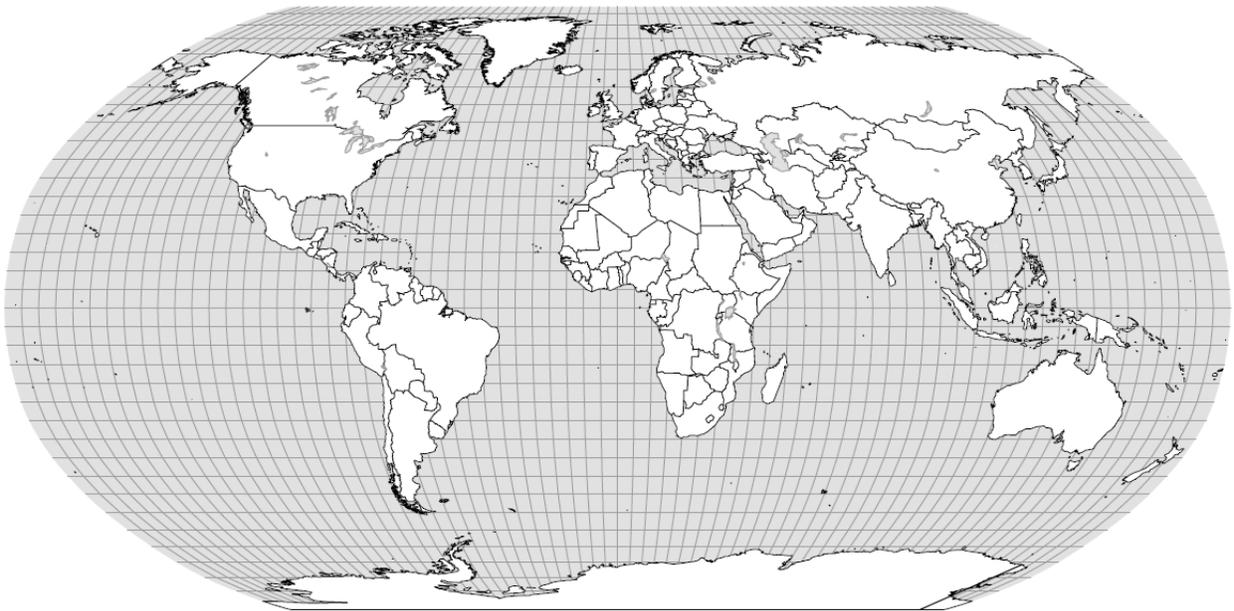




Exporter Resources



Idaho State Department of Agriculture

Market Development Division

Promoting Idaho Agriculture Around the World

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International Marketing and the Market Development Division

Services Provided by the Division:

International Trade Offices
Exporter Resources & Education
International Events & Promotions
Trade Leads
Western U.S. Agricultural Trade Association
Trade Policy

The Market Development Division of ISDA is a public resource providing marketing assistance to Idaho's food and agriculture industry. The Division's mission is:

“to promote Idaho’s food and agriculture industry by expanding opportunities in domestic and foreign markets fostering industry growth and profitability.”

If Idahoans had to consume all products produced within the state, ***every resident*** would need to consume 220 slices of bread, 55 potatoes, 2 pounds of cheese or 43 glasses of milk, 1.5 pounds of beef, 2 onions, and 3 cups of beans ***every day*** (2012 data).

Marketing of Idaho's agricultural products creates awareness for the commodities grown on Idaho farms and helps find the markets where a demand exists for the abundant supply from Idaho crops. With 96% of the world's population and 80% of the world's wealth being outside of the United States, a large overseas market exists for agricultural products. Middle class consumer populations are growing quickly around the globe, driving demand for U.S. products.

The Market Development Division has several programs in place to assist companies with their international marketing efforts. Programs are designed to assist the new-to-export company, as well as the seasoned international business.

International Trade Offices

In cooperation with the Idaho Department of Commerce, Idaho maintains three strategically-located trade offices throughout the world. Idaho's overseas offices are in targeted areas where significant business and diplomatic relationships exist:

Taipei, Taiwan ◆ Guadalajara, Mexico ◆ Shanghai, China

Idaho's overseas trade offices assist companies in developing and expanding their export markets. Trade office representatives are natives of the country where their office is located and serve as a valuable resource to help Idaho firms understand the business, cultural, and political environments of these markets.

Specific services include:

- Market research
- Market entry/expansion assistance
- Distributor/buyer searches
- Business counseling
- In-country appointments and assistance
- Representation at international trade shows
- Government/diplomatic relations
- Cultural assistance

State of Idaho - Asia Trade Office

Eddie Yen, Director
Rm.7D-15, No. 5, Section 5, Xinyi Road
Taipei 110 Taiwan
Email: eddieyen@idahoasia.org
Website: www.idahoasia.org
Phone: 886-2-2725 2922
Fax: 886-2-2725 1248

State of Idaho - Mexico

Armando M. Orellana, Director and Official Representative
Av. Niños Heroes 2905-6
Guadalajara, Jalisco
C.P. 44520 MEXICO
E-mail: armando.orellana@idahomexico.com.mx
Website: idahomexico.com.mx/
Phone: 52-33-3-121-2220
Fax: 52-33-3-121-1778

State of Idaho - Shanghai Representative Office

Xu Fang, Chief Representative
Rm. 805, Tower 3, Wellington Garden
#183 Western Huaihai Road
Shanghai 200030
email: xufang@idahochina.org
Web: www.idahochina.org
Phone: 86 21 648 4405
Fax: 86 21 3226 2978

Exporter Resources & Education

Exporter Resources & Education

The Market Development Division is available to help exporters find the tools they need to begin or grow international sales. Export education consultations are held between companies and Idaho State Department of Agriculture representatives to discuss export issues and resources. Appendices A, B, and C include several additional resources for export training, market research, shipping, documentation, and financing.

Market Research & Development

The Market Development Division facilitates connections between Idaho companies and international buyers. The Division passes along trade leads, takes an active role in trade policy, and helps organize events to promote Idaho products and companies in the international marketplace. The Market Development Division also updates the Idaho Agriculture Trade Issues Report each year, a publication that reports on trade issues affecting agricultural products.

