <b>NANNING, CHINA</b>		27. Place and Date of issue <b>SHENZHEN NOV. 27, 2021</b>	
	28. Total prepaid in	29. No. of Original B/L(S) <b>THREE</b>		Signed for the Carrier	

(Endorsement overleaf)





# Unit 5

## Packing List

### 装箱单



#### 概述:

出口企业不仅在出口报关时需要提供装箱单、重量单,信用证往往也将之作为结汇单据。实际上,装箱单、重量单和尺码单(Packing List, Weight List and Measurement List)是商业发票的一种补充单据,是商品的不同包装规格条件、不同花色和不同重量逐一分别详细列表说明的一种单据。它是买方收货时核对货物的品种、花色、尺寸、规格和海关验收的主要依据。

装箱单(Packing list)又称花色码单或包装单,是标明出口货物的包装形式、规格、数量、毛重、净重、体积的一种单据。在结汇中,除散装货物外,一般都要求提供装箱单。我国对俄罗斯、独联体各国及东欧等国家出口所使用的发运清单代替了装箱单,其中有一联是随货物同行的。

重量单是按照装货重量(Shipping Weight)成交的货物,在装运时出口人须向进口人提供的重量证明书。它证明所装重量与合同规定相符,货到目的港有缺量时,出口人不负责任。若按照卸货重量(Delivered Weight/Landed Weight)成交的货物,如果货物有缺量时,进口商也必须提出重量证明书,他才可以向出口商、轮船公司或保险公司提出索赔。

它们均具有以下特点:

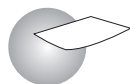
(1) 装箱单、重量单和尺码单为了保持与发票一致,其号码和日期两栏与发票完全相同。

(2) 装箱单、重量单和尺码单一般不显示收货人、价格、装运情况,对货物描述一般都使用统称概述。

(3) 包装单所列的情况,应与货物的包装内容完全相符,例如,货物用纸箱装,每箱200盒,每盒4打。装箱单着重表现货物的包装情况,从最小包装到最大包装的包装材料,包装方式一一列明。而对于重量和尺码内容,一般只体现累计总额。重量单在装箱单的基础上,详细表示货物的毛重、净重、皮重等。

(4) 装箱单、重量单和尺码单的制作要以信用证、合同、备货单、出货单为凭据。如装箱单上的总件数和重量单上的总重量,应与发票、提单上的总件数或总数量相一致。

(5) 如果信用证上要求在装箱单、重量单和尺码单上填写一些特殊条款,应照办。如来证要求在这两种单据(或其中一种)上注明总尺码,此单据上的尺码,应与提单上注明的尺码一致。



## 课文补充讲解

### 1. Name of the Issuer (出单人的名称和地址)

### 2. Packing List (装箱单名称)

有的出口公司将两种单据的名称印在一起,当来证仅要求出具其中一种时,应将另外一种单据的名称删去。如信用证规定为“Weight Memo”,则单据名称不能用“Weight List”;如果来证要求用中性包装单(Neutral Packing List),则包装单名称打“Packing List”,但包装单内不打卖方名称,不能签章;如来证要求用“空白纸张”(Plain Paper)填制这两种单据时,在单据内一般不要表现出受益人及开证行名称,也不要加盖任何签章。

### 3. No. of Packing List (装箱单号码)

这项内容不是必需的,视出口商业惯例而定。对一些出口商来说,给装箱单编号主要便于存档,其编号应与发票号码一致。

### 4. Issuing Date (出单日期)

#### \* 合同号或销售确认书号(Contract No./ Sales Confirmation No.)

注明此批货的合同号或者销售合同书号。

\* 装箱单一般不显示收货人、价格和装运情况,对货物内容的描述一般都使用统称。当须填写收货人时,收货人一般与发票的抬头人一致,或根据信用证的具体要求填写(packing list consigned to xxx)

### 5. Shipping Mark (唛头)

与发票一致,有时也可以只注明“as per invoice No. xxx”。唛头的具体写法请参见发票制单。

日期、商品名称、收货人、合同号码、运输方式及唛头有时被当作是装箱单的题头部分。当装箱单有两页或以上时,每页都必须有相同的题头。

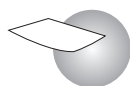
### 6. Quantities and Descriptions (数量与商品描述)

1) 箱号(Case No., Carton No., C/No., CTN/No.), 又称包装件号码。在单位包装货量或品种不固定的情况下,需注明每个包装件内的包装情况,因此包装件应编号。例如:

Carton No. 1-5 ……

Carton No. 6-10 ……

有的来证要求此处注明“CASE NO.1—UP”,UP是指总箱数。



2) 货物名称 (Name of Commodity), 与发票内容一致。

3) 根据箱号、货物名称对应逐一注明每一包装件的货名、规格、品种。装箱单中一般都不要求说明货物的品质规格, 只写货物统称即可。

4) 数量 (Quantity), 包括货物本身的数量及包装的件数。其中包装件数须以数字及文字进行表述。当要求提供详细装箱单时, 应列明每件包装的情况 (每箱的号码、箱内货物、重量等)

## 7. Net weight, gross weight and measurement (净重、毛重和体积)

### 1) 净重 (Net Weight)

如为“Detailed Packing List”, 注明每个包装件的净重和此包装件内不同规格、品种、花色、货物各自的净重 (sub total), 最后在合计栏处注明总货量。信用证或合同未要求, 则只需注明货物总净重。

### 2) 毛重 (Gr. Weight)

如为“Detailed Packing List”, 注明每个包装件的毛重和此包装件内不同规格、品种、花色、货物各自的毛重 (sub total), 最后在合计栏处注明总货量。信用证或合同未要求, 则只需注明货物的总毛重。

### 3) 尺寸/体积 (Measurement)

一般注明货物的总体积, 以立方米为单位。

4) 货物的数量、外包装、规格、包装件数及大写有时会合在一起不分栏写, 每项内容占一行, 以使内容简洁明确。当信用证要求提供详细装箱单时, 则需以列表的方式具体列明每一件包装的具体内涵: 数量、规格、毛重、净重、包装件数编号等, 即像课文中举例那样。

## 8. Total (总计)

此栏对 6、7 栏合计。

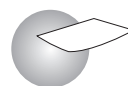
## 9. Signature of Issuer (出单人落款及签章)

应与发票相同。

\* 除非信用证或买方另有规定, 一般应在装箱单中标明信用证号码和买卖合同号码, 当信用证要求在装箱单中加注任何特别内容时, 填写需要加注的内容, 然后再标注信用证号码和合同号码。

## 部分国家对装箱单的特殊规定

1. 从 2005 年 1 月 15 日起, 俄罗斯对来自于东南亚、中国、土耳其和部分欧盟国家的进口货物实施特别监管。该监管主要是针对进口捆装、箱装、袋装、纸箱包装, 没有唛头或没有对包装内的商品进行标注说明的货物, 以及一件包装内有不同种类的货物, 海关查





**Some other useful information :**

Cinnamon whole: 216 cartons of 40kgs net each, gross weight: 42.5kgs/CTN

Cinnamon broken: 300 cartons of 40 kgs net each, gross weight: 42.5kgs/CTN

M: 45×30×20CM/Carton

Sales Confirmation No.: 05MHS14635

Loading Port: Yantian, China

B/L Date: Nov. 8, 2021

## 补充练习二

Make out the relevant Packing List with the following information from the L/C.

.....

Doc. Credit Number \*20: TT456643132

Date of Issue 31C: Oct. 5, 2021

Expiry \*31D: Date Dec. 15, 2021 Place CHINA

Applicant \*50: DIADORA S. P. A.

VIA MAZZINI, 20

310310 CAERANO SAN MARCO(TV), ITALY

Beneficiary \*59: CHINA NATIONAL NATIVE PRODUCE AND

ANIMAL BY-PRODUCTS IMP. AND EXP. CO.

GUANGXI ANIMAL BRANCH-XINGHU ROAD

NANNING-GUANGXI-CHINA

.....

Shipment of Goods 45B:

1110PCS DOWN FILLED JACKET MODEL: 20072 AT USD 28.50/PC

1110PCS DOWN FILLED JACKET MODEL: 37408 AT USD 30.00/PC

CIF VENEZIA, ITALY LESS 3% DISCOUNT

PACKED IN CARTONS AS PER S/C NO.00GABP07

Shipping Mark: DIADORA/MOD:20072/37408/VENEZIA/CTN. NO./MADE IN CHINA

Loading in Charge 44A: ANY PORT IN CHINA

For Transport to ...44B: VENEZIA, ITALY

Latest Date of Ship 44C: Nov. 30, 2021

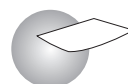
Partial Shipment 44D: NOT ALLOWED

Transshipment 44E: ALLOWED

.....

Documents Required 46B:

.....



F) PACKING LIST IN TRIPLICATE SHOWING DETAILED INFORMATION OF EACH PACKAGE

.....

Additional Cond. 47A:

A) L/C NO. SHOULD BE INDICATED IN ALL DOCUMENTS PRESENTED FOR NEGOTIATION

**Some other useful information:**

Down filled jacket packed in cartons of 222 cartons total

G.W.: 35KG/CTN N.W.: 33KG/CTN M.: 40×38×20CM/CTN

Port of Loading: SHENZHEN, CHINA

Port of Transshipment: SINGAPORE

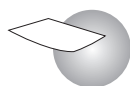
Name of Vessel: MARIA V598/CONCORD

Date of B/L: Nov. 27, 2021

## 参考答案

### Practice I

上海丰源轻工业品进出口贸易有限公司 <b>FENGYUAN LIGHT INDUSTRIAL PRODUCTS IMP. AND EXP. CORP.</b> <b>P. O. BOX 789, SHANGHAI, CHINA</b>	
Packing List	
=====	
To: THOMAS INTERNATIONAL COMPANY LIMITED 1/F WINFUL CENTRE, SHING YIP STREET, KOWLOON, HONGKONG	NO. : 2021C8K4897 Date : AUG. 2, 2021 L/C NO. : 6764/05/12345B Contract No. : 484LFVS15783
From: SHANGHAI	To: ANTWERP VIA HONGKONG
=====	
Shipping Mark:	Quantities & Descriptions: Net Weight: Gross Weight: Measurement:
 C/NO.: 1-660	WOODEN HANGER 66,000 PCS PACKING IS 100PCS PER STRONG EXPORT CARTON OF 3 CUFT EACH 660 (SIX HUNDRED AND SIXTY CARTONS) TOTAL N.W. 33264KGS G.W. 34716KGS M. : 55.44M <sup>3</sup>



FENGYUAN LIGHT INDUSTRIAL PRODUCTS  
IMP. AND EXP. CORP.  
P. O. BOX 789, SHANGHAI, CHINA

朱小雨

**Practice II**

中国工艺品进出口公司太原分公司  
**CHINA NATIONAL ARTS & CRAFTS IMP. & EXP. CORPORATION**  
**TAIYUAN BRANCH**  
**TAIYUAN FOREIGN TRADE BUILDING 85-99,**  
**ZHONGSHAN ROAD 7, TAIYUAN, CHINA**

**Packing List**

Date MAY 19, 2021

Commodity WIRE PRODUCTS

Destination ROTTERDAM

Contract No. 2021KE1985

Consignee DE TUINKRAMER B.V.

Means of

Transportation BY VESSEL

Marks & Nos.

DE TUINKRAMER B.V.  
ROTTERDAM  
C/NOS. 1--171

5134 UNITS TOTAL

PACKED IN WOODEN CASES 167 CASES CONTAINING 30 PCS EACH AND THE  
REMAIN 4 CASES CONTAINING 31 PCS EACH

171 CASES ONLY

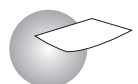
SAY ONE HUNDRED AND SEVENTY ONE CASES ONLY

NET WEIGHT: 16074KGS

GROSS WEIGHT: 16587KGS

MEASUREMENT: 17.31 M<sup>3</sup>

AS PER L/C NO. 002/1303668



CHINA NATIONAL ARTS & CRAFTS IMP. & EXP. CORPORATION  
 TAIYUAN BRANCH  
 TAIYUAN FOREIGN TRADE BUILDING 85-99,  
 ZHONGSHAN ROAD 7, TAIYUAN, CHINA

李 明 丽

补充练习一

华粤医疗保健品进出口公司  
 HUAYUE MEDICINE & HEALTH PRODUCTS IMP. AND EXP. CORP.  
 196 TIANHE ROAD, GUANGZHOU, CHINA

Packing List

Date NOV. 8, 2021

Commodity CINNAMON Destination INCHON, KOREA  
 Contract No. 05MHS14635 Consignee CHANG JI TRADING CO.,  
 Means of 305, SEONG CHANG BLDG.,  
 Transportation BY VESSEL 2972 SEOKCHON DONG, SEOUL, KOREA

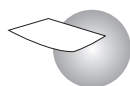
Marks & Nos.

CHANGJI  
INCHON

Quantities & Description	N. W.	G. W.	M.
CINNAMON WHOLE	@40KGS/CTN 216X40=8640KGS	@42.5KGS/CTN 216X42.5=9180KGS	(45×30×20CM)X216 =5.832M <sup>3</sup>
CINNAMON BROKEN	@40KGS/CTN 300X40=12,000KGS	@42.5KGS/CTN 300X42.5=12,750KGS	(45×30×20CM)X300 =8.1M <sup>3</sup>
TOTAL:	20640KGS	21930KGS	13.932M <sup>3</sup>

CINNAMON WHOLE: PACKED IN 216 CARTONS  
 CINNAMON BROKEN: PACKED IN 300 CARTONS

SAY 516 (FIVE HUNDRED AND SIXTEEN) CARTONS TOTAL



AS PER L/C No. M0756510NS0023000

HUAYUE MEDICINE & HEALTH PRODUCTS IMP. AND EXP. CORP.  
196 TIANHE ROAD, GUANGZHOU, CHINA

张 波

补充练习二

广西畜产进出口公司  
**CHINA NATIONAL NATIVE PRODUCE AND ANIMAL BY-PRODUCTS IMP. AND  
EXP. CO.**  
**GUANGXI ANIMAL BRANCH-XINGHU ROAD,  
NANNING-GUANGXI-CHINA**

**Packing List**

Date NOV. 27, 2021

Commodity DOWN FILLED JACKET

Destination VENEZIA, ITALY

Contract No. 00GABP07

Consignee DIADORA S. P. A.

Means of

VIA MAZZINI, 20

Transportation BY VESSEL

310310 CAERANO SAN MARCO(TV), ITALY

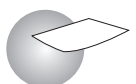
Marks & Nos.

DIADORA  
MOD:20072/37408  
VENEZIA  
CTN. NO.1-222  
MADE IN CHINA

<u>Quantities &amp; Description</u>	<u>N. W.</u>	<u>G. W.</u>	<u>M.</u>
MODEL: 20072 1110PCS 111 CARTONS	33 KGS/CTN 3663KGS	35KGS/CTN 3885KGS	(40×38×20CM)X111 =3.3744M <sup>3</sup>
MODEL: 37408 1110PCS 111 CARTONS	33 KGS/CTN 3663KGS	35KGS/CTN 3885KGS	(40×38×20CM)X111 =3.3744M <sup>3</sup>
TOTAL	7326KGS	7770KGS	6.7488M <sup>3</sup>

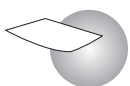
TOTAL: 222(TWO HUNDRED AND TWENTY TWO) CARTONS ONLY

AS PER L/C No.TT456643132



CHINA NATIONAL NATIVE PRODUCE AND ANIMAL BY-PRODUCTS IMP. AND EXP. CO.  
GUANGXI ANIMAL BRANCH-XINGHU ROAD,  
NANNING-GUANGXI-CHINA

刘珊珊



# Unit 6

## Certificate of Origin

### 一般原产地证



#### 概述:

原产地证明(Certificate of Origin)用以证明货物原产地或制造地,是进口国海关计征税率的依据。

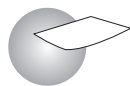
长期以来,我国对外贸易中的产品申报原产地一般主要有两种证书:即一般原产地证和普惠制原产地证(FORM A)。这是由于我国一直没有与其他国家签订或缔结特殊的贸易协定,因而在进出口关税的适用上,主要有两种情况:一是与我国签订有最惠国待遇相关协定的国家,我国与这些国家贸易的商品适用“正常关税”(最惠国待遇关税),在贸易中对应的产地证书就是一般原产地证书;二是在贸易中给予我国发展中国家待遇的国家,这些国家对源自我国的工业品给予普遍优惠制的关税优惠待遇,输往这些国家的商品可根据实际情况申请普惠制产地证(FORM A),获得比最惠国关税更低的普遍优惠制关税待遇。

进入二十一世纪之后,我国除了成功加入世界贸易组织之外,在与其他国家缔结优惠贸易协定或自由贸易协定方面积极主动,取得相当大的进展。到目前为止,我国已与东盟十国、智利、巴基斯坦、新加坡、新西兰、秘鲁、哥斯达黎加、冰岛和瑞士等国签订了自由贸易协定,并加入了《曼谷协定》(后更名为《亚太贸易协定》),同时还承诺给予来自亚洲、非洲一些最不发达国家的产品更优惠的关税待遇。此外,我国还与香港、澳门特别行政区签订了类似自由贸易协定的“更紧密经贸关系安排”,与台湾签署了《海峡两岸经济合作框架协议》(ECFA)。这些不同层次的贸易协定反映在我国的进出口关税上,使得我国海关进口关税的税率种类由原来的两栏税率(普通税率、最惠国税率)增加到五栏税率(普通税率、最惠国税率、协定税率、暂定税率、特惠税率),关税不同税率的实施就是通过提供产品的原产地证来执行。

