



普通高等教育“十二五”应用型本科规划教材
上海市“085工程”资助出版精品教材

新编国际贸易实务 双语教程

主编 李博婵



中国人民大学出版社



普通高等教育“十二五”
上海市“085工程”资



新编国际贸易实务双语教程
李博婵主编

新编国际贸易实务双语教程

主编 李博婵

普通高等教育“十二五”规划教材
上海市“085工程”资助
新编国际贸易实务双语教程
李博婵主编

中国人民大学出版社
·北京·

图书在版编目 (CIP) 数据

新编国际贸易实务双语教程/李博婵主编. —北京：中国人民大学出版社，2015.7
普通高等教育“十二五”应用型本科规划教材 上海市“085工程”资助出版精品教材
ISBN 978-7-300-21713-0

I . ①新… II . ①李… III . ①国际贸易—贸易实务—双语教学—高等学校—教材 IV . ①F740.4

中国版本图书馆 CIP 数据核字 (2015) 第 167259 号

新编国际贸易实务双语教程

普通高等教育“十二五”应用型本科规划教材

上海市“085工程”资助出版精品教材

新编国际贸易实务双语教程

主编 李博婵

Xinbian Guoji Maoyi Shiwu Shuangyu Jiaocheng

出版发行 中国人民大学出版社

社 址 北京中关村大街 31 号

邮政编码 100080

电 话 010-62511242 (总编室)

010-62511770 (质管部)

010-82501766 (邮购部)

010-62514148 (门市部)

010-62515195 (发行公司)

010-62515275 (盗版举报)

网 址 <http://www.crup.com.cn>

<http://www.ttrnet.com> (人大教研网)

经 销 新华书店

印 刷 北京东方圣雅印刷有限公司

规 格 185mm×260mm 16 开本

版 次 2016 年 1 月第 1 版

印 张 12.5

印 次 2016 年 1 月第 1 次印刷

字 数 290 000

定 价 31.00 元

Introduction of the Book

This is a book for undergraduate, post graduate students, and some others who want to acquire knowledge of international trade. And also it is specified in the practice perspective, but not the theory one. So it is telling how to do international trade, but not why peoples and countries trade each other. No matter for an export SOHO (small office and home office) or a multinational export enterprise staff, it could all be a reference and a handbook.

In most English speaking countries, practice of international trade is not an independent subject, because international trade is a course of practice involving different links and parts which belong to other subjects. However, in China, practice of international trade is almost compulsory course for every international trade major and most economics related majors. Therefore, there are very few of English books specially on import and export trade. Furthermore, English is the most commonly used language and almost all the practice of international trade are in English. So a textbook in English is necessary for all those who want to be acquainted with international trade.

In China, there are many pioneers who have done some attempts on the English textbooks from the perspectives of business English or international trade, such as Professor Yi Luxia from Guangdong University of Technology, Professor Wang Xuehui from Anhui Agricultural University, Professor Shuai Jianlin from Southwestern University of Finance and Economics, etc. They are all my honorable teachers and scholars who have given me so many inspirations in the attempt to compose the book. I would also like to give my undying gratitude to my undergraduate professor, Mr. Qiu Jiafeng who makes me fall in love with the subject from the very beginning. Professor Liu Xiangqian from Shanghai Dianji University and my student Jimmy Zhou have also participated in the translation work of the book.

References of the book are mainly: (1) carefully reading, rethinking, organizing and editing on previous works; (2) BBS specially on international trade, law, finance, and etc. (3) other websites related to international trade.

The purposes of the book are: (1) making the core contents more concise, clear-cut, and easy to approach; (2) tailoring it into a 36-hour course which makes the teacher free

from choice of the teaching contents and the students less confusing about the keys; (3) highlighting the key links and parts, and omitting those not so important; (4) adding into latest trends and popular ways of practice in international trade.

Themes of the book includes: Customer Development and Business Negotiation; Description of Goods; Incoterms; International Trade Payment; International Cargo Transportation; International Cargo Insurance; Arbitration; Force Majeure; etc.

International Trade Practice is a comprehensive textbook for the students majoring in International Trade, International Business, and related subjects. It can also be used as a reference book for business practitioners.