Shipping, Documentation & Standards

The Idaho State Department of Agriculture issues Certificates of Free Sale and Phytosanitary Certificates which may be required by the importing country. The process for applying for a Certificate of Free Sale is outlined on page 8. Additional information for requesting these certificates can be found on ISDA's website, www.agri.idaho.gov, or by contacting the appropriate division.

Certificates of Free Sale
Market Development Division
(208) 332-8535

Phytosanitary Certificates
Division of Plant Industries
(208) 332-8629

Before beginning an international shipment, it is necessary to know the ten-digit Schedule B number, the export classification code for U.S. exports that is based on the Harmonized System (HS). The first six digits of the Schedule B number are from the Harmonized System and are recognized by over 170 countries. Both the Schedule B and HS numbers are required on several shipping documents, can help determine tariff rates or qualification for preferential treatment under a free trade agreement, and may assist in determining the documents required by the importing country. Visit the U.S. Census Bureau's website for the complete list: <http://www.census.gov/foreign-trade/schedules/b>.

Freight forwarders specialize in shipping and documentation and can assist with many phases of the export process. Freight forwarders are more than just a shipping company as they may often perform functions such as preparation of shipping documents, negotiation of freight charges, cargo insurance, etc. Appendix B includes a list of shipping companies and freight forwarders in Idaho.

Financing & Funding

The Idaho State Department of Agriculture has several resources available to assist agricultural projects, efforts, and exports.

Detailed descriptions of ISDA's financial assistance programs, as well as other grant and loan opportunities, are available online at <http://www.agri.idaho.gov/Categories/Marketing/financialassistance.php>.

Certificates of Free Sale

The Market Development Division of ISDA issues Certificates of Free Sale for products grown or processed in Idaho to certify that the products are distributed generally throughout the State of Idaho and the United States and are in accordance with Idaho health laws and sanitary regulations.

Applications for a Certificate of Free Sale must be made in writing (which includes electronic mail) to the Market Development Division of ISDA. To apply for a Certificate of Free Sale, contact Chris DeWolf, send your request to chris.dewolf@agri.idaho.gov or fax your request to (208) 334-2879.

An application form is not necessary; simply provide the following information:

- Company name
- Physical address of packing or processing facility
- Billing address
- List of products to be certified
- Number of certificates requested
- Current copy of state, federal, or third-party health audit
- The address to which the certificates should be mailed

****If express mailing is required, the applicant will be responsible for such charges*

The applicant may request customized text for the Certificate of Free Sale in order to meet the import requirements of a specific country and ISDA will make every effort to comply with the request.

The cost for each original certificate is \$15.00, which includes the notary certification and standard mailing charges. ISDA will not issue a Certificate of Free Sale to any company with an outstanding account balance.

A sample Certificate of Free Sale may be viewed on page 16 of Appendix A. For full rules governing Certificates of Free Sale, visit: <http://adm.idaho.gov/adminrules/rules/idapa02/0105.pdf>.

International Events & Promotions

Inbound Buying Missions

Buying missions provide Idaho companies low-cost opportunities to meet foreign buyers when they visit Idaho. The Division works with the Idaho international trade offices and the Foreign Agricultural Service to connect Idaho producers with international companies by coordinating meetings, presentations, and site visits with companies that offer products matching the buyers' interests.

Trade Missions

Trade missions provide companies with an opportunity to gather market information and establish working relationships with foreign buyers. Willingness to travel overseas to meet a potential buyer helps build confidence and trust and can be the most effective way to begin a successful business relationship. Aside from showing commitment, foreign visits provide the opportunity to see the buyers' facilities and working conditions, making it easier to cater to the buyers' needs and understand their requirements. The Market Development Division helps organize trade missions that allow for visits with foreign buyers in their markets.

> Led by the Governor or Lieutenant Governor

In conjunction with the Idaho Department of Commerce, the Market Development Division organizes trade missions to key markets for Idaho companies. These missions are led by the Governor or Lieutenant Governor, who are important assets to any Idaho company looking to gain access to important key government and industry contacts in international markets. These missions can facilitate meetings with private corporations which provide access to purchasing directors, research and design personnel, and marketing teams.

Participating companies receive:

- Prequalified appointments with key industry and government officials within their sector
- Receptions with important industry and government representatives and their customers
- Comprehensive logistical arrangements including air travel, lodging, transportation, and a daily itinerary
- Detailed mission information including market, cultural, political and economic analysis
- The opportunity to recognize key customers through the exclusive Idaho Valued Partner Award

> Led by the ISDA Director or Market Development Division Staff

The Market Development Division works to find potential buyers for Idaho producers and arranges one-on-one appointments, product showcases, receptions, market tours and market briefings with qualified buyers and Idaho companies.

Trade Shows

The Market Development Division promotes and organizes trade shows in targeted markets. Trade shows are an excellent method of exploring international markets, providing product testing and tasting and the opportunity to meet one on one with potential buyers. Most importantly, trade shows are a very cost effective method of entering a new market, or maintaining a presence in an existing market.

Promotions

Various promotions take place throughout the year to introduce Idaho products to international markets. ISDA helps organize events to create awareness for Idaho agricultural products, such as chef trainings, menu promotions, in-store retail promotions, product demonstrations, and more.

Trade Leads

The Market Development Division can be thought of as a clearing house for trade leads, which are received from various sources throughout the world. The Division passes the leads on to the relevant companies. For example, if a trade lead is received from a company seeking to purchase peas and lentils, all Idaho pea and lentil companies will be notified of this opportunity. The Division is then available to assist in following up with the potential buyers.

Leads are received from many agencies and organizations on a regular basis, including Idaho's international trade offices, the Western U.S. Agricultural Trade Association, USDA's Foreign Ag Service international offices, and others. If you would like to be added to an email list for relevant trade leads, please contact the Market Development Division at 208-332-8530 specifying the product or category for which you would like the leads.

WUSATA

The Western United States Agricultural Trade Association is a non-profit trade association that administers programs to help small agribusinesses increase exports and international sales. The association is made up of 13 states, with Idaho being one of the member states.

WUSATA's programs include export promotion, customized export assistance, a reimbursement funding program, international trade exhibitions, overseas trade missions, export seminars, in-country research, and point-of-sale promotions in foreign food chains and restaurants.

The Market Development Division of ISDA frequently joins WUSATA in planning and administering various events. While each event is assigned a lead from one of the member states, eligible Idaho companies may participate in all events regardless of which state is leading the project.