随着我国与越来越多的国家缔结自由贸易协定或优惠贸易协定,我国对外贸易的商品适用原产地规则变得更加复杂,除了与冰岛和瑞士的自贸协定还未生效外,去往东盟、智利、新西兰、韩国等与我国缔结有自由贸易协定或优惠贸易协定的国家或地区的货物须根据相关协定提供特定的原产地证(Certificate of Origin—C/O)。各外贸企业在充分了解这些优惠贸易协定的基础上,善用原产地规则来获得进出口关税的优惠,就能够降低贸易成本,获得更大的经济效益。

主要介绍两种:

1. 一般产地证。用以证明货物的生产国别,进口国海关凭以核定应征收进口关税的税率。在我国,一般产地证由出入境检验检疫局签发,或由中国国际贸易促进委员会签发。实



际业务中,应根据买卖合同或信用证的规定,提交相应的产地证。在缮制产地证时,应按《中华人民共和国原产地规则》及其他规定办理。

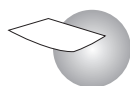
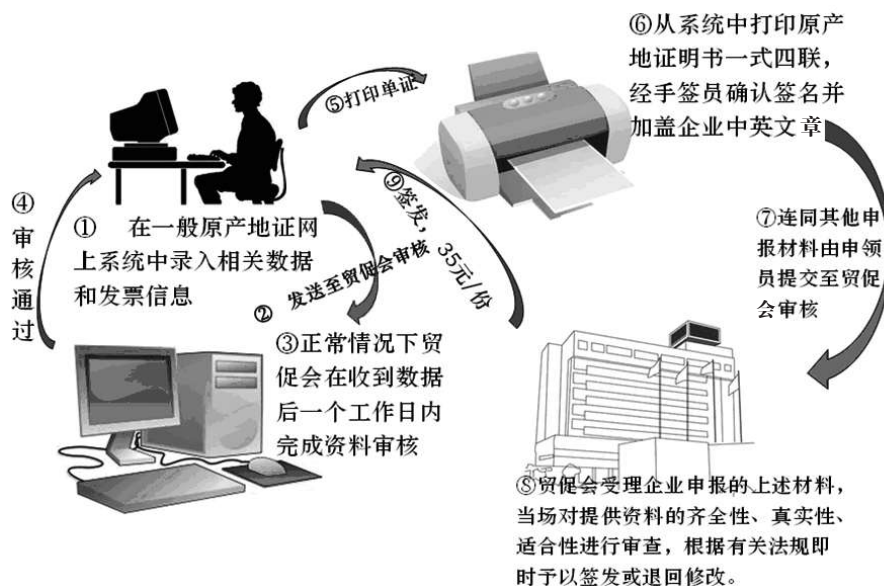
2. 普惠制产地证(GSP Certificate of Origin)。目前给予我国普惠制待遇的有澳大利亚、新西兰、日本、加拿大、挪威、瑞士、俄罗斯、欧盟成员国及部分东欧国家。凡是向给惠国出口受惠商品,均须提供普惠制产地证,才能获得关税减免的优惠。常用的普惠制产地证主要是格式A(Form A),对新西兰须提供格式59A(Form 59A),对澳大利亚不用任何格式,只需在商业发票上加注有关声明文句。在我国,普惠制产地证由出入境检验检疫局签发。

### 特别要求:

1. 已签发的产地证需修改时,企业必须将错证先退还签证机构,然后再重新申领(同样需要提供申请书和发票)。
2. 若产地证上需要填制的内容太长打不下,需用英文注明“TO BE CONTINUED”(未完待续)或“SEE ATTACHMENT”(见附页)字样,并用附页(ATTACHMENT)格式在相应的栏目续打未打完的内容,附页右上角也需打上与正本一致的产地证编号,贸促会经审核签发后加盖骑缝章。若唛头太多或有复杂图案及文字,也可用A4纸代替附页,填制要求与附页相同。
3. 申请原产地证的商品显示商品的商标牌号时,必须提供该商品的商标注册证,如果商标注册证不属于申请人,则必须提供商标注册人同意申请人使用的有效期间的授权书,以及商标注册证的复印件。

### 我国原产地证的签发

根据我国有关规定,出口企业最迟于货物出运前三天,持签证机构规定的正本文件,向签证机构申请办理产地证书。



## 课文补充讲解

### 1. Original (产地证的正本)

### 2. Exporter (出口方)

出口商名称是指在国家工商行政管理局注册批准的名称、应与第 11 栏签章相符。若经其他国家或地区需填写转口商名称时,可在出口商后面加填英文 VIA,然后再填写转口商名称、地址和国家(转口商应为境外公司)。若出口商地址因应信用证要求不显示或错打的,办证时需提供 L/C 复印件。

### 3. Certificate No. (产地证的号码)

### 4. Consignee (收货方)

### 5. Means of Transport and Route (运输方式和路线)

如经转运,还应注明转运地。如由中山陆运至香港,再空运至德国,应注明“FROM ZHONGSHAN, CHINA TO HONGKONG BY TRUCK, THEN TO GERMANY BY AIR”。

### 6. Country/Region of Destination (目的地国家/地区)

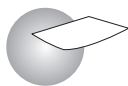
即货物最终进口国(地区),一般应与最终收货人所在国家(地区)一致,或最终目的港国别一致,不能填写中间商国家名称。

### 7. For Certifying Authority Use Only (签证机构用栏)

为签证机构在签发后发证书、补发证书或加注其他声明时使用。证书申领单位应在此栏留空。如已签发的产地证遗失或损毁时,企业必须及时向签证机构重新申办,并在此栏盖戳“DUPLICATE”,并加注英文“THIS CERTIFICATE IS IN REPLACEMENT OF CERTIFICATE OF ORIGIN NO.(原证书号) DATED(原证书签发日期) WHICH IS CANCELLED.”对需要中国国际商会核准出证的原产地证,签证机构于产地证此栏加盖商会印章(CHINA COUNCIL FOR THE PROMOTION OF INTERNATIONAL TRADE OF CHINA CHAMBER OF INTERNATIONAL COMMERCE)。

### 8. Marks and Numbers (唛头)

唛头,应与发票及其他单据一致,填写完整图案、文字标记及包装号码,不可简单地填写“按照发票(AS PER INVOICE NO.)或者“按照提单(AS PER B/L NO.)”。如无唛头,应填写 NO MARKS(N/M)。此栏不可打印中国以外的其他国家制造的字样,如MADE IN U.S.A.字样。如唛头多,此栏打不下,可填打在证书第 7、8、9 栏空白处或另加附页。附页应与证书尺



寸大小一致,由申请人和签发机构签字盖章,并在第6栏注明“Attached list”。此栏不得留空。

#### 9. Number and Kind of Packages; Description of Goods (商品名称、包装数量及种类)

商品名称要求填写具体名称。包装数量及种类要求填明多少箱、包、袋等,注意在阿拉伯数字后加括号加注英文数量。如货物系散装,填写商品名称后加注“散装”英文“IN BULK”。此栏填打完毕后,在末行加上表示结束的符号(\*\*\*),以防被添加内容。根据信用证要求填写,或根据信用证要求加注其他特殊内容。此栏中一般能够接受的声明内容如下:

1) 制造商名称、地址(若制造商名称与出口商不一致,需提供保函,声明该项下货物由所打印厂家生产,并盖制造商公章或出口商公章);

2) 信用证号码、合同号码;

3) 根据领事馆要求、需要加打的声明;

4) 开户银行名称或许可证号码(IMPORT LICENSE)等。

#### 10. H. S. Code (商品编码)

H.S. 编码,是海关合作理事会(Customs Cooperation Council)支持下的国际六位数商品分类。要求填写的HS编码的前六位数,与报关单中商品编码的前六位数一致。有些国家将它扩展到十位,以应海关要求,或八位以应出口要求。如“18.06”代表“巧克力及其他包含可可粉的食品”。若同一证书包含几种商品,则应将相应的税目号全部填写。此栏不得留空。

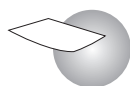
#### 11. Quantity (数量)

#### 12. Number and Date of Invoices (发票号码及日期)

填写商业发票的出票日期及号码。原产地证中的三个日期:发票日期、申办日期、签发日期,其中发票日期是最早的,签发日期是最迟的,但三个日期可为同一日。若打印出运日期,则把握出运日期不可早于发票日期的原则,出运日期和发票日期可为同一日。一份发票只能申领一份产地证。当同一发票项下的货物分批出运时,可将发票拆成多份,并在每份发票号后加A、B、C或“-1”、“-2”、“-3”等以示区别,并分别凭发票申领产地证。

#### 13. Declaration by the Exporter (出口方声明)

该栏除已印就文字外,由申请单位已在签证机构注册的原产地证手签人员签字,并加盖申请单位在签证机构备案的中英文印章,手签人的签字与印章不得重合。必须在该栏填写申领地点和日期,申领日期一律用英文表述。该栏日期不得早于发票日期,最早为同日。签发日期迟于出运日期的原产地证为后发证,企业在申办时除提供申请书和发票外,须另外提供报关单或提单,并提交迟办原因解释,签证机构在第5栏加注“ISSUED



RETROSPECTIVELY”的英文印章。办后发证或补发遗失、损毁证书时,第十一栏和第十二栏日期应为重发证书的实际申请日期和签发日期。

#### 14. Certification (签证机构证明)

填写好签证日期和地点后,由签发机构(商检机构或贸促会)盖章,并由主管负责人签字。签字和盖章不能重合。此栏日期不得早于发票日期和申领日期。

#### 关于缮制普惠制产地证书格式 A 的讲解:

(1)第一栏(出口商的名称、地址和国别)。此栏是带有强制性的。应填明中国出口单位的名称地址等。不能出现香港、台湾、澳门地区及其他受惠国等名称和地址。

(2)第二栏(进口商的名称、地址和国别)。一般应填写给惠国最终收货人(即提单通知人或信用证上特别声明的收货人),如最终收货人不明确,可填发票抬头人。但不要填中间商名称。在特殊情况下,欧洲、瑞典的进口商要求此栏留空时,可打上“TO ORDER”。

(3)第三栏(运输方式及路线)。一般应填装货、到货地点(始发港、目的港)及运输方式(如海运、陆运、空运、陆空联运等),如系转运商品应加上转运港(如“VIA HONGKONG”)。

(4)第四栏(供官方使用)。申请单位不填。

(5)第五栏(项目号)。一般应填“1”。在发货人,运输条件相同的情况下,如同批出口货物有不同品种则可按不同品种,发票号等分别填“1”、“2”、“3”……单项商品填“1”。

(6)第六栏(唛头及包装号)。照实缮制,如果货物无唛头,则应填:“无唛头”(即,“N/M”)。如果唛头过多此栏缮制不下,可另加附页,打上原证书号,手签并加盖公章;或将附页附在证书背面,由签证机构加盖骑缝章。

(7)第七栏(包件数量及种类;商品说明)。此栏内填上包件种类及数量,并在包件数量的阿拉伯数字后用括号加上大写的英文数字。商品名称应具体填明,不能笼统填“MACHINE”,“METER”,“GARMENT”等。一般情况下,商品的商标、牌名、货号可不填,商品名称等项列完后,应在末行或次行加上表示结束的符号,以防止添加伪造内容。国外信用证有时要求填具合同号、信用证号码等,可加在结束符号下方此栏的空白处。

(8)第八栏(原产地标准)。此栏用字最少,但却是给惠国海关审证的核心项目。对含有进口成分的商品,因情况复杂,国外要求严格,极易弄错而造成退证。具体填法如下:

①完全是中国原产的商品,不论出口至哪个给惠国,均填“P”;

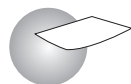
②含有进口成分的商品,出口至欧盟成员国、瑞士、挪威、波兰和日本的,符合上述有关给惠国的加工标准的,填“W”,并在“W”的下方加注该商品的四位数字级的HS税目号。

例如:“W”62.03;

③含有进口成分的商品,出口至加拿大的,进口成分的价值不超过该商品出厂价的40%的,填“F”;

④出口至澳大利亚、新西兰的商品,此栏可留空;

⑤出口至俄罗斯、白俄罗斯、哈萨克斯坦、乌克兰、捷克和斯洛伐克的商品,进口成分的



价值不超过商品离岸价 50% 的, 填“Y”, 并在“Y”下方加注该商品进口成分的价值占商品离岸价的百分比;

(9) 第九栏(毛重或其他数量)。一般填毛重即可; 只有净重的, 亦可按其计量单位填, 如“只”、“件”、“台”、“匹”、“打”等。

(10) 第十栏(发票号及日期)。不得留空。月份一律用英文缩写(如 JAN.) 表示。

(11) 第十一栏(签证当局的证明)。由签证机构的签证人员手签并加盖公章, 但只签发一份正本。

(12) 第十二栏(出口商的申明)。在特殊情况下, 出口至欧盟的商品, 进口国别不明确时可填“EU”。申请单位必须在此栏加盖公司印章, 并由经签证机构培训、审核、认可的手签人员手签。公司印章应为中英文对照, 盖章时不要覆盖进口国名称和手签人姓名。

### 关于优惠原产地证格式 F 的讲解:

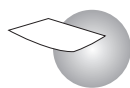
近年我国新增的优惠原产地证在格式上基本相似, 内容与一般原产地证大体相同, 个别栏目须根据相应的双边贸易协定要求进行填写。以《中国—智利自由贸易区》优惠原产地证(FORM F)为例, 需注意:

1. 第四栏中目的港必须是智利的港口。
2. 第五栏进口国海关在该栏注明根据协定是否给予优惠。
3. 第六栏可留空或注明客户订单编号、信用证编号等。
4. 第十一栏注明申报货物享受优惠待遇所依据的原产地标准:
  - (一) 如货物为完全原产, 填写“P”;
  - (二) 如货物为含进口成分, 区域价值成分 $\geq 40\%$ , 填写“RVC”;
  - (三) 产品符合《中智自由贸易区产品特定原产地标准》, 填写“PSR”。
5. 第十三栏中须注明货物的 FOB 价格。

各种优惠原产地证相继启用后, 我国不少地方的出入境检验检疫机构都对证书的使用及填写做了介绍、解释与说明, 在实际工作中可向相关检验检疫机构查询。

### 部分国家对一般原产地证的特别规定:

1. 巴林: 原产地证明书(1-2 份), 需注明有关于以色列的声明, 并须领事认证;
2. 黎巴嫩: 原产地证明书, 一般要求 2 份, 应由出口商签署具有法律效力的原产地声明、要求领事认证;
3. 科威特: 原产地证明书(2 份), 应由出口商签署具有法律效力的声明, 内容同发票的声明一样, 须办理领事认证;
4. 阿曼: 原产地证明书, 出口商应在原产地证明上签署具有法律约束力的声明, 包括原产地声明和生产商说明。须办理领事认证;
5. 卡塔尔: 原产地证明书(3 份); 发票上和原产地证明书背面应签署具有法律效力的有关以色列的声明, 如进口商要求有生产商声明, 则声明中应补充“产品的制造者 x x”, 上述



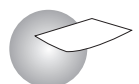
- 两者必须由商会认证,并办理领事认证;
6. 中国香港: 转口的须提交出口国的原产地证明书换取香港转口证明书,转载的凭出口原产地证明书换取香港转载证明书;
  7. 利比亚: 原产地证明书(2份),须在背面签署具有法律效力的有关以色列声明;
  8. 厄瓜多尔: FOB价超过40美元的货物,需原产地证明(1份)。

## 补充练习一

Make out the relevant Certificate of Origin with the following information from the L/C.

.....

Doc. Credit Number	*20	:	M0756510NS0023000
Date of Issue	31C	:	SEPT.08, 2021
Expiry	*31D	:	Date NOV.30,2021 Place CHINA
Applicant	*50	:	CHANG JI TRADING CO 305, SEONG CHANG BLDG., 2972 SEOKCHON DONG, SEOUL, KOREA
Beneficiary	*59	:	HUAYUE MEDICINE HEALTH PRODUCTS IMP. AND EXP. CORP. 196 TIANHE ROAD, GUANGZHOU, CHINA
Amount	*32B:		Currency USD Amount 45,600.00
Partial Shipment	43P	:	ALLOWED
Transshipment	43T	:	PROHIBITED
Loading in Charge	44A:		CHINA PORT
For Transport to...	44B	:	INCHON, KOREA
Latest Date of Ship.	44C:		NOV. 15, 2021
Descript. of Goods	45A	:	CINNAMON WHOLE 8.64M/TS @ USD2,250.00/MT AS PER INDENT NO.57152 CINNAMON BROKEN 12 M/TS @ USD2,180.00/MT AS PER INDENT NO.57151 C AND F INCHON
Documents Required	46A	:	*CERTIFICATE OF ORIGIN ISSUED BY THE AUTHENTIC AUTHORITY
Additional Cond.	47A	:	*SHIPPING MARK <u>CHANGJI</u> INCHON SHOULD BE INDICATED ON BOTH SIDES OF PACKING CARTONS



**Some useful information:**

Cinnamon whole: 216 cartons of 40kgs net each, gross weight: 42.5kgs/CTN

Cinnamon broken: 300 cartons of 40 kgs net each, gross weight: 42.5kgs/CTN

M: 45×30×20CM/Carton

Loading Port: Yantian, China

B/L Date: NOV. 8, 2021 H. S. Code: 0906.1000

Invoice No.: 05327MK72 dated: Nov. 8, 2021

## 补充练习二



Make out the relevant Certificate of Origin with the following information from the L/C.