The book consists of 12 chapters. Chapter 1 is an introduction to international trade. Chapter 2 is about customer development and business negotiation. Chapter 3 is about description of goods. Chapter 4 is about Incoterms. Chapter 5 is about international trade payment. Chapter 6 is about international cargo transportation. Chapter 7 is about international cargo insurance. Chapter 8 is about arbitration. Chapter 9 is about force majeure. Chapter 10 is about latest trends and popular ways of practice in international trade. Chapter 11 is about case studies. Chapter 12 is about exercises.

International Trade Practice is a comprehensive textbook for the students majoring in International Trade, International Business, and related subjects. It can also be used as a reference book for business practitioners.

International Trade Practice is a comprehensive textbook for the students majoring in International Trade, International Business, and related subjects. It can also be used as a reference book for business practitioners.

International Trade Practice is a comprehensive textbook for the students majoring in International Trade, International Business, and related subjects. It can also be used as a reference book for business practitioners.

International Trade Practice is a comprehensive textbook for the students majoring in International Trade, International Business, and related subjects. It can also be used as a reference book for business practitioners.

International Trade Practice is a comprehensive textbook for the students majoring in International Trade, International Business, and related subjects. It can also be used as a reference book for business practitioners.

International Trade Practice is a comprehensive textbook for the students majoring in International Trade, International Business, and related subjects. It can also be used as a reference book for business practitioners.

International Trade Practice is a comprehensive textbook for the students majoring in International Trade, International Business, and related subjects. It can also be used as a reference book for business practitioners.

International Trade Practice is a comprehensive textbook for the students majoring in International Trade, International Business, and related subjects. It can also be used as a reference book for business practitioners.

教师信息反馈表

为了更好地为您服务，提高教学质量，中国人民大学出版社愿意为您提供全面的教学支持，期望与您建立更广泛的合作关系。请您填好下表后以电子邮件或信件的形式反馈给我们。

您使用过或正在使用的我社教材名称			版次	
您希望获得哪些相关教学资料				
您对本书的建议（可附页）				
您的姓名				
您所在的学校、院系				
您所讲授的课程名称				
学生人数				
您的联系地址				
邮政编码		联系电话		
电子邮件（必填）				
您是否为人大社教研网会员	<input type="checkbox"/> 是，会员卡号：_____ <input type="checkbox"/> 不是，现在申请			
您在相关专业是否有主编或参编教材意向	<input type="checkbox"/> 是 <input type="checkbox"/> 否 <input type="checkbox"/> 不一定			
您所希望参编或主编的教材的基本情况（包括内容、框架结构、特色等，可附页）				

我们的联系方式：北京市西城区马连道南街 12 号

中国人民大学出版社应用技术分社

邮政编码：100055

电话：010-63311862

网址：<http://www.crup.com.cn>

E-mail：smooth.wind@163.com

CONTENTS

Chapter 1 Customer Development and Business Negotiation	1
Ways to Find a Customer	1
1. 1 Trade Fair	1
1. 2 Yellow Pages	1
1. 3 Businesses-to-Business Gateways	2
1. 4 Search Engines	3
1. 5 Foreign Agencies	4
1. 6 Foreign Wholesalers	4
1. 7 Commission Agents	4
International Market Research	5
1. 8 Market Research	5
How to Conduct Market Research?	6
1. 9 Primary Research	6
1. 10 Secondary Research	7
General Procedures to Conclude a Contract	8
1. 11 Enquiry	8
1. 12 Offer	8
1. 13 Counter-Offer	9
1. 14 Acceptance	9
Writing a Developing Letter	9
1. 15 Discussion	9
1. 16 What Makes a Qualified Developing Letter?	10
1. 17 Developing Letter Modification	11
1. 18 Some Tips to Write a Developing Letter	11
1. 19 Group Work	12
1. 20 How to Tackle the Most Common B2B Sales Objections	13
1. 21 Discussion	14

