

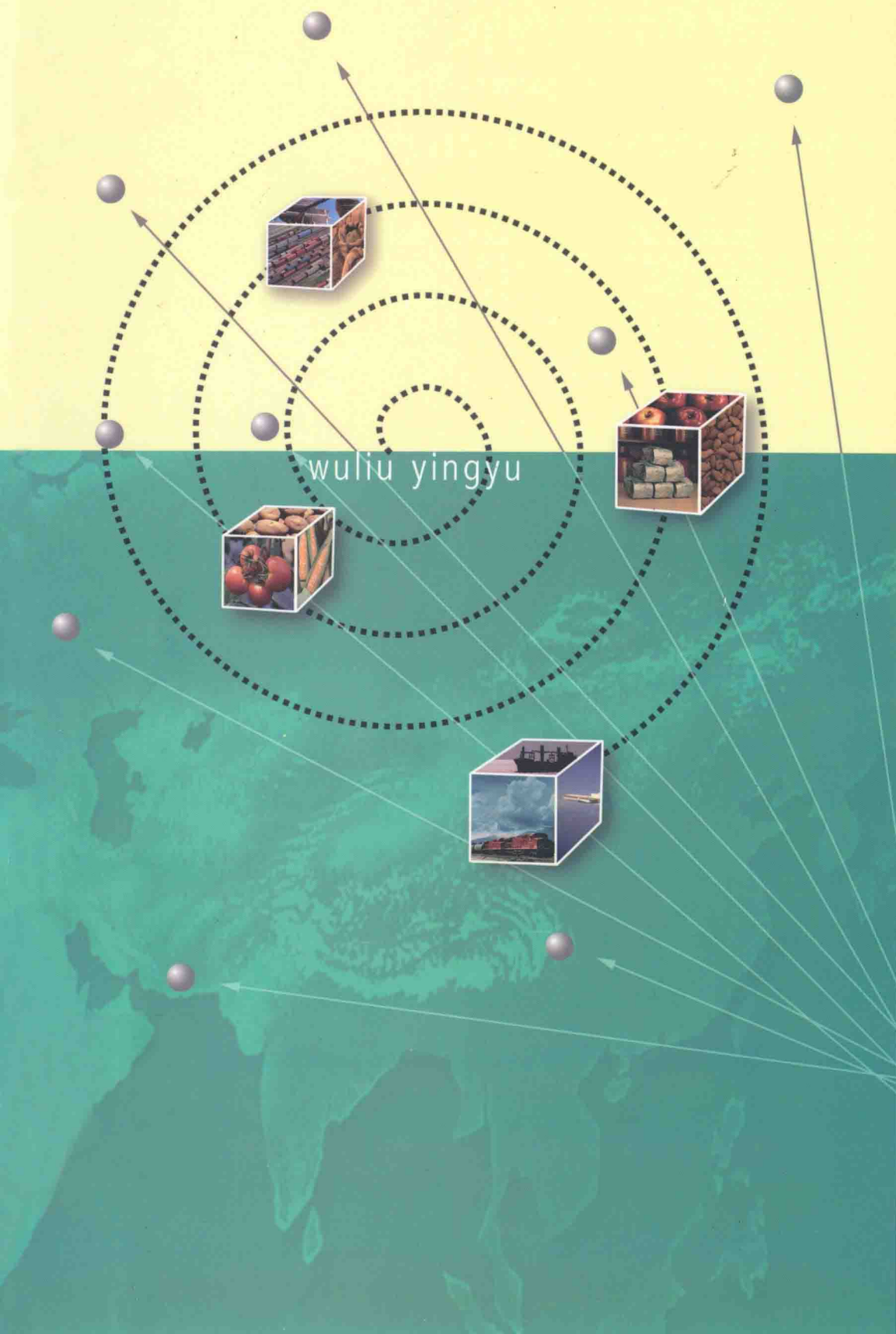
高职高专物流专业系列教材



# 物流英语

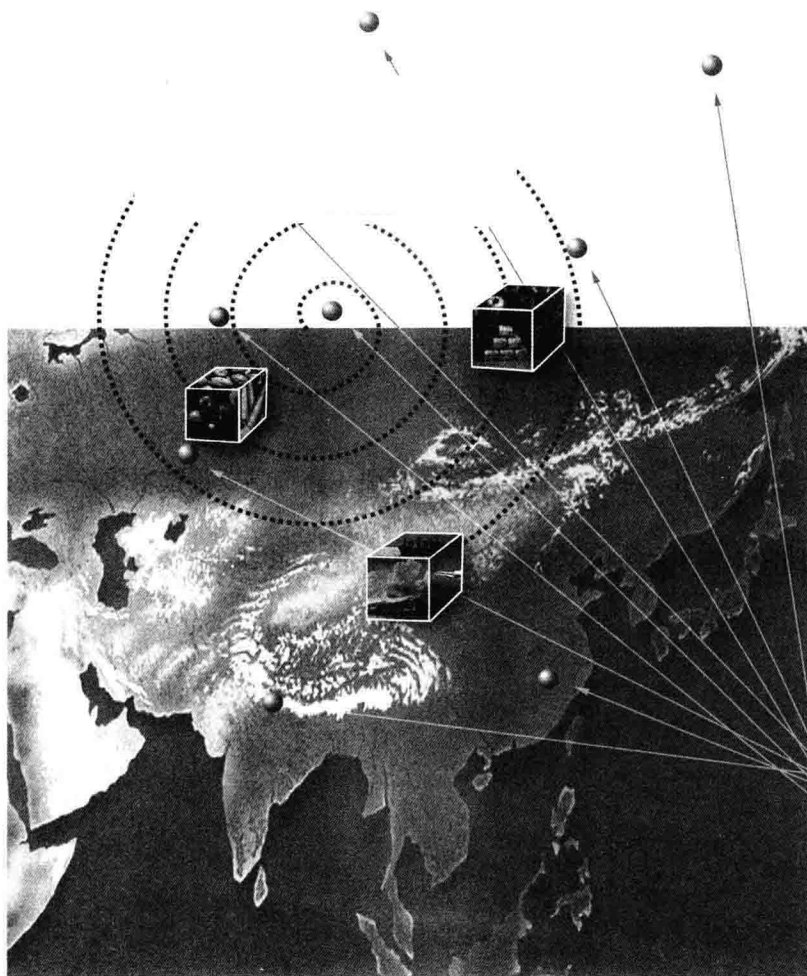
主编 李红英

广东高等教育出版社



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# 物流英语



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广东高等教育出版社  
广州

## 图书在版编目 (CIP) 数据

物流英语/李红英主编. —广州: 广东高等教育出版社, 2009. 5 (2010. 7 重印)  
(高职高专物流专业系列教材)

ISBN 978 - 7 - 5361 - 3633 - 5

I. 物… II. 李… III. 物流 - 英语 - 高等学校: 技术学校 - 教材 IV. H31

中国版本图书馆 CIP 数据核字 (2009) 第 044038 号

出版发行	广东高等教育出版社
	社址: 广州市天河区林和西横路
	邮编: 510500 营销电话: (020) 87557232
	<a href="http://www.gdgjs.com.cn">http://www.gdgjs.com.cn</a>
印 刷	广州市怡升印刷有限公司
开 本	787 毫米 × 1 092 毫米 1/16
印 张	8 印张
字 数	200 千字
版 次	2009 年 5 月第 1 版
印 次	2010 年 7 月第 2 次印刷
印 数	2 001 ~ 4 000 册
定 价	22.00 元 (含光盘)