To: 0944 26 BKCHCNBJANNG01851

FM: 1566 25VRBPIT2VAXXX32463

VRBPIT2VXXX

+BANC POLOLARE DI VERONA

+VERONA

.....

Doc. Credit Number \*20: TT456643132

Date of Issue 31C: Oct. 5, 2021

Expiry \*31D: Date Dec. 15, 2021 Place CHINA

Applicant \*50:DIADORA S. P. A.

VIA MAZZINI, 20

310310 CAERANO SAN MARCO(TV), ITALY

Beneficiary \*59: CHINA NATIONAL NATIVE PRODUCE AND  
ANIMAL BY-PRODUCTS IMP. AND EXP. CO.  
GUANGXI ANIMAL BRANCH-XINGHU ROAD  
NANNING-GUANGXI-CHINA

.....

Shipment of Goods 45B:

1110PCS DOWN FILLED JACKET MODEL: 20072 AT USD 28.50/PC

1110PCS DOWN FILLED JACKET MODEL:37408 AT USD 30.00/PC

CIF VENEZIA, ITALY LESS 3% DISCOUNT

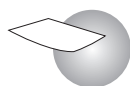
PACKED IN CARTONS AS PER S/C NO. 13GABP07

SHIPPING MARK: DIADORA/MOD:20072/37408/VENEZIA/CTN. NO./MADE IN CHINA

Loading in Charge 44A: ANY PORT IN CHINA

For Transport to ... 44B: VENEZIA, ITALY

Latest Date of Ship. 44C: Nov. 30, 2021



Partial Shipment 44D: NOT ALLOWED

Transshipment 44E: ALLOWED

.....

Documents Required 46B:

.....

G) CERTIFICATE OF ORIGIN GSP FORM A

.....

Additional Cond. 47A:

A) L/C NO. SHOULD BE INDICATED IN ALL DOCUMENTS PRESENTED FOR  
NEGOTIATION

**Some information from S/O:**

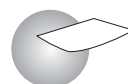
Down filled jacket packed in cartons of 222 cartons total

G.W.: 35KG/CTN N.W.: 33KG/CTN M.: 40×38×20CM/CTN

Port Of Loading: Shenzhen, China Port Of Transshipment: Singapore

Name Of Vessel: Maria V598/Concord Date Of B/L: Nov. 27, 2021


Invoice Number: 4589KU80912 Dated: Nov. 27, 2021

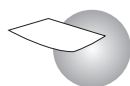






补充练习一

<b>Original</b>				
1. Exporter <b>HUAYUE MEDICINE &amp; HEALTH PRODUCTS                      IMP. AND EXP. CORP.                      196 TIANHE ROAD, GUANGZHOU, CHINA</b>	Certificate No.  <p style="text-align: center;"><b>CERTIFICATE OF ORIGIN                      OF                      THE PEOPLE'S REPUBLIC OF CHINA</b></p>			
2. Consignee <b>CHANG JI TRADING CO.                      305, SEONG CHANG BLDG.,                      2972 SEOKCHON DONG, SEOUL, KOREA</b>				
3. Means of transport and route <b>FROM SHENZHEN TO INCHON BY VESSEL                      ON NOV. 8, 2021</b>	5. For certifying authority use only			
4. Country/region of destination <b>INCHON, KOREA</b>				
6. Marks and numbers  <p style="text-align: center;"><b>CHANGJI                      _____                      INCHON</b></p>	7. Number and kind of packages; description of goods  <p style="text-align: center;"><b>516 (FIVE HUNDRED AND                      SIXTEEN) CARTONS OF                      CINNAMON                      AS PER L/C NO. M0756510NS0023000                      *****</b></p>	8. H. S. Code  <p style="text-align: center;"><b>0906.1000</b></p>	9. Quantity  <p style="text-align: center;"><b>20.64M/TS                      (N.W.)</b></p>	10. Number and date of invoices  <p style="text-align: center;"><b>INVOICE NO.                      05327MK72                       DATED                      NOV.8, 2021</b></p>
11. Declaration by the exporter The undersigned hereby declares that the above details and statements are correct, that all the goods were produced in China and that they comply with the Rules of the People's Republic of China.  <div style="text-align: center;">  </div> <p style="text-align: center;">                         GUANGZHOU NOV. 8, 2021    <u>张波</u> </p> <p style="font-size: small;">Place and date, signature and stamp of authorized signatory</p>		12. Certification It is hereby certified that the declaration by the export is correct.   <p style="text-align: center; font-size: small;">广东省出入境检验检疫局                      GUANGDONG ADMINISTRATION OF EXIT AND ENTRY                      INSPECTION AND QUARANTINE Bureau</p> <p style="text-align: right; font-size: large; font-weight: bold;">宋健平</p> <p style="text-align: center;">                         -----                          GUANGZHOU NOV. 8, 2021                          -----                     </p> <p style="font-size: small;">Place and date, signature and stamp of authorized signatory</p>		







# Unit 7

## Insurance Policy

### 保险单



#### 概述:

保险单是保险人接受被保险人的申请,并交纳保险费后而订立的保险契约。

保险单就是一份保险合同,保险单的正面记载的是特定的一笔保险交易,同时,该笔保险交易的当事人、保险标的物、保险金额、险别、费率等等应一一列出。在单据的背面,详细地列出了保险条款、各方当事人的权利、义务、责任、豁免条款。

在国际贸易业务中,常用的保险单据主要有两种形式:一种是保险单(Insurance Policy),俗称大保单,它是保险人和被保险人之间成立保险合同关系的正式凭证;另一种是保险凭证(Insurance Certificate),俗称小保单,它是保险人签发给被保险人,证明货物已经投保和保险合同已经生效的文件。保险凭证的正面内容较保险单要简略一些,且背面没有印保险条款,其法律效力与保险单相同,但当信用证规定提交保险单时,不能以保险凭证代替。

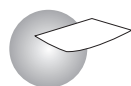
#### 特别条款:

1. 《跟单信用证统一惯例》(UCP600)第28条规定:“保险单据日期不得晚于发运日期,除非保险单据表明保险责任不迟于发运日生效”。因此,要求保险单签发日期应早于提单日期。
2. 除信用证内规定无免赔率外,对有免赔率的货物须在保单上注明。

#### 课文补充讲解

##### 1. Number of Original (正本份数)

当来证要求提供的保险单“IN DUPLICATE/IN TWO FOLDS/IN 2 COPIES”时,出口商提交给议付行的是正本保险单(ORIGINAL)和副本保险单(DUPLICATE)构成全套保险单。其中的正本保险单可经背书转让。根据“UCP500”规定,正本必须有“正本”(ORIGINAL)字样。在实务中,可根据信用证或合同规定使用一份、两份或三份正本保单,每份正本上分别印有“第一正本”(THE FIRST ORIGINAL)、“第二正本”(THE SECOND ORIGINAL)及“第三正本”(THE THIRD ORIGINAL)以示区别。中保财产保险公司一般签发3份正本、3份副本。



## 2. Policy Number (保险单号次)

## 3. Invoice Number (发票号码)

## 4. Insured (被保险人)

如信用证规定保险单为 TO ORDER OF XXX BANK 或 IN FAVOUR OF XXX BANK, 即应在被保险人处填写“XXX 出口公司+HELD TO ORDER OF XXX BANK (或 IN FAVOUR OF XXX BANK)。CIF 术语项下,风险于货物在装运港越过船舷时划分,运输途中的风险由买方承担,卖方(受益人)投保属于代办性质,故卖方提交保险单时应将保险单项下的权益转让给买方,以利于买方凭保险单向保险公司索赔。保险单的转让通过背书来完成。

## 5. Descriptions of Goods (保险货物项目)

## 6. Packing, Unit, Quantity (包装、单位、数量)

填写货物数量及件数。如以包装件数计价者,则将最大包装的总件数填入;如以毛重或净重计价,可填件数及毛重或净重;如果是裸装货物,则表示其件数即可;散装货物则表示其重量,并在其后注明 IN BULK 字样。

## 7. Amount Insured (保险金额)

填写以数字表示的保险金额。一般情况下,按发票毛值或 CIF、CIP 价值的 110% 计算。货币应与信用证使用的货币相同。注意:

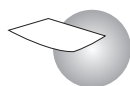
1)按保险习惯,保险金额不设辅币,故保险金额通常采用进位取整,只显示整数,如: USD69,285.30——应打为 USD69,286.00。

2)各个保险公司在保险金额上有不同的规定,用于计算“保险金额”的“CIF”既可以是 CIF 净价,又可以是 CIF 含佣价。按一般保险习惯,保佣不保折,即如单价含有佣金,则佣金应计算在保险金额内,如单价含有折扣,则应扣除折扣后,以净价计算保险金额。

3)《UCP500》中规定按货物最高价加以投保。

## 8. Conditions (承保险别)

应注意保险险别及文句与信用证严格一致,即使信用证中有重复语句,为了避免混乱和误解,最好按信用证规定的顺序填写。如信用证没有规定具体险别,或只规定“MARINE RISK”、“USUAL RISK”或“TRANSPORT RISK”等,则可投保一切险(ALL RISKS)、水渍险(WA 或 WPA)、平安险(FPA)三种基本险中的任何一种。如信用证中规定使用伦敦协会保险条款,可以按信用证规定承保,保单应按要求填制。



9. Marks of Goods (唛头)

10. Total Amount Insured (总保险金额)

填写保险金额大写,即以文字表示。注意大小写一致,货币应为全称。

11. Premium (保费)

除非信用证另有规定,每笔保费及费率可以不具体表示。如信用证要求显示保费金额,则划去 as arranged, 填上具体保险费金额。

12. Per Conveyance S.S. (运输工具)

如空运,则填“BY AIR”或“BY AEROPLANE”;如陆运,则填“BY TRAIN”、“BY WAGON NO. XXX”;如以邮包寄送,写“BY PARCEL POST”,若采用海陆联运方式,则填“BY S.S XXX AND THENCE BY OVERLAND TRANSPORTATION TO XXX”。

13. Sailing on or about(开航日期)

14. From ...To... (起运港……目的港……)

15. Insurer(保险人)

16. Claim Payable at (赔付地点)

习惯上,在该栏目内还需注明使用何种货币支付赔款,一般与保险金额使用的货币一致,货币名称应填写全称,如 AT HAMBURG IN U.S.DOLLARS。

17. Date (出单日期)

由于保险公司提供仓至仓(WAREHOUSE TO WAREHOUSE)服务,所以要求保险手续在货物离开出口方仓库前办理。保险单的日期也应是货物离开出口方仓库前的日期。

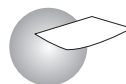
18. AT (出单地点)

19. Address (地址)

一般已在保险单上印就。

20. Agent of the Insurance (保险公司代理)

由保险公司盖章,出口公司只需检查即可。



## 21. Endorsement (on the overleaf of the policy 背书)

在实际业务中,一般由投保人做空白背书。

### 部分国家对保险单的特别规定:

1. 有些国家规定,其进口货物必须由其自己投保,这些国家有40多个。如缅甸、印度尼西亚、伊拉克、巴基斯坦、加纳、也门、苏丹、叙利亚、伊朗、墨西哥、阿根廷、巴西、秘鲁、索马里、利比亚、约旦、阿尔及利亚、扎伊尔、尼日利亚、埃塞俄比亚、肯尼亚、冈比亚、刚果、蒙古、罗马尼亚、卢旺达、毛里坦尼亚等。对这些国家的出口,我们不宜按CIF价格成交。
2. 科威特、伊拉克、阿曼、卡塔尔、沙特阿拉伯、叙利亚等进口商如果要求出口商提供黑名单声明,证明运送货物的船只和保险公司不在“黑名单”之列,这种声明须由船舶公司和保险公司出具。

## 补充练习一

Make out the relevant Insurance Policy with the following information from the L/C. (因除此课之外的其他课的补充练习一中所涉及的交易术语为CFR,所以此课所涉及货物跟其他课中不一样。)

.....

Doc. Credit Number \*20 : 67893EIUR567  
Date of Issue 31C : APRIL 10, 2021  
Expiry \*31D : Date JUNE 30, 2021 Place CHINA  
Applicant \*50 : WING HENG INTERNATIONAL TRADING CO.

.....

HONGKONG.

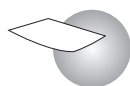
Beneficiary \*59 : HUAYUE MEDICINE & HEALTH PRODUCTS  
IMP. AND EXP. CORP.  
196 TIANHE ROAD, GUANGZHOU, CHINA

Amount \*32B: Currency USD Amount 12,600.00

.....

Partial Shipment 43P : PROHIBITED  
Transshipment 43T : PROHIBITED  
Loading in Charge 44A: CHINA PORT  
For Transport to... 44B : LOS ANGELES  
Latest Date of Ship. 44C : JUNE 15, 2021  
Descript. Of Goods 45A :

CINNAMON WHOLE 5.6M/TS @ USD2,250.00/MT CIF LOS ANGELES



AS PER SALES CONFIRMATION NUMBER. 583665

Documents required 46A :

+INSURANCE POLICY/CERTIFICATE COVERING F.P.A AND S.R.C.C. FOR  
110% OF INVOICE VALUE AS PER CIC CLAIMS, IF ANY, PAYABLE AT  
PORT OF DESTINATION IN CURRENCY OF DRAFT.

Additional Cond. 47A :

\*SHIPPING MARK F.V.T.L. (IN A TRIANGLE)  
LOS ANGELES  
CTN/NO. 1-UP

SHOULD BE INDICATED ON BOTH SIDES OF PACKING CARTONS

**Some useful information :**

Cinnamon whole: 140 cartons of 40kgs net each, Gross Weight: 42.5KGS/CTN

M: 45X30X20CM/CARTON

Port of Loading: Yantian

Port of Discharge: LOS ANGELES

S.S. : YUANHONG V. 465

B/L Date: JUN. 3, 2021

## 补充练习二

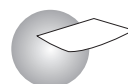
Make out the relevant Insurance Policy with the following information from the L/C.

.....

Doc. Credit Number	*20:	TT456643132
Date of Issue	31C:	OCT. 5, 2021
Expiry	*31D:	Date Dec. 15, 2021 Place CHINA
Applicant	*50:	DIADORA S. P. A. VIA MAZZINI, 20 310310 CAERANO SAN MARCO(TV), ITALY
Beneficiary	*59:	CHINA NATIONAL NATIVE PRODUCE AND ANIMAL BY-PRODUCTS IMP. AND EXP. CO. GUANGXI ANIMAL BRANCH-XINGHU ROAD NANNING-GUANGXI-CHINA

.....

Loading in Charge	44A:	ANY PORT IN CHINA
For Transport to	44B:	VENEZIA, ITALY
Latest Date of Ship.	44C:	NOV. 30, 2021
Partial Shipment	44D:	NOT ALLOWED
Transshipment	44E:	ALLOWED



Shipment of Goods 45B:

1110PCS DOWN FILLED JACKET MODEL: 20072 AT USD 28.50/PC

1110PCS DOWN FILLED JACKET MODEL:37408 AT USD 30.00/PC

CIF VENEZIA, ITALY LESS 3% DISCOUNT

PACKED IN CARTONS AS PER S/C NO. 13GABP07

Shipping Mark: DIADORA/MOD:20072/37408/VENEZIA/CTN. NO./MADE IN CHINA

.....

Documents Required 46B:

.....

C) INSURANCE POLICY/CERTIFICATE FOR 110% OF TOTAL INVOICE VALUE COVERING W.A. AND WAR RISK AS PER CIC INCLUDING IRRESPECTIVE OF PERCENTAGE. CLAIMS, IF ANY, PAYABLE AT DESTINATION

**Some useful information from the Shipping Order:**

Loading port: SHENZHEN, CHINA

Transshipment port: SINGAPORE

S.S.: MARIA V598/CONCORD

Invoice No. :4589KU80912

Date of B/L: Nov. 27, 2021

## 参考答案

### Practice I



**中保财产保险有限公司**

The People's Insurance (Property) Company of China, Ltd.

No. of Original, One

发票号码

保险单号次

Invoice No. 2021C8K4897

Policy No.

GO4987541646865

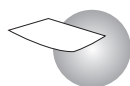
**海洋货物运输保险单**

**MARINE CARGO TRANSPORTATION INSURANCE POLICY**

被保险人 FENGYUAN LIGHT INDUSTRIAL PRODUCTS IMP. AND EXP. CORP.

Insured: P. O. BOX 789, SHANGHAI, CHINA

中保财产保险有限公司(以下简称本公司)根据被保险人的要求,及其所缴付约定的保险费,按照本保险单承保类别和背



面所载条款与下列条款承保下述货物运输保险,特签发本保险单

This POLICY of Insurance witnesses that The People's Insurance (Property) Company of China, Ltd. (hereinafter called "The Company"), at the request of the Insured and in consideration of the agreed premium paid by the Insured, undertakes to insure the under-mentioned goods in transportation subject to the conditions of this Policy as per the Clauses printed overleaf and other special clauses attached hereon.

