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东莞玩具进出口有限公司毛绒玩具出口 单证业务方案设计（CIF术语/托收结算）

1 业务背景

东莞玩具进出口有限公司是一家专业从事毛绒玩具生产和销售的公司，总部位于中国东莞市，拥有先进的生产设备和技术团队。主要经营范围是国内外进出口贸易，其产品主要是毛绒玩具、儿童模型、生活用品、瓷器。该公司生产的毛绒玩具在国内外市场上享有很高的知名度和美誉度，具有较强的竞争力。考虑到公司产品的市场需求和竞争优势，海外市场对毛绒玩具的需求量大，消费者对高品质、安全可靠的毛绒玩具有较高的需求，适合东莞玩具进出口有限公司的产品特点。该企业通过自身的采购团队和供应链管理，从海外采购优质的玩具产品，并通过合规的报关、清关等流程进行进口。而且目前在中国政府鼓励出口贸易，提供了一系列出口政策和支持措施，为企业拓展海外市场提供了良好的政策环境和政策支持。并拥有丰富的经验和实力，致力于打造国际知名的玩具品牌，并为客户提供优质的产品和服务。

横滨玩具株式会社是一家总部位于日本横滨市的进出口企业，主要从事毛绒玩具进出口业务的公司，主要经营范围包括玩具产品的进口、出口、贸易及相关服务。贵公司经营的玩具产品涵盖了毛绒玩具、儿童玩具、模型玩具、益智玩具等多个品类，覆盖了国内外市场。产品主要销往国际市场，包括但不限于亚洲、欧洲、北美等地区。还与海外的零售商、批发商、代理商等建立了稳定的合作关系，拓展了产品的销售渠道。该公司在玩具进出口领域不断提升产品质量和服务水平，加强国际市场拓展，提升企业竞争力。

东莞玩具进出口有限公司计划将其毛绒玩具小熊进行出口，拓展海外市场，提升品牌影响力，增加销售额和利润。而横滨玩具株式会社目前由于市场问题急需一大批毛绒玩具，并通过合同约定的运输方式为海上运输进行产品的出口。对此，针对这一业务背景，制定了毛绒玩具商品出口单证业务方案，以确保出口业务的顺利进行和合规操作。

2 签订合同

2.1 合同磋商

以下是东莞玩具进出口有限公司与横滨玩具株式会社签订合同的磋商和签订过程：

（1）横滨玩具株式会社的询价如下：

25 DEC. , 2023

Dongguan toy import and export co. Ltd.5-307,
north changan Rd shengzhen companys citys
china210046

Dear LiuMing:

We understand from your information posted on WWW.1688.co mand note with pleasure the item of your market just are what we production We highly hope to establish business relations with your esteemed company on the basis of mutual benefit in an earlier date.We look forward to receiving y our enquiry soon.

Yours faithfully

SHU

Yokohama Toys Co., Ltd.

COMPANYJIANGDONG DISTRICT,

Yoko hama,Japan

（2）我司回复横滨玩具株式会社的询价如下：

25 DEC. , 2023

Yokohama Toys Co., Ltd.COMPANYJIANGDONG DISTRICT, Yoko
hama, Japan

Dear Shu:

First of all, thank you for your attention and trust. We are a state-owned

company specializing in the export of stuffed toys. This time, we take this opportunity to contact you and hope to establish a friendly business relationship. We can accept orders according to customer requirements and provide you with the products that best meet your requirements. If you need, we can also customize various patterns, specifications and packaging requirements according to customer requirements.

In order to better show our products to customers, we mail our latest catalogue to you separately, please refer to. If you are interested in our products, please let us know now, We will get back to you immediately and send you our price list and samples.

