QIHNAG transaction guidelines

First: Inquiry

After receiving the sales letter from the exporter or searching the website of the exporter on GOOGLE/Alibaba, the Importer will according to his own needs, give an inquiry to the exporter that intends to talk about it, in the hope of reaching a deal and establishing a trade partnership.

Second: Offer

COUNTER OFFER, offer (OFFER), also known as quotation, the exporter according to the import unit's inquiry (INQUIRY) requirements, first inquire with the supplier of the factory, and then calculate the export price based on the factory price, and then report Give the import unit OFFER. In this process, the two parties may bargain over the COUNTER OFFER many times, and finally reach an agreement on the price and other terms.

Third: Sign the contract

SIGNING CONTRACT or issuing PI After bargaining with the exporter, the importer and exporter reach an agreement on various trade terms, and formally sign an export contract (CONTRACT or AGREEMENT) or issue a PI (PROFORMA INVOICE) to the customer.

Fourth: Wire transfer（TT）

Wire transfer is one of the most commonly used methods of remittance at present. Its business process is: first the remitter’ s wire transfer application form and the payment is paid to the remitting bank. The bank sends a wire transfer notice to the beneficiary. After receiving the notice, the beneficiary goes to the bank to redeem the payment, and the bank releases the payment. After the payment is completed, the remitting bank issues a debit notice to the remitting bank, and the remitting bank sends a wire transfer receipt to the remitter. When wire transfer, the remitter fills in the remittance application form, and indicates in the application form that the wire transfer T/T method is used. At the same time, send the remittance and the required fees to the outbound bank to obtain the wire transfer receipt. After receiving the remittance application, the remitting bank should carefully review the application and contact the remitter if it is unclear in order to prevent delays or accidental losses of the remitted funds due to errors in the application.

When the remittance bank handles the wire transfer, it shall issue a payment settlement instruction to the remittance bank by telegram or telex according to the content of the remittance application. The content of the message mainly includes: the amount and currency of the remittance, the name of the beneficiary, address or account number, the name of the remitter, address, postscript, position allocation method, the name of the remittance bank or SWIFT address, etc. In order for the remitting bank to verify that the content of the message was indeed sent by the remitting bank, the remitting bank should add the test-key agreed upon by the banks of both parties before the text.

Fifth: Chartering and booking

For transactions under CIF or CFR trade terms, before the factory stocking is about to be completed, the exporter should find a suitable forwarder and arrange charter booking in advance to prepare for shipment in advance; under EXW, FOB terms, charter booking The cabin is completed by the importer, but the exporter must promptly remind the Importer that the cargo will be ready on a certain day, please charter the ship and book the cabin immediately. After determining the shipping company, the exporter should send the charter booking order, invoice, packing list, and customs declaration letter (now paperless online) to the freight forwarding company for export chartering order according to the corresponding shipping schedule. It is used for customs declaration and shipment procedures in the future. The freight forwarder contacts the relevant shipping company for chartering and booking, and after being accepted by the shipping company, it will issue a shipping notice (loading notice) to the trading company. The trading company will send the stowage notice to the factory, and arrange for the factory to deliver the goods to the designated container station according to the stowage notice (or drag the container to the factory for loading).

Sixth: Customs clearance

The exporter or its entrusted customs broker fills in the "Export Goods Declaration Form (now all online paperless operations)" and prepares the corresponding documents, such as invoices, packing lists, outbound goods clearance forms, etc., to declare to the customs; After verifying that the documents are correct, they will go through the export customs clearance procedures, and issue the customs declaration form stamped with the inspection stamp (the export tax rebate coupon is now transmitted online) and transferred to the taxation and exporter through the online platform.

Seventh: Shipment

After customs clearance and release, the goods can be loaded on the ship and sailed after being loaded on the ship. The exporter must immediately issue a shipping notice "SHIPPING ADVICE" to the importer after the goods are loaded on the ship and set off. The contents of the shipping notice: ship name, bill of lading number, voyage number, number of packages, gross net weight, mark, etc. Especially under the FOB or CFR trade terms, insurance is handled by the importer. Timely shipping notice is the key to the timely insurance of the importer.

