

国际商务单证英语

应用语言系 09商务英语专业
授课教师：潘冬梅

Shipping Advice & Instruction\ Beneficiary's Certificate (装船通知和装船须知\受益人证明)



- ❖ **1.Learning Objective** (学习目标)
- ❖ **2.Operating Tasks**(操作任务)
- ❖ **3.Operating Sample** (操作示范)
- ❖ **4. Basic Knowledge** (基础知识)
- ❖ **5. Practical Training** (项目实训)

1. Learning Objective (学习目标)



- ❖ Skill Objective(技能目标): To fill out **Shipping Advice & Instruction\ Beneficiary's Certificate** correctly and skillfully according to the letter of credit. (根据信用证准确熟练地填制装船通知和装船须知\受益人证明)
- ❖ Knowledge Objective(知识目标): To know about the meaning , main contents , way to make out of them, relative clauses in the L/C , and etc.(通过本项目的教学, 使学生理解装船通知和装船须知\受益人证明的定义, 主要内容, 填制方法, 信用证中相关条款等)

2. Operating Tasks(操作任务)



- ❖ Wangtao is the salesman of CHINA ELECTRONICS ZHEJIANG COMPANY. He prepares to make out all documents under L/C before the period of presentation stipulated in L/C. Now you are Wangtao and are required to do Please make out one of documents--- the **shipping advice/Beneficiary's certificate** for him according to the following L/C, the date is DEC. 1ST, 2012 .(王涛是中国电子进出口公司浙江分公司外贸业务员，他准备在信用证交单期之前制作好信用证项下所有附属单据。请代表王涛根据以下信用证制作装船通知和受益人证明。提单出单日期为2012年12月1日) L/C资料

3. Operating Sample (操作示范)



In this L/C, the seller was required to provide the shipping advice (装船通知) and beneficiary's certificate(受益人证明).

其他单据是根据信用证条款规定而提供的。为保证安全收汇，这些单据必须根据信用证的规定制定，以达到单证相符的要求。这些单据，有的是出口商自己制作的，有的是外单位出具的，出口商要分别向出单据单位提出要求，并进行复核，自己制作的，应审慎根据来证规定办理，不得疏漏遗缺。



装运通知是出口企业(出口商)在订妥舱位或货物装船后,发给进口商(方)的电报通知,告知装船日期或货物已装船的书面文件,其目的是让进口商了解货物已经装船发运,可准备付款接货了。

如果使用买方自行保险的贸易术语如**CFR**、**FOB**等条件下成交的合同,进口商需自行办理货物保险,可凭装运通知及时办理货物保险。

故装船通知书应在装船后立即发出,以便进口商办理投保手续。



装船通知也可使买方了解货物装运情况、准备接货或筹措资金。买方为了避免因疏忽未及时通知，所以在信用证中明确规定，卖方必须按时发出装船通知，并规定通知的内容，而且在议付时必须提供该装船通知的副本，与其他单据一起向银行议付。因而装船通知也是提交银行结汇的单据之一，但是装船通知书并无统一格式，其内容一定要符合信用证的规定。在进口预约保险的情况下，装船通知是保险公司对该批货物承担保险责任的凭证，有时进口商要求出口商直接将装船通知发给其指定的保险公司。装船通知（SHIPPING ADVICE）

装船通知的内容



主要包括：转运港、目的港、装船的具体日期、装载船名、航次、以及预计开航日期和预计到达日期等。

装船通知的主要内容

- (1) 收件人名称和地址；
- (2) 合同号或信用证号；
- (3) 货名；
- (4) 数量；
- (5) 金额；
- (6) 船名；
- (7) 开航日期；
- (8) 提单号码；
- (9) 发电日期等。

信用证中有关受益人证明和装船通知 条款举例



- (1) A certificate from the beneficiary stating that they have advised the applicant by telex, the Date of shipment , number of packages , name of commodity , total net and gross weight , name of vessel and number of voyage within 2 days after shipment effected. 受益人证明书, 证明他们已经在开航前二天用电传通知开证人有关装运日期、箱数、货物名称, 总毛、净重、船名和航班号。
- (2) Original fax from beneficiary to our applicant evidencing B/L number, name of ship , shipment date, quantity and value of goods. 正本受益人发给开证人传真, 证明提单号码、船名、开航日期、数量和货物价值。



(3) Insurance effected in Iran by Iran insurance company ,the name of insurance company and the policy number xxx dd.--- have to be mentioned on B/L shipment advice to be made to said insurance company via telex no. xxx indicating policy number and details of shipment, a copy of which is to be accompanied by the original documents. 保险由伊朗保险公司承保，装船通知必须有上述保险公司及保单号码、装运细节，一张副本必须和其他正本单据附在一起。



