

"The Incoterms<sup>®</sup> rules describe mainly the tasks, costs and risks involved in the delivery of goods from sellers to buyers. They specify the obligations of both parties."

## DOCUMENTS & STRUCTURE

### DOCUMENTS FOR BUYER'S/SELLER'S ACCOUNT

INCOTERMS <sup>®</sup> 2020	EXW	FCA	CPT	CIP	DAP	DDP	FAS	FOB	CFR	CIF
Export invoice	S	S	S	S	S	S	S	S	S	S
Packing list	(S)	(S)	(S)	(S)	(S)	(S)	(S)	(S)	(S)	(S)
Export documentation (declaration, license, ...)	B	S	S	S	S	S	S	S	S	S
Proof of delivery (dock receipt, Forwarding Agent Certificate of Receipt (FCR), mate's receipt)	B	S	-	-	-	-	S	S	-	-
Transport document	(B)	B/S	S	S	S	S	B/S	B/S	S	S
Insurance policy	(B)	(B)	(B)	S	(S)	(S)	(B)	(B)	(B)	S
Transit documents	(B)	B	B	B	S	S	B	B	B	B
Pre-shipment inspection certificate	B	B	B	B	B	S	B	B	B	B
Import licence	B	B	B	B	B	S	B	B	B	B
Certificate of origin	(B)	(B)	(B)	(B)	(B)	(S)	(B)	(B)	(B)	(B)
Import documents (import/customs invoice, certificates,...)	B	B	B	B	B	S	B	B	B	B

S = documents for Seller's account  
 B = documents for Buyer's account  
 (S/B) = not explicitly settled in the Incoterms<sup>®</sup> 2020 Rules

### STRUCTURE OF THE INCOTERMS<sup>®</sup> 2020

A. The seller's obligations	B. The buyer's obligations
A1 General obligations	B1 General obligations
A2 Delivery	B2 Taking delivery
A3 Transfer of risks	B3 Transfer of risks
A4 Carriage	B4 Carriage
A5 Insurance	B5 Insurance
A6 Delivery/transport document	B6 Delivery/transport document
A7 Export/import clearance	B7 Export/import clearance
A8 Checking/packaging/markings	B8 Checking/packaging/markings
A9 Allocation of costs	B9 Allocation of costs
A10 Notices	B10 Notices



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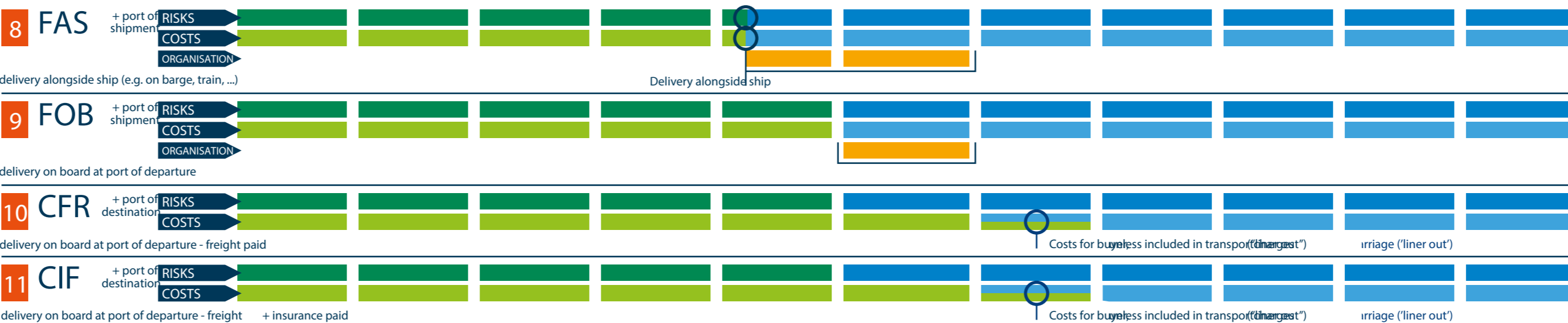
### DESCRIPTION

- █ risks seller
- █ costs seller
- █ risks buyer
- █ costs buyer
- █ organisation by seller for account and risk of buyer (= freight collect) if customary or by buyer's request

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## SCHEMATIC OVERVIEW

### ICC rules for the use of domestic and international trade terms

#### CLASSIFICATION OF THE 11 INCOTERMS<sup>®</sup> 2020 RULES

#### RULES FOR ANY MODE OR MODES OF TRANSPORT

- EXW** (insert named place of delivery)  
EX WORKS
- FCA** (insert named place of delivery)  
FREE CARRIER + OPTION FOR ON-BOARD BILL OF LADING
- CPT** (insert named place of destination)  
CARRIAGE PAID TO
- CIP** (insert named place of destination)  
CARRIAGE AND INSURANCE PAID TO
- DAP** (insert named place of destination)  
DELIVERED AT PLACE
- DPU** (insert named place of destination)  
DELIVERED AT PLACE UNLOADED
- DDP** (insert named place of destination)  
DELIVERED DUTY PAID

#### RULES FOR SEA AND INLAND WATERWAY TRANSPORT

- FAS** (insert named port of shipment)  
FREE ALONGSIDE SHIP
- FOB** (insert named port of shipment)  
FREE ON BOARD
- CFR** (insert named port of destination)  
COST AND FREIGHT
- CIF** (insert named port of destination)  
COST INSURANCE AND FREIGHT

Example: "FCA Port+ NV, Brouwersvliet 33, Antwerp, Incoterms<sup>®</sup> 2020"

This schematic overview is only an educational tool and is available in other languages.  
 For practical cases consult the official ICC publications:  
 Incoterms<sup>®</sup> 2020 Rules (No. 723E, ISBN: 978-92-842-0510-3),  
 to be purchased at ICC Belgium: [www.iccwbo.be](http://www.iccwbo.be)



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