Trade missions, promotions, and other activities in select markets around the globe are part of WUSATA's Generic Program, while a matching reimbursement of international marketing expenses direct to individual companies is part of WUSATA's Branded Program. The Generic Program sponsors industry-wide food and agricultural projects that are jointly managed by state marketing specialists and WUSATA. These projects include everything from reverse buying missions and in-store demonstrations to trade shows and market research. The Branded Program provides matching funds to eligible small businesses for marketing expenses associated with overseas promotion of food and agricultural products, facilitating entry into foreign markets for many companies.

For more information about WUSATA's programs, events, and eligibility for specific events, visit the WUSATA website at <http://wusata.org/>.

Trade Policy

The Market Development Division takes an active role in international trade policy issues and potential resolutions. Reducing trade barriers for Idaho products is a priority for the Division. Market access is needed to export products and establishing fair trading practices are essential for business success.

In 1999 the Trade Issues Workgroup was established to address trade barriers for Idaho Agricultural products. From this workgroup came the Idaho Agriculture Trade Issues Report, which lists trade issues that have been identified by industry as priority issues. It reports the phytosanitary, tariff,

quota, animal health, and other trade barriers identified by the Idaho agriculture community. The [Idaho Agriculture Trade Issues Report](#) has been in publication since 1999 and is updated each year.

Trade barriers that are identified for Idaho products are reported to USDA, USTR and other organizations who participate in global agriculture policy discussions and implementation. Continued investment in raising the profile of Idaho's trade issues benefits Idaho farmers, ranchers and agribusinesses by opening export markets and clarifying industry positions on trade agreements.

Appendix A: Sample Export Documentation

Information about these documents and other certificates or licenses that may be required is available on the **U.S. Department of Commerce** website.

http://www.export.gov/logistics/eg_main_018121.asp

For further information about food export certificates and importing country requirements, visit the **USDA Foreign Agriculture Service** website.

<http://www.fas.usda.gov/itp/ofsts/exportcertif/intro.asp>.

The **International Trade Administration** (ITA) is another a useful source for answers to specific export questions. To contact the ITA, call (800) USA TRAD(E) or (800) 872-8723.

The following documents are those that are most common in international shipments. Keep in mind that documentation requirements vary depending on the product as well as the importing country.

The importer will often be able to assist with the requirements specific to the product that they are purchasing.

Pro Forma Invoice, 13

A document that details all information that would be included on a commercial invoice. It is a quotation in the form of an invoice that can easily be converted to a commercial invoice if an order results. The document includes all basic items of a commercial invoice including terms of sale and terms of payment. The preparer should take care to clearly note all included and excluded charges as well as an expiration date for the quote.

Commercial Invoice, 14

In international transactions, a commercial invoice is used by customs to determine the value of commercial goods. The document should clearly identify the buyer and seller, the terms of sale, the quantity and weight of the goods, the type of packaging and complete description of the goods, the unit value and the total value of the goods, and any insurance, shipping, or other charges. A certification and signature should also be included.

Consular Invoice, 14

A commercial invoice prepared in the language of the buyer's country and certified by a consulate of the importing country. Some countries require the consular invoice in addition to the commercial invoice in order to facilitate payment and provide a level of confidence that the seller will not overcharge the buyer.

Shipper's Letter of Instruction, 15

A letter from the shipper to a forwarder that details specific information regarding the shipment of the products. This document gives the forwarder permission to handle the product and prepare associated documentation in the manner outlined in the letter. The letter should explain all details of the transaction that would be required in order to properly fulfill the buyer's order, distribute documentation, and collect payment.

Letter of Credit

Parties in an international transaction may choose to use a letter of credit in order to guarantee that the buyer's payment will reach the seller. The letter of credit is issued by a financial institution that is responsible for payment in the event that the buyer does not fulfill payment obligations.

Electronic Export Information Form (Shipper's Export Declaration)

The Electronic Export Information (EEI) has replaced the Shipper's Export Declaration required for all exports with a value that exceeds 2,500 US dollars. Shipments to Canada do not require the EEI to be filed unless an export license or permit is required for the shipment. The EEI is filed online with U.S. Customs and Border Patrol at <http://www.aesdirect.gov/>.

Canadian Customs Invoice

Required for all commercial shipments into Canada, the Canadian Customs Invoice includes the buyer and seller, the terms of shipment, the terms of sale, the currency of settlement, the quantity and weight of the goods, the type of packaging and complete description of the goods, the unit value and the total value of the goods, and any insurance, shipping, or other charges. A certification and signature should also be included.

<http://www.cbsa-asfc.gc.ca/publications/forms-formulaires/ci1.pdf>

Certificate of Free Sale, 16

Issued for products grown or processed in Idaho to certify that the products are distributed generally throughout the State of Idaho and the United States and are in accordance with Idaho health laws and sanitary regulations.

Certificate of Origin, 17

States that the products in a shipment are wholly obtained, produced, manufactured, or processed in a particular country. Certificates of origin may be required by importing countries or may be required in order to obtain preferential treatment as part of a trade bloc.

NAFTA Certificate of Origin

Required in order to receive reduced or eliminated duties as agreed upon in NAFTA. The form indicates the preference criterion based on NAFTA as well as the country of origin that allows the goods to be eligible for preferential treatment. The form must be attached to an invoice for all shipments valued over 1,000 U.S. dollars if shipped to Mexico, valued at over 2,500 U.S. dollars if shipped to the U.S., or valued at over 1,600 Canadian dollars if shipped to Canada.

http://forms.cbp.gov/pdf/CBP_Form_434.pdf

Export Packing List

Provides a much higher level of detail than a domestic packing list, indicating the seller, buyer, shipper, date of shipment, mode of transport, and carrier. It also details the quantity of items, description of the items, type of packaging, number of packages, net and gross weight, package dimensions, and package marks. The packing list is used by both customs and the buyer to verify the contents of the shipment.

http://www.ufreight.com/info/common/exp/packing_list.pdf

Bill of Lading, 18

A negotiable instrument that serves as a contract of carriage, proof of title, and acknowledgement of receipt of goods. The bill of lading indicates the parties involved in the transaction, the vessel on which the goods will be shipped, ports of departure and destination, an itemized list of goods being shipped, and other instructions and information particular to the shipment.