保险货物项目 Descriptions of Goods	包装 单位 数量 Packing Unit Quantity	保险金额 Amount Insured
WOODEN HANGER	66,000 PCS, 660 CARTONS TOTAL	USD 11,616.00

承保险别:

Conditions

货物标记:

Marks of Goods:

~~COVERING 110% OF INVOICE VALUE FOR I.C.C.(A) AND  
L.C.C.WAR CAUSES (CARGO) AS PER AND SUBJECT TO  
THE INSTITUTE CARGO CLAUSES DATED 1/1, 1981~~

GH-1904-001

C/NO.:1-660

总保险金额

Total Amount Insured: SAY U. S.DOLLARS ELEVEN THOUSAND SIX HUNDRED AND SIXTEEN ONLY

保 费

运 输 工 具

开 航 日 期

Premium: as arranged Per conveyance S.S. TONGMEI V.155/FARROR Slg. On or Abt. AUG.2, 2021

起 运 港

目 的 港

From SHANGHAI, CHINA VIA HONGKONG To ANTWERP

所保货物,如发生本保险单下可能引起索赔的损失或损坏,应立即通知本公司下述代理人查勘。如有索赔,应向本公司提交保险单正本(本保险单共有一份正本)及有关文件。如一份正本已用于索赔,其余正本则自动失效。

In the event of loss or damage which may result in a claim under this Policy, immediate notice must be given to the Company's Agent as mentioned hereunder. Claims, if any, one of the Original Policy which has been issued in Original(s) together with the relevant documents shall be surrendered to the Company. If one of the Original Policy has been accomplished, the others to be void.

中保财产保险有限公司

THE PEOPLE'S INSURANCE (PROPERTY) COMPANY OF CHINA, LTD.

赔付地点

Claim payable at ANTWERP IN U.S.DOLLAR

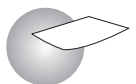
日期 在

Date AUG. 2, 2021 at SHANGHAI

地址

Address \_\_\_\_\_

Endorsement overleaf



## Practice II



中保财产保险有限公司

The People's Insurance (Property) Company of China, Ltd.

No. of Original, one

发票号码

保险单号次

Invoice No. 173324009

Policy No.

DR57513567865365

### 海洋货物运输保险单

### MARINE CARGO TRANSPORTATION INSURANCE POLICY

被保险人 CHINA NATIONAL ARTS & CRAFTS IMP. & EXP. CORPORATION, TAIYUAN  
BRANCH TAIYUAN FOREIGN TRADE BUILDING 85-99,

Insured: ZHONGSHAN ROAD 7, TAIYUAN, CHINA

中保财产保险有限公司(以下简称本公司)根据被保险人的要求,及其所缴付约定的保险费,按照本保险单承保险别和背面所载条款与下列条款承保下述货物运输保险,特签发本保险单

This POLICY of Insurance witnesses that The People's Insurance (Property) Company of China, Ltd. (hereinafter called "The Company"), at the request of the Insured and in consideration of the agreed premium paid by the Insured, undertakes to insure the under-mentioned goods in transportation subject to the conditions of this Policy as per the Clauses printed overleaf and other special clauses attached hereon.

保险货物项目 Descriptions of Goods	包装 单位 数量 Packing Unit Quantity	保险金额 Amount Insured
WIRE PRODUCTS	5134 UNITS 171 WOODEN CASES	USD 17,790.00

承保险别:

Conditions

货物标记:

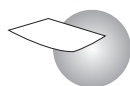
Marks of Goods:

COVERING FOR 110% OF INVOICE VALUE AGAINST  
ALL RISKS AND WAR RISK AND SROG AS PER AND  
SUBJECT TO THE OCEAN MARINE CARGO CLAUSES  
OF THE PEOPLE'S INSURANCE COMPANY OF CHINA  
DATED 1/1,1981.

DE TUINKRAMER B.V.  
ROTTERDAM  
C/NOS. 1—171

总保险金额

Total Amount Insured: SAY U. S. DOLLARS SEVENTEEN THOUSAND SEVEN HUNDRED AND NINETY ONLY



保 费

运 输 工 具

开 航 日 期

Premium: as arranged Per conveyance S.S. QINGYANG V.126/VINONA Slg. On or Abt. MAY 20, 2021

起 运 港

目 的 港

From QINGDAO, CHINA

To ROTTERDAM VIA HONGKONG

所保货物,如发生本保险单下可能引起索赔的损失或损坏,应立即通知本公司下述代理人查勘。如有索赔,应向本公司提交保险单正本(本保险单共有一份正本)及有关文件。如一份正本已用于索赔,其余正本则自动失效。

In the event of loss or damage which may result in a claim under this Policy, immediate notice must be given to the Company's Agent as mentioned hereunder. Claims, if any, one of the Original Policy which has been issued in Original(s) together with the relevant documents shall be surrendered to the Company. If one of the Original Policy has been accomplished, the others to be void.

中保财产保险有限公司

THE PEOPLE'S INSURANCE (PROPERTY) COMPANY OF CHINA, LTD.

赔付地点

Claim payable at ROTTERDAM IN U.S. DOLLAR

日期 在

Date MAY 20, 2021 at TAIYUAN

地址

Address \_\_\_\_\_

Endorsement overleaf

### 补充练习一



**中保财产保险有限公司**

The People's Insurance (Property) Company of China, Ltd.

No. of Original, one

发票号码

保险单号次

Invoice No. 09832/NM

Policy No.

KC35641323132

## 海洋货物运输保险单

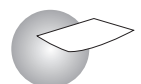
### MARINE CARGO TRANSPORTATION INSURANCE POLICY

被保险人 HUAYUE MEDICINE & HEALTH PRODUCTS IMP. AND EXP. CORP.

Insured: 196 TIANHE ROAD, GUANGZHOU, CHINA

中保财产保险有限公司(以下简称本公司)根据被保险人的要求,及其所缴付约定的保险费,按照本保险单承保险别和背面所载条款与下列条款承保下述货物运输保险,特签发本保险单

This POLICY of Insurance witnesses that The People's Insurance ( Property ) Company of China, Ltd. (hereinafter called "The Company"), at the request of the Insured and in consideration of the agreed premium paid by the Insured, undertakes to insure the under-mentioned goods in transportation subject to the conditions of this Policy as per the Clauses printed overleaf and other special clauses attached hereon.



保险货物项目 Descriptions of Goods	包装 单位 数量 Packing Unit Quantity	保险金额 Amount Insured
CINNAMON	140 CARTONS 5.60M/TS	USD 13,860.00

承保险别:

Conditions

货物标记:

Marks of Goods:

COVERING 110% OF FULL INVOICE VALUE AGAINST F.P.A.  
AND S.R.C.C. AS PER CHINA INSURANCE CLAUSE OF THE PEOPLE'S  
INSURANCE COMPANY OF CHINA DATED 1/1/1981

F. V. T. L.

LOS ANGELES

CTN/NO. 1-140

总保险金额

Total Amount Insured: SAY U.S.DOLLARS THIRTEEN THOUSAND EIGHT HUNDRED AND SIXTY ONLY

保 费

运 输 工 具

开 航 日 期

Premium: as arranged Per conveyance S.S. YUANHONG V.465

Slg. on or Abt. JUNE 3, 2021

起 运 港

目 的 港

From YANTIAN, CHINA

To LOS ANGELES

所保货物,如发生本保险单下可能引起索赔的损失或损坏,应立即通知本公司下述代理人查勘。如有索赔,应向本公司提交保险单正本(本保险单共有 份正本)及有关文件。如一份正本已用于索赔,其余正本则自动失效。

In the event of loss or damage which may result in a claim under this Policy, immediate notice must be given to the Company's Agent as mentioned hereunder. Claims, if any, one of the Original Policy which has been issued in Original(s) together with the relevant documents shall be surrendered to the Company. If one of the Original Policy has been accomplished, the others to be void.

中保财产保险有限公司

THE PEOPLE'S INSURANCE (PROPERTY) COMPANY OF CHINA, LTD.

赔付地点

Claim payable at LOS ANGELES IN U.S.DOLLAR

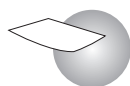
日期 在

Date JUNE 3, 2021 at GUANGZHOU

地址

Address \_\_\_\_\_

Endorsement overleaf





**中保财产保险有限公司**

The People's Insurance (Property) Company of China, Ltd.

No. of Original, one

发票号码

保险单号次

Invoice No. 4589KU80912

Policy No.

KC2674535446531

**海洋货物运输保险单**

**MARINE CARGO TRANSPORTATION INSURANCE POLICY**

被保险人 CHINA NATIONAL NATIVE PRODUCE AND ANIMAL BY-PRODUCTS IMP.  
AND EXP. CO.

Insured: GUANGXI ANIMAL BRANCH-XINGHU ROAD, NANNING-GUANGXI-CHINA

中保财产保险有限公司(以下简称本公司)根据被保险人的要求,及其所缴付约定的保险费,按照本保险单承保险别和背面所载条款与下列条款承保下述货物运输保险,特签发本保险单。

This POLICY of Insurance witnesses that The People's Insurance ( Property ) Company of China, Ltd. (hereinafter called "The Company"), at the request of the Insured and in consideration of the agreed premium paid by the Insured, undertakes to insure the under-mentioned goods in transportation subject to the conditions of this Policy as per the Clauses printed overleaf and other special clauses attached hereon.

保险货物项目 Descriptions of Goods	包装 单位 数量 Packing Unit Quantity	保险金额 Amount Insured
DOWN FILLED JACKETS	TOTAL 2220PCS PACKED IN 222 CARTONS	USD 69,286.00

承保险别:

Conditions

货物标记:

Marks of Goods:

DIADORA

MOD:20072/37408

VENEZIA

CTN. NO.1-222

MADE IN CHINA

**COVERING 110% OF FULL INVOICE VALUE AGAINST W.A.  
AND WAR RISK IRRESPECTIVE OF PERCENTAGE AS PER  
CHINA INSURANCE CLAUSE OF THE PEOPLE'S INSURANCE  
COMPANY OF CHINA DATED 1/1/1981**

总保险金额

Total Amount Insured: SAY U.S.DOLLARS SIXTY-NINE THOUSAND TWO HUNDRED AND EIGHTY-SIX ONLY





# Unit 8

## Beneficiary's Certificate

### 受益人证明



#### 概述:

受益人证明是根据信用证要求由受益人出具的证明已经履行某项义务的文件,如证明所交货物的品质,证明运输包装的处理,证明按要求寄单等。

受益人证明并无统一格式,各出口商依据本企业的习惯缮制。受益人证明多用空白信笺或印有本企业名称的信笺,注意将内容均匀分布在信笺的中部,以达到美观的效果。

#### 课文补充讲解

##### 1. Issuer (证明人)

##### 2. Name of Certificate (证明标题)

受益人证明是根据信用证要求出具的文件,其标题取决于信用证规定。

##### 3. Date (出单日期)

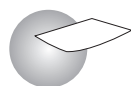
一般可与发票日期一致。当证明的内容与装运或发出装船通知有关时,出单日期应依照相应的规定。

##### 4. Number of L/C, Number of Invoice, Number of Sales Contract (信用证、发票和合同号码)

##### 5. Certification/Statement (证明文句)

“We hereby certify that”是受益人证明文句开头的常用表述,后接信用证要求证明的内容即可。在缮制时须根据其内容在语态和时态上做一定改变。此外,当信用证还要求所有单据必须加注某项内容时,一般应在证明文句结束后另起一段进行加注。

##### 6. Signature of Issuer (出单人签章)



## 补充练习一 →

Make out the relevant Beneficiary's Certificate with the following information from the L/C.

.....

Doc. Credit Number \*20 : M0756510NS0023000  
Date of Issue 31C : Sept.08, 2021  
Expiry \*31D : Date NOV.30,2021 Place CHINA  
Applicant \*50 : CHANG JI TRADING CO  
305, SEONG CHANG BLDG.,  
2972 SEOKCHON DONG, SEOUL, KOREA  
Beneficiary \*59 : HUAYUE MEDICINE & HEALTH PRODUCTS  
IMP. AND EXP. CORP.  
196 TIANHE ROAD, GUANGZHOU, CHINA  
Amount \*32B: Currency USD Amount 45,600.00

.....

Partial Shipment 43P : ALLOWED  
Transshipment 43T : PROHIBITED  
Loading in Charge 44A : CHINA PORT  
For Transport to... 44B : INCHON, KOREA  
Latest Date of Ship. 44C : Nov. 15, 2021  
Descript. of Goods 45A :

CINNAMON WHOLE 8.64M/T @ USD2,250.00/MT AS PER INDENT NO.57152  
CINNAMON BROKEN 12 M/T @ USD2,180.00/MT AS PER INDENT NO.57151  
C AND F INCHON

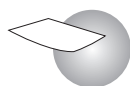
Documents Required 46A :

\* BENEFICIARY'S CERTIFICATE CERTIFYING THAT THEY WILL GIVE THE BUYER AN IMMEDIATE NOTICE ABOUT SHIPPING PARTICULARS WITHIN 48 HOURS FROM THE EXACT SHIPPING DATE.

.....

### Some useful information:

B/L Date: Nov 8, 2021      S/C No.: 13MHS14635



## 补充练习二

Make out the relevant Beneficiary's Certificate with the following information from the L/C.

To: 0944 26 BKCHCNBJANNG01851

FM: 1566 25VRBPIT2VAXXX32463

VRBPIT2VXXX

+BANC POLOLARE DI VERONA

+VERONA

.....

Doc. Credit Number \*20: TT456643132

Date of Issue 31C: Oct. 5, 2021

Expiry 31D: Date Dec. 15, 2021 Place CHINA

Applicant \*50: DIADORA S. P. A.

VIA MAZZINI, 20

310310 CAERANO SAN MARCO(TV), ITALY

Beneficiary \*59: CHINA NATIONAL NATIVE PRODUCE AND

ANIMAL BY-PRODUCTS IMP. AND EXP. CO.

GUANGXI ANIMAL BRANCH-XINGHU ROAD

NANNING-GUANGXI-CHINA

.....

Shipment of Goods 45B:

1110PCS DOWN FILLED JACKET MODEL: 20072 AT USD 28.50/PC

1110PCS DOWN FILLED JACKET MODEL:37408 AT USD 30.00/PC

CIF VENEZIA, ITALY LESS 3% DISCOUNT

PACKED IN CARTONS AS PER S/C NO.13GABP07

Shipping Mark: DIADORA/MOD:20072/37408/VENEZIA/CTN. NO./MADE IN CHINA

Loading in Charge 44A: ANY PORT IN CHINA

For Transport to ... 44B: VENEZIA, ITALY

Latest Date of Ship. 44C: NOV. 30, 2021

Partial Shipment 44D: NOT ALLOWED

Transshipment 44E: ALLOWED

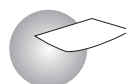
.....

Additional Cond. 47A:

B) THE LABEL "MADE IN CHINA" MUST BE SHOWN ON EACH OF THE ITEMS  
AND A STATEMENT TO THIS EFFECT FROM THE BENEFICIARY IS REQUIRED.

### Some useful information:

B/L date: Nov. 27, 2021



Practice I

丰源轻工业品进出口公司  
FENGYUAN LIGHT INDUSTRIAL PRODUCTS IMP. AND EXP. CORP.  
P. O. BOX 789, SHANGHAI, CHINA

传真 FAX:

编号 OUR REF. NO. :

TO MESSRS: THOMAS INTERNATIONAL COMPANY LIMITED  
1/F WINFUL CENTRE, SHING YIP STREET,  
KOWLOON, HONG KONG

**BENEFICIARY'S CERTIFICATE**

DATE: August 2, 2021

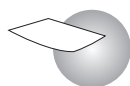
L/C NO.: 6764/13/12345B

S/C NO.: 484LFV15783

WE HEREBY CERTIFY THAT THE SPECIFICATION OF GOODS IS THE SAME AS STATED ON THE INDENT NO.15673. AND GOODS HAVE BEEN FUMIGATED BY AUTHORIZED SURVEYOR.

FENGYUAN LIGHT INDUSTRIAL PRODUCTS  
IMP. AND EXP. CORP.  
P. O. BOX 789, SHANGHAI, CHINA

朱小雨



中国工艺品进出口公司太原分公司  
CHINA NATIONAL ARTS & CRAFTS IMP. & EXP. CORPORATION  
TAIYUAN BRANCH  
TAIYUAN FOREIGN TRADE BUILDING 85-99,  
ZHONGSHAN ROAD 7, TAIYUAN, CHINA

**BENEFICIARY'S DECLARATION**

DATE: May 20, 2021

L/C NO.: 002/1303668

S/C NO.: 2021KE1985

WE HEREBY CERTIFY THAT SHIPPING MARK:

DE TUINKRAMER B.V.

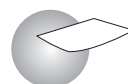
ROTTERDAM

C/NOS. 1--171

HAVE BEEN MARKED ON BOTH SIDES OF EACH OF THE CASES, AND THE L/C  
NO. 002/1303668 HAS BEEN MENTIONED ON ALL DOCUMENTS PRESENTED  
FOR NEGOTIATION.