- (4) Beneficiary's certificate certifying that shipment advise and abovementioned documents have been faxed to applicant for insurance purpose before shipment, fax copy with transmission report is required. 受益人证明书，证实装运通知已经将上述单据在装船前传真给开证人了。须提交一份传真副本及传真件。
- (5) Beneficiary must cable advise the applicant for the particulars before shipment effected and a copy of such advice should be presented for negotiation. 受益人必须在装运前电报通知开证人装运细节，一份这样的电通知副本须提示议付。

SHIPPING ADVISE



No

Date:

- ❖ From:
- ❖ To:
- ❖ WE ARE GLAD TO INFORM YOU THE CONTAINER OF S/C NO: XXX HAS BEEN LOADED. THE DETAILS ARE AS FOLLOWS:
- ❖ SHIPPING LINE:
- ❖ BILL OF LADING NO:
- ❖ BILL OF LADING DATE:
- ❖ NAME OF VESSEL:
- ❖ CONTAINER NO:
- ❖ SEAL NO.:
- ❖ GROSS WEIGHT AND NET WEIGHT:
- ❖ NUMBER OF PACKAGES:
- ❖ ETA:
- ❖ HOPE EVERYTHING IS CLEAR
- ❖ BEST REGARDS
- ❖

XXX COMPANY
(SIGNATURE)

❖
❖ 中国电子进出口浙江分公司
❖ CHINA ELECTRONICS ZHEJIANG COMPANY.
❖ 408 WENSAN ROAD, HANGZHOU, CHINA
❖ SHIPPING ADVICE



❖ Date: DEC. 1ST, 2012

- ❖ FROM: CHINA ELECTRONICS ZHEJIANG COMPANY.
- ❖ TO: NEW YORK TRADING CO., LTD.
- ❖ WE ARE GLAD TO INFORM YOU THAT THE CONTAINER OF S/C NO: AC4789 HAS BEEN LOADED. THE DETAILS ARE AS FOLLOWS:
- ❖ SHIPPING LINE: CHINA MARINE SHIPPING AGENCY, SHANGHAI LTD.
- ❖ BILL OF LADING NO: APL168
- ❖ BILL OF LADING DATE: NOV. 30TH , 2012
- ❖ NAME OF VESSEL: MARIA V.275
- ❖ CONTAINER NO: APLU12346
- ❖ SEAL NO.: 7658
- ❖ GROSS WEIGHT AND NET WEIGHT: 10,000KGS/9,000KGS
- ❖ NUMBER OF PACKAGES: 1000 WOODEN CASES
- ❖ ETA: DEC.25TH, 2012
- ❖ HOPE EVERYTHING IS CLEAR
- ❖ BEST REGARDS
- ❖

(SIGNATURE)



❖ 中国电子进出口浙江分公司
❖ CHINA ELECTRONICS ZHEJIANG COMPANY
❖ 408 WENSAN ROAD, HANGZHOU, CHINA
❖ **BENEFICIARY'S CERTIFICATE**

❖ DEC. 1ST, 2012

❖ To whom it may concern,

❖ Dear Sirs,

❖ Re: L/C No. 1349/86283/VR/05 INV. No. 20MSF43

❖ This is to certify that one complete set of non-negotiable shipping documents have been sent directly to applicant by express airmail within 2 days after shipment.



❖ CHINA ELECTRONICS ZHEJIANG COMPANY

❖ (Signature)