Air Waybill, 19

A non-negotiable instrument that serves as a receipt for the shipper, confirming that the airline has received the goods. It also acts as a contract of carriage between the shipper and the carrier, specifying the conditions of carriage, the carrier's limits of liability, a description of goods and applicable charges. An air waybill differs from a bill of lading in that it does not serve as a document of title for the goods and the original documents are not required to be presented in order to release the goods.

Pro Forma Invoice

PROFORMA INVOICE/EXPORT ORDER					
SHIPPER: Tech International 1000 J Street, N.W. Washington, DC 20005 Ph. 202-555-1212 Fax 202-555-1111			PROFORMA INVOICE NO: Col.91-14 DATE: July 12, 1997		
CUSTOMER: Gomez Y. Cartagena Aptdo. Postal 77 Bogota, Colombia			COMMERCIAL INVOICE NO: DATE: 		
SHIP TO (if different than Customer): 			CUSTOMER REFERENCE: LTR DATE: July 9, 1997		
NOTIFY (Intermediate Consignee): 			TERMS OF SALE: CIP Buenaventura, Colombia (INCOTERMS 1990)		
			SHIP VIA: AIR EST. SHIP DATE: 60 DAYS FROM RECEIPT OF ORDER AND LETTER OF CREDIT		

PART NUMBER	UNIT OF MEASURE	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
2-50	EA	3	Separators in accordance with attached specifications	\$14,750.00	\$44,250.00
14-40	EA	3	First-stage Filter Assemblies per attached specifications	\$ 1,200.00	\$ 3,600.00
custom	EA	3	Drive Units - 30 hp each (for operation on 3-phase 440 v., 50 cy. current) complete with remote controls	\$ 4,235.00	\$12,705.00
TOTAL EX WORKS Washington, D.C. domestic packed...					\$60,555.00
Export processing, packaging, prepaid inland freight to Dulles International Airport & forwarder's handling charges					\$ 3,115.00
TOTAL FCA WASHINGTON DULLES AIRPORT					\$63,670.00
Estimated air freight and insurance					\$ 2,960.00
TOTAL Est. CIP Buenaventura, Colombia					\$66,630.00
Estimated gross weight 9,360 lbs. = Estimated cube 520 cu. meters Export packed 4.212 kg. = Export packed 15.6 cu. meters					

1. All prices quoted herein are US dollars.
2. Prices quoted herein for merchandise only are valid for 60 days from July 12, 1997.
3. Any changes in shipping costs or insurance rates are for account of the buyer.

ADDITIONAL CHARGES	TERMS OF PAYMENT
FREIGHT: <input type="checkbox"/> Ocean <input checked="" type="checkbox"/> Air INCLUDED CONSULAR/LegalIZATION _____ INSPECTION/CERTIFICATION _____ SPECIAL PACKING _____ INSURANCE INCLUDED	<input checked="" type="checkbox"/> LETTER OF CREDIT Bank _____ <input type="checkbox"/> DRAFT Terms _____ <input type="checkbox"/> OPEN ACCOUNT Terms _____ <input type="checkbox"/> OTHER _____ CURRENCY OF PAYMENT <u>US Dollars</u>

Form 15-330 Printed and Sold by UNZCO 700 Central Ave., New Providence, NJ 07974 • (800) 521-3088 • (908) 665-7866 Copyright © 1997 UNZ & CO.

PROFORMA INVOICE

Commercial Invoice

Copyright © 1987 UNZ & CO. **COMMERCIAL INVOICE**

SHIPPER/EXPORTER <div style="text-align: center; font-size: 24px; font-weight: bold;">1</div>		COMMERCIAL INVOICE NO. <div style="text-align: center; font-size: 24px; font-weight: bold;">5</div> DATE <div style="text-align: center; font-size: 24px; font-weight: bold;">7</div>	
CONSIGNEE <div style="text-align: center; font-size: 24px; font-weight: bold;">2</div>		CUSTOMER PURCHASE ORDER NO. <div style="text-align: center; font-size: 24px; font-weight: bold;">6</div> B/L, AWB NO.	
NOTIFY: INTERMEDIATE CONSIGNEE <div style="text-align: center; font-size: 24px; font-weight: bold;">3</div>		COUNTRY OF ORIGIN <div style="text-align: center; font-size: 24px; font-weight: bold;">8</div> DATE OF EXPORT <div style="text-align: center; font-size: 24px; font-weight: bold;">9</div>	
FORWARDING AGENT <div style="text-align: center; font-size: 24px; font-weight: bold;">4</div>		TERMS OF PAYMENT <div style="text-align: center; font-size: 24px; font-weight: bold;">10</div>	
EXPORT REFERENCES <div style="text-align: center; font-size: 24px; font-weight: bold;">11</div>			
<small>Terms of Sale and Terms of Payment under this offer are governed by Incoterms # 322: "Uniform Rules For The Collection Of Commercial Paper" and # 400 "Uniform Customs And Practice For Documentary Credits".</small>		AIR/OCEAN PORT OF EMBARKATION <div style="text-align: center; font-size: 24px; font-weight: bold;">12</div>	
		EXPORTING CARRIER ROUTE <div style="text-align: center; font-size: 24px; font-weight: bold;">13</div>	

PKGS.	QUANTITY	NET WT. (Kilos)	GROSS WT. (Kilos)	DESCRIPTION OF MERCHANDISE	UNIT PRICE	TOTAL VALUE
14	15	16	16	17	17	18

PACKAGE MARKS: <div style="text-align: center; font-size: 24px; font-weight: bold;">19</div>	MISC. CHARGES (Packing, Insurance, etc.) <div style="text-align: center; font-size: 24px; font-weight: bold;">20</div>
INVOICE TOTAL	

CERTIFICATIONS

21

Form 10-300 Printed and Sold by **UNZ** 130 Garden Ave., Jersey City, NJ 07310 • (201) 631-3200

AUTHORIZED SIGNATURE

1. **EXPORTER** - The name and address of the principal party responsible for effecting export from the United States. The exporter as named on the Export License.
2. **CONSIGNEE** - The name and address of the person/company to whom the goods are shipped for the designated end use, or the party so designated on the Export License.
3. **INTERMEDIATE CONSIGNEE** - The name and address of the party who effects delivery of the merchandise to the ultimate consignee, or the party so named on the Export License.
4. **FORWARDING AGENT** - The name and address of the duly authorized forwarder acting as agent for the exporter.
5. **COMMERCIAL INVOICE NO.** - Commercial Invoice number assigned by the exporter.
6. **CUSTOMER PURCHASE ORDER NO.** - Overseas customer's reference of order number.
7. **B/L, AWB NO.** - Bill of Lading, or Air Waybill number, if known.
8. **COUNTRY OF ORIGIN** - Country of origin of shipment.
9. **DATE OF EXPORT** - Actual date of export of merchandise.

