



外贸 英语函电

CORRESPONDENCE

● 诸葛霖 编
周泰祚

中国对外经济贸易出版社

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编 者 的 话

在外贸函电中，业务问题较为复杂、语言难度较大的，是索赔案例。这也是商业尺牍中的一个重要组成部分。由于我国对外贸易的发展，带来的业务问题比过去要多得多，也更复杂。为此我们编写了以索赔案例为重点的《外贸英语函电》课本，并配有练习答案，以供外贸工作者和外贸院校学员学习和参考之用，

本书收集了我国实际业务工作中有关外贸、外运和保险三个方面索赔案例的函电，加以整理加工而成，再加上有关报价、还价、成交、开证、出运、结汇、结帐等环节的材料，共十二课。由于近年来电传已在各国广泛使用，本书收集了大量的电传电文，分散在各课之中。当然，本书不可能概括外贸索赔中所有情节，但从语言与业务角度来看，提供了许多基本知识和常用语句，以求有助于熟悉并处理各种索赔案件。

我们在编写过程中得到对外经济贸易大学孙维炎校长、石畏三副校长的热情支持，又经原上海对外贸易局国际贸易研究室蒋耀宗同志、英国专家Cathrine Rink和John Dooley及美国专家Emma Pellettiri帮助校阅，在收集素材方面，得到中国五金矿产进出口总公司、中国粮油食品进出口总公司、中国化工进出口总公司、中国对外贸易运输公司、中国人民保险公司的热情支持，此外还得到唐德荣和周世俭同志的协助，对此表示衷心的感谢。

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LESSON ONE

A Bargain Centering on Price and Currency of Payment

Introduction

This lesson embodies an offer on fertilizers by a Spanish firm to the China National Chemicals Import & Export Corporation. Before the offer was made, the former had had a full discussion with the Chinese Embassy in Madrid, Spain. The case is very simple but is characterised by the fact that the negotiations were conducted by means of telexes throughout — a medium beginning to gain popularity.

In foreign trade, the use of telexes in dealing with prospective sellers or buyers is definitely of great advantage in that world market prices fluctuate all the time and the time element should always be taken into consideration when negotiating a business deal. Telex messages can be transmitted even faster than cables and since there is less emphasis on the economical use of words, the charge not being based on the number of words but on the length of time used, ambiguity liable to crop up in cables can be avoided.

The offer as mentioned above involved 50,000 metric tons of Compound Fertilizers to be delivered in instalments of 10,000 mt each over a period of five months.

The negotiation was focussed on the price. The quotation first submitted by the suppliers in Madrid in US Dollars, was considered by the China National Chemicals Import & Export Corporation to be much too high. They accordingly demanded a substantial reduction in price, asking, at the same time, for a 2% supply of gratis spare empty bags instead of 1% as originally offered.

The Spanish firm responded by allowing a reduction of US\$5.50 per metric ton and an increase in the supply of spare bags to 2%. The offer, however, was still unacceptable, and a counterbid was made levelling down the prices by approximately ten to fifteen percent.

This was not agreed upon, and later the Spanish firm sent their representatives to the Fair in Guangzhou to continue the bargaining. They proposed a reduced price, about 10% below what they first offered but still higher than the counter-offer. To this the China National Chemicals Import & Export Corporation responded by raising the original counter-bid slightly as a compromise, but the matter remained pending.

Negotiation was resumed two months later. Since, however, the market price had evidently swung upwards, the suppliers proposed to maintain their first offer but to express the price in Swiss Francs because of devaluation of the US Dollars. This was followed by a counter-bid from the Corporation at this end in which the use of US Dollar was insisted upon as the basis of payment. In addition, the quantity was reduced to 30,000 metric tons.

The suppliers refused to accept payment in US Dollars and, as an alternative, suggested that the business be concluded in terms of Spanish Pesetas at a price corresponding to the amount in Swiss Francs. This currency was ac-

cepted by the Corporation here, who, however, asked for a cut in the price.

The Spanish firm found the counter-bid too low to accept. The negotiation was therefore shelved.