4. Basic Knowledge (基础知识)

Contents

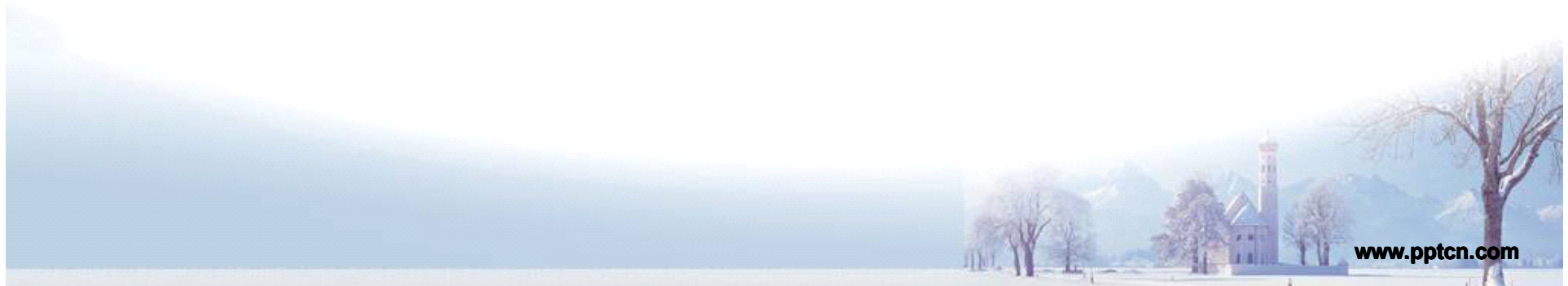


1

Section one Shipping Advice & Shipping Instruction

2

Section two Beneficiary's Certificate



Section one Shipping Advice & Shipping Instruction



Q1: What is shipping advice ?

Q2: What are the main contents of shipping advice ?

Q3: What are the main types of shipping advice ?

Q4: What is Shipping Instruction?

Q5: What are Relative clauses in the L/C?



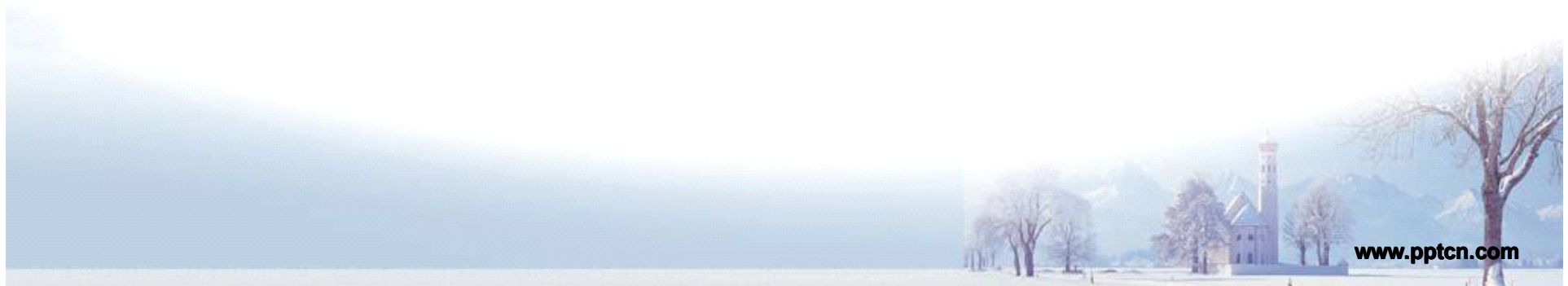
Section Two Beneficiary's Certificate



Q6: What is beneficiary's certificate?

Q7: What are the main contents of beneficiary's certificate?

Q8: What are Relative clauses in the L/C?



Other Kinds of Certificate



In this chapter, you will learn:

Section 1 Shipping Advice & Instruction 装船通知和装船须知

Shipping Advice 装船通知:

The meaning of Shipping Advice 装船通知定义

The main contents of Shipping Advice 装船通知的主要内容(The way to make out of it 装船通知填制方法)

The types of Shipping Advice 装船通知的类型

Specimen 样本



Shipping Instruction 装船须知:

The meaning of Shipping Instruction 装船须知定义

Specimen 样本

Relative clauses in the L/C and Specimen

信用证中相关条款和样本

Section 2 Beneficiary's Certificate

受益人证明



The meaning of Beneficiary's Certificate 受益人证明
定义

The main contents of Beneficiary's Certificate 受益人
证明的主要内容(The way to make out of it 受益人证
明填制方法)

Relative clauses about beneficiary's certificate in the
L/C 信用证中关于受益人证明相关条款

Specimen 样本



❖ In this chapter we will have some knowledge about other kinds of certificate, such as **shipping advice**, **beneficiary's certificate** and so on. We will learn the concept, the essentials and the format of shipping advice and beneficiary's certificate, the classification of shipping advice, certified copy of cable/telex/fax shipping advice to be presented as negotiable document.

Q1: What is shipping advice ?



- ❖ The shipping advice is a notice to the importer on summary of the shipment.
- ❖ Under FOB or CFR terms, the seller (or exporter) usually sends a notice to the buyers immediately after the goods are loaded on board the ship enabling the buyer to cover insurance.
- ❖ Under the CIF terms, the seller is required to give the buyer sufficient notice that the goods have been delivered on board the vessel enabling the buyer to get prepared to take delivery of the goods.

Q2: What are the main contents of shipping advice ?



- ◆ Reference numbers:
 - ❖ the contract number (S/C No. ...)
 - ❖ the order number (Order No. ...)
 - ❖ the L/C number (L/C No. ...)
 - ❖ the invoice number (INV No. ...)
 - ❖ the bill of lading number (B/L No. ...)
 - ❖ the open policy number (Cover note No. ...)