Chapter 2 Description of Goods	16
Quality of Goods	16
2. 1 Methods of Describing Quality of Goods	16
2. 2 Quality Allowance or Tolerance	17
Quantity of Goods	18
2. 3 Units of Measurement	18
2. 4 Conversion of Different Measurement	18
2. 5 Methods of Calculating Weight	19
2. 6 More or Less Clauses	19
2. 7 Quantity in L/C Transitions	20
Packaging of Goods	20
2. 8 Transport Packaging	20
2. 9 Sales Packaging	20
2. 10 Shipping Marks	20
2. 11 Shipping marks in ISBP 2013	21
2. 12 Neutral Packing	21
Chapter 3 Incoterms	22
Brief Introduction of Incoterms	22
3. 1 Brief Introduction of International Trade Terms	22
3. 2 Role of Trade Terms	23
3. 3 Directions of Incoterms 2010	23
3. 4 Classification of the 11 Incoterms 2010 Rules	23
3. 5 Explanations of Terms Used in the Incoterms 2010 Rules	24
3. 6 Group Study	24
Specific Explanations of Trade Terms	25
3. 7 Group Work	69
3. 8 Group Discussion	70
3. 9 Tips to Select a Trade Term	70
Calculating the Export Prices	71
3. 10 Converting of the Export Prices under Different Trade Terms	71
3. 11 Cost of Export	72
3. 12 Export Price	73
After-Class Practice	75
True or False Judgement	75
Multiple Choices	75
Chapter 4 Instruments of International Payment	77
Bill of Exchange	77
4. 1 Main Parties of Bill of Exchange	77
4. 2 Main Items of Bill of Exchange	77

4.3	General Procedures to Use a Draft	78
4.4	Classification of Draft	80
Promissory Note	80
4.5	Main Parties of Promissory Note	81
4.6	Main Items	81
4.7	Classification of Promissory Note	81
Check	81
4.8	Main Parties of Check	81
4.9	Main Items	82
4.10	Classifications of the Check	82
4.11	Comparisons among the Three Types of Instruments	82
After-Class Practice	83
True or False Judgement	83	
Multiple Choices	83	
Chapter 5 Traditional Ways of International Payment	84
Remittance	84
5.1	Main Parties	84
5.2	Workflow of T/T	85
5.3	Utilization of Remittance in International Trade	85
Collection	86
5.4	Main Parties of Documentary Collection	86
5.5	Types of Collection	87
5.6	Ways of Releasing Documents	87
5.7	General Cautions and Notes	90
After-Class Practice	91
True or False Judgement	91	
Multiple Choices	91	
Chapter 6 Letter of Credit	92
Related Concepts	92
6.1	Definition of Letter of Credit in UCP600	92
6.2	Characteristics of Credit	93
6.3	Role of Credit	93
6.4	Discrepancy	94
Banks in Letter of Credit	94
6.5	Issuing Bank's Roles and Responsibilities	94
6.6	Advising Bank's Roles and Responsibilities	94
6.7	Nominated Bank's Roles and Responsibilities	95
6.8	Negotiating Bank's Roles and Responsibilities	95
6.9	Confirming Bank's Roles and Responsibilities	95

6.10	Paying Bank's Roles and Responsibilities	95
6.11	Reimbursing Bank's Roles and Responsibilities	95
SWIFT Messages in Letters of Credit	96	
6.12	Main SWIFT Message Types Used in L/C Transactions	96
6.13	MT 700 Issuing a Documentary Credit	97
Workflow of Letter of Credit	99	
6.14	Issuing a L/C	99
6.15	Checking and Amendment	100
6.16	Recommended Steps to Check a L/C	101
6.17	Preparing Documents	101
6.18	Availability of L/C	102
Types of Letter of Credit	106	
6.19	Confirmed and Unconfirmed Documentary Credit	106
6.20	Sight, Deferred, Acceptance and Negotiation Credit	106
6.21	Transferable Letter of Credit	107
6.22	Back-to-Back Letter of Credit	108
6.23	Usance Credits Payable at Sight	109
After-Class Practice	109	
True or False Judgement	109	
Multiple Choices	109	
Chapter 7 Modern Methods of International Payment	111	
PayPal	111	
7.1	Procedures to Use PayPal as the Seller	112
7.2	Advantages of PayPal Payment	112
7.3	Disadvantages to the Sellers	112
West Union	113	
7.4	The Procedures to Use Western Union Money Transfer as a Seller	113
7.5	Characteristics of West Union	113
Credit Card	113	
7.6	Procedures to Use a Credit Card Payment for the Seller	114
7.7	The Advantages and Disadvantages to Use Credit Card	114
Chapter 8 International Trade Financing	115	
Export Bill Discounting	115	
8.1	Application Scope	115
8.2	Process	115
Bill Purchase	116	
8.3	Functions	116
8.4	Process	117