Section I

1

*Telex from Union Explosivos Riotinto, Fertilizer
Division, Madrid, Spain to
China National Chemicals Import & Export Corporation,
Beijing*

22043 CHEMI CN BEIJING
FERTILIZER

March 30, 197-

IN ACCORDANCE WITH OUR MEETING IN YOUR EMBASSY IN MADRID WITH MR. - - -, THIRD SECRETARY FOR COMMERCIAL AFFAIRS, WE HEREBY SUBMIT FOR YOUR KIND CONSIDERATION OUR QUOTATION FOR THE SUPPLY OF NPK COMPOUND FERTILIZERS.

WE TAKE THIS OPPORTUNITY TO REMIND YOU THAT DURING LAST YEAR WE SUPPLIED YOU THROUGH CARL O. HELM 50,000 MT OF NPK 15-15-12 WHICH WE UNDERSTAND MET YOUR HIGH STANDARDS OF QUALITY AND SERVICE. ON THE OTHER HAND YOUR DIPLOMATIC REPRESENTATIVE AND OURSELVES FEEL THAT IT WOULD BE TO THE MUTUAL BENEFIT OF OUR RESPECTIVE COUNTRIES TO NEGOTIATE DIRECT NOW AND IN FUTURE TO AVOID UNNECESSARY INTERMEDIARIES.

QUOTATION NUMBER 11-6-41 FOR NPK

(1) PRODUCTS

COMPOUND FERTILIZER, GRANULAR

- a. NPK 15-15-15 AND/OR
- b. NPK 15-15-15S AND/OR
- c. NPK 15-15-12S

(2) QUANTITY (IN TOTAL)

50,000 (FIFTY THOUSAND) METRIC TONS, PLUS/MIN-US 10 PCT BUYERS' OPTION

(3) ANALYSIS AND SPECS

	15-15-15	15-15-15S	15-15-12S
NITROGEN IN AMMONIA-CAL FORM MIN.	63 PCT	73 PCT	73 PCT
NITROGEN IN NITRATE FORM MX.	37 PCT	27 PCT	27 PCT
P ₂ O ₅ WATER SOLUBLE MIN	90 PCT	90 PCT	90 PCT
P ₂ O ₅ WATER CITRATE SOLUBLE	100 PCT	100 PCT	100 PCT
K ₂ O WATER SOLUBLE	100 PCT	100 PCT	100 PCT
	(MOP)	(SOP)	(SOP)
MOISTURE (MAX)	1.5 PCT	1.5 PCT	1.5 PCT
CHLORIDE CONTENT (MAX)	—	1.25 PCT	0.75 PCT
SIZE (BETWEEN 1 AND 4 MM)	90 PCT	90 PCT	90 PCT
			(MIN)

TOLERANCES: N+P₂O₅+K₂O CONTENT NOT LESS THAN 98 PCT IN WEIGHT OF NUTRIENT IN TOTAL

(4) PRICE

- | | |
|-------------------|------------------|
| a. NPK 15-15-15. | USDOLLARS 145.00 |
| b. NPK 15-15-15S. | USDOLLARS 151.00 |
| c. NPK 15-15-12S. | USDOLLARS 145.00 |

PER METRIC TON, FOBSTOWED CARTAGENA, SPAIN,
INCOTERMS 1953, AS PER B/L WEIGHT

ONE PER CENT EMPTY BAGS INCLUDED

(5) PACKING

IN 50 KG NET WPP+PE BAGS (MAX 200 GRMS EACH
BAG), PRINTED ONE SIDE ONE COLOUR AS PER BU-
YER DESIGN WHICH MUST BE IN OUR HAND AT
LEAST 25-30 DAYS MIN BEFORE FIRST SHIPMENT

(6) PAYMENT

BY IRREVOCABLE LETTER OF CREDIT, CONFIRMED
AND PAYABLE IN MADRID, SPAIN, WITH DRAFT AT
SIGHT, AGAINST FIRST PRESENTATION OF THE DO-
CUMENTS

(7) DELIVERY

SHIPMENTS FROM CARTAGENA-SPAIN, OF 10,000MT
EACH MAXIMUM TO BE MADE AT A MONTHLY IN-
TERVAL BEGINNING JULY 197- ON CONDITION THAT
YOUR L/C FOR EACH SHIPMENT REACHES HERE
THIRTY DAYS BEFORE THE MONTH OF SHIPMENT.