2.2合同签订

①缔约方案：东莞玩具进出口有限公司准备了一份合同草案，包括合同条款、产品规格、价格、交货期等内容，并发送给横滨玩具株式会社审阅。

②合同细节讨论：双方进行了多次合同细节的讨论和修改，rs with a lot 确保双方利益得到充分保障，同时符合法律法规的要求。

③签订正式合同：经过双方协商一致，达成最终合同内容，并由双方代表在合同上签字盖章，确认合同的有效性。

合同如下：

COMMERCIAL CONTRACT**东莞玩具进出口有限公司**

Dongguan toy import and export co. Ltd

5-307, north changan Rd shengzhen companys citys .china210046

Telex:730604

Fax:86-25-85864127

TO :Yokohama Toys Co., Ltd

CONTRACT NO. :08GGZ027

50, SANCHES AVINIDA, MADRID SPAIN .

Fax:86-25-8583485

Telex:730699

Whereas, Party A and Party B, on the basis of equality and voluntariness, reach the following agreement regarding the following commodities:

1. **Mode of transportation** : FROM TIANJIN XINGANG To Yokohama JAPANESE BY SHIP
2. **Shipment date**:2024.January.01
3. **Freight**:To be borne by the exporter.
4. **The name or description of a commodity**:

MARKS & NOS.	DESCRIPTION OF GOODS	QUANTITY	UNIT PRICE	AMOUNT
	Push toys			
	Pure cotton accounts for 85%	2560	CIF USD	USD
M/N	The purchase of fluffy cotton is 50%	CARTONS	180	460800

5. Insurance:

- 1) he insurance shall be covered by Party A on CIF terms in accordance with international trade practice.
- 2) Insure against all risks and war risks.

6. Payment :

- 1) Terms of Payment : Telegraphic transfe
- 2) Payment term: after signing the contract, party b in 3 days 35% of payment as a deposit, the balance would be 7 days after shipment.

7. Delivery and acceptance:

- 1) Delivery time: Notify Party B 3 days prior to the date of shipment.
- 2) Place of delivery: TIANJIN XINGANG
- 3) Acceptance method: Acceptance according to the sample or quality standard. In case of any

quality problem, Party B shall notify Party A in writing within 7 days after receiving the goods; otherwise, the goods shall be deemed to have passed the inspection.

8. Liability for breach of contract

1) If Party A fails to deliver the goods on time, it shall pay to Party B 45 % of the total value of the goods as liquidated damages. If Party B fails to make the payment on time, Party A shall have the right to cancel the Contract and require Party B to pay 55 % of the unpaid amount as liquidated damages.

2) If the goods are damaged or lost in transit, the insurance company shall be responsible for compensation. If the loss is caused by other reasons, the responsible party shall bear the responsibility.

9. Applicable Law and dispute resolution

1) This Contract shall be governed by the laws of the People's Republic of China.

2) Any dispute arising from the execution of this Contract shall be settled through friendly negotiation. If no agreement can be reached through negotiation, either party shall have the right to file a lawsuit with the people's court at the place where the contract is signed.

10. Other Terms

1) This contract is made in duplicate, with each party holding one copy. This contract shall come into force upon being signed (or sealed) by both parties.

2) For matters not covered herein, both parties may negotiate and sign a supplementary agreement. The Supplementary Agreement shall have the same legal effect as this Contract.

3) Party A reserves the right to interpret this Contract.

First party

date : 2023.12.25

sign :

刘明



second party

date : 2023.12.25

sign :

Shu .