CHINA NATIONAL ARTS & CRAFTS IMP. & EXP. CORPORATION  
TAIYUAN BRANCH  
TAIYUAN FOREIGN TRADE BUILDING 85-99,  
ZHONGSHAN ROAD 7, TAIYUAN, CHINA

李明丽



补充练习一

<p style="text-align: center;"><b>华粤医疗保健品进出口公司</b> <b>HUAYUE MEDICINE &amp; HEALTH PRODUCTS IMP. AND EXP. CORP.</b> <b>196 TIANHE ROAD, GUANGZHOU, CHINA</b></p> <p style="text-align: center;"><b>BENEFICIARY' S CERTIFICATE</b></p> <p style="text-align: right;">DATE: Nov. 8, 2021 S/C NO.: 13MHS14635 L/C NO.: M0756510NS0023000</p> <p>WE HEREBY CERTIFY THAT WE HAVE GIVEN THE BUYER AN IMMEDIATE NOTICE ABOUT SHIPPING PARTICULARS WITHIN 48 HOURS FROM THE EXACT SHIPPING DATE.</p> <p style="text-align: center;">HUAYUE MEDICINE &amp; HEALTH PRODUCTS IMP. AND EXP. CORP. 196 TIANHE ROAD, GUANGZHOU, CHINA <b>张波</b></p>
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补充练习二

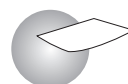
<p style="text-align: center;"><b>广西畜产进出口公司</b> <b>CHINA NATIONAL NATIVE PRODUCE AND ANIMAL BY-PRODUCTS IMP. AND EXP. CO.</b> <b>GUANGXI ANIMAL BRANCH-XINGHU ROAD, NANNING-GUANGXI-CHINA</b></p> <p style="text-align: center;"><b>BENEFICIARY' S STATEMENT</b></p> <p style="text-align: right;">DATE: Nov. 27, 2021 L/C NO. TT456643132 S/C NO.: 13GABP07</p>
--



WE HEREBY CERTIFY THAT THE LABEL "MADE IN CHINA" HAS BEEN SHOWN ON EACH OF THE ITEMS.

CHINA NATIONAL NATIVE PRODUCE AND ANIMAL BY-PRODUCTS  
IMP. AND EXP. CO., GUANGXI ANIMAL BRANCH  
-XINGHU ROAD, NANNING-GUANGXI-CHINA

刘珊珊





# Unit 9

## Shipping Advice

### 装船通知



#### 概述:

装船通知是出口商在货物装船后给进口方的通知。其目的是让进口商了解货物已经装船发运,可以准备付款接货了。在FOB、CFR等条件下成交的合同,需进口方自行办理货物保险,装船通知书应在装船后立即发出,以便进口商办理投保手续。进口商为了避免因疏忽未及时通知,所以在信用证中明确规定,出口商必须按时发出装船通知,并规定通知的内容,而且在议付时必须提供该装船通知的副本,与其他单据一起向银行议付。因而装船通知也是提交银行结汇的单据之一。

装船通知无固定格式,出口商根据本企业的习惯及信用证的内容缮制,但其内容一定要符合信用证的规定。装船通知的主要内容包括:收件人的名称和地址、合同号或信用证号、货名、数量、金额、船名、开航日期、提单号码、发电日期等。

#### 课文补充讲解

1. Exporter (出口方)

2. To (至)

填写时须注明名称及其地址。

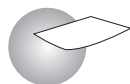
3. Shipping Advice (装船通知)

为此单据的标题。

4. Date (出单日期)

根据信用证的要求填写。如果要求卖方在货物装船之前发出装船通知,则日期应早于提单日期;如果要求在货物装船后一定时间发出,则可晚于提单日期或与提单日期一致,但不能超过信用证规定的日期,如装船后两日内(WITHIN TWO DAYS AFTER SHIPMENT DATE);如果信用证规定 IMMEDIATELY AFTER SHIPMENT(装船后立即通知),应掌握在提单后三天之内。

5. L/C Number (信用证号码)



6. Contract No. (买卖合同的号码)

7. From... to... (从……至……)

8. Shipping Mark (唛头)

如果装运时货物有缺件,还应在唛头中的件数前加注“EX”,如“EX CTN/NO. 1-200”表示货物件数编号为1~200,但其中有缺件,即总件数少于200件。

9. Quantities and Descriptions (货物描述)

10. Unit Price (单价)

11. Amount (金额)

若信用证中未做具体要求,一般填写贸易术语、单价和总价,格式与商业发票一致。

12. Total (总额)

将货物的总数量,重量,总件数都标出来。

13. Name of the Vessel (载货船舶的名称)

14. Date of Shipment (装船日期)

15. B/L Number (提单号码)

信用证如果要求加注特殊内容(如标明提单号码、预计离港时间、预计到达时间等)时,在填写完常规内容之后加注。

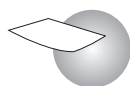
16. Signature (出单人落款签章)

## 补充练习一

Make out the relevant Shipping Advice with the following information from the L/C.

.....

Doc. Credit Number	*20 :	M0756510NS0023000
Date of Issue	31C :	Sept. 08, 2021
Expiry	*31D :	Date Nov.30, 2021 Place CHINA
Applicant	*50 :	CHANG JI TRADING CO., 305, SEONG CHANG BLDG.,



2972 SEOKCHON DONG, SEOUL, KOREA

Beneficiary \*59 : HUAYUE MEDICINE & HEALTH PRODUCTS  
 IMP. AND EXP. CORP.  
 196 TIANHE ROAD, GUANGZHOU, CHINA

Amount \*32B: Currency USD Amount 45,600.00  
 .....

Partial Shipment 43P : ALLOWED  
 Transshipment 43T : PROHIBITED  
 Loading in Charge 44A : CHINA PORT  
 For Transport to... 44B : INCHON, KOREA  
 Latest Date of Ship. 44C : NOV. 15, 2021  
 Descript. of Goods 45A :

CINNAMON WHOLE 8.64M/TS @ USD2,250.00/MT AS PER INDENT NO.57152  
 CINNAMON BROKEN 12 M/TS @ USD2,180.00/MT AS PER INDENT NO.57151  
 C AND F INCHON

Additional Cond. 47A :

\*SHIPPING MARK CHANGJI  
 INCHON

SHOULD BE INDICATED ON BOTH SIDES OF PACKING CARTONS

\*BENEFICIARY'S FAX SENT TO APPLICANT WITHIN 48 HOURS  
 AFTER SHIPMENT INDICATING CONTRACT NO., L/C NO., GOODS NAME,  
 QUANTITY, INVOICE VALUE, VESSEL'S NAME, LOADING PORT, SHIPPING  
 DATE AND ETA. COPY OF WHICH SHOULD BE PRESENTED AS ONE OF THE  
 NEGOTIATION DOC.

**Some useful information:**

Cinnamon whole: 216 cartons of 40kgs net each, Gross Weight: 42.5KGS/CTN  
 Cinnamon broken: 300 cartons of 40 kgs net each, Gross Weight: 42.5KGS/CTN  
 M: 45×30×20CM/Carton

Port of Loading: Yantian

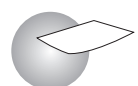
Port of Discharge: Inchon

S.S. : CHANGYUN V.346

B/L Date: Nov.8, 2021

Sales Confirmation No.: 13MHS14635

ETA: ×××



## 补充练习二

Make out the relevant Shipping Advice with the following information from the L/C.

To: 0944 26 BKCHCNBJANNG01851

FM: 1566 25VRBPIT2VAXXX32463

VRBPIT2VXXX

+BANC POLOLARE DI VERONA

+VERONA

.....

Doc. Credit Number \*20: TT456643132

Date of Issue 31C: Oct. 5, 2021

Expiry \*31D: Date Dec. 15, 2021 Place CHINA

Applicant \*50: DIADORA S. P. A.

VIA MAZZINI, 20

310310 CAERANO SAN MARCO(TV), ITALY

Beneficiary \*59: CHINA NATIONAL NATIVE PRODUCE AND  
ANIMAL BY-PRODUCTS IMP. AND EXP. CO.  
GUANGXI ANIMAL BRANCH-XINGHU ROAD,  
NANNING-GUANGXI-CHINA

.....

Shipment of Goods 45B:

1110PCS DOWN FILLED JACKETS MODEL: 20072 AT USD 28.50/PC

1110PCS DOWN FILLED JACKETS MODEL:37408 AT USD 30.00/PC

CIF VENEZIA, ITALY LESS 3% DISCOUNT

PACKED IN CARTONS AS PER S/C NO. 13GABP07

Shipping Mark: DIADORA/MOD:20072/37408/VENEZIA/CTN. NO./MADE IN CHINA

Loading in Charge 44A: ANY PORT IN CHINA

For Transport to ... 44B: VENEZIA, ITALY

Latest Date of Ship. 44C: NOV. 30, 2021

Partial Shipment 44D: NOT ALLOWED

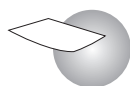
Transshipment 44E: ALLOWED

.....

Additional Cond. 47A:

A) L/C NO. SHOULD BE INDICATED IN ALL DOCUMENTS PRESENTED FOR  
NEGOTIATION

B) A COPY OF TLX/FAX FROM BENEFICIARY TO APPLICANT WITHIN 2 DAYS  
AFTER SHIPMENT EFFECTED



SHOULD BE ONE OF THE NEGOTIATING DOCUMENTS , THE DATE OF SHIPMENT, NUMBER OF PACKAGES, NAME OF COMMODITY, TOTAL NET WEIGHT AND GROSS WEIGHT, NAME OF VESSEL AND NUMBER OF VOYAGE SHOULD BE MENTIONED ON SUCH TLX/FAX

**Some useful information from S/O:**

Down filled jackets packed in cartons of 222 cartons total

G.W.: 35KGS/CTN N.W.: 33KGS/CTN M.: 40×38×20CM/CTN

Port of Loading: SHENZHEN, CHINA

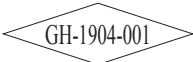
Port of Transshipment: SINGAPORE

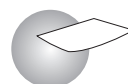
Name of Vessel: MARIA V598/CONCORD

Date of B/L: Nov. 27, 2021

**参考答案**

**Practice I**

丰源轻工业品进出口公司 <b>FENGYUAN LIGHT INDUSTRIAL PRODUCTS IMP. AND EXP. CORP.</b> <b>P. O. BOX 789, SHANGHAI, CHINA</b>			
传真 FAX:			
编号 OUR REF. NO. :			
TO MESSRS: THOMAS INTERNATIONAL COMPANY LIMITED 1/F WINFUL CENTRE, SHING YIP STREET, KOWLOON, HONG KONG			
<b>SHIPPING ADVICE</b>			
Date: Aug.2, 2021			
L/C No. : 6764/13/12345B			
Contract No.: 484LFVS15783			
From: SHANGHAI, CHINA To: ANTWERP W/T HONG KONG			
Shipping Mark:	Quantities & Descriptions:	Unit Price:	Amount:
		CIF ANTWERP	
C/NO.: 1-660	WOODEN HANGER IN 660 CARTONS	@ USD16.00 PER CARTON...	USD10,560.00



LESS 3 PCT COMMISSION..... USD 316.80

TOTAL: USD10243.20

TOTAL QUANTITY: 66,000 PCS 660 CTNS

TOTAL WEIGHT: NW: 33264 KGS GW: 34716 KGS

GOODS SHIPPED PER S.S. : TONGMEI V.155/FARROR

SHIPPING DATE: AUG.2, 2021

B/L NUMBER: KEY48609

FENGYUAN LIGHT INDUSTRIAL PRODUCTS

IMP. AND EXP. CORP.

P. O. BOX 789, SHANGHAI, CHINA

朱小雨

## Practice II

中国工艺品进出口公司太原分公司

**CHINA NATIONAL ARTS & CRAFTS IMP. & EXP. CORPORATION, TAIYUAN BRANCH**

**TAIYUAN FOREIGN TRADE BUILDING 85-99,**

**ZHONGSHAN ROAD 7, TAIYUAN, CHINA**

### ADVICE OF SHIPMENT

TO: DE TUINKRAMER B.V.

DATE: May 20, 2021

CONTRACT NO.: 2021KE1985

L/C NO.: 002/1303668

SHIPMENT FROM QINGDAO VIA HONG KONG TO ROTTERDAM

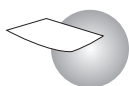
- 1) NAME OF COMMODITY: WIRE PRODUCTS
- 2) QUANTITY: 5134 UNITS
- 3) NUMBER OF PACKAGES: 171 WOODEN CASES
- 4) INVOICE VALUE: USD16172.10 CIF ROTTERDAM
- 5) SHIPPING MARK:

DE TUINKRAMER B.V.

ROTTERDAM

C/NOS. 1—171

- 6) TOTAL NET WEIGHT: 16,074 KGS



- 7) TOTAL GROSS WEIGHT: 16,587 KGS  
 8) DATE OF SHIPMENT: May 20, 2021  
 9) NAME OF VESSEL: QINGYANG V.126/VINONA

CHINA NATIONAL ARTS & CRAFTS IMP. &  
 EXP. CORPORATION, TAIYUAN BRANCH  
 TAIYUAN FOREIGN TRADE BUILDING 85-99,  
 ZHONGSHAN ROAD 7, TAIYUAN, CHINA

李明丽

补充练习一

华粤医药保健品进出口公司  
**HUAYUE MEDICINE & HEALTH PRODUCTS IMP. AND EXP. CORP.**  
**196 TIANHE ROAD, GUANGZHOU, CHINA**

传真 FAX: +86-020-81487686

编号 OUR REF. NO. : 173324009

TO MESSRS: CHANG JI TRADING CO.

305, SEONG CHANG BLDG.,

2972 SEOKCHON DONG, SEOUL, KOREA

**SHIPPING ADVICE**

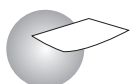
Date: Nov. 8, 2021

L/C NO. : M0756510NS0023000

Contract No.: 13MHS14635

From: YANTIAN, CHINA TO: INCHON, KOREA

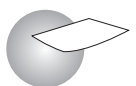
Shipping Mark:	Quantities & Descriptions:	Unit Price:	Amount:
CHANGJI INCHON	CINNAMON WHOLE 8.64M/TS IN 216 CARTONS AS PER INDENT NO.57152	@ USD2,250.00/MT...	USD19,440.00
	CINNAMON BROKEN 12 M/TS IN 300 CARTONS AS PER INDENT NO.57151	@ USD2,180.00/MT...	USD26,160.00
-----			TOTAL: USD45,600.00
-----			=====





CHINA NATIONAL NATIVE PRODUCE AND  
ANIMAL BY-PRODUCTS IMP. AND EXP. CO.  
GUANGXI ANIMAL BRANCH-XINGHU ROAD,  
NANNING-GUANGXI-CHINA

刘珊珊





# Unit 10

## Inspection Certificate

### 商检证书



#### 概述:

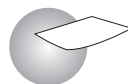
检验证书是进出口商品经过公证机构或生产部门检验后所出具的文件。

检验证书的作用是:①对出口商品的品质规格、物理和技术指标、交货数量及重量提供科学的依据;②是某些商品论质或计价的依据;③作为出口商品的品质、重量、数量、包装以及卫生条件等是否符合合同或信用证规定的依据;④如果交货品质、重量(数量、包装以及卫生等与规定不符,检验证书是买卖双方据以作为拒收、索赔或理赔的依据。

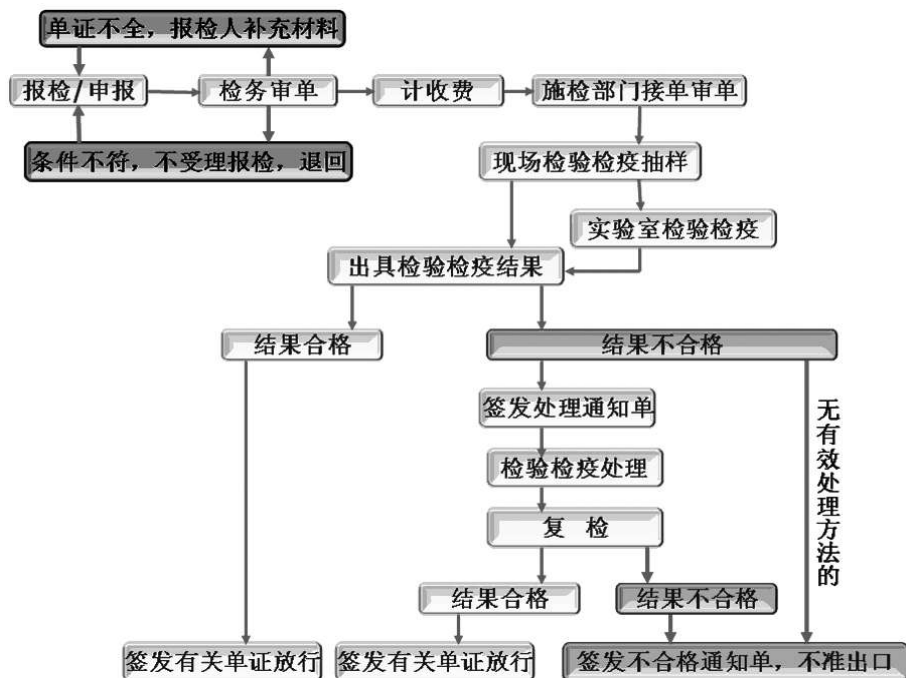
根据我国规定,凡列入《出入境检验检疫机构实施检验检疫的进出境商品目录》的进出口商品和其他法律、法规规定须经检验的进出口商品,必须由出入境检验检疫部门或其指定的检验机构实施检验,检验合格方能进、出国境。