(8) DESTINATION

PEOPLE'S REPUBLIC OF CHINA

(9) SHIPPING TERMS

LOAD RATE 250 H/D, MAX 1,250 MT/5H WWDSHEX

(10) OTHER CONDITIONS.

BUYERS: NAME AND ADDRESS TO BE NOMINATED BY YOU

SELLERS: UNION EXPLOSIVOS RIOTINTO, S.A.-
PASEO DE LA CASTELLANA, 20 MADRID 1 SPAIN-
TX 44095 ERT E

QUOTATION SUBJECT TO EXPORT PERMIT DETAILS
QUOTATION VALID UNTIL 11 APRIL 197-12.00 HOURS
GMT

AWAIT YOUR NEWS, KINDEST REGARDS

2

Telex to Union Explosivos from Sinochem

44095 ERT E MADRID SPAIN April 3, 197-

YOUR TELEX OF MARCH 30 THANKS. COMPLEX FERTILIZER PRICE OFFERED BY YOU IS TOO HIGH. PLEASE REDUCE BY A BIG MARGIN. GENERALLY WE FOLLOW OUR TERMS AND CONDITIONS OF CHEMICAL FERTILIZER CONTRACTS SIGNED WITH WESTERN EUROPEAN COUNTRIES WITH SUPPLY OF 2 PCT OF GRATIS SPARE EMPTY BAGS

3

Telex to Chinese Embassy in Madrid, Spain from Sinochem

22808 EMCHI E MADRID April 3, 197-

WE SENT A TELEX DATED 3/4 TO 44095 ERT E AS FOLLOWS: "YOUR TELEX OF MARCH THANKS. COMPLEX

6

FERTILIZER PRICE OFFERED BY YOU IS TOO HIGH. PLEASE REDUCE BY A BIG MARGIN GENERALLY WE FOLLOW OUR TERMS AND CONDITIONS OF CHEMICAL FERTILIZER CONTRACTS SIGNED WITH WESTERN EUROPEAN COUNTRIES WITH SUPPLY OF 2PCT GRATIS SPARE EMPTY BAGS"

SINOCHEM

4

Telex from Union Explosivos Riotinto, Madrid

22043 CHEMI CN BEIJING

April 6, 197-

NPK FERTILIZER

RYOUR KIND TX APRIL 3, 197- PLEASE NOTE THAT ACCORDING TO OUR INTEREST AND YOUR OWN INSISTENCE THROUGH YOUR EMBASSY HERE IN MADRID, WE ARE ABLE TO REDUCE OUR PRICES IN USDOL 5.50 MT FOR EACH QUALITY, AND INCREASE TO 2 PCT SUPPLY OF GRATIS SPARE EMPTY BAGS AS A FIRST STEP TO BUILD IMPORTANT AND CONTINUOUS BUSINESS RELATIONS BETWEEN OUR TWO COUNTRIES. ON THE OTHER HAND WE WOULD LIKE TO RECEIVE FROM YOU YOUR FIRM COUNTER OFFER FOR OTHER POINTS (PRODUCTS, DELIVERY TIME, ETC.). AWAIT YOUR GOOD NEWS, REGARDS.

ERT FERTILIZER DIVISION

5

Telex to Union Explosivos Riotinto, Madrid

44095 ERT E MADRID

April 8, 197-

YOUR TELEX DATED 6/4 RECEIVED. COMPOUND FERTILIZERS 15-15-15S AND 15-15-12S TOTAL QUAN-

TITY 50000 TONS WORKABLE BUT YOUR PRICES TOO HIGH THEREFORE WE HAVE TO MAKE THE FOLLOWING COUNTER BID USDOL130 AND USDOL124 RESPECTIVELY FOB STOWED COMMA SPECIFICATIONS NITROGEN 15 PERCENT CONTENTS OF AMMONIA 50% AND NITRATE 50% COMMA CHLORINE CL--0.75% MAX FOR EACH QUALITY. TIME OF SHIPMENT MAY TO JUNE 197-. OTHER CONDITIONS SAME ASPER OUR TELEX 3/4 PLEASE APPROACH CHINAEMBACO MADRID FOR DETAILS.

