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Export/Import Procedures and Documentation

By Thomas E. Johnson, Donna L. Bade



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In the ever-changing world of complex international rules, laws, and regulations, even seasoned export/import professionals may find themselves in unfamiliar situations. This comprehensive answer book supplies readers with a clear view of the entire process, explaining the ins and outs of shipping and insurance; currency exchange; dealing with banks; contracts; customs; and transportation. Completely revised and including 140 sample contracts, documents, and ready-to-use forms, "Export/Import Procedures and Documentation" contains up-to-the-minute information on new security procedures, the movement to Internet-based documentation, recently enacted Free Trade Agreements, increased compliance measures under the Consumer Products Safety Commission. Written in clear, everyday language and including checklists, questionnaires, and a glossary of international trading terms this trusted resource gives import/export professionals everything they need to get the job done.



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The details of international business are growing more complex by the day, and the consequences of bad decisions and improper methods have never been so dire. More than ever, you need a definitive resource that gives you not only up-to-the-minute business tools but also the bulletproof, dotted-i and crossed-t legal information you need in order to protect your business all over the world.

Whether you are new to the business or a seasoned exporter or importer, the new, completely revised Fourth Edition of *Export/Import Procedures and Documentation* is simply the most valuable resource you'll find, offering an authoritative voice on hundreds of topics. From before you take or place your first sales order to the day the products clear customs, you'll have all the information you need, including:

- An overview of the entire import and export process
- Dozens of sample documents, precise procedures, and checklists to make sure they're being followed every time
- An export/import training manual to use with your staff
- Sample contracts
- Legal requirements spelled out in precise detail—but in everyday language
- Questionnaires and drills to make sure you're prepared for an audit
- A glossary of international trading terms and acronyms
- Important information on the new U.S. export control laws and the heavy penalties for not following them
- New security filing requirements pre-import and supply chain security issues
- New information regarding other government agencies that have control over the import and export of goods, technology, software, and services

Also brand new with this edition is cutting-edge information on Internet-based documentation—such as the Automated Commercial Environment (ACE), export license filing, and accessing and using the websites of the Departments of State and Commerce—plus powerful strategies for buying and selling over the Internet while staying in compliance with the export and import laws.

Export/Import Procedures and Documentation also provides instructive lessons based on recent high-profile cases of global trade missteps, including melamine in pet food, lead in children's toys, and the Asian longhorn beetle epidemic. All these incidents and many more not only illustrate the potential perils of international business, they have also led to increased scrutiny and requirements on the part of the U.S. Department of Agriculture, the Food and Drug Administration, the Consumer Products Safety Commission, and other government agencies. The book will tell you how to meet and surpass all of these new restrictions with flying colors.

A straightforward guide for the professionals on the front lines and in the back offices of global business, *Export/Import Procedures and Documentation* provides everything you need to understand and establish

terms and conditions, manage supply chain dynamics around the world, and keep everything organized, up-to-date, and above board every step of the way.

Thomas E. Johnson is a former partner in the law firms of Baker & McKenzie and Sandler, Travis & Rosenberg, P.A. He has been appointed five times by the U.S. Secretary of Commerce to the Illinois District Export Council and is a past President of the International Trade Club of Chicago.

Donna L. Bade is the managing partner of the Chicago office of the international trade law firm, Sandler, Travis & Rosenberg, P.A. She began as a customs broker and freight forwarder before attending law school. She has taught Import and Export Trade Law at The John Marshall Law School as well as given numerous seminars and webinars throughout the United States. She is past President of the Chicago Brokers & Freight Forwarders Association and of the Customs Committee of the Chicago Bar Association.

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