3 设计出口单证业务流程图

根据上述合同条款，设计出口单证业务流程图如下：

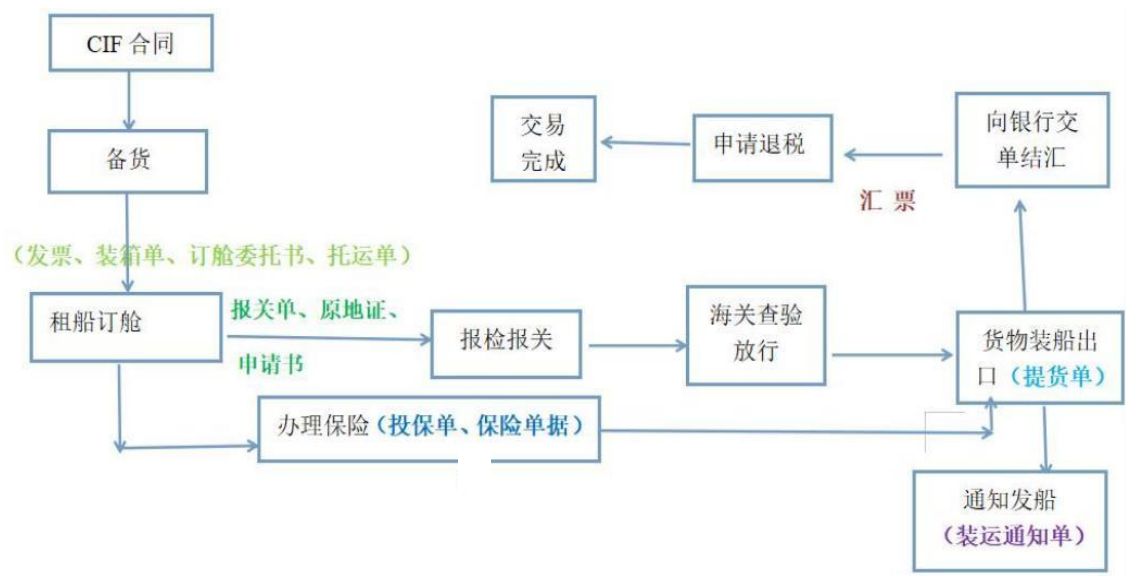


图1 出口单证业务流程图

4 制作出口单证

根据合同内容以及流程图，制作如下单据。

4.1 制作商业发票

在合同中，通常会详细列出商业发票必须包含的内容。这包括但不限于买卖双方的全名和地址、货物的详细描述、数量、单价、总价、装运和交货条款、付款方式等信息。它必须准确、清晰地反映交易的所有细节，并且需要符合进口国的法律规定和国际贸易惯例。发票上的货物描述应与合同和任何其他相关文件（如信用证）上的描述保持一致。

在制作商业发票时，确保发票上的所有信息都是准确和最新的。其次，清晰地列出所有货物的详细信息，包括品名、规格、数量、单价和总价。还需要注明装运日期、装运港口和目的港口。如果有任何特殊的付款条件或折扣，也应在发票上明确说明。发票应由卖方签署和盖章，以证明其真实性和有效性。

根据以上要求，结合 2023 年 12 月 25 日签订的合同条款，在 2023 年 12 月 28 日制作发票如下：

COMMERCIAL INVOICE				
东莞玩具进出口有限公司				
Dongguan toy import and export co. Ltd				
5-307, north changan Rd shengzhen companys citys china210046				
Telex:730604				
Fax:86-25-85864127				
TO:Yokohama Toys Co., Ltd			NO.: GGZ-08Y-18	
50,SANCHES AVINIDA, MADRID SPAIN			DATE: 2023.12.28	
FAX: 86-25-8583485				
TELEX: 730699			CONTRACT NO. :08GGZ027	
FROM TIANJIN XINGANG To Yokohama JAPANESE BY SHIP				
MARKS & NOS.	DESCRIPTION OF GOODS	QUANTITY	UNIT PRICE	AMOUNT
M/N	Plush toys Pure cotton accounts for 85% The purchase of fluffy cotton is 50%.	2560 CARTONS	CIF USD 180	USD 460800
TOTAL:				
SAY US DOLLARS ONE Four hundred and sixty thousand, eight hundred ONLY.				
THE BREAKDOWN OF AMOUNT AS FOLLOWS: CIF VALUE USD73449.58 . FREIGHT USD770 AND INSURANCE PREMIUM USD20.42				
				
东莞玩具进出口有限公司 Dongguan toy import and export co. Ltd				

4.2 制作装箱单

装箱单是在货物装运前制作的重要文件，它提供了货物的详细包装和装箱信息。合同中通常会明确规定装箱单必须包含的内容，例如每个包装单位的编号、货物描述、数量、毛重、净重和尺寸等。它必须提供每个包装单位的详细