SINOCHEM

Assignment

1. Complete (1), (2) and (3) in Exercise 1
2. Complete (1) in Exercise 2

Section II

6

Telex from the Chinese Embassy in Madrid

22043 CHEMI CN BEIJING

May 19, 197-

NPK FERTILIZER

WE MAKE REFERENCE TO THE NEGOTIATIONS AT THE GUANGZHOU FAIR LAST WEEK. FIRSTLY WE WOULD LIKE TO EXPRESS OUR GRATITUDE FOR THE WARM RECEPTION AND ATTENTIONS RECEIVED DURING OUR VISIT TO GUANGZHOU. REGARDING YOUR COUNTER BID WE SUBMIT OUR NEW PRO-

POSAL WHICH WE HOPE WILL RECEIVE YOUR BEST ATTENTION AND CONSIDERATION:

PRODUCT: NPK 15.15.12S

QUANTITY: 30,000 MT

DELIVERY: 10,000 M/T MONTHLY STARTING JULY 197-

PRICE: USDOLLARS 131.80 FOB CARTAGENA (SPAIN)
OTHER TERMS AND CONDITIONS AS PER OUR TELEX DATED MARCH 30, 197- THIS OFFER SHOWS OUR ECONOMICAL SACRIFICE TO CONCLUDE DIRECTLY WITH YOU THIS CONTRACT AT A PRICE WELL BELOW THE PREVAILING INTERNATIONAL MARKET PRICE, ALTHOUGH OUR COMPETITORS IN A RENEWED EFFORT ARE AGAIN UNDERCUTTING THEIR PRICE IN ORDER TO BLOCKADE OUR DIRECT SALE AS WE HAVE BEEN SAYING TO YOU FROM THE VERY BEGINNING OF OUR NEGOTIATIONS. BEST REGARDS
ERT/FERTILIZER DIVISION

7

Telex to Union Explosivos Riotinto, Madrid

44095 ERT E MADRID

May 23, 197-

YOUR TELEX DATED 19/5 RECEIVED.

OUR INTERESTED ENDUSERS' REQUIREMENTS FOR COMPOUND FERTILIZERS ARE MODERATE MEANWHILE WE HAVE RECEIVED MANY BETTER OFFERS BUT HAVE NOT YET STARTED DISCUSSIONS CONSIDERING OUR TWO SIDES HAVE ALREADY COMMENCED NEGOTIATION FOR THIS TRANSACTION SINCE MARCH THIS YEAR AND OUR EMBASSY IN

MADRID HAS BEEN CONTACTING YOU ALL THE TIME. AT THE LAST FAIR OUR TWO PARTIES FULLY EXCHANGED VIEWS WITH EACH OTHER MOREOVER WE COUNTERBID AT USDOL127.50 FOB STOWED WHICH IS OUR BEST BID AND WHICH WE HOPE WILL BE ACCEPTABLE TO YOU. AS TO TERMS AND CONDITIONS OF CONTRACT PLEASE CONTINUE TO CONTACT OUR EMBASSY IN MADRID

SINOCHEM

8

Telex from the Chinese Embassy in Madrid

22043 CHEMI CN BEIJING

July 29, 197-

WE HAVE RECEIVED AN OFFER FROM UNION EXPLOSIVOS RIOTINTO, FERTILIZER DIVISION, MADRID FOR COMPLEX FERTILIZER. PLEASE STUDY THE FOLLOWING OFFER AND CONTACT THEM DIRECT WITH COPY OF REPLY TO US FOR INFORMATION QUOTE IN ACCORDANCE WITH YOUR REQUEST TO RE-INITIATE NEGOTIATIONS FOR THE SUPPLY OF NPK 15-15-12S COMPLEX FERTILIZER, WE SUBMIT FOLLOWING PROPOSAL DESPITE COST AND PRICE INCREASES IN SPAIN DURING THE LAST MONTHS;

PRODUCT: GRANULAR COMPLEX FERTILIZER NPK 15-15-12S

QUANTITY: 30,000 MT

DELIVERY: 10,000 MT MONTHLY, STARTING OCTOBER 197-

PRICE: SWISS FRANCS 247.75 PER MT THE PRICE PREVIOUSLY QUOTED IS MAINTAINED BUT EXPRES-

SED IN THE EQUIVALENT OF SWISS FRANCS IN ORDER TO AVOID IN FUTURE AND COMPENSATE FOR IN THE PAST THE US DOLLAR DEVALUATION VALIDITY: 12:00 GMT AUGUST 3, 197-