Shipper's Letter of Instruction

The form is titled "SHIPPER'S LETTER OF INSTRUCTIONS" and contains the following fields and sections:

- 1**: SHIPPER (Name and address including ZIP code)
- 2**: EXPORTER EIN NO.
- 3**: PARTIES TO TRANSACTION (Related/Unrelated)
- 4**: ULTIMATE CONSIGNEE
- 5**: INTERMEDIATE CONSIGNEE
- 6**: FORWARDING AGENT
- 7**: INLAND CARRIER (Name and address)
- 8**: POINT OF ORIGIN (City, State, ZIP)
- 9**: COUNTRY OF ORIGIN
- 10**: SHIPPER'S REF. NO.
- 11**: DATE
- 12**: SHIPMENT TYPE (A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z)
- 13**: SHIPMENT TYPE (SEAN, CONSOLIDATED, DIRECT)
- 14-20**: TABLE with columns: DT, MARKS, NOS. AND KIND OF PAPER, CHECK DIGIT, QUANTITY - SCHEDULE'S NUMBER, SHIPPING WEIGHT (LBS), SHIPPING WEIGHT (KGS), CUBIC METERS, and COMMENTS.
- 21**: Description of commodity
- 22**: VALIDATED LICENSE NO. GENERAL USE SYMBOL
- 23**: SPECIAL INSTRUCTIONS
- 24**: SHIPPER'S SIGNATURE
- 25**: SHIPPER'S TITLE
- 26**: SPECIAL INSTRUCTIONS (continued)
- 27**: SHIPPER'S SIGNATURE (continued)
- 28**: SHIPPER'S TITLE (continued)
- 29**: SHIPPER'S TITLE (continued)

1. **EXPORTER** - the name and address of the principal party responsible for effecting export from the United States. The exporter as named on the validated export license. Report only the first five digits of the zip code.
2. **EXPORTER EIN NUMBER** - the exporter's Internal Revenue Service Employer Identification Number (EIN) or Social Security Number (SSN) if no EIN has been assigned.
3. **PARTIES TO TRANSACTION** - When either the U.S. exporter or the foreign consignee owns (directly or indirectly), at any time during the fiscal year, **10 percent** or more of the voting securities of the incorporated business, or an equivalent interest if an unincorporated business enterprise, including a branch, the transaction is between **RELATED** parties. Otherwise the transaction is between **UNRELATED** parties.
4. **ULTIMATE CONSIGNEE** - the name and address of the person/company to whom the goods are shipped for the designated end use, or the party so designated on the Export License.
5. **INTERMEDIATE CONSIGNEE** - the name and address of the party who affects delivery of the merchandise to the ultimate consignee, or the party so named on the export license.
6. **FORWARDING AGENT** - The name and address of the duly authorized forwarder acting as agent for the exporter.
7. **INLAND CARRIER** - see note 2 on form.

Document from <http://www.unzco.com/basicguide/figure6.html>

Certificate of Origin

CERTIFICATE OF ORIGIN				
The undersigned 1 _____ (Owner or Agent, or Co.)				
for 2 _____ declares (Name and Address of Shipper)				
that the following mentioned goods shipped on S-S 3 _____ (Name of Ship)				
on the date of 4 _____ consigned to 5 _____ _____ are the product of the United States of America.				
MARKS AND NUMBERS	NO. OF PKGS., BOXES OR CASES	WEIGHT IN KILOS		DESCRIPTION
6	7	8	9	10
Sworn to before me _____ Dated at 12 _____ on the _____ day of _____ 19 _____				
this 11 _____ day of _____ 19 _____ _____ (Signature of Owner or Agent) 13				
The 14 _____ a recognized Chamber of Commerce under the laws of the State of _____ _____ has examined the manufacturer's invoice or shipper's affidavit concerning the origin of the merchandise and, according to the best of its knowledge and belief, finds that the products named originated in the United States of North America.				
Secretary 15 _____				
Form 10-906 Printed and Sold by UNZCO 190 Baldwin Ave., Jersey City, NJ 07306 • (800) 631-3098				

1. **THE UNDERSIGNED** - Name of the individual completing and signing the certificate (see Block 13); may be the Exporter or Agent of the Exporter.
2. **FOR** - The Company name and address of the Exporter (Distributor or Manufacturer) effecting the shipment of merchandise.
3. **SHIPPED ON** - Name of the vessel, aircraft, rail, or trucking company. May also include vessel number and flag, flight number and flag, rail car number, and truck Pro number.
4. **DATE** - The date the carrier left the port/terminal for the destination.
5. **CONSIGNEE TO** - The Consignee, as it appears on the Commercial Invoice; may be "To Order of Shipper," or "To Order of (Customer's) Bank, or to any other entity, on the Conditions of Sale and/or the letter of credit.
6. **MARKS AND NUMBERS** - The marks recorded on each package, including Shipper's Company Name, Country of Origin (i.e. - Made in USA), Destination Port of Entry, and Customer's Company Name; may also include a Shipper's Control Number (i.e. - C/I No.) and the Customer's Import license Number. "Number" refers to the numbering of the packages in the shipment (i.e. - 1 of 30, 2 of 30, etc.).

Bill of Lading

STRAIGHT BILL OF LADING—SHORT FORM—ORIGINAL—NOT NEGOTIABLE

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading, the property described above in approved good order, except as noted (contents and condition of contents of packages unknown), marked, consigned, and destined as indicated above which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its route, or carrier on the route to said destination, if it mutually agreed as to each carrier

of all or any of said property over all or any portion of said route to destination and as to each party at any time interested in all or any said property, that every service to be performed hereunder shall be subject to all the bill of lading terms and conditions in the governing classification on the date of shipment. Shipper hereby certifies that he is familiar with all the bill of lading terms and conditions in the governing classification and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assignee.