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## 总 序

随着经济全球化进程的加快和科学技术的飞速发展,物流产业将成为我国 21 世纪重要产业和国民经济新的增长点,成为我国最具发展空间的行业。未来的十年里,我国城市和企业国际竞争力将主要体现在物流运营能力的竞争上。培养物流管理人才,把现代物流理念、先进的物流技术和现代经营模式引入国家、区域、城市经济建设和企业经营与管理之中,科学、合理地规划和建设物流系统,提高物流效率,降低物流成本将成为国家经济增长、城市经营发展和企业参与国际竞争的关键。加速启动现代物流产业的人才培养工程,实施多层次、多样化的现代物流教育,是 21 世纪物流产业大发展中,保证物流产业形成合理的人才结构,提高我国现代物流管理水平和经济效益的决定性因素。

广东省各高等职业院校在十多年的发展过程中,积极探索校企合作机制,深化职业技术教育教学内容、教学方法的改革,建立和完善以技能水平、创新能力和就业质量为导向的教育教学模式,健全职业技术教育信息共享平台,积累了许多成功的经验和丰富的教学资源。特别是在物流专业建设和物流人才培养方面,各高等职业院校积极从社会聘用物流工程技术人员和物流职业经理人才到学校担任专职或兼职教师,充实物流教师队伍;建立校企合作组织,加强职业院校与物流企业的合作,推动职业教育与珠江三角洲地区物流产业发展的融合;加强与企业的沟通与联系,积极鼓励企业直接参与职业院校物流专业建设和课程的开发,大力开展“订单式”培训,增强物流人才培养的针对性;等等。

为了进一步提升物流职业教育的水平,整合优质物流教学资源,我们成立了由物流专家、物流职业经理、高等职业院校物流专业教师组成的广东省物流专业教材编委会,经过多方努力,编写完成了适应现代物流发展的“高职高专物流专业系列教材”。

“高职高专物流专业系列教材”是广东省各高职院校间物流专业建设合作与交流的成果,教材的编写工作得到了省内 20 余所高等职业院校物流专

业带头人、骨干教师的支持和参与，是近几年广东省职业院校物流专业建设和发展的集体智慧结晶；同时还得到了广东省物流行业协会、部分物流企业职业经理的支持和参与。本套教材在一定程度上体现了物流技能型人才培养特色，既可以作为普通高等院校物流专业应用型本科教材，也可以作为高职院校、中职院校物流专业的教材，物流企业管理人员可根据需要选用本套教材作为培训参考用书。

在此需要感谢的是，本系列教材得到了教育部高职高专工商管理教学指导委员会的积极支持和指导。教育部高职高专工商管理教学指导委员会物流分会主任宋文官教授在百忙之中来粤为我们这套教材的编写提供指导，并在物流专业建设方面与广东省各高职院校专业教师进行了广泛深入的交流。

由于时间仓促，本套教材不足之处，敬请指正，以便修订再版时改正。

“高职高专物流专业系列教材”编委会  
2008年6月

## 前 言

《物流英语》是根据教育部对大专院校“产、学、研”相结合培养学生的要求，注重“加强英语语言基础和基本技能的同时，重视培养学生使用英语进行交际的能力”而编写的。因正值我院（广州涉外经济职业技术学院）加入广东省高职高专物流专业建设委员会，我们力图把我们探索的“理论够用，听懂会说，应用熟练”的英语教学模式，结合专业、职业、行业的特点编写教材，力图写出既符合市场对物流人才需求，又能适应教学使用的高职高专的教材。

全书理论简练，内容实例新颖。共计包括物流公司、客户服务、采购、包装、仓储、配送、运输和集装箱八章。本书把物流过程中的各种活动以英语听、说、读、写、译的形式进行编写。每章把相关主题的基础理论以英语的精听形式来强化训练，以学生能完全听懂专业词汇为目标。精心设计了与物流活动有关的两个情景，让学生展开对话，就简单实用的功能句替换和同桌对练，重视学生口语的训练。写作部分除了翻译物流信函外，侧重选出一些物流单证的样式和简单的制作，让学生熟悉。阅读内容部分是物流公司的个案学习和探讨，鼓励学生运用所学的知识来阐述自己的观点。

