



# Exporting 101:

## Essentials for Beginning Exporters

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# Basic Documents

- Commercial invoice
  - Diversion Clause
    - These Commodities, Technology or Software were exported from the United States In Accordance with the Export Administration Regulations Diversion Contrary to US Law prohibited
- Packing List
- Electronic Exporters Information (E.E. I.)
  - Power Of Attorney

# Export Compliance

- **You are responsible to ensure you know who you are selling to**
- **Lists To Check**
- The following lists may be relevant to your export or reexport transaction. For your convenience, the agencies responsible for these lists have consolidated these lists into one downloadable file. To access the consolidated list, go to [www.Export.gov](http://www.Export.gov).
- **Denied Persons List**  
A list of individuals and entities that have been denied export privileges. Any dealings with a party on this list that would violate the terms of its denial order is prohibited.
- **Unverified List**  
A list of parties where BIS has been unable to verify the end-user in prior transactions. The presence of a party on this list in a transaction is a “Red Flag” that should be resolved before proceeding with the transaction.
- **Entity List**  
A list of parties whose presence in a transaction can trigger a license requirement under the Export Administration Regulations. The list specifies the license requirements that apply to each listed party. These license requirements are in addition to any license requirements imposed on the transaction by other provisions of the Export Administration Regulations.
- **Specially Designated Nationals List**  
A list compiled by the Treasury Department, Office of Foreign Assets Control (OFAC). OFAC’s regulations may prohibit a transaction if a party on this list is involved. In addition, the Export Administration Regulations require a license for exports or reexports to any party in any entry on this list that contains any of the suffixes “SDGT”, “SDT”, “FTO”, “IRAQ2” or “NPWMD”.
- **Debarred List**  
A list compiled by the State Department of parties who are barred by §127.7 of the International Traffic in Arms Regulations (ITAR) (22 CFR §127.7) from participating directly or indirectly in the export of defense articles, including technical data or in the furnishing of defense services for which a license or approval is required by the ITAR.
- **Nonproliferation Sanctions**  
Several lists compiled by the State Department of parties that have been sanctioned under various statutes. The Federal Register notice imposing sanctions on a party states the sanctions that apply to that party. Some of these sanctioned parties are subject to BIS’s license application denial policy described in §744.19 of the EAR (15 CFR §744.19).
- **Web Site for these Lists**
  - <http://www.bis.doc.gov/complianceandenforcement/liststocheck.htm>

# Terms Of Sale-Incoterms

- Contract between Parties
  - Sets Responsibilities for Charges
  - Sets Title Transfer
  - EXW, FCA-FOB, CFR, CIF, DDU, DDP
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- [www.iccbbooks.com](http://www.iccbbooks.com)
  - Publication 715E

# Questions???

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