Eighth: Apply for insurance

Under the cif trade term, insurance is handled by the exporter. The exporter must fill in the "Cargo Transportation Insurance Application" (Cargo Transportation Insurance Application) in accordance with the L/C of the letter of credit, and attach a commercial invoice to the insurance company; Insurance Policy) to exporters. Note: The issuance date of the insurance policy must be earlier than or equal to the date of the bill of lading, and cannot be later than the date of the bill of lading.

Ninth: Retrieve the bill of lading

The shipping company must wait until the goods are loaded on the ship and set off before issuing the bill of lading (ON BOARD DATE is recorded on the bill of lading BILL OF LADING B/L). The exporter or the freight forwarder entrusted by it can get the "BILL OF LADING B/L" from the shipping company.

1) Original OcEAN Bill of Loading refers to a bill of lading that has been signed and sealed by the carrier, captain or its agent, and indicated the date of issuance. A set of bills of lading is usually "three principals and three pairs". Any one of the originals can be used as a proof of delivery. Generally, a full set of original bills of lading are circulated together. After the shipper ships the shipment, usually the full set of original bills of lading is forwarded to the consignee through the bank (documentary credit or collection of exchange) The consignor pays for the goods; as long as the consignee pays the bank, the bank will hand over the full set of original bills of lading obtained from the consignor to the consignee, and the consignee can pick up the goods), or by international express (not follow-up) Single letter of credit or collection) forward to the consignee.

2) Telex Release Ocean Bill of Loading (Telex Release Ocean Bill of Loading) means that after the shipper submits an application to the carrier (shipping company) and provides a "Telerelease Guarantee", the shipping company at the port of departure or its agent will use email or other methods Telex informs the agent at the port of destination-the goods under a bill of lading do not need to be released on the basis

of the original bill of lading, the consignee can pick up with the scanned/faxed copy of the telex bill of lading (seal by the consignee company) or with identification goods.

3) The telex bill of lading eliminates the need to forward the documents to the consignee through the bank or express delivery of the original bill of lading, so it can solve the "goods waiting order" problem, especially for near-ocean transportation. Due to the short voyage of offshore transportation, it is easy to have the problem that the goods have arrived at the destination port but the original bill of lading has not yet arrived, causing the consignee to be unable to pick up the goods-delays in time, and additional costs such as port pressure, storage fees, etc. .

4）The original bill of lading can be circulated and transferred under certain conditions, while the telex bill of lading cannot be circulated and transferred. After the original bill of lading is released by telex, it loses the function and the negotiability and negotiability of the property right certificate. Therefore, the telex bill of lading is very different from the original bill of lading, but the functions and use of the telex bill of lading are very similar to the sea waybill.

Tenth: Arrival notice

When the goods arrive at the destination port of the importing country, the transportation company informs the Importer that the goods have arrived at the port in exchange for a bill of lading. The import unit or its entrusted import customs broker will deliver the bill of lading (B/L) to the transportation company in exchange for the delivery order (DELIVERY ORDER D/O). Especially when the Importer imports goods in FOB trade terms, the Importer only needs to pay the shipping company's freight and miscellaneous expenses, and exchange the bill of lading to the shipping company for D/O before reporting to the customs. Because only in this way, it shows that the importer has obtained the approval of the freight company to pick up the goods.

Eleventh: Application for import inspection

The import unit fills in the "Application for Certificate of Import Inspection" (Application for Certificate of Import Inspection). And prepare the bill of lading, commercial invoice, packing list and other documents, and declare the import inspection to the entry-exit inspection and quarantine bureau. After the inspection agency has passed the product inspection, it will issue a "Customs Clearance Form for Entry Goods" to the importer.

Twelfth: Application for import declaration

The Importer shall prepare import goods declaration form, bill of lading, commercial invoice, packing list, entry goods declaration form, import license (if necessary) and import contract and other documents, and declare to the customs.

Thirteenth: Pay taxes

The Importer pays all taxes to the customs. Tax payable includes import tax, value-added tax and consumption tax.

Fourteenth: Handle import customs clearance procedures

Pass customs review and pass import clearance procedures. After customs clearance, the Importer can pick up the goods at the dock or the place where the goods are stored.

Remark：

Customs clearance documents include **bill of lading, COC original, packing list and invoice**. The packing list specifies the packaging of the goods. The customer pays customs duties according to the commercial invoice, picks up the goods according to the bill of lading, and confirms the import qualification of the machine according to the coc certificate.