本教材适合高等职业院校物流、国际贸易、商务英语等专业学生使用。

本书由广州涉外经济职业技术学院李红英主编，李卓琳、蓝永康副主编，参加编写的有佛山科学技术学院经济管理分院何卓明，广州涉外经济职业技术学院谭增权、郭鹏、李文胜、郑茹等老师。此外，我们还荣幸地邀请了多年在中国从事多年高职教学的新西兰语言专家 Colin Wood 先生担任本书的语言主审。同时感谢广东省高职高专物流专业建设委员会万治坚老师和广州涉外经济职业技术学院领导的大力支持和帮助。

由于作者水平有限，时间仓促，本书存在一些错误和不足在所难免，恳请专家、同仁以及读者批评指正。

编 者  
2008 年 10 月

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# Unit 1 Introduction to Logistics Companies

## Learning Objectives

- To understand logistics and its functions 理解物流的概念及其功能
- To know some logistics companies' operation and supply chain 了解供应链和品牌物流公司的运作
- To discuss some roles of logistics English in logistics operation 讨论英语在物流中的作用
- To know two documents in logistics 了解两个物流表格
- To read "the key logistics process at Tesco" 了解乐购的物流过程

## Part I Listening & Understanding

### Words & Expressions:

- |                                       |  |
|---------------------------------------|--|
| 1. logistics [ləu'dʒɪstɪks]           | <i>n.</i> 物流                           |
| 2. define [di'fain]                   | <i>v.</i> 定义, 解释                       |
| 3. efficient [i'fɪʃənt]               | <i>adj.</i> 生效的, 有效率的                  |
| 4. storage ['stɔ:ridʒ]                | <i>n.</i> 储存                           |
| 5. consumption [kən'sʌmpʃən]          | <i>n.</i> 消费                           |
| 6. process ['prəuses]                 | <i>n.</i> 过程, 程序, 方法 <i>vt.</i> 加工, 处理 |
| 7. implement [im'plɪmənt]             | <i>vt.</i> 贯彻, 实施                      |
| 8. effective [i'fektɪv]               | <i>adj.</i> 有效的                        |
| 9. procurement [prə'kjuəmənt]         | <i>n.</i> 采购, 获得                       |
| 10. distribution [ˌdɪstrɪ'bju:ʃən]    | <i>n.</i> 分配, 配送                       |
| 11. function ['fʌŋkʃən]               | <i>n.</i> 功能, 作用                       |
| 12. purchasing ['pə:tʃeɪsɪŋ]          | <i>n.</i> 采购                           |
| 13. warehousing ['wɛəhaʊzɪŋ]          | <i>n.</i> 仓库                           |
| 14. transportation [ˌtræns'pɔ:teɪʃən] | <i>n.</i> 运输                           |
| 15. inventory [in'ventəri]            | <i>n.</i> 库存目录, 存货                     |
| 16. complex ['kɒmpleks]               | <i>adj.</i> 复杂的, 综合的                   |
| 17. manufacturer [ˌmænju'fæktʃərə]    | <i>n.</i> 制造商, 厂家                      |
| 18. retail ['ri:teɪl]                 | <i>n.</i> 零售                           |
| 19. outlet ['aʊtlet]                  | <i>n.</i> 出口, 商业网点                     |
| 20. global ['gləʊbəl]                 | <i>adj.</i> 全球的, 全世界的                  |