OTHER TERMS AND CONDITIONS AS PER OUR PREVIOUS OFFER. WE AWAIT YOUR NEWS

ERT FERTILIZER DIVISION

9

Telex to Union Explosivos Riotinio, Madrid

44095 ERT E MADRID

August 2, 197-

YOUR OFFER FOR NPK 15-15-12S WAS FORWARDED TO US BY CHINESE EMBASSY IN MADRID ON 29/7. FOR FURTHER DEVELOPING DIRECT BUSINESS RELATIONS BETWEEN CHINA AND SPAIN WE ARE READY TO CONTINUE THE DISCUSSION ON SAID BUSINESS HOWEVER WE ARE UNABLE TO COMPLY WITH YOUR REQUEST FOR USING SWISS FRANCS AND WE STILL INSIST ON USING USDOLLARS IN EVENTUAL TRANSACTION. AMONG SPECIFICATIONS OFFERED CHLORINE 0.75% EXCEEDS 0.5% MAX AS REQUIRED BY OUR ENDUSERS NEVERTHELESS THAT CAN BE ACCEPTED EXCEPTIONALLY AS THIS BUSINESS HAS LONG SINCE BEEN UNDER DISCUSSION. OUR BEST BID IS USDOL135 PERMT FOB STOWED. SHOULD YOU GUARANTEE CHLORINE BELOW 0.5% OUR BID WOULD BE USDOL136 PERMT FOB STOWED. QUANTITY 30,000 MT. FOR OTHER TERMS AND CONDITIONS PLEASE APPROACH CHINESE EMBASSY IN MADRID. PLEASE CONFIRM BEFORE 5/8 SINOCEM

Telex from Union Explosivos Riotinto, Madrid

22043 CHEMI CN BEIJING

August 3, 197-

RYTX DATED 2/8 MANY THANKS FOR YOUR KIND
TELEX REOPENING NEGOTIATIONS FOR THE SUP-
PLY OF NPK. IN SPITE OF OUR BEST EFFORTS AND
SERIOUS CONSIDERATION OF YOUR COUNTEROF-
FER, WE CANNOT POSSIBLY ACCEPT PAYMENT IN
USDOLLARS DUE TO THE CONTINUOUS DETERIORA-
TION OF THE EXCHANGE RATE OF THIS CURRENCY
IN WORLD MONETARY MARKET AND THE FORESEE-
ABLE CONTINUATION OF THIS TREND AND AS A
MATTER OF FACT SINCE OUR LAST TELEX DATED
29/7 THE USDOLLAR SUFFERED A FURTHER DEPRE-
CIATION OF 1.04 PCT VIS-A-VIS SPANISH PESETA
THEREFORE WE WOULD LIKE YOU TO REALIZE
THAT WE CANNOT REDUCE THE EQUIVALENT PRICE
IN SPANISH PESETAS OF OUR LAST QUOTATION
DATED JUNE 2, 197- WHICH IS THE WORLD MARKET
PRICE FOR THIS PRODUCT. IT IS NOT OUR PURPOSE
TO OBTAIN A BENEFIT IN THE EVENTUAL REVALUA-
TION OF SWISS FRANCS. IN ORDER TO COVER OUR-
SELVES FROM THE EXPECTED DETERIORATION OF
THE USDOLLAR, WE ALTERNATIVELY PROPOSE
THAT THIS BUSINESS BE CONCLUDED IN SPANISH
PESETAS AT 10,750 PTS PER METRIC TON WHICH
CORRESPONDS TO SWFRS 247.75 WITH A CHLORINE
CONTENT OF 0.75 PCT MAXIMUM. ALL OTHER TERMS
AND CONDITIONS REMAIN UNCHANGED. WE LOOK
FORWARD TO YOUR REPLY. COPY OF TELEX IS BE-
ING SENT TO YOUR EMBASSY IN MADRID

ERT FERTILIZER DIVISION