From **1** _____

At **2** _____ **3** _____ 19____ BY TRUCK FREIGHT Shipper's No. **4** **5** _____

Carrier _____ Agent's No. **6** **7** _____
(Mail or street address of consignee—For purposes of only)

Consigned to **8** _____

Destination _____ State of _____ County of _____

Route _____

Delivering Carrier _____ Vehicle or Car Initial **11** **12** _____ No. _____

No. Packages	Kind of Package, Description of Articles, Special Marks, and Exceptions	Weight (Sub. to Cos.)	Class or Rate	Check Column	Subject to Section 7 of conditions of applicable bill of lading, this shipment is to be delivered to the consignee without recourse on the consignee, the consignor shall sign the following statement: The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.
13	14	15	16	17	
					If charges are to be prepaid, write or stamp here, "To be Prepaid" _____
					Received \$ _____ to apply in payment of the charges on the property described in _____
					Agent or Carrier _____
					Per _____ (The signature here acknowledges only the amount prepaid.)
					Charges Ad _____
					C.O.D. SHIPMENT
					Prepaid <input type="checkbox"/> \$ _____
					Collection Fee _____
					Total Charges _____
					"If the shipment moves between two points by a carrier by water, the law requires that the bill of lading shall state whether it is "Carrier's or Shipper's weight."
					Shipper's imprint in law, part of bill of lading as Department of Transport _____
					NOTE—Where the rate is on value, shippers are required to state specifically in writing the agreed or declared value of the property.
					THIS SHIPMENT IS CORRECTLY DESCRIBED. CORRECT WEIGHT IS _____ LBS
					Subject to verification by the Federal Weighing and Inspection Bureau According to Agreement.
					Per _____
					If lower charges result, the agreed or declared value of the within described contents is hereby specifically stated to be not exceeding 50 cents per pound per article.
					This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.
					Signature _____

TOTAL PIECES **23**

Permanent post-office address of shipper **24** _____

Agent, Per **25** _____ Shipper, Per _____

Form No. 20-643 Printed and Sold by **ENGSCO** 700 Central Ave., New Providence, NJ 07074 • (800) 631-3098

1. **SHIPPER (From)** - Enter the company name and address of the shipper (Consignor).
2. **POINT OF ORIGIN (At)** - Enter the city and state of the actual shipping point.
3. **DATE OF SHIPMENT** - Enter the date of the shipment; that is, the date the Carrier took control of the merchandise.
4. **TRUCK/FREIGHT** - Check the truck block if the shipment is to move by truck, or the Freight block if the shipment is to move by rail.
5. **SHIPPER'S NUMBER** - Enter a unique control number to reference the shipment with the Carrier.
6. **CARRIER** - Enter the name of the company which will take initial control of the shipment and cause its delivery to the consignee.
7. **AGENT'S NUMBER** - Enter Carrier's control number, if known or required.
8. **CONSIGNEE TO** - Enter the full of the final recipient of the shipment, the ultimate consignee, if different than destination, for Carrier notification purposes.
9. **DESTINATION** - Enter the street address, city, and zip code where the Carrier will make delivery to the Consignee in Field 8.

Appendix B: Idaho Freight Forwarders & Trucking Companies

Freight Forwarders and Third-Party Logistics Companies

Apex Containers

Gary Amoth
1874 Highland Ave. East
Twin Falls, ID 83301
Phone: (208) 733-1022
Fax: (208) 733-1476
Type: Air, maritime, ground
<http://apex-co.com/>

Bellair Expediting

Tim Murphy
7329 W Airway Ct # G
Boise, ID 83709
Phone: (208) 363-9330
Fax: (208) 362-4009
Toll Free: 888/363-9090
Type: Air, maritime, ground
<http://www.bellair.com/>

Containers West Inc.

Apex Containers, Inc.
John Healey or Roger Campbell
2022 E. Plaza Loop
Nampa, ID 83687-6751
Phone: (208) 467-2224
Fax: (208) 467-2257
Type: Container transportation, specializing
in overseas ocean containers, ground
<http://www.containerswest.com/>

Eagle Transfer/Trinaco Inc.

Gayle McGarry
701 29th Street N.
Lewiston, ID 83501
Phone: (208) 746-7961
Fax: (208) 746-3000
Type: Air, maritime, ground
<http://www.eagletrinaco.com/>

Eagle Transfer/Trinaco Inc.

1927 N. Elder Street
Nampa, ID 83687
Phone: (208) 461-8668
Fax: (208) 461-8778
Type: Air, maritime, ground
<http://www.eagletrinaco.com/>

Expeditors International

Keith Pettyjohn
2399 S Orchard Street Suite 210

Boise, ID 83705
Phone: (208) 364-0200
Fax: (208) 364-0202
Type: Air, maritime, ground

Flagship Logistics

Tom Kaiser
851 North Hickory
Meridian, ID 83642
Phone: (208) 383-9600 ext. 122
Type: Ground
www.flagshipfoodgroup.com/logistics

Hopewell Enterprise

Delores Mischel
5315 Bel Air Street
Boise, ID 83705
Phone: (208) 373-2988
Fax: (208) 373-1266
Type: Air, maritime, ground

Handy Brokerage

100 S. 400 W.
Paul, ID 83347
Phone: (855) 80- HANDY
Type: Truckload, LTL, Flatbed, Intermodal
www.handybrokerage.com

Intermountain Forwarding Co.

Ronna Martin
2050 N. Kuna Meridian Rd
Kuna, Idaho 83634
Phone: (208) 887-9440
Fax: (208) 887-1792
E-mail: ifc@intermtn.net
Type: Air, maritime, ground
<http://www.intermtn.net/>

SEKO

John Wilson
651 E Gowen Road
Boise, ID 83716
Phone: (208) 344-2784
Fax: (208) 344-2627
Type: Air, maritime, ground
<http://www.sekologistics.com/>

LSIdaho Inc. (Logistic Services of Idaho)

Karen Jones
1129 W. Boeing St.

Boise, ID 83715
Phone: (208) 429-9895
Fax: (208) 429-9762

Type: Air, maritime, ground
<http://lsidaho.com/>

TransGroup Worldwide Logistics

Clay Sauer, Sales Manager

2128 N. Devlin Way
Nampa, ID 83687
Boise, Idaho 83705
Phone: (208) 468-2424
Toll Free: (800) 853-8999
Fax: (208) 468-2438
Email: boi@transgroup.com
<http://www.transgroup.com>

T.R. Compton Inc.