- |                               |   |
|-------------------------------|---|
| 21. overland [ˈəʊvə,lænd]     | <i>adj.</i> 陆路的, 经过陆地的, 陆上的                     |
| 22. freight [freɪt]           | <i>n.</i> 货物, 船货, 运费, 货运 <i>vt.</i> 装货, 使充满, 运送 |
| 23. solution [səˈluːʃən]      | <i>n.</i> 解决办法, 解决方案                            |
| 24. zeal [zi:l]               | <i>n.</i> 热心, 热情, 热诚                            |
| 25. flexible [ˈfleksɪbl]      | <i>adj.</i> 灵活的, 可通融的                           |
| 26. array [əˈreɪ]             | <i>n.</i> 排列, 编队, 大批 <i>vt.</i> 部署, 穿着, 排列      |
| 27. lease [liːs]              | <i>n.</i> 租借, 租约, 租赁物, 租期 <i>vt.</i> 出租, 租得     |
| 28. rental [ˈrentəl]          | <i>n.</i> 租金额, 租金收入, 租赁 <i>adj.</i> 租用的         |
| 29. maintenance [ˈmeɪntənəns] | <i>n.</i> 维护, 保持                                |
| 30. commercial [kəˈmɜːʃəl]    | <i>adj.</i> 商业的, 贸易的                            |
| 31. point of origin           | 来源地, 产地   |
| 32. point of consumption      | 消费地   |
| 33. supply chain              | 供应链   |
| 34. focus on                  | 聚焦于……上  |
| 35. physical goods            | 实物, 实体物质  |
| 36. raw materials             | 原料, 原材料   |
| 37. a variety of              | 多种多样的   |
| 38. be limited to             | 限于……  |
| 39. customer support          | 客户支持  |
| 40. convert into              | 转变成, 转换成  |

### Notes:

1. the Council of Logistics Management 美国物流管理协会
2. in order to meet customers' requirements 以满足客户需求为目的
3. Logistics is the part of the supply chain process that plans, implements and controls the efficient and effective flow of goods, service and related information. 物流是供应链程序的一部分, 对物质、服务和相关信息的高效及有效的流通进行计划、实施和控制。
4. which include, but are not limited to...包括但又不限于…… (这是英语中的特殊用法, 在商务英语中使用较为广泛)
5. Fortune 500 财富 500 (美国每年 500 家最大企业的名单)

### Exercise:

1. Listen to the short passages and decide if the following statements are true or false. Put a tick (✓) in the brackets for a true one and a cross (×) for a false one.  
( ) 1) Logistics has the same meaning as the supply chain process.

- ( ) 2) Logistics covers sourcing, purchasing, warehousing, inventory management, transportation, customer support etc.
- ( ) 3) Supply chain includes: suppliers, manufacturers, warehouses, distribution centers (DCs) and retail outlets.
- ( ) 4) Logistics is a part of the supply chain management.
- ( ) 5) A supply chain is a complex logistics system.

**2. Listen to the following sentences and fill in the blanks.**

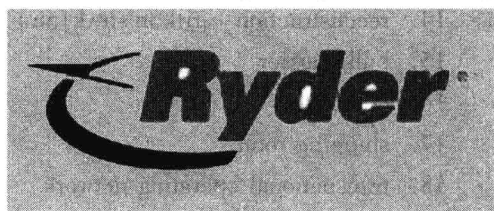
- 1) DHL is the global market leader in international express, overland transport and air freight. It is also the world's number 1 in ocean freight and contract logistics. DHL offers a full range of customized solutions—from express document shipping to \_\_\_\_\_.



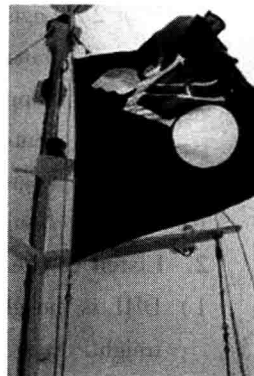
- 2) Together, we are FedEx—a worldwide network of companies providing customers and businesses with the same “absolutely, positively” zeal for service you’ve come to expect. Independently, each company offers flexible, specialized services that represent \_\_\_\_\_ of supply chain, transportation, business and related information services.



- 3) Ryder System, Inc. is a Fortune 500 provider of leading-edge transportation, logistics and supply chain management solutions worldwide. Ryder's product offerings include: Fleet Management Solutions (FMS), which provides leasing, rental and programmed maintenance of trucks, tractors and trailers to \_\_\_\_\_; Supply Chain Solutions (SCS), which manages the movement of materials and related information from the acquisition of \_\_\_\_\_ to the delivery of finished products to end-users; and Dedicated Contract Carriage (DCC), which provides a turn-key transportation service that includes vehicles, drivers, routing and scheduling, etc.



