

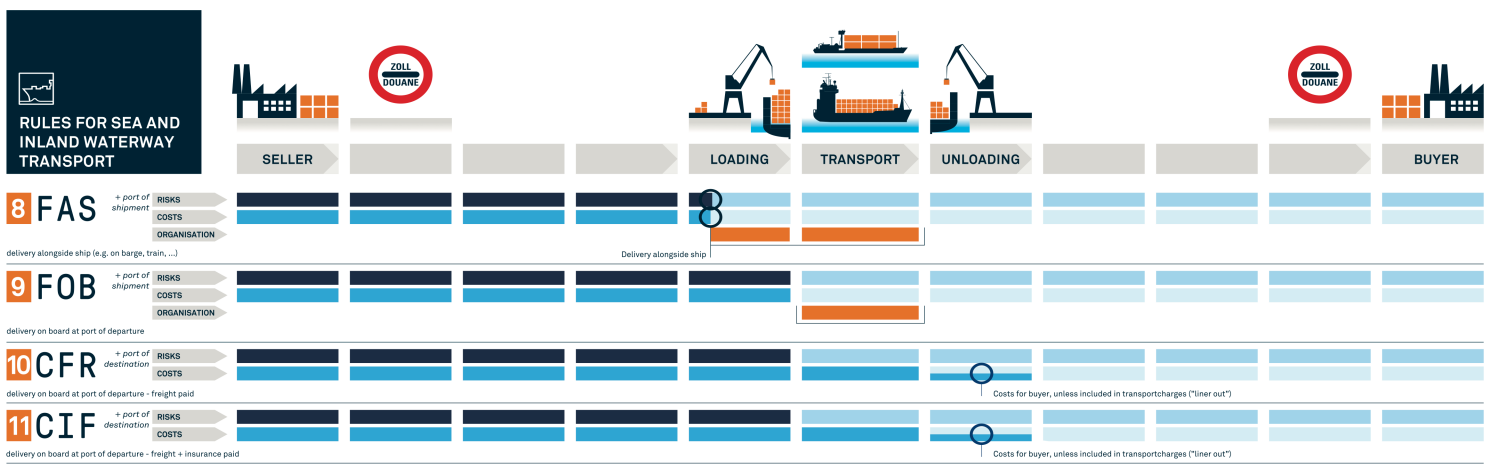
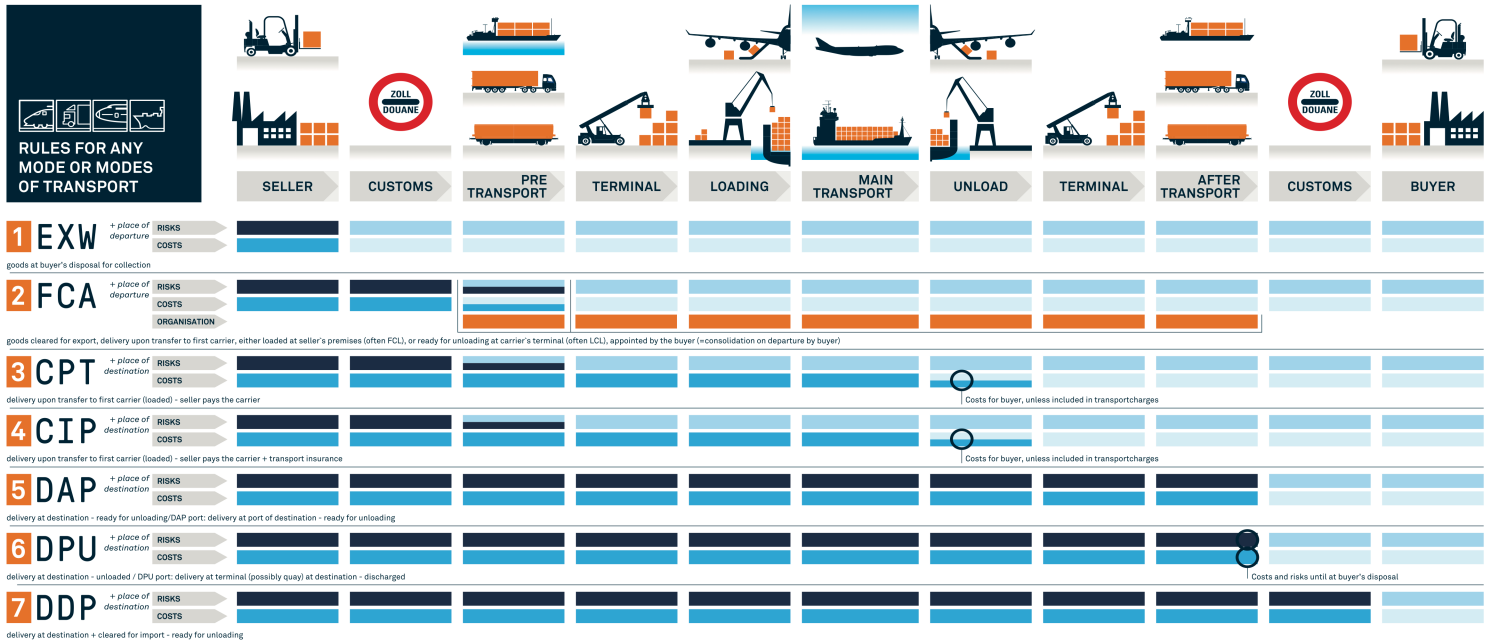
Incoterms®