◆ Names:



- ❖ the name of commodity
- ❖ the name of vessel
- ❖ the name of port of loading
- ❖ the name of port of destination
- ❖ the name of port of transshipment

◆ Dates:



- ❖ the date of the bill of lading (the date of B/L)
- ❖ the sailing date
- ❖ the estimated time of departure (ETD)
- ❖ the estimated time of arrival (ETA)

◆ Quantity:



- ❖ quantity of goods
- ❖ number of packages



A shipping advice generally includes the following:



- ❖ The contract number,
- ❖ the L/C number,
- ❖ the name of the commodity,
- ❖ the quantity loaded,
- ❖ the invoice value,
- ❖ the name of vessel,
- ❖ the port of loading,
- ❖ the date of the bill of lading,
- ❖ the date of departure
- ❖ the estimated time of arrival at the port of destination plus your thanks and best regards.



- ❖ If the shipping advice relates to insurance, the name of the insurance company or insurance agent and the open policy number should be included.
- ❖ All the above should be written according to the stipulations in the relative L/C.

Q3: What are the main types of shipping advice ?



- ◆ mail shipping advice
- ❖ As mentioned above, it is a notice sent to the importer by mail advising the information of the shipment.



◆ Fax shipping advice



- ❖ The fax shipping advice is an advance sent by facsimile (fax) to the importer on summary of the shipment. It varies slightly from the mail shipping advice.
- ❖ In practice, a fax shipping advice is often sent to the importer even if the L/C does not specifically call for such advice.

◆ Telex shipping advice



- ❖ The purpose and content of a telex shipping advice is similar to a fax shipping advice, except it is sent by telex. The telex is no longer in use in use in most countries. In case a letter of credit calls for a telex shipping advice and the exporter does not own a teletype machine, he/she must immediately inform the importer to amend the L/C.

Specimen



Shipping Advice

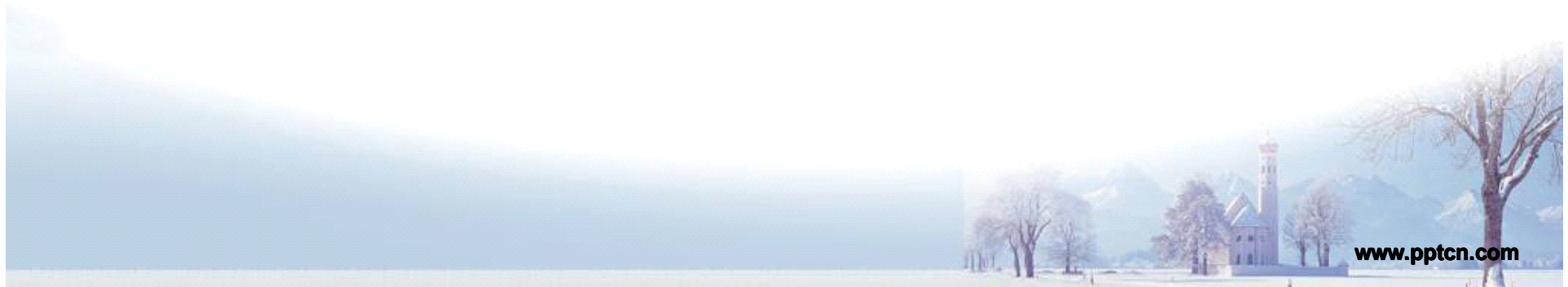
- ❖ Dear Sirs,
- ❖ Re: Your Order No.2314
- ❖ We are pleased to advise that the goods under your **L/C No. LD060301** has been shipped on board with the following details:
 - ❖ Commodity: Desk Lamps
 - ❖ Quantity: 1530 sets
 - ❖ Package: 306 cartons
 - ❖ Gross Weight: 5368.00 kg s
 - ❖ Vessel Name: CHANGTAI
 - ❖ Voyage No. : VS. 036W
 - ❖ ETD: OCT. 15,2005
 - ❖ ETA: OTC. 30,2005
 - ❖ B/L No. :SIN0586723
 - ❖ Container No. : TPUC5002109
- ❖ We shall send you one set of non-negotiable documents as stipulated in the L/C once they are ready.

- ❖ Best regards,
- ❖ ABC Co.
- ❖ Luo Jun

Q4: What is Shipping Instruction?



- ❖ Before shipment, the buyer generally send their shipping requirements to the seller, informing him in writing of the packing and mark, mode of transportation, etc. which is known as the shipping instruction.