Packing Loan	117
8.5 Functions	117
8.6 Process	117
Two-Factor Export Factoring	118
8.7 Features	118
8.8 Process	119
Forfaiting	119
8.9 Functions	120
8.10 Features	120
8.11 Process	121
Issuing L/C with Credit Line	121
8.12 Functions	121
8.13 Process	122
Import Bill Advance	122
8.14 Features	122
8.15 Process	122
Import Hui Li Da	123
8.16 Features	123
8.17 Process	123
Multi-Currency Import Hui Li Da	124
8.18 Features	124
Two-Factor Import Factoring	125
8.19 Features	125
8.20 Process	125
Shipping Guarantee	126
8.21 Features	126
8.22 Process	126
8.23 Case Study	126
Chapter 9 International Cargo Transportation	129
Marine Cargo Transport	129
9.1 Advantages	129
9.2 Limitations	129
9.3 Parties Involved in the Chain of Marine Transport	129
Liner Transport	131
9.4 Main Features of Liner Transport	131
9.5 Liner Freight	132
9.6 Basic Standards for Charging Liner Freight	132
Chartering Transport	133
9.7 Features of Chartering Transport	133

9.8	Types of Chartering Transport	134
9.9	Relevant Legislations	136
Air Transportation	137
9.10	Advantages of Air Transportation	137
9.11	Limitations of Air Transportation	138
9.12	Types of Air Transportation	138
9.13	Air Freight	139
Multimodal Transportation	139
9.14	Advantages of Multimodal Transportation	139
9.15	Limitations of Multimodal Transportation	140
9.16	MTO	140
9.17	Relevant Legislations	140
Container Transportation	140
9.18	Relative Terms	141
9.19	Different Types of Container Shipping	141
9.20	Container Rates	142
After-Class Practice	142
	True or False Judgement	142
	Multiple Choices	142
Chapter 10 Transport Documents	144
Bill of Lading	144
10.1	Bill of Lading in Letters of Credit Transactions	144
10.2	Special Hints on Bill of Lading from ISBP 2013	146
10.3	Workflow of Bill of Lading	146
Classification of Bill of Lading	146
10.4	Bearer, Order and Straight Bill of Lading	146
10.5	Received for Shipment and on Board Bill of Lading	147
10.6	Through, Combined, and Multimodal Transport Bill	147
10.7	Multimodal / Combined Bill of Lading in L/C Transactions	148
10.8	Comparisons between Through and Combined Bill of Lading	148
10.9	Special Hints on Transport Document Covering at Least Two Different Modes of Transport from ISBP 2013	149
10.10	Freight Prepaid Bill	149
10.11	Long Form and Short Form Bill of Lading	149
10.12	Clean and Unclean Bill of Lading	150
10.13	Charter Party Bill of Lading	150
10.14	Charter Party Bill of Lading in L/C Transactions	150
10.15	Special Hints on Charter Party Bill of Lading from ISBP 2013	151
10.16	House and Master Bill of Lading	151