#### 注意:

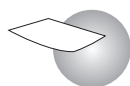
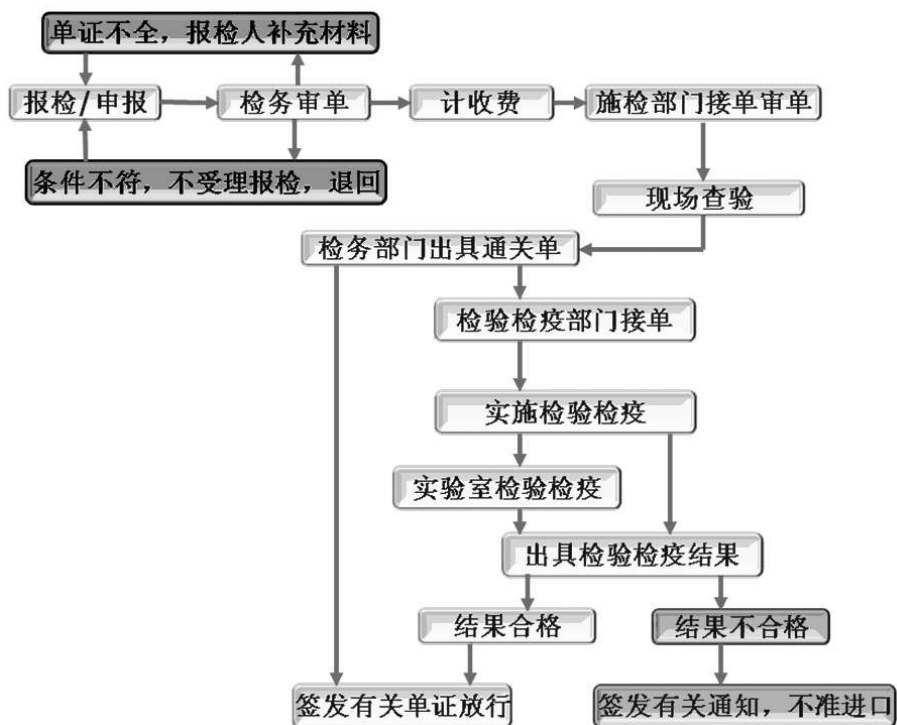
- 1) 商品检验遵循属地检验的原则,散装货可在出口港口检验;
- 2) 检验地和报关地不一样时,CIQ 出具出境货物换证凭单,检验地和报关地一样时,CIQ 出具出境货物通关单;
- 3) 出口商品在报验时,一般应提供外贸合同(或售货确认书及函电)、信用证的复印件或副本,必要时提供原件,提供的单据和所需的检验证书根据货物不同而不同。
- 4) 所有报检单要求随附厂检单。
- 5) 向我国商检部门办理报检须取得报检员资格。



出口报检程序：



进口报检程序：



## 课文补充讲解

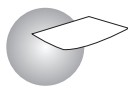
### 出境货物报检单的填制:

1. 报检单位登记号:指在检验检疫机构的登记号码。
2. 发货人:根据不同情况填写。预验时,可以填写生产单位,出口报检外贸合同中的卖方或信用证受益人。
3. 报检单位、H.S.编号、货物的总值、贸易方式、集装箱规格、数量及编号 1-1。
4. 货物存放的地点:指本批货物存放的地点。
5. 信用证号:指本批货物所对应信用证的编号。
6. 用途:同编号 1-1。
7. 发货日期:指出口装运日期,预验时可不填。
8. 输往国家(地区):指贸易合同中买方(进口方)所在国家或地区,或货物的最终输往国家或地区。
9. 许可证/审批号:对已实施许可制度/审批制度管理的货物,报检时填写许可证编号或审批单编号。
10. 启运地:指装运本批货物离境的交通工具的启运口岸/地区城市。
11. 到达口岸:最终抵达目的地停靠口岸名称。
12. 生产单位注册号:指生产/加工本批货物的单位在检验检疫机构的卫生编号,如卫生注册、质量许可证号等。
13. 合同、信用证订立的检验检疫条款或特殊要求:指贸易合同或信用证的买方对本批货物特别订立的质量、卫生等条款和报检单位对本批货物检验检疫的要求。
14. 随附单据:按实际提供的单据,在对应的“□”打“√”。
15. 需要证单名称:根据所需由检验检疫机构出具的证单,在对应的“□”打“√”,并注明所需证单的正副本数量。
16. 报检人郑重声明:报检人必须亲笔签名。
17. 领取证单:由领证人填写实际领证日期并签名。
18. 检验检疫费:由检验检疫机构人员填写。

### 部分国家对商检证明的特别规定:

很多国家对商检都有特别规定,下面只列出几个例子:

1. 巴林:卫生检验证明书,用于植物、植株部分和种子、面粉、大米、新鲜、速冻或冷冻的肉、鱼、鸡。
2. 孟加拉:卫生证明书,用于植物和植株部分(水果和蔬菜除外);消毒检验证书,用于旧纺织物;放射性物质含量证明书,用于大米、小麦、蔬菜、鱼、肉、食用油、食品、奶粉、奶制品。



3. 科威特:对电器产品,要求有按科威特技术标准KSS287/87办理的证书;对肉禽罐头,应附有卫生部门出具的证明,即适合人类食用、按伊斯兰教规宰杀;对药剂制品,须在科威特注册登记,同时需要1份证明该药剂制品在生产国自由销售的证明。对杀虫剂及其他毒药有包装规定,对酒精及含酒精的药剂,必须由卫生部书面批准;轮胎应附有生产国的检验证书,并有标记。
4. 土耳其:食品与合成洗涤剂,须有分析证书;植物和种子,须有出口国官方植物保护部门出具的卫生检疫证书;活动物和死动物、动物的某些部分皮和毛或用动物制造的产品,须有卫生检疫证;电表、水表、煤气表及计程表,应提交在原产地由主管机关签发的、并由土耳其领事馆认证的确认书,证明该产品遵守现行标准及达到一定的质量水平。

## 补充练习一

Make out the relevant Application for Inspection according to the information from the L/C:

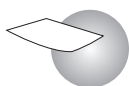
.....

Doc. Credit Number	*20	:	M0756510NS0023000
Date of Issue	31C	:	Sept.08, 2021
Expiry	*31D	:	Date NOV.30, 2021 Place CHINA
Applicant	*50	:	CHANG JI TRADING CO., 305, SEONG CHANG BLDG., 2972 SEOKCHON DONG, SEOUL, KOREA
Beneficiary	*59	:	HUAYUE MEDICINE & HEALTH PRODUCTS IMP. AND EXP. CORP. 196 TIANHE ROAD, GUANGZHOU, CHINA
Amount	*32B	:	Currency USD Amount 45,600.00

.....

Partial Shipment	43P	:	ALLOWED
Transshipment	43T	:	PROHIBITED
Loading in Charge	44A	:	CHINA PORT
For Transport to...	44B	:	INCHON, KOREA
Latest Date of Ship.	44C	:	NOV. 15, 2021
Descript. of Goods	45A	:	

CINNAMON WHOLE 8.64M/TS @ USD2,250.00/MT AS PER INDENT NO.57152  
CINNAMON BROKEN 12 M/TS @ USD2,180.00/MT AS PER INDENT NO.57151  
C AND F INCHON



Additional Cond. 47A :

\*SHIPPING MARK      CHANGJI  
   INCHON

SHOULD BE INDICATED ON BOTH SIDES OF PACKING CARTONS

**Some useful information from Shipping Order :**

Cinnamon whole: 216 cartons of 40kgs net each, Gross Weight: 42.5KGS

Cinnamon broken: 300 cartons of 40 kgs net each, Gross Weight: 42.5KGS

M: 45×30×20CM/CARTON

Loading Port: YANTIAN, CHINA

B/L DATE: Nov. 8, 2021

S. S.: CHANGYUN V. 346

Sales Confirmation No.: 13MHS14635

Tariff No.: 0906.1000

Legal Unit: kg

Container No.: EMCU3254752/40' /LE3222

## 补充练习二



Make out the relevant Application for Inspection according to the information from the L/C:

To: 0944 26 BKCHCNBJANNG01851

FM: 1566 25VRBPIT2VAXXX32463

VRBPIT2VXXX

+BANC POLOLARE DI VERONA

+VERONA

.....

Doc. Credit Number \*20: TT456643132

Date of Issue 31C: Oct. 5, 2021

Expiry 31D: Date Dec. 15, 2021 Place CHINA

Applicant \*50: DIADORA S. P. A.

VIA MAZZINI, 20

310310 CAERANO SAN MARCO(TV), ITALY

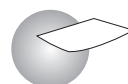
Beneficiary \*59: CHINA NATIONAL NATIVE PRODUCE AND

ANIMAL BY-PRODUCTS IMP. AND EXP. CO.

GUANGXI ANIMAL BRANCH-XINGHU ROAD,

NANNING-GUANGXI-CHINA

.....



Shipment of Goods 45B:

1110PCS DOWN FILLED JACKETS MODEL: 20072 AT USD 28.50/PC

1110PCS DOWN FILLED JACKETS MODEL:37408 AT USD 30.00/PC

CIF VENEZIA, ITALY LESS 3% DISCOUNT

PACKED IN CARTONS AS PER S/C NO.13GABP07

Shipping Mark: DIADORA/MOD:20072/37408/VENEZIA/CTN. NO./MADE IN CHINA

Loading in Charge 44A: ANY PORT IN CHINA

For Transport to ... 44B: VENEZIA, ITALY

Latest Date Of Ship. 44C: NOV. 30, 2021

Partial Shipment 44D: NOT ALLOWED

Transshipment 44E: ALLOWED

.....

Additional Cond. 47A:

A) L/C NO. SHOULD BE INDICATED IN ALL DOCUMENTS PRESENTED FOR  
NEGOTIATION

**Some useful information from S/O:**

Down filled jacket packed in cartons of 222 cartons total

G.W.: 35KGS/CTN N.W.: 33KGS/CTN M.: 40×38×20CM/CTN

Port of Loading: SHENZHEN, CHINA

Port of Transshipment: SINGAPORE

Name of Vessel: MARIA V598/CONCORD

Date of B/L: Nov. 27, 2021

Tariff No.: 6201.1310

Legal Unit: kg



# 参考答案

## Practice I

### 中华人民共和国出入境检验检疫 出境货物报检单

报检单位(加盖公章):上海丰源轻工业品进出口贸易有限公司 \*编号 \_\_\_\_\_

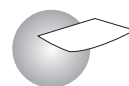
报检单位登记号: \_\_\_\_\_ 联系人: xxx 电话: \_\_\_\_\_ 报检日期: 2021年7月10日

发货人	(中文)上海丰源轻工业品进出口贸易有限公司				
	(外文) FENGYUAN LIGHT INDUSTRIAL PRODUCTS IMP. AND EXP. CORP.				
收货人	(中文) 托马斯国际有限责任公司				
	(外文) THOMAS INTERNATIONAL COMPANY LIMITED, 1/F WINFUL CENTRE, SHING YIP STREET, KOWLOON, HONG KONG				
货物名称(中/外文)	H.S. 编码	产地	数/重量	货物总值	包装种类及数量
HW—045 WOODEN HANGER HW-045 木衣架	4421.1000.90	上海	66,000 PCS G.W.: 34,716KGS N.W.: 33,264KGS	USD10,560.00	EXPORT CARTON 660/CTNS
运输工具名称号码	TONGMEI V.155/FARROR	贸易方式	一般贸易	货物存放地点	上海
合同号	484LFVS15783	信用证号	6764/13/12345B	用途	其他
发货日期	AUG.2, 2021	输往国家(地区)	比利时	许可证/审批号	
启运地	上海	到达口岸	安特卫普	生产单位注册号	
集装箱规格、数量及号码	CBHU9755587/40'/K444924				
合同、信用证订立的检验检疫条款或特殊要求	标记及号码		随附单据(划“√”或补填)		
	 C/NO.:1-660		<input checked="" type="checkbox"/> 合同 <input checked="" type="checkbox"/> 信用证 <input checked="" type="checkbox"/> 发票 <input type="checkbox"/> 换证凭单 <input checked="" type="checkbox"/> 装箱单 <input checked="" type="checkbox"/> 厂检单	<input type="checkbox"/> 包装性能结果单 <input type="checkbox"/> 许可/审批文件 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
需要证单名称(划“√”或补填)					*检验检疫费
<input type="checkbox"/> 品质证书 __正__副 <input type="checkbox"/> 重量证书 __正__副 <input type="checkbox"/> 数量证书 __正__副 <input type="checkbox"/> 兽医卫生证书 __正__副 <input type="checkbox"/> 健康证书 __正__副 <input type="checkbox"/> 卫生证书 __正__副 <input type="checkbox"/> 动物卫生证书 __正__副	<input type="checkbox"/> 植物检疫证书 __正__副 <input checked="" type="checkbox"/> 熏蒸消毒证书 3正1副 <input type="checkbox"/> 出境货物换证凭单 <input type="checkbox"/> 出境通关单 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	总金额(人民币)			
		计费人			
		收费人			
报检人郑重声明:					领取证单
1.本人被授权报检					日期
2.上列填写内容正确属实,货物无伪造或冒用他人的厂名、标志、认证标志,并承担货物质量责任					签名
签名: <u>包飞宇</u>					

注:有“\*”号栏由出入境检验检疫机关填写

◆国家出入境检验检疫局制

[1-2 (2000.1.1)]



Practice II

## 中华人民共和国出入境检验检疫 出境货物报检单

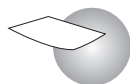
报检单位(加盖公章):中国工艺品进出口公司太原分公司 \*编号 \_\_\_\_\_  
 报检单位登记号: \_\_\_\_\_ 联系人: xxx 电话: \_\_\_\_\_ 报检日期: 2021年4月20日

发货人	(中文)中国工艺品进出口公司太原分公司				
	(外文) CHINA NATIONAL ARTS & CRAFTS IMP. & EXP. CORPORATION, TAIYUAN BRANCH				
收货人	(中文)				
	(外文) DE TUINKRAMER B.V.				
货物名称(中/外文)	H.S. 编码	产地	数/重量	货物总值	包装种类及数量
WIRE PRODUCTS 编制品	4602.1010	青岛	5134 UNITS G.W.: 16587KGS N.W.: 16074KGS	USD 16,172.10	IN WOODEN CASES 171 CASES
运输工具名称号码	QINGYANG V.126/ VINONA	贸易方式	一般贸易	货物存放地点	青岛
合同号	2021KE1985	信用证号	002/1303668	用途	其他
发货日期	May 20, 2021	输往国家(地区)	荷兰	许可证/审批号	
启运地	青岛	到达口岸	鹿特丹	生产单位注册号	
集装箱规格、数量及号码	467934587M48/20'				
合同、信用证订立的检验 检疫条款或特殊要求	标记及号码		随附单据(划“√”或补填)		
	DE TUINKRAMER B.V. ROTTERDAM C/NOS. 1--171		<input checked="" type="checkbox"/> 合同 <input checked="" type="checkbox"/> 信用证 <input checked="" type="checkbox"/> 发票 <input type="checkbox"/> 换证凭单 <input checked="" type="checkbox"/> 装箱单 <input checked="" type="checkbox"/> 厂检单	<input type="checkbox"/> 包装性能结果单 <input type="checkbox"/> 许可/审批文件 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
需要证单名称(划“√”或补填)				*检验检疫费	
<input type="checkbox"/> 品质证书 __正__副 <input type="checkbox"/> 重量证书 __正__副 <input type="checkbox"/> 数量证书 __正__副 <input type="checkbox"/> 兽医卫生证书 __正__副 <input type="checkbox"/> 健康证书 __正__副 <input type="checkbox"/> 卫生证书 __正__副 <input type="checkbox"/> 动物卫生证书 __正__副	<input type="checkbox"/> 植物检疫证书 __正__副 <input checked="" type="checkbox"/> 熏蒸消毒证书 1正3副 <input type="checkbox"/> 出境货物换证凭单 <input checked="" type="checkbox"/> 出境通关单 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		总金额 (人民币)		
			计费人		
			收费人		
报检人郑重声明: 1.本人被授权报检 2.上列填写内容正确属实,货物无伪造或冒用他人的厂名、标志、认证标志,并承担货物质量责任  签名: 李美丽			领取证单		
			日期		
			签名		

注:有“\*”号栏由出入境检验检疫机关填写

◆国家出入境检验检疫局制

[1-2 (2000.1.1)]



补充练习一

## 中华人民共和国出入境检验检疫 出境货物报检单

报检单位(加盖公章): 华粤医疗保健品进出口公司 \*编号 \_\_\_\_\_

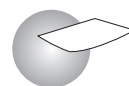
报检单位登记号: \_\_\_\_\_ 联系人: xxx 电话: \_\_\_\_\_ 报检日期: 2021年10月10日