Linda Fouret, General Manager

2512 2nd St. South
Nampa, ID 83686
Phone: (208) 465-0100
Fax: (208) 466-0113
Type: Container transportation, ground, maritime
<http://www.trcompton.com/>

Unishippers

Jon Petersen

3451 E Copper Point Drive, Suite 107
Meridian, ID 83642
Phone: (208) 489-9900
Fax: (208) 489-9901
Type: Air, maritime, ground
<http://www.unishippers.com/>

United Parcel Service (UPS)

116 East 42nd St.
Boise, ID 83714
Toll-free: (800) 742-5877
Fax: (208) 327-1550
Type: Air, maritime, ground
<http://www.ups.com/>

YRC, Inc.

Dale Heintz

10855 W. Executive Drive
Boise, ID 83713
Phone: (208) 887-1114
Toll-free: (800) 610-6500
Fax: (208) 887-0098
Type: Air, maritime, ground
<http://www.yrc.com/>

Trucking Companies with Locations in Idaho

ABF Freight System Inc.

Brady Wamsley
7556 W. Mossy Cup St.
Boise, ID 83709
Phone: (208) 362-2235
Fax: (208) 362-2238
Type: Air, maritime, ground
<http://www.abfs.com/>

ABF Freight System Inc.

Jude Jensen
470 Mercury Ave.
Idaho Falls, ID 83402
Phone: (208) 524-6002
Fax: (208) 524-0650
Type: Air, maritime, ground
<http://www.abfs.com/>

Con-Way Western Express

Darren Jacobs
3363 Highway 30 West
Pocatello, ID 83201
Phone: (208) 233-4981
Fax: (208) 234-2032
Type: LTL freight carrier
<http://www.con-way.com/en/>

Con-Way Western Express

7584 Mossy Cup Street
Boise, ID 83709
Phone: (208) 362-4500
Fax: (208) 362-4826
Type: LTL freight carrier
<http://www.con-way.com/en/>

Con-Way Western Express

2348 Eldridge Ave.
Twin Falls, ID 83301
Phone: (208) 233-4981
Fax: (208) 234-2032
Type: LTL freight carrier
<http://www.con-way.com/en/>

Diamondline Delivery Systems

Myrna Fillmore
1450 N. Hickory Ave.
Meridian, ID 83642

Phone: (208) 888-7133
Fax: (208) 888-7105
Type: LTL freight carrier, ground shipping within the U.S.
<http://diamondlinedelivery.com/>

Handy Truck Line

Paul Office
100 S. 400 W.
Paul, ID 83347
Phone: (208) 438-5071
Type: Dry bulk, liquid tank, flat bed, long haul
<http://www.handytruckline.com>

Oak Harbor Freight Lines, Inc.

Cory Schiller
645 North Nola Road
Meridian, ID 83642-4083
Phone: (208) 884-1500
Toll-free: (800)858-8815
Fax: (208) 898-9100
Type: Ground to Canada, LTL to west coast ports and Lewiston
<http://www.oakh.com/>

Penn Pacific Inc.

141 1st Ave E
Jerome, ID 83338
Phone: (208) 324-5817
Fax: (208) 324-8026
Contact: Herb Allen
Type: Ground only to 11 western states & Canada
<http://www.pennpacific.com/>

QD Services, Inc.

PO Box 78
Lewiston, ID 83501
Phone: (208) 743-5040
Fax: (208) 798-7485
Contact: Sylvia Walton
Type: Courier service that transports within a 100-mile radius

International Banking Resource Contacts

Umpqua Bank

Michael McKinniss
420 W. Main St., Ste. 101
Boise, ID 83702
Phone: (208) 424-2006
Fax: (208) 424-7299
www.umpquabank.com

Zions Bank

Gary DeGrange and Lee Gibbs
202 N. 9th St., Ste. 300
Boise, ID 83702
Phone: (208) 395-2285
Fax: (208) 424-7619
www.zionsbank.com

Appendix C: Other Sources for Export Information

Export Guides & Training

USDA Foreign Agriculture Service Recipe for Export Success

A brief tutorial for first-time exporters in the U.S. food, fish, fiber, and forest product industries that discusses the information gathering and assessment process needed to develop a successful export plan or strategy.

<http://www.fas.usda.gov/agx/basics/tutorial.asp>

Idaho Export Excellence

An ExporTech Program of NIST MEP, the Idaho District Export Council and the U.S. Commercial Service that shows companies how exports can dramatically drive growth, identifies and addresses issues that prevent export expansion, and assists with the development of a personalized export action plan that targets companies' best export opportunities.

U.S. Commercial Service Recorded Webinars

Exporting information and advice from the U.S. Commercial Service. Webinar topics include export planning & strategy, documentation & regulation, and country-specific topics.

<http://www.export.gov/webinars>

Basic Guide to Exporting

A comprehensive guide published by the U.S. Department of Commerce that provides businesses with ideas and resources to establish and grow their overseas markets for products and services.

<http://unzco.com/basicguide/index.html>

Take Your Business Global

A presentation by the U.S. Small Business Administration (SBA) that discusses export planning, financing options, selling, shipping, and legal considerations.

<http://app1.sba.gov/training/sbaexporting>

Exporting & Importing

The international section of the U.S. Small Business Administration's website that provides basic and detailed export information for both new exporters and current exporters.

<http://www.sba.gov/international>

Market Research & Development Links

Foreign Agricultural Service

USDA's Foreign Agricultural Service works to enhance export opportunities by providing market development & export assistance, data & analysis, and trade information. Several resources are available on the Foreign Agricultural Service's website to assist exporters of agricultural products.

<http://www.fas.usda.gov>

Western United States Agricultural Trade Association (WUSATA)

WUSATA is a non-profit trade association that administers programs to help small agribusinesses increase exports and international sales. The association is made up of 13 states, with the Idaho Department of Agriculture being one of the member states. WUSATA's programs include export promotion, customized export assistance, a reimbursement funding program, international trade exhibitions, overseas trade missions, export seminars, in-country research, and point-of-sale promotions in foreign food chains and restaurants.

<http://www.wusata.org>

Trade Information Center (TIC)

The TIC is a service of the U.S. government that aims to advise exporters on how to locate and use government export programs and to guide businesses through the export process. Among other services, the TIC can provide information on domestic and overseas trade events and activities and provide information on domestic and overseas trade events and activities.