10.17	Difference between House and Master Bill of Lading	152
10.18	Is Freight Forwarder's Bill of Lading Acceptable under L/C Transactions?	152
10.19	L/C Example with House Bill of Lading Presentation	152
10.20	Ante-Dated and Advanced Bill of Lading	153
10.21	Stale Bill of Lading	153
10.22	Electronic and Telex/E-mail Release Bill of Lading	155
	Sea Waybills	156
10.23	When Sea Waybills are Used	156
10.24	Presentation of Sea Waybill	157
10.25	Similarities and Differences of Straight B/L and Sea Waybills	157
10.26	Sea Waybill in L/C Transactions	157
10.27	Special Hints on Non-Negotiable Sea Waybill	158
	Air Transport Document / Air Waybill	158
10.28	Air Transport Document / Air Waybill in L/C Transactions	160
10.29	Special Hints on Air Transport Document from ISBP 2013	160
10.30	Master and House Air Waybill	161
10.31	Main Features of a Master Air Waybill	161
10.32	Main Features of a House Air Waybill	161
	Road Transport Document / Road Consignment Note	162
10.33	Road Transport Document / Road Consignment Note in L/C Transactions	162
	Rail Transport Document / Rail Consignment Note	163
10.34	Rail Transport Document / Rail Consignment Note in L/C Transactions	164
	After-Class Practice	164
	True or False Judgement	164
	Multiple Choices	165
	Chapter 11 Transport Insurance for International Trade	166
	Importance of Cargo Insurance	166
11.1	Cargo Insurance	166
11.2	The Consequences of not Insuring Your Goods	166
11.3	Insurance Terms and Duties	167
11.4	Managing the Risk	167
	Risk Coverage	168
11.5	Risks	168
11.6	Marine Losses (Total Loss and Partial Loss)	169
11.7	Total Loss	169
11.8	Partial Loss	170

11. 9	Maritime Charges	170
Institute Cargo Clauses	171
11. 10	Types of Insurance under ICC 2009	171
11. 11	Institute Cargo Clauses (A)	172
11. 12	Exclusions	172
11. 13	Duration (Transit Clause)	173
11. 14	Termination of Contract of Carriage	173
11. 15	Institute Cargo Clauses (B)	174
11. 16	Institute Cargo Clauses (C)	174
11. 17	Institute War Clauses (Cargo)	174
11. 18	Institute Strikes Clauses (Cargo)	174
PICC (People's Insurance Company of China)	174
11. 19	Types of Marine Cargo Insurance under PICC 2009	175
11. 20	Exclusions	175
11. 21	Duration	176
Liability Insurance for Freight Forwarders	177
11. 22	Insurance Mediation Directive (IMD)	177
11. 23	Advising the Freight Forwarder	177
11. 24	Right of Lien	178
Obtaining Cargo Insurance	178
11. 25	Open Cover	178
11. 26	Voyage Policy	179
11. 27	How to Claim on Your Policy	179
11. 28	Pursuing Litigation	180
After-Class Practice	180
True or False Judgement	180	
Multiple Choices	180	
Chapter 12 Other Clauses in International Trade	182
Arbitration	182
12. 1	The Definition of Arbitration	182
12. 2	Characteristics	183
12. 3	The Differences between Arbitration and Legal Actions	183
Force Majeure	184
12. 4	Definition of Force Majeure	184
12. 5	Stipulate the Force Majeure Clause in a General Way	184
12. 6	Stipulate the Force Majeure Clause in a Way to List the Contents	184
12. 7	Stipulate the Force Majeure Clause in a Way to Colligation	185
References	186

Customer Development and Business Negotiation

Ways to Find a Customer

China has become the largest export economy since 1990's. However, in the international aspect, fluctuation of developed economies, sharply rise of Southern Asian, South American and some backward economies, have made export competition go nuclear. In home China, rising labor cost and land cost, weakening export policies, exacerbated the difficulties of export enterprises. Therefore, developing new export markets and maintaining the traditional ones become vitally important. Trade fairs, yellow pages, introduction by old customers and friends, and other traditional ways are by no means the only ways to establish business relationships before E-commerce has made business development more convenient and diverse.

1. 1 Trade Fair

A **Trade Fair** (**trade show, trade exhibition or expo**) is an exhibition organized so that companies in a specific industry can showcase and demonstrate their latest products, service, study activities of rivals and examine recent market trends and opportunities. Canton fair in consumer and industry products in Guangzhou is the most important trade fair in China.

1. 2 Yellow Pages

Yellow Pages refer to a telephone directory of businesses, organized by category, rather than alphabetically by business name and in which advertising is sold. The directories were originally printed on yellow paper, as opposed to white pages for non-commercial listings. The traditional term yellow pages are now also applied to online directories

of businesses.