Quick Reference Guide

“The Incoterms® rules describe mainly the tasks, costs and risks involved in the delivery of goods from sellers to buyers. They specify the obligations of both parties.”

DESCRIPTION

- risks seller
- costs seller
- risks buyer
- costs buyer
- organisation by seller for account and risk of buyer (= freight collect) if customary or by buyer's request



DOCUMENTS & STRUCTURE

DOCUMENTS FOR BUYER'S/SELLER'S ACCOUNT

INCOTERMS® 2020	EXW	FCA	CPT	CIP	DAP	DPU	DDP	FAS	FOB	CFR	CIF
Export invoice	S	S	S	S	S	S	S	S	S	S	S
Packing list	(S)	(S)	(S)	(S)	(S)	(S)	(S)	(S)	(S)	(S)	(S)
Export documentation (declaration, license, ...)	B	S	S	S	S	S	S	S	S	S	S
Proof of delivery (dock receipt, Forwarding Agent Certificate of Receipt (FACR), mate's receipt)	B	S	-	-				S	S	-	-
Transport document	(B)	B/S	S	S	S	S	S	B/S	B/S	S	S
Insurance policy	(B)	(B)	(B)	S	(S)	(S)	(S)	(B)	(B)	(B)	S
Transit documents	(B)	B	B	B	S	S	S	B	B	B	B
PSI-Certificate	B	B	B	B	B	B	S	B	B	B	B
Import licence	B	B	B	B	B	B	S	B	B	B	B
Certificate of origin	(B)	(B)	(B)	(B)	(B)	(B)	(S)	(B)	(B)	(B)	(B)
Import documents (import/consular/customs invoice, certificates,...)	B	B	B	B	B	B	S	B	B	B	B

S = documents for Seller's account; B = documents for Buyer's account; (S/B) = not explicitly settled in the Incoterms

STRUCTURE OF THE INCOTERMS® 2020

A. The seller's obligations	B. The buyer's obligations
A1 General obligations	B1 General obligations
A2 Delivery	B2 Taking delivery
A3 Transfer of risks	B3 Transfer of risks
A4 Carriage	B4 Carriage
A5 Insurance	B5 Insurance
A6 Delivery/transport document	B6 Delivery/transport document
A7 Export/import clearance	B7 Export/import clearance
A8 Checking/packaging/markings	B8 Checking/packaging/markings
A9 Allocation of costs	B9 Allocation of costs
A10 Notices	B10 Notices