<http://www.export.gov>

U.S. Department of Commerce, International Trade Administration (ITA)

The ITA offers services to exporters, provides data & analysis, and works to create trade opportunities and to remove trade barriers.

<http://www.trade.gov>

U.S. Commercial Service

The U.S. Commercial Service works to connect businesses with international buyers by providing world-class market research, trade events to promote products to qualified buyers, introductions to qualified buyers and distributors, and counseling through every step of the export process.

<http://www.buyusa.gov>

U.S. Census Bureau Foreign Trade Statistics

The Foreign Trade Division of the U.S. Census Bureau is responsible for issuing regulations governing the reporting of all export shipment from the United States. The Division is also the official source for U.S. export and import statistics.

<http://www.census.gov/foreign-trade/index.html>

The CIA World Factbook

The World Factbook is a publication of the Central Intelligence Agency that provides an overview of the history of each country as well as detailed information about each country's geography, people, government, economy, communications, transportation, military, and transnational issues.

<http://cia.gov/cia/publications/factbook/index.html>

U.S. Department of State

The U.S. Department of State makes available detailed information about the history, political conditions, and economy of each country, as well as U.S. policy issues and diplomacy.

<http://www.state.gov>

Country Credit Assessment, EX-IM Bank

The Export-Import Bank of the United States provides a schedule that evaluates each country's public sector and private sector risk.

http://www.exim.gov/tools/country/country_limits.cfm

Shipping, Regulations & Standards Links

Schedule B

Schedule B codes are export classification codes that are administered by the U.S. Census Bureau and required on many shipping documents. The codes are based on the Harmonized System (HS), with the first six digits of the Schedule B number being those from the HS and recognized by over 170 countries.

<http://www.census.gov/foreign-trade/schedules/b>

Incoterms

International Commercial Terms are internationally-recognized, standard shipping terms used frequently in international contracts in order to clearly define which party is responsible for the product at specific points during the shipping process. The International Business Training website offers a chart clearly showing the parties' responsibilities depending on which of the Incoterms is selected.

<http://www.i-b-t.net/incoterms.html>

Automated Export System

The Electronic Export Information (EEI) has replaced the Shipper's Export Declaration required for all exports with a value that exceeds 2,500 US dollars. Shipments to Canada do not require the EEI to be filed unless an export license or permit is required for the shipment. The EEI is filed online with U.S. Customs and Border Patrol.

<http://www.cbp.gov/xp/cgov/trade/automated/aes/>

Universal Currency Converter

Provides currency information, current exchange rates, and other information to assist with the exchange of foreign currency.

<http://www.xe.com/ucc>

Import Duty Rate

The USDA Foreign Agriculture Service website provides import duty rates according to the national tariff schedules submitted to the World Trade Organization at the conclusion of the Uruguay Round.

http://www.fas.usda.gov/scripts/wtopdf/wtopdf_frm.asp

U.S. Customs and Border Patrol

The U.S. Customs and Border Patrol website provides information about U.S. ports, cargo security, shipping of specific items, and other topics.

<http://www.cbp.gov/xp/cgov/trade/>

Foreign Import Requirements

USDA has various tools available to help find country-specific import requirements for agricultural products.

http://www.fas.usda.gov/agx/ship_doc_req/foreign_import_req.asp

Agricultural Marketing Service

USDA's Agricultural Marketing Service website has an international marketing section with information regarding commodity and trading standards; product, process, and equipment certification; scientific and intellectual property services; and market and shipping information.

<http://www.ams.usda.gov>

Global Agricultural Information Network (GAIN)

USDA'S GAIN provides timely information on the agricultural economy, products and issues in foreign countries that are likely to have an impact on United States agricultural production and trade. U.S. Foreign Service officers working at posts overseas collect and submit information on the agricultural situation in more than 130 countries to USDA's Foreign Agricultural Service (FAS), which maintains the GAIN reports.

<http://gain.fas.usda.gov/Lists/Advanced%20Search/AllItems.aspx>

International Standards Organization (ISO)

ISO standards are set with the collaboration of the national standards institutes of over 160 countries that sets international standards for nearly every category of products.

<http://www.iso.org/iso/home>

Food Safety and Inspection Service

USDA's Food Safety and Inspection Service provides an export checklist along with specific information for meat, poultry, processed egg products, and other related export topics and questions.

[http://www.fsis.usda.gov/regulations & policies/Export Information/index.asp](http://www.fsis.usda.gov/regulations_%20policies/Export_Information/index.asp)

Codex Alimentarius Commission

The Codex Alimentarius Commission is an organization created by both the Food and Agriculture Organization of the United Nations and the World Health Organization. The Commission has members from around the globe and works to coordinate food standards in all parts of the world. A list of current food standards can be viewed on their website.

<http://www.codexalimentarius.net>

Financing & Funding**Western United States Agricultural Trade Association (WUSATA)**

WUSATA is a non-profit trade association made up of 13 states, with Idaho being one of the member states, that provides several tools and programs to help agribusinesses in the Western United States expand their international sales. These resources are available to small businesses as determined by the Small Business Administration. WUSATA's Branded Program gives eligible companies 50% reimbursement for overseas marketing and promotional expense.

<http://www.wusata.org/services/index.html>

USDA Commodity Credit Corporation (CCC)

The USDA's CCC aims to stabilize, protect, and support farm and income prices by providing loans, purchases, payments, and other operations to producers.

<http://www.fsa.usda.gov/FSA/webapp?area=about&subject=landing&topic=sao-cc>

U.S. Small Business Administration (SBA)

The SBA offers many loan and grant programs for U.S. small businesses in order to help those businesses grow.

<http://www.sba.gov/category/navigation-structure/loans-grants>

Export-Import Bank of the United States

The Ex-Im Bank is the official export credit agency of the United States with many programs to help finance U.S. exporters.

<http://www.exim.gov>

Universal Currency Converter

Currency information, current exchange rates, and other information to assist with the exchange of foreign currency.

<http://www.xe.com/ucc>

Import Duty Rate

The USDA Foreign Agriculture Service website provides import duty rates according to the national tariff schedules submitted to the World Trade Organization at the conclusion of the Uruguay Round.

http://www.fas.usda.gov/scripts/wtopdf/wtopdf_frm.asp