发货人	(中文) 华粤医疗保健品进出口公司				
	(外文) HUAYUE MEDICINE & HEALTH PRODUCTS IMP. AND EXP. CORP.				
收货人	(中文)				
	(外文) CHANG JI TRADING CO., 305, SEONG CHANG BLDG., 2972 SEOKCHON DONG, SEOUL, KOREA				
货物名称(中/外文)	H.S. 编码	产地	数/重量	货物总值	包装种类及数量
CINNAMON WHOLE 带壳肉桂 CINNAMON BROKEN 不带壳肉桂	0906.1000	广东	N.W.: 8,640 KGS G.W.: 9,180 KGS  N.W.: 12,000 KGS G.W.: 12,750 KGS	USD 45,600.00	216 CARTONS  300 CARTONS
运输工具名称号码	S.S. : CHANGYUN V.346	贸易方式	一般贸易	货物存放地点	盐田
合同号	13MHS14635	信用证号	M0756510NS0023000	用途	食用
发货日期	Nov. 8, 2021	输往国家(地区)	韩国	许可证/审批号	
启运地	盐田	到达口岸	仁川	生产单位注册号	
集装箱规格、数量及号码	EMCU3254752/40' / LE3222				
合同、信用证订立的检验检疫条款或特殊要求	标记及号码		随附单据(划“√”或补填)		
	CHANGJI INCHON		<input checked="" type="checkbox"/> 合同 <input checked="" type="checkbox"/> 信用证 <input checked="" type="checkbox"/> 发票 <input type="checkbox"/> 换证凭单 <input checked="" type="checkbox"/> 装箱单 <input checked="" type="checkbox"/> 厂检单	<input type="checkbox"/> 包装性能结果单 <input type="checkbox"/> 许可/审批文件 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
需要证单名称(划“√”或补填)				*检验检疫费	
<input type="checkbox"/> 品质证书 __正__副 <input checked="" type="checkbox"/> 重量证书 __1__正__3__副 <input checked="" type="checkbox"/> 数量证书 __1__正__3__副 <input type="checkbox"/> 兽医卫生证书 __正__副 <input type="checkbox"/> 健康证书 __正__副 <input type="checkbox"/> 卫生证书 __正__副 <input type="checkbox"/> 动物卫生证书 __正__副	<input type="checkbox"/> 植物检疫证书 __正__副 <input type="checkbox"/> 熏蒸消毒证书 __正__副 <input type="checkbox"/> 出境货物换证凭单 <input checked="" type="checkbox"/> 出境通关单 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		总金额 (人民币)		
			计费人		
			收费人		
报检人郑重声明: 1. 本人被授权报检 2. 上列填写内容正确属实, 货物无伪造或冒用他人的厂名、标志、认证标志, 并承担货物质量责任  签名: <u>张波</u>			领取证单		
			日期		
			签名		

注: 有“\*”号栏由出入境检验检疫机关填写

◆ 国家出入境检验检疫局制

[1-2 (2000.1.1)]



补充练习二

## 中华人民共和国出入境检验检疫 出境货物报检单

报检单位(加盖公章):广西畜产进出口公司

\*编号 \_\_\_\_\_

报检单位登记号: \_\_\_\_\_ 联系人: xxx

电话: \_\_\_\_\_

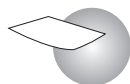
报检日期: 2021年11月10日

发货人	(中文)广西畜产进出口公司				
	(外文) CHINA NATIONAL NATIVE PRODUCET AND ANIMAL BY-PRODUCTS IMP. AND EXP. CO. GUANGXI ANIMAL BRANCH				
收货人	(中文)				
	(外文) DIADORA S. P. A. VIA MAZZINI, 20310310 CAERANO SAN MARCO(TV), ITALY				
货物名称(中/外文)	H.S. 编码	产地	数/重量	货物总值	包装种类及数量
OWN FILLED JACKETS MODEL: 20072 羽绒夹克 型号:20072 DOWN FILLED JACKETS MODEL:37408 羽绒夹克 型号:37408	6201.1310	深圳	2,220PCS G.W.: 7,770KG N.W.: 7,326KG	USD 64935.00	PACKED IN CARTONS 222 CARTONS TOTAL
运输工具名称号码	MARIA V598/CONCORD V.155/FARROR	贸易方式	一般贸易	货物存放地点	深圳
合同号	13GABP07	信用证号	TT456643132	用途	其他
发货日期	NOV. 27, 2021	输往国家(地区)	意大利	许可证/审批号	
启运地	盐田	到达口岸	威尼斯	生产单位注册号	
集装箱规格、数量及号码					
合同、信用证订立的检验检疫条款或特殊要求	标记及号码		随附单据(划“√”或补填)		
	DIADORA MOD:20072/37408 VENEZIA CTN. NO.1-220 MADE IN CHINA		<input checked="" type="checkbox"/> 合同 <input checked="" type="checkbox"/> 信用证 <input checked="" type="checkbox"/> 发票 <input type="checkbox"/> 换证凭单 <input checked="" type="checkbox"/> 装箱单 <input checked="" type="checkbox"/> 厂检单	<input type="checkbox"/> 包装性能结果单 <input type="checkbox"/> 许可/审批文件 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
需要证单名称(划“√”或补填)				*检验检疫费	
<input checked="" type="checkbox"/> 品质证书 1正3副 <input type="checkbox"/> 重量证书 __正__副 <input checked="" type="checkbox"/> 数量证书 1正3副 <input type="checkbox"/> 兽医卫生证书 __正__副 <input type="checkbox"/> 健康证书 __正__副 <input type="checkbox"/> 卫生证书 __正__副 <input type="checkbox"/> 动物卫生证书 __正__副	<input type="checkbox"/> 植物检疫证书 __正__副 <input type="checkbox"/> 熏蒸消毒证书 __正__副 <input type="checkbox"/> 出境货物换证凭单 <input checked="" type="checkbox"/> 出境通关单 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		总金额(人民币)		
			计费人		
			收费人		
报检人郑重声明:	领取证单				
1.本人被授权报检					
2.上列填写内容正确属实,货物无伪造或冒用他人的厂名、标志、认证标志,并承担货物质量责任					
签名: <u>刘珊珊</u>	日期				
	签名				

注:有“\*”号栏由出入境检验检疫机关填写

◆国家出入境检验检疫局制

[1-2 (2000.1.1)]



# Unit 11

## Customs Declaration

### 报关单



#### 概述:

报关是指进出境的运输工具负责人,进出口货物的收发货人或代理人向海关提出办理进出口货物手续的过程。进出口商向海关报关时,需提交以下单证:

1. 进出口货物报关单。一般进口货物应填写一式二份;需要由海关核销的货物,如加工贸易货物和保税货物等,应填写专用报关单一式三份;货物出口后需国内退税的,应另填一份退税专用报关单。

2. 货物发票。要求份数比报关单少一份,对货物出口委托国外销售,结算方式是待货物销售后按实销金额向出口单位结汇的,出口报关时可准予免交。

3. 陆运单、空运单和海运进口的提货单及海运出口的装货单。海关在审单和验货后,在正本货运单上签章放行退还报关单,凭此提货或装运货物。

4. 货物装箱单。其份数同发票。但是散装货物或单一品种且包装内容一致的件装货物可免交。

5. 出口收汇核销单。出口货物报关时,应交验外汇管理部门加盖“监督收汇”章的出口收汇核销单,并将核销单编号填在每张出口报关单的右上角处。

报关现由经过资格认证的报关人员进行操作。报关单的填写须按照中国海关当年或最近几年的有关规定进行填制,电子报关数据的填写要求有所不同,目前全国通用H2000通关系统,详情可参考有关网站:<http://www.customs.gov.cn>。

#### 课文补充讲解

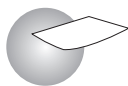
中华人民共和国海关进出口货物报关单填制规范(摘选)

##### 1. 预录入编号和海关编号

指预录入单位预录入报关单的编号,用于申报单位与海关之间引用其申报后尚未接受申报的报关单。

预录入编号由接受申报的海关决定编号规则。报关单录入凭单的编号规则由申报单位自行决定。

海关编号指海关接受申报时给予报关单的编号,应标识在报关单的每一联上。H2000通关系统下报关单海关编号为18位数字,其中第1-4位为接受申报海关的编号(《关区代码表》中相应的海关代码),第5-8位为海关接受申报的公历年份,第9位为进出口标志(“1”为



进口,“0”为出口),后9位为顺序编号。

## 2. 进口口岸/出口口岸

指货物实际进(出)我国关境口岸海关的名称。本栏目应根据货物实际进(出)关境的口岸海关选择《关区代码表》中相应的口岸海关名称及代码填报。进口转关运输货物应填报货物进境的地海关名称及代码,出口转关运输货物应填报货物出境地的海关名称及代码。按转关运输方式监管的跨关区深加工结转货物,出口报关单填报转出地的海关名称及代码,进口报关单填报转入地的海关名称及代码。在不同出口加工区之间转让的货物,填报对方出口加工区的海关名称及代码。其他未实际进出境的货物,填报接受申报的海关名称及代码。

## 3. 备案号

指进出口企业在海关办理加工贸易合同备案或征、减、免税审批备案等手续时,海关给予《进料加工登记手册》、《来料加工及中小型补偿贸易登记手册》、《外商投资企业履行产品出口合同进口料件及加工出口成品登记手册》电子账册及其分册(以下均简称《加工贸易手册》)、《进出口货物征免税证明》(以下简称《征免税证明》)或其他有关备案审批文件的编号。一份报关单只允许填报一个备案号。备案号栏目为12位字符,其中第1位是标记代码。无备案审批文件的报关单,本栏目免于填报。

### \*合同协议号

本栏目应填报进(出)口货物合同(协议)的全部字头和号码。

## 4. 进口日期/出口日期

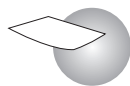
进口日期指运载所申报货物的运输工具申报进境的日期。本栏目填报的日期必须与相应的运输工具进境日期一致。出口日期指运载所申报货物的运输工具办结出境手续的日期。本栏目供海关打印报关单证明联用,在申报时免于填报。无实际进出境的报关单填报办理申报手续的日期,以海关接受申报的日期为准。在H2000通关系统中,本栏目为8位数字,顺序为年(4位)、月(2位)、日(2位)。

## 5. 申报日期

指海关接受进出口货物的收、发货人或受其委托的报关企业申请的日期。

以电子数据报关单方式申报的,申报日期为海关计算机系统接受申报数据时记录的日期。以纸质报关单方式申报的,申报日期为海关接受纸质报关单并对报关单进行登记处理的日期。

在H2000通关系统中,本栏目为8位数字,顺序为年(4位)、月(2位)、日(2位)。



## 6. 经营单位

经营单位指对外签订并执行进出口贸易合同的中国境内企业或单位,或个体工商户。本栏目应填报经营单位名称及经营单位编码。经营单位编码是经营单位在海关办理注册登记手续时,海关给予的注册登记的10位编码。

## 7. 运输方式

指载运货物进出境所使用的运输工具的分类,包括实际运输方式和海关规定的特殊运输方式。本栏目应根据实际运输方式按海关规定的《运输方式代码表》选择填报相应的运输方式。

## 8. 运输工具名称

指载运货物进出境的运输工具的名称或运输工具编号。本栏目填制内容应与运输部门向海关申报的载货清单所列相应内容一致。根据不同的运输方式,分别填写船只名称及号码、汽车车牌号码及火车的车次;对于空运或邮运的只填“空运”或“邮运”字样。一份报关单只允许填报一个运输工具名称。

### \* 航次号

指载运货物进出境的运输工具的航次编号。

## 9. 提运单号

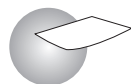
指进出口货物提单或运单的编号。本栏目填报的内容应与运输部门向海关申报的载货清单所列相应内容一致。一份报关单只允许填报一个提运单号,一票货物对应多个提运单时,应分单填报。

## 10. 收货单位/发货单位

收货单位指已知的进口货物在境内的最终消费、使用单位,包括:①自行从境外进口货物的单位;②委托进出口企业进口货物的单位。发货单位指出口货物在境内的生产或销售单位,包括:①自行出口货物的单位;②委托进出口企业出口货物的单位。备有海关注册编号或加工生产企业编号的收、发货单位,本栏目必须填报其经营单位编码或加工生产企业编号;否则填报其中英文名称。加工贸易报关单的收、发货单位应与《加工贸易手册》的“货主单位”一致;减免税货物报关单的收、发货单位应与《征免税证明》的“申请单位”一致。

## 11. 贸易方式

本栏目应根据实际情况,并按海关规定的《贸易方式代码表》选择填报相应的贸易方式简称或代码。一份报关单只允许填报一种贸易方式。



## 12. 征免性质

指海关对进出口货物实施征、减、免税管理的性质类别。本栏目应按照海关核发的《征免税证明》中批注的征免性质填报,或根据实际情况按海关规定的《征免性质代码表》选择填报相应的征免性质简称或代码。加工贸易报关单本栏目应按照海关核发的《登记手册》中批注的征免性质填报相应的征免性质简称或代码。一份报关单只允许填报一种征免性质。

## 13. 征税比例/汇结方式

征税比例仅用于“非对口合同进料加工”贸易方式下(代码“0715”)进口料件的进口报关单,填报海关规定的实际应征税比率,例如5%填报5,15%填报15。出口报关单应填报结汇方式,即出口货物的发货人或其代理人收结外汇的方式。本栏目应按海关规定的《结汇方式代码表》选择填报相应的结汇方式名称或代码。

## 14. 许可证号

应申领进(出)口许可证的货物,必须填报商务部及其授权发证机关签发的进(出)口货物许可证的编号,不得为空。一份报关单只允许填报一个许可证号。

## 15. 起运国(地区)/运抵国(地区)

起运国(地区)指进口货物直接运抵或者在运输中转国(地)未发生任何商业性交易的情况下运抵我国的起始发出的国家(地区)。

运抵国(地区)指出口货物离开我国关境直接运抵或者在运输中转国(地)未发生任何商业性交易的情况下最后运抵的国家(地区)。

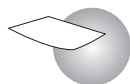
对发生运输中转的货物,如中转地未发生任何商业性交易,则起运\运抵地不变,如中转地发生商业性交易,则以中转地为起运/运抵国(地区)填报。本栏目应按海关规定的《国别(地区)代码表》选择填报相应的起运国(地区)或运抵国(地区)中文名称或代码。无实际进出境的,本栏目填报“中国”(代码“142”)。

## 16. 装货港/指运港

装货港指进口货物在运抵我国关境前的最后一个境外装运港。指运港指出口货物运往境外的最终目的港;最终目的港不可预知的,可按尽可能预知的目的港填报。本栏目应根据实际情况按海关规定的《港口航线代码表》选择填报相应的港口中文名称或代码。无实际进出境的,本栏目填报“中国境内”(代码“0142”)。

## 17. 境内目的地/境内货源地

境内目的地指已知的进口货物在国内的消费、使用地或最终运抵地。境内货源地指出口货物在国内的产地或原始发货地。本栏目应根据进口货物的收货单位、出口货物生产厂家或发货单位所属国内地区,并按海关规定的《国内地区代码表》选择填报相应的国内地区名称或代码。



## 18. 批准文号

出口报关单本栏目用于填报《出口收汇核销单》编号。

### \* 成交方式

本栏目应根据实际成交价格条款按海关规定的《成交方式代码表》选择填报相应的成交方式代码。无实际进出境的,进口填报CIF价,出口填报FOB价。

## 19. 费用

### 运费

本栏目用于成交价格中不包含运费的进口货物或成交价格中含有运费的出口货物,应填报该份报关单所含全部货物的国际运输费用。可按运费单价、总价或运费率三种方式之一填报,同时注明运费标记,并按海关规定的《货币代码表》选择填报相应的币种代码。运保费合并计算的,运保费填报在本栏目。运费标记“1”表示运费率,“2”表示每吨货物的运费单价,“3”表示运费总价。

#### H2000通关系统

1. 运费标记填写在运费标记处。
2. 运费价格填写在运费价格处。
3. 运费币制填写在运费币制处。

### 保费

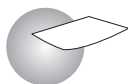
本栏目用于成交价格中不包含保险费的进口货物或成交价格中含有保险费的出口货物,应填报该份报关单所含全部货物国际运输的保险费用。可按保险费总价或保险费率两种方式之一填报,同时注明保险费标记,并按海关规定的《货币代码表》选择填报相应的币种代码。运保费合并计算的,运保费填报在运费栏中。保险费标记“1”表示保险费率,“3”表示保险费总价。

#### H2000通关系统

1. 保费标记填写在保费标记处。
2. 保费总价填写在保费总价处。
3. 保费币制填写在保费币制处。

### 杂费

指成交价格以外的、按照《中华人民共和国进出口关税条例》相关规定应计入完税价格或应从完税价格中扣除的费用,可按杂费总价或杂费率两种方式之一填报,同时注明杂费标记,并按海关规定的《货币代码表》选择填报相应的币种代码。应计入完税价格的杂费填报为正值或正率,应从完税价格中扣除的杂费填报为负值或负率。杂费标记“1”表示杂费率,“3”表示杂费总价。



## H2000通关系统

1. 杂费标记填写在杂费标记处。
2. 杂费总价填写在杂费总价处。
3. 杂费币制填写在杂费币制处。

### 20. 合同协议号

本栏目应填报进(出)口货物合同(协议)全部字头和号码。

### 21. 件数、包装种类

#### 件数

本栏目应填报有外包装的进(出)口货物的实际件数。特殊情况下填报要求如下:

1. 舱单件数为集装箱(TEU)的,填报集装箱个数;
2. 舱单件数为托盘的,填报托盘数。

本栏目不得填报为零,裸装货物填报为1。

#### 包装种类

本栏目应根据进(出)口货物的实际外包装种类,按海关规定的《包装种类代码表》(另文发布)选择填报相应的包装种类代码。

### 22. 毛重(公斤)、净重(公斤)

#### 毛重

指货物及其包装材料的重量之和。本栏目填报进(出)口货物实际毛重,计量单位为公斤,不足一公斤的填报为1。

#### 净重(公斤)

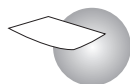
指货物的毛重减去外包装材料的重量,即商品本身的实际重量。本栏目填报进(出)口货物的实际净重,计量单位为公斤,不足一公斤的填报为1。

### 23. 集装箱号

集装箱号是在每个集装箱箱体两侧标示的全球唯一的编号。本栏目用于填报和打印集装箱编号及数量。集装箱数量四舍五入填报整数,非集装箱货物填报为0。H2000通关系统下,填报在集装箱表中,一个集装箱填一条记录,分别填报集装箱号、规格和自重。

### 24. 随附单据

指随进(出)口货物报关单一并向海关递交的单证或文件。合同、发票、装箱单、许可证等必备的随附单证不在本栏目填报。H2000通关系统下,本栏目分为随附单据代码和随附



单据编号两项,其中代码栏应按海关规定的《监管证件名称代码表》选择填报相应证件的代码;编号栏应填报许可证件编号。

#### \* 用途/生产厂家

进口货物填报用途,应根据进口货物的实际用途按海关规定的《用途代码表》选择填报相应的用途代码,如以产顶进,就填13。生产厂家指出口货物的境内生产企业。本栏目供必要时手工填写。

### 25. 标记唛码及备注

#### H2000 通关系统

1. 标记唛码中除图形以外的文字、数字;
2. 受外商投资企业委托代理其进口投资设备、物品的外贸企业名称;
3. 与本报关单有关联关系的,同时在业务管理规范方面又要求填报的备案号,如加工贸易结转货物及凭《征免税证明》转内销货物,其对应的备案号应填报在“关联备案”栏。
4. 与本报关单有关联关系的,同时在业务管理规范方面又要求填报的报关单号,应填报在“关联报关单”栏。

加工贸易结转类的报关单,应先办理进口报关,并将进口报关单号填入出口报关单的关联报关单号栏。

### 26. 项号

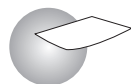
本栏目分两行填报及打印。第一行打印报关单中的商品排列序号。第二行专用于加工贸易等已备案的货物,填报和打印该项货物在《登记手册》中的项号。加工贸易合同项下进出口货物,必须填报与《登记手册》一致的商品项号,所填报项号用于核销对应项号下的料件或成品数量。

### 27. 商品编号

指按商品分类编码规则确定的进(出)口货物的商品编号。此栏目分为商品编号和附加编号两栏,其中商品编号栏应填报《中华人民共和国海关进出口税则》8位税则号列,附加编号栏应填报商品编号附加的第9、10位附加编号。加工贸易《登记手册》中商品编号与实际商品编号不符的,应按实际商品编号填报。

### 28. 商品名称、规格型号、数量

本栏目分两行填报及打印。第一行打印进(出)口货物规范的中文商品名称,第二行打印规格型号,必要时可加注原文。



## 数量及单位

指进(出)口商品的实际数量及计量单位。本栏目分三行填报及打印。进出口货物必须按海关法定计量单位填报,法定第一计量单位及数量打印在本栏目第一行。凡海关列明第二计量单位的,必须报明该商品第二计量单位及数量,打印在本栏目第二行。无第二计量单位的,本栏目第二行为空。成交计量单位及数量应当填报并打印在第三行。

### \* 原产国(地区)/最终目的国(地区)

原产国(地区)指进口货物的生产、开采或加工制造国家(地区)。最终目的国(地区)指已知的出口货物的最终实际消费、使用或进一步加工制造国家(地区)。本栏目应按海关规定的《国别(地区)代码表》选择填报相应的国家(地区)名称或代码。

## 29. 价格

### 单价

本栏目应填报同一项号下进(出)口货物实际成交的商品单位价格。海关估价时,应在H2000通关系统“海关单价”栏修改。无实际成交价格的,本栏目填报货值。

### 总价

本栏目应填报同一项号下进(出)口货物实际成交的商品总价。海关估价时,应在H2000通关系统“海关总价”栏修改。无实际成交价格的,本栏目填报货值。

### 币制

指进(出)口货物实际成交价格的币种。本栏目应根据实际成交情况按海关规定的《货币代码表》选择填报相应的货币名称或代码,如《货币代码表》中无实际成交币种,需转换后填报。

### \* 征免

指海关对进(出)口货物进行征税、减税、免税或特案处理的实际操作方式。

本栏目应按照海关核发的《征免税证明》或有关政策规定,对报关单所列每项商品选择填报海关规定的《征减免税方式代码表》中相应的征减免税方式。

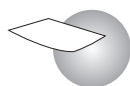
加工贸易报关单应根据《登记手册》中备案的征免规定填报。

## 30. 税费征收情况

本栏目供海关批注进(出)口货物税费征收及减免情况。

### \* 录入员

本栏目用于记录预录入操作人员的姓名并打印。



**\* 录入单位**

本栏目用于记录并打印电子数据报关单的录入单位名称。

**\* 填制日期**

指报关单的填制日期。电子数据报关单的填制日期由计算机自动打印。在 H2000 通关系统中,本栏目为 8 位数字,顺序为年(4 位)、月(2 位)、日(2 位)。

**31. 申报单位**

本栏目指报关单左下方用填报申报单位有关情况的总栏目。申报单位指对申报内容的真实性直接向海关负责的企业或单位。自理报关的,应填报进(出)口货物的经营单位名称及代码;委托代理报关的,应填报经海关批准的专业或代理报关的企业名称及代码。本栏目还包括报关单位地址、邮编和电话等分项目,由申报单位的报关员填报。

**\* 海关审单批注栏**

本栏目指供海关内部作业时签注的总栏目,由海关关员手工填写在预录入报关单上。其中“放行”栏填写海关对接受申报的进出口货物做出放行决定的日期。

## 补充练习一

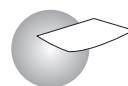
Make out the relevant Export Customs Declaration with the following information from the L/C. (条件未给出的可免填)

.....

Doc. Credit Number	*20	:	M0756510NS0023000
Date of Issue	31C	:	Sept. 08, 2021
Expiry	*31D	:	Date NOV. 30, 2021 Place CHINA
Applicant	*50	:	CHANG JI TRADING CO., 305, SEONG CHANG BLDG., 2972 SEOKCHON DONG, SEOUL, KOREA
Beneficiary	*59	:	HUAYUE MEDICINE & HEALTH PRODUCTS IMP. AND EXP. CORP. 196 TIANHE ROAD, GUANGZHOU, CHINA
Amount	*32B	:	Currency USD Amount 45,600.00

.....

Partial Shipment	43P	:	ALLOWED
Transshipment	43T	:	PROHIBITED
Loading in Charge	44A	:	CHINA PORT
For Transport to...	44B	:	INCHON, KOREA



Latest Date of Ship. 44C : Nov. 15, 2021

Descript. of Goods 45A :

CINNAMON WHOLE 8.64M/TS @ USD2,250.00/MT AS PER INDENT NO.57152

CINNAMON BROKEN 12 M/TS @ USD2,180.00/MT AS PER INDENT NO.57151

C AND F INCHON

Additional Cond. 47A :

\*SHIPPING MARK CHANGJI  
INCHON

SHOULD BE INDICATED ON BOTH SIDES OF PACKING CARTONS

### Some messages from Shipping Order:

Cinnamon whole: 216 cartons of 40kgs net each, Gross Weight: 42.5KGS/CTN

Cinnamon broken: 300 cartons of 40 kgs net each, Gross Weight: 42.5KGS/CTN

M: 45×30×20CM/CARTON

Loading Port: YANTIAN, CHINA

B/L Date: Nov. 8, 2021

S. S.: CHANGYUN V. 346

Sales Confirmation No.: 13MHS14635

B/L NO.: TE984575

Tariff No.: 0906.1000

Legal Unit: kg

Container No.: EMCU3254752/40'/LE3222

Freight: USD400/FCL

## 补充练习二

Make out the relevant Export Customs Declaration with the following information from the L/C. (条件未给出的可免填)

To: 0944 26 BKCHCNBJANNG01851

FM: 1566 25VRBPIT2VAXXX32463

VRBPIT2VXXX

+BANC POLOLARE DI VERONA

+VERONA

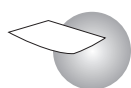
.....

Doc. Credit Number \*20: TT456643132

Date of Issue 31C: Oct. 5, 2021

Expiry 31D: Date Dec. 15, 2021 Place CHINA

Applicant \*50: DIADORA S. P. A.



VIA MAZZINI, 20  
310310 CAERANO SAN MARCO(TV), ITALY

Beneficiary \*59: CHINA NATIONAL NATIVE PRODUCE AND  
ANIMAL BY-PRODUCTS IMP. AND EXP. CO.  
GUANGXI ANIMAL BRANCH-XINGHU ROAD,  
NANNING-GUANGXI-CHINA

.....

Shipment Of Goods 45B:

1110PCS DOWN FILLED JACKET MODEL: 20072 AT USD 28.50/PC

1110PCS DOWN FILLED JACKET MODEL:37408 AT USD 30.00/PC

CIF VENEZIA, ITALY LESS 3% DISCOUNT

PACKED IN CARTONS AS PER S/C NO.13GABP07

Shipping Mark: DIADORA/MOD:20072/37408/VENEZIA/CTN. NO./MADE IN CHINA

Loading in Charge 44A: ANY PORT IN CHINA

For Transport to ... 44B: VENEZIA, ITALY

Latest Date Of Ship. 44C: NOV. 30, 2021

Partial Shipment 44D: NOT ALLOWED

Transshipment 44E: ALLOWED

.....

Additional Cond. 47A:

A) L/C NO. SHOULD BE INDICATED IN ALL DOCUMENTS PRESENTED FOR  
NEGOTIATION

**Some messages from S/O:**

Down filled jacket packed in cartons of 222 cartons total

G.W.: 35KG/CTN N.W.: 33KG/CTN M.: 40×38×20CM/CTN

Port of Loading: SHENZHEN, CHINA

Port of Transshipment: SINGAPORE

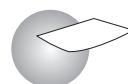
Name of Vessel: MARIA V598/CONCORD

Date of B/L: Nov. 27, 2021

B/L NO.: DWS84938

Tariff No.: 6201.1310

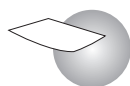
Legal Unit: kg



# 参考答案

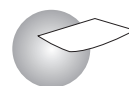
## Practice I

中华人民共和国海关出口货物报关单					
预录入编号			海关编号: (由海关填写)		
出口口岸 浦东海关 (2210)	备案号	出口日期	申报日期 2021-07-28		
经营单位(***** 上海丰源轻工业品进出口贸易 有限公司	运输方式 江海	运输工具名称 TONGMEI V.155	提运单号 KEY48609		
发货单位(***** 上海丰源轻工业品进出口贸易 有限公司	贸易方式 一般贸易 0110	征免性质 一般征税	结汇方式 信用证		
许可证号	运抵国(地区) 比利时	指运港 安特卫普	境内货源地 上海浦东新区(31222)		
批准文号 *****	成交方式 CIF	运费 502/****/3	保费 502/****/3	杂费	
合同协议号 484LFVS15783	件数 660	包装种类 2	毛重(公斤) 34,716	净重(公斤) 33,264	
集装箱号 CBHU9755587/40'/K444924	随附单据		生产厂家		
标记唛码及备注 GH—1904—001 C/NO.: 1-660	随附单证号:				
项号	商品编号	商品名称、规格型号	数量及单位	最终目的国(地区)	单价 总价 币制 征免
01	4421.1000.90	*木衣架 无牌	66,000个 33,264.00 千克	比利时	0.16 10,560.00 美元 照章征税
税费征收情况					
合计总价:					
录入员	录入单位	兹声明以上申报无讹并承担法律责任		海关审单批注及放行日期(签章)	
				审单	审价
报关员		申报单位		征税	统计
单位地址				查验	放行
邮编	电话	填制日期			



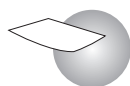
Practice II

***** *主页* *****		中华人民共和国海关出口货物报关单			
预录入编号			海关编号: (由海关填写)		
出口口岸 青岛大港 (4218)	备案号 *****	出口日期		申报日期 2021-05-15	
经营单位(*****) 中国工艺品进出口公司太原分公司	运输方式 江海	运输工具名称 QINGYANG V.126		提运单号 KJ0293485	
发货单位(*****) 中国工艺品进出口公司太原分公司	贸易方式 一般贸易 0110	征免性质 一般征税		结汇方式 信用证	
许可证号	运抵国(地区) 荷兰	指运港 鹿特丹	境内货源地 青岛		
批准文号 *****	成交方式 CIF	运费 502/****/3	保费 502/****/3	杂费	
合同协议号 2021KE1985	件数 171	包装种类 1	毛重(公斤) 16,587	净重(公斤) 16,074	
集装箱号 467934587M48/20'	随附单据		生产厂家		
标记唛码及备注 DE TUINKRAMER B.V. ROTTERDAM C/NOS. 1--171		随附单证号:			
项号	商品编号	商品名称、规格型号	数量及单位	最终目的国(地区)	单价 总价 币制 征免
01	4602.1010	藤编制品 无牌	16,074 千克 5,134 件	荷兰	1.006 16,172.10 美元 照章征税
税费征收情况					
合计总价:					
录入员	录入单位	兹声明以上申报无讹并承担法律责任		海关审单批注及放行日期(签章)	
				审单	审价
报关员		申报单位		征税	统计
单位地址				查验	放行
邮编	电话	填制日期			



补充练习一

***** *主页* *****							中华人民共和国海关出口货物报关单		
预录入编号				海关编号:(由海关填写)					
出口口岸 罗湖海关(5302)	备案号 *****	出口日期		申报日期 2021-11-01					
经营单位(*****) 华粤医疗保健品进出口公司	运输方式 江海	运输工具名称 CHANGYUN V.346		提运单号 TE984575					
发货单位(*****) 华粤医疗保健品进出口公司	贸易方式 一般贸易0110	征免性质 一般征税		结汇方式 信用证					
许可证号	运抵国(地区) 韩国	指运港 仁川	境内货源地 广东新兴县						
批准文号 *****	成交方式 CIF	运费 502/****/3	保费 502/****/3	杂费					
合同协议号 13MHS14635	件数 516	包装种类 2	毛重(公斤) 21,930	净重(公斤) 20,640					
集装箱号 EMCU3254752/40/LE3222	随附单据		生产厂家						
标记唛码及备注 CHANGJI INCHON			随附单证号:						
项号	商品编号	商品名称、规格型号	数量及单位	最终目的国(地区)	单价	总价	币制	征免	
01	0906.1000	桂皮 无牌	20,640 千克	韩国	2.209	45,600.00	美元	照章征税	
税费征收情况									
合计总价:									
录入员	录入单位	兹声明以上申报无讹并承担法律责任			海关审单批注及放行日期(签章)				
					审单	审价			
报关员		申报单位			征税	统计			
单位地址					查验	放行			
邮编	电话	填制日期							



补充练习二

***** *主页* *****		<b>中华人民共和国海关出口货物报关单</b>						
预录入编号				海关编号: (由海关填写)				
出口口岸 蛇口海关 (5304)		备案号 *****		出口日期		申报日期 2021-11-20		
经营单位(*****) 广西畜产进出口公司		运输方式 江海		运输工具名称 MARIA V598/CONCOR		提运单号 DWS84938		
发货单位(*****) 广西畜产进出口公司		贸易方式 一般贸易 0110		征免性质 一般征税		结汇方式 信用证		
许可证号		运抵国(地区) 意大利		指运港 威尼斯		境内货源地 深圳		
批准文号 *****		成交方式 CIF		运费 502/****/3		保费 502/****/3		杂费
合同协议号 13GABP07		件数 222		包装种类 2		毛重(公斤) 7,700		净重(公斤) 7,326
集装箱号		随附单据			生产厂家			
标记唛码及备注 DIADORA 随附单证号: MOD:20072/37408 VENEZIA CTN. NO. 1-222 MADE IN CHINA								
项号	商品编号	商品名称、规格型号	数量及单位	最终目的国(地区)	单价	总价	币制	征免
01	6201.1310	*羽绒夹克 型号20072	1,110件	意大利	28.50	31,635.00	美元	照章征税
02	6201.1310	*羽绒夹克 型号37408	1,110件	意大利	30.00	33,300.00	美元	照章征税
税费征收情况								
合计总价:								
录入员 录入单位		兹声明以上申报无讹并承担法律责任  申报单位			海关审单批注及放行日期(签章)			
报关员					审单		审价	
					征税		统计	
单位地址					查验		放行	
邮编		电话		填制日期				