- 4) Exel's world class supply chain solutions have to deal with \_\_\_\_\_ on a daily, if not hourly basis, and have developed excellence in understanding and managing regulations on a global scale to ensure the \_\_\_\_\_ of every customers' logistical requirements.
- 5) Panalpina is one of the world's leading providers of forwarding and logistics services, specializing in intercontinental \_\_\_\_\_ shipments and associated supply chain management solutions. Thanks to its in-depth \_\_\_\_\_ and state-of-the-art IT systems, Panalpina is able to provide globally integrated, door-to-door forwarding solutions tailored to its customers' individual needs.



## Part II Learning to Speak

### Words & Expressions:

- |                                       |                                  |
|---------------------------------------|----------------------------------|
| 1. semester [si'mestə]                | <i>n.</i> 半学年, 一学期               |
| 2. nightmare ['nait,mɛə]              | <i>n.</i> 梦魇, 噩梦, 梦魇般的经历; 恐怖的事   |
| 3. enthusiastic [in,θju:zi'æstik]     | <i>adj.</i> 热情的, 热烈的, 热心的        |
| 4. subsidiary [səb'sidiəri]           | <i>n.</i> 子公司, 分公司               |
| 5. lucrative ['lu:krətiv]             | <i>adj.</i> 有利的                  |
| 6. navigate ['nævi,geit]              | <i>vi.</i> 航行, 航海, 航空            |
| 7. navigability [ˌnævigə'biliti]      | <i>n.</i> 适航性, 耐航性               |
| 8. radius ['reidiəs]                  | <i>n.</i> 半径, 范围, 辐射光线, 有效航程, 界限 |
| 9. longitude ['lɒndʒitju:d]           | <i>n.</i> 经度                     |
| 10. latitude ['lætɪtju:d]             | <i>n.</i> 纬度                     |
| 11. knot [nɒt]                        | <i>n.</i> 节, 海里/时 (航速单位)         |
| 12. submerge [səb'mə:dʒ]              | <i>vi.</i> 潜水                    |
| 13. forklift ['fɔ:klɪft]              | <i>n.</i> 叉车, 叉架起货机              |
| 14. reconstruction [ˌri:kən'strʌkʃən] | <i>n.</i> 重建, 再建; 再现, 复原         |
| 15. bulk carrier                      | 散装货轮                             |
| 16. oil tanker                        | 油轮, 油船                           |
| 17. shipping route                    | 航线                               |
| 18. transnational operating network   | 跨国经营网络                           |
| 19. container vessel                  | 集装箱船                             |
| 20. dry bulk carrier                  | 干散货船                             |
| 21. general cargo ship                | 杂货船                              |
| 22. specialized vessel                | 特种船                              |
| 23. sea mega-carrier                  | 海上航母                             |

24. TEU (Twenty Equivalent Units) 标准箱  
25. sea mile 海里  
26. all-round champion 全能冠军

## Dialogue 1: Talking About a Logistics English Course

**Content:** *Grace, a logistics major student, is talking with the teacher Belinda about Logistics English.*

**Grace:** Hello, Belinda. I've heard that we are going to have a new course called Logistics English next semester.

**Belinda:** Yes, that's right.

**Grace:** You know, my major is logistics management. We've learned several subjects in Chinese. What sorts of things are covered in Logistics English? I think it is a nightmare for me to try to learn logistics in English.

**Belinda:** Um, tell me about your study situation.

**Grace:** Well, I think that I really need some help in practicing my English, especially to build up my confidence and help me study effectively. I found that there are many English words in our Chinese text books.

**Belinda:** Yes, it can seem difficult, can't it? Let me start by telling you how the Logistics English course can help you.

**Grace:** Yes, please.

**Belinda:** Right then. First of all, there is our intensive "Logistics English" in the whole semester. It is aimed at students like you who are uncertain about what to expect at logistics in English, and looks at a fairly wide range of professional knowledge to motivate you to begin your study and build on your own learning skills.