Specimen



❖ Shipping Instruction

❖ Dear Sirs,

❖ With reference to our Order No. 567 for two machine tools, we are glad to inform you that a letter of credit in your favor has been opened yesterday. We have booked shipping space on M.V. "Good Luck" which is due to sail from London to Xingang, Tianjin around the end of next month. Please get the goods ready for shipment at an early date and try your utmost to ship them by that vessel without delay.

❖ We would like to remind you that the goods must be packed in special crates with reinforced bottom. Meanwhile, please see to it that the shipping marks indicated in our order and the gross and net weights are to be stenciled on each crate.

❖ We trust that the above instructions are clear to you and that shipment will give our users entire satisfaction.

❖ Yours faithfully

❖ Signature _____

Q5: What are Relative clauses in the L/C?



- ❖ Beneficiary's certified copy of cable/telex dispatched to applicant within 48 hours after shipment advising L/C No. , B/L No. name of vessel/flight number, shipping date, quantity, weight and value of the shipment.
- ❖ Insurance covered by buyer, shipping advice must be sent to Commercial Insurance Co. Ltd, P.O. Box No.362, Karachi, and to the opener by fax immediately after shipment, referring to their Cover Note No.1234/06/KB.



- ❖ Certified copy of beneficiary's fax to applicant dated within 7 days after shipment advising the name and sailing date of carrying vessel and marine bill of lading No.
- ❖ shipment advice showing the name of the carrying vessel, date of shipment, marks, amount and the number of this Documentary Credit must be sent by registered airmail to the applicant. The relative postal registration receipt and a copy of the shipping advice must be attached to the documents.

Section Two Beneficiary's Certificate



Q6: What is beneficiary's certificate?

The beneficiary's certificate, sometimes referred to as the certificate of assurance, is a certification issued by the beneficiary of the letter of credit showing, unless wording is specified in the L/C, the summary of a consignment and declaring (i.e., assuring the consignee) that the shipment in question conforms to the specifications in the sales contract.

Q7: What are the main contents of beneficiary's certificate?



- ◆ The name and address of the beneficiary's (the exporter)

- ◆ The name of the certificate

The name of the certificate can be expressed as beneficiary's certificate/beneficiary's statement/beneficiary's declaration.

- ◆ Numbers

The covering L/C No. and Invoice No. are usually indicated in the beneficiary's certificate.



◆ Date

It is the date on which the beneficiary issued the certificate. It should not be later than the date stipulated in the covering L/C. It can be the same as the date of B/L.

◆ Details to be certified

Details to be certified should be in conformity with the stipulations in the covering L/C.

◆ Signature

It is common to type the name of the company or firm. Then the beneficiary signs his name below it.

Q8: What are Relative clauses in the L/C?



- ◆ Beneficiary's certificate certifying that full set of non-negotiable copies of documents to be sent to applicant immediately after shipment.
- ◆ Beneficiary's statement indicates that cable copy of shipping advice dispatched to the accountee immediately after shipment.
- ◆ Beneficiary's declaration stating that one complete set of non-negotiable shipping documents sent directly to the opener by express airmail within 2 days after shipment.



- ◆ Beneficiary's certificate certifying that each export package to be marked with "MADE IN CHINA".
- ◆ Beneficiary's certificate certifying that non-negotiable documents have been sent to applicant by DHL.
- ◆ One copy of invoice and packing list to be sent directly to applicant within 48 hours after shipment, and beneficiary's certificate to be effected is required.



- ◆ One full set of non-negotiable documents should be sent to the buyer by registered airmail and certificate to this effect together with the relative postal receipt should be accompanied with the documents.
- ◆ Beneficiary's certificate stating that certificate of manufacturing process and of the ingredients issued by Guangdong Trading Co. should be sent to Belgium Imp. & Exp. Co. LTD.



- ◆ A certificate issued by shipping company stating that the carrying vessel is not more than 20 years old.
- ◆ A certificate issued by shipping company stating that the shipment has not been made on Israeli ships nor on ships calling at Israeli ports.

Specimen



SHANTOU HONGYUAN IMPORT & EXPORT COMPANY
38 JINSHA ROAD SHANYOU GUANGDONG CHINA

BENEFICIARY'S CERTIFICATE

Oct. 12, 2005

To whom it may concern,

Dear Sirs,

Re: L/C No. SHY76891 INV. No. 05-0201

This is to certify that one complete set of non-negotiable shipping documents have been sent directly to applicant by express airmail within 2 days after shipment.

SHANYOU HONGYUAN IMPORT & EXPORT COMPANY
(Signature)



Thank You !

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