



Exporting Roles and Responsibilities

Role of the Freight Forwarder

The freight forwarder assists in not only moving your goods from point a to point b. They should be in contact with the seller to verify when and where the goods will be available. Depending on the incoterm, they may assist in coordinating the pick-up of goods from your facility. They will then book the goods for transport via air/sea/ground and communicate those details to whoever is paying for the freight. Depending on the incoterm, they will transport those goods to either a US port/airport, foreign port/airport, clear goods through foreign customs and/or deliver to the final destination in another country. All of these services depend on using the correct incoterm and conveying what you what accomplished to the forwarder.

In many cases you can also contract with them to handle any pre-shipment inspections, legalization of documents or any other export clearance requirements prior to shipment. Generally speaking, they may not offer these services unless you ask for them. In addition they *may* also file electronically the EEI – Electronic Export Information (formally called the SED- Shippers Export Declaration) on your behalf.

What they will not be responsible for: Verifying the quality of the goods themselves. Determining what the incoterms for the shipment are, deciding which mode to ship via air/sea/ground without input from whoever is paying for the freight. Determining if an export license is required or creating a commercial invoice, packing list, or EEI/SED. Nor are they responsible for verifying the accuracy of the information on an EEI/SED or commercial invoice that is supplied to them.

Role of the Exporter of Record / (USPPI) U.S. Principal Party of Interest

It is the responsibility of the USPPI and their customer to determine what the incoterms of the shipment are, depending on those terms contract with a freight forwarder to ship the goods to either a US location, foreign port/airport, or deliver the goods to their final destination. They must be aware of and responsible for the Schedule B classification and/or the Export Control Classification Number (ECCN#) being used on their paperwork and/or by the forwarder on their behalf. They take on all responsibilities with US Customs, Bureau of Industry and Security (BIS) and US Department of State as well as any other US agency to verify that their goods can be exported either with or without an export license. According to the Export Administration Regulations (EAR) They must have answers to all five of these questions prior to export: 1) What are they exporting 2) What is the final destination of the goods 3) Who is the end user of the goods 4) What is the end use of the goods 5) What else does your customer do?

The Exporter takes on the responsibility to ensure that the goods will not be shipped to a restricted country, individual or company on any of the US denial lists (www.bis.doc.gov) They must be a valid US corporation with a valid Tax ID or EIN number (there are exceptions for non-resident exporters). They take full responsibility for the accuracy of the description of the goods on the invoice, that the quantity shipped is accurate and true and that the classification used is the most accurate. They must verify the country of origin of the goods. They are also responsible for all recordkeeping items as described in the Export Administration Regulations (EAR -Part 762 / 772).

What they are not responsible for: Depending on the incoterms used, they may not be responsible for certain aspects of freight charges, foreign customs clearance or delivery of the goods.

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