**Grace:** Mmm, that sounds good. What are some of the skills that will be presented?

**Belinda:** Well, we try to cover all aspects of the theory of logistics in listening. Some of the skills in writing, for example, would be knowing and improving logistics documents in writing, organizing some techniques to help students write more clearly and accurately. With reading, each unit will be aimed at getting into the habit of analyzing material as you read it, and exercises to help you record and remember what you have read. It is really very important to begin reading confidently right from the beginning.

**Grace:** What about the professional words in logistics? They would be useful if I work in a logistics company in the future.

**Belinda:** You are right. There is a range of explanations and exercises that we do to help the students feel positive and enthusiastic about their speaking. The



process of learning and exploring a real case can lead to a whole new practical way of looking at logistics, and the skills and techniques that you build up can be applied in all sorts of different ways.

**Grace:** Actually, I'm still a little nervous about whether I'll manage to get everything done.

**Belinda:** That shouldn't be a problem. You are a hard-working student.

**Grace:** Thank you. I will try my best.

## Dialogue 2: Taking About COSCO

**Content:** *Xiao Li is a logistics major student. He is working at China Ocean Shipping Company (COSCO) and wants to know some information about COSCO. Huang Hai is an employee who is working at COSCO.*

**Xiao Li:** Good morning! I'm a logistics student.

**Huang Hai:** Good morning! How can I help you?

**Xiao Li:** I want to know something about COSCO. Would you please tell me something?

**Huang Hai:** Of course. First, it was founded on April 27, 1961 as the pioneer of international shipping in China, together with the reconstruction of national transportation resources on February 16, 1993. China Ocean Shipping (Group) Company (COSCO) has grown into a \$ 17 billion corporation by clearly focusing on the goal of enabling commerce around the globe.

**Xiao Li:** How about transportation home and abroad?

**Huang Hai:** In China, our wholly-owned subsidiaries are in Guangzhou, Shanghai, Tianjin, Qingdao, Dalian, Xiamen and Hong Kong. They own and operate various types of ocean shipping fleets, such as container ships, bulk carriers, and oil tankers. Also they have specialized carriers with North America, Europe, Japan, South Korea, Singapore, Australia, South Africa and West Asia as lucrative markets linked by shipping routes, forming a transnational operating network capable of reaching all major areas of the world.

**Xiao Li:** How about the ship categories?

**Huang Hai:** The varieties of ship categories include container vessels, dry bulk carriers, oil tankers, general cargo ships and specialized vessels.

**Xiao Li:** Can you tell me about the "5th Generation Container Ships"?

**Huang Hai:** The fifth-generation container ship is regarded as one of the world's most advanced containerships in service so far. Currently COSCO operates 13 of them. These kinds of vessels can carry as many as 5,446 TEU in terms of slot capacity.

**Xiao Li:** What kind of ship is “Tai’ankou” reputed to be the world’s “all-round champion” and “No. 1 Ship in Asia”?

**Huang Hai:** “Tai’ankou” semi-submerged ships of COSCO are the first ocean large special ships built in our country. Total length of the ship is 156 meters, and can carry 18,000 ton of goods and the breadth of the ship is 32.2 meters. It can navigate at the rate of 14 knots. Its navigability is 13,000 sea miles. Once the longitude and latitude degrees are fixed in the computer, the ship will stay at point firmly, where the margin of error is within a radius of 1.5 meters. The ship can also submerge down to a depth of 19 meters, and since the semi-submerged ships transport large goods by submerging. They are referred to as the “sea forklift”.

**Xiao Li:** Well, your company is developing very fast. I’d like to get in a bit of real life experience. Could you offer me the chance?

**Huang Hai:** Fine, please write down your E-mail, and I’ll send some information to you by E-mail.

**Xiao Li:** That’s very kind of you. Thank you very much for your help.

**Huang Hai:** You are welcome.

### Exercise:

1. Use the words given in the right hand columns to substitute the italic part in each of the three sentences on the left. Learn to use these basic sentence patterns.