Online business directories are known as IYP or Internet yellow pages. On a broader scale, they are known as vertical directories. There are consumers oriented and business oriented varieties. All providers of IYP offer online advertising.

According to several reports the search term “yellow pages” was in the top 5 highest revenue generator of all search terms in Google’s Ad Words program in 2010. Experian/ Hitwise reported in January 2011 that the search term “yellow pages” was one of the top 50 search terms across all search engines and all search terms (millions of search terms). This makes “yellow pages” one of the most searched for things on the Internet. These facts indicate that people are using search engines such as Google, Bing, Yahoo, and others for local phone books.

1.3 Businesses-to-Business Gateways

Business-to-Business (B2B) Gateways integrate data from back-end systems enabling information exchange across trading partners. B2B Gateways also provide a centralized point for transformation of multiple data sources through interoperability standards such as XML (Extensible Markup Language), cXML (Commerce XML) and EDI (Electronic Data Interchange). B2B Gateways provide businesses an e-commerce platform for integrating with key suppliers and customers quickly and easily. The platform often is a component of a company’s Service-Oriented Architecture (SOA). Other capabilities of the B2B Gateways include trading partner management and security control. B2B Gateways help to bridge the collaboration gap across the supply chain partners and transform the dataflow between companies from a batch oriented manner into a real time process. This streamlines the processing and enables for business activity monitoring (BAM) systems to be implemented which provides the enterprise with greater visibility and proactive control over the applications. B2B Gateways continue to be in high demand for organizations of every size.

List of Popular B2B Gateways

1. Alibaba.com

Details: Import and export trade leads and opportunities.

2. Global Sources

Details: Provides sourcing information to volume buyers and integrated marketing services to suppliers.

3. Made-In-China

Details: Trade Directory of China products, China manufacturers, China exporters and China suppliers.

4. Ec21.com

Details: Import and export trade leads and opportunities.

5. ECplaza.net

Details: Designed to offer Internet based services, where trading firms around the world can engage in business without any barriers in terms of nation, region, or language while promoting global trade community.

6. DI Trade. com

Details: B2B online trading platform in the world with over 1 million products. a merchants' favorite website for product sourcing and selling. It was launched with the name eBigChina. com in 1999 and renamed to DIYTrade. com in May 2006.

7. Busytrade. com

Details: Busy Trade, B2B trade leads marketplace, China Products, China suppliers, company directory, trade directory, importers and exporters' directory, China manufacturers!

8. Buyer Zone. com

Details: Marketplace for small and mid-sized businesses.

9. Taiwan Commerce

Details: Specializing in the promotion of manufacturers, products, suppliers, exporters, traders, importers, company, directory, portal, marketplace, global sources, machinery, industry, business, trade leads, bulletin board and trade information.

10. Eceurope. com

Details: A business to business trading hub for Europe.

After-class work

Suppose you have a SOHO export business of your own, register on one of the B2B platforms, release a piece of information on what you sell, or what you wish to buy, and get enquiries if it is possible.

1.4 Search Engines

According to the investigation of Google and Millward Brown^①, 42% of the international buyers take **Search Engines** as the first choice to find suppliers. 11% of the buyers' first choice is finding their targeting products from the suppliers' websites. 10% of the buyers' first choice is introduction of friends, colleagues, and peers. 7% of the buyers choose B2B as the most frequent way they use to find suppliers. Surely there are other ways, such as magazines, trade fairs, etc. Investigations by Thomas Publishing and Enquiero Research show similar results.

Now that search engine has become an important way to find a customer, for almost each trade company has its own website, blog, or any other kind of introduction space with E-mail addresses on it, traders search those websites, and E-mail the companies to establish business contacts. Google. com is now the most frequently used search engine in business development. Steps to use a search engine usually are:

- Use your product as a key word
- Delete the B2B information
- Delete your peers as an exporter

^① Millward Brown is a global company focused on brands, media and communications. It is part of Kantar, the insights arm of WPP plc, and the world's second largest market research organization after Nielsen Company.