- |   |  |
|---|--|
| 1) I think that I really need some help in<br><i>practicing my English.</i>                   | promoting the new products<br>(促销新产品)<br>improving the product quality<br>(提高产品质量)<br>releasing stress (释放压力)<br>choosing the appropriate transportation<br>mode (选择适当的运输方式) |
| 2) I’m still a little nervous about<br><i>whether I’ll manage to get everything<br/>done.</i> | the final examination (期末考试)<br>the performance (表演)<br>going on a blind date<br>(参加他人安排的约会)<br>having the interview (参加面试)  |
| 3) I want to express my appreciation for<br>your <i>help.</i>                                 | kind service (优质服务)<br>warm reception (热情的款待)<br>sincere invitation (诚挚的邀请)<br>wonderful advice (绝妙的建议)  |

**2. Do the Question-and-Answer exercise with your desk-mate. Use the information you get from the dialogues.**

- 1) Has Grace learned some logistics courses in Chinese?
- 2) Why the Logistics English course is very important and useful?
- 3) When was COSCO set up?
- 4) What are the main ship categories that COSCO provides?
- 5) What speed and navigability does "Tai'ankou" semi-submerged ships of COSCO have?

## **Part III Learning to Write**

### **Words & Expressions:**

import/export license 进/出口许可证

customs declaration form 报关单

inspection certificate 商检证

certificate of origin 原产地证

generalized system of preferences certificate of origin (form A) 普惠制产地证 (表格 A)

customs declaration entrustment note 报关委托书

foreign exchange cancellation-after-verification note 外汇核销单

export tax rebate form 出口退税单

### **Exercise:**

**1. Translate the following text into Chinese to understand something about logistics documents. and commercial documents**

There are three kinds of commonly used logistics documents, which are classified roughly as government documents, commercial documents and transport documents, according to the document source. We will mainly explain government documents and commercial documents.

Government documents include import/export licenses, customs declaration forms, inspection certificates, certificates of origin, generalized system of preferences certificate of origin (form A), customs declaration entrustment note, foreign exchange cancellation-after-verification notes, and export tax rebate forms.

Commercial documents include bills of exchange or draft, insurance policys/insurance certificates, commercial invoices, packing lists, customs invoices, consular invoices, beneficiary's statements, shipping advice, captain's receipt, itinerary certificates, certificate of samples, beneficiary's certificates, credit notes, debit notes, and letters of credit (L/C).

### **2. Understanding two forms.**

#### **● 产地证明书 (Certificate of Origin)**

它是一种证明货物原产地或制造地的证件, 主要用途是提供给进口国海关作为凭证来确定货物的生产国别, 从而核定进口货物应征收的税率。有的国家限制从某些国家或



地区进口货物，也要求以产地证明书来证明货物的来源。产地证明书一般由出口地公证行或工商团体签发。在我国，它由进出口商品检验局或中国国际贸易促进委员会签发。

**Certificate of Origin 原产地证明**

1. Exporter		Certificate No.  <b>CERTIFICATE OF ORIGIN OF THE PEOPLE'S REPUBLIC OF CHINA</b>		
2. Consignee				
3. Means of transport and route				
4. Country/region of destination		5. For certifying authority use only		
6. Marks and numbers	7. Number and kind of packages; description of goods			
11. Declaration by the exporter The undersigned hereby declares that the above details and statements are correct, that all the goods were produced in China and that they comply with the Rules of Origin of the People's Republic of China			12. Certification It is hereby certified that the declaration by the exporter is correct	
Place and date. Signature and stamp of authorized signatory			Place and date. Signature and stamp of certifying authority	

● 普惠制单据 (Generalized System of Preferences, G. S. P.)

普惠制是工业发达国家对来自发展中国家的某些产品，特别是工业制成品和半制成品给予的一种普遍的关税减免优惠制度。目前，已有日本、加拿大、澳大利亚、新西兰和欧共体成员国等 19 个国家给予我国普惠制待遇，向这些国家出口货物，须提供普惠制单据，作为进口国海关减免关税的依据。