信息，以确保收货人能够准确地识别和接收货物。装箱单还应符合进口国的法律规定和国际贸易惯例。

根据以上要求在 2023 年 12 月 28 日制作装箱单，具体如下：

装箱单 东莞玩具进出口有限公司 Dongguan toy import and export co. Ltd 5-307, north changan Rd shengzhen companys citys .china210046 Telex:730604 Fax:86-25-85864127 PACKING LIST					
TO :Yokohama Toys Co., Ltd 50, SANCHES AVINIDA, MADRID SPAIN . Fax:86-25-8583485 Telex:730699			 NO:GGZ-08Y-18 DATE:2023.12.28 CONTRACT NO:08GGZ027		
FROM TIANJIN XINGANG TO Yokohama JAPANESE BY SHIP MARKS&NOS:M/N					
DESCRIPTION P.O.NO.	QUANTITY	PACHAGES	GW	NW	MEAS
PLUSH TOYS 30050	2560cartons	2560cartons	18kgs	17kgs	120m³
TOTAL : 2560cartons 2560cartons 18kgs 17kgs 120m³					
PACKING: There are 6 cartons in each carton, and each plush toy is packed in a vacuum with 2560 cartons.Pack 2560 and cartons into four 20-foot containers 东莞玩具进出口有限公司 Dongguan toy import and export co. Ltd					

4.3 制作订舱委托书

订舱委托书是在确定装运日期和船期后制作的一份重要文件，它的目的是为了向船运公司预订舱位。合同中可能会明确规定订舱委托书必须包含的内容，如货物的详细信息、装运和交货条款以及船运公司的选择等。它必须明确、准

确地说明货物的装运需求和船运公司的选择，以确保货物能够按时、安全地运输到目的地。

在制作订舱委托书时，提供货物的详细描述和数量。注明装运日期和船运公司的选择。如果有任何特殊要求，如指定舱位、集装箱类型等，也应在订舱委托书中明确说明。订舱委托书应由卖方或其代理人签署，以证明其真实性和有效性。并结合合同条款及要求在 2023 年 12 月 29 日制作订舱委托书，具体如下：

订舱委托书

Shipper Dongguan toy import and export co. Ltd			D/R No. FL01456890		
Consignee Yokohama Toys Co., Ltd			青島諾揚航運公司		
Notify Party Yokohama Toys Co., Ltd					
Pre-carriage by		Place of receipt JAPANESE			
Ocean Vessel Voy No 橫濱號 005E		Port of loading TIANJIN XINGANG			
Port of Discharge Yokohama JAPANESE		Place of deliver Yokohama JAPANESE	Final Destination		
Container No. HSJT1987063	Seal No. 0128	No of containers or packages 2560 cartons	Description of goods PLUSH TOYS	G. W 46080kgs	Measurement 120m³
TOTAL NUMBER OF CONTAINERS OR PACKAGES (IN WORDS)			SAY TWO THOUSAND FIVE HUNDRED SIXTY CARTONS ONLY		
Freight&Charges	Revenue Tons	Rate	Per	Prepaid ☒	cc
1、提单是承运货物、安排运输和制作提单的依据，各项内容必须认真填写。 2、货物的各项资料：唛头、件数、货名、重量、尺码等必须填全。 3、运费与附加费栏，请认真填写金额，如有协议/合约，则加填协议/合约号，请勿空白。 4、运费预付、到付栏不填的，一律按预付处理；运费条款不填的，一律视作 CY-CY 条款；是否中转及中转港口栏必须填写清楚。 5、危险品货物，除填本单危险品一栏内容外，出运时还必须提供产品说明书，包装容器使用性能鉴定书。 6、因订舱单填写错误或资料不全引起的货物不能及时出运、运错目的地、提单制作错误，不能提单等而产生的一切责任、风险、纠纷、费用等概由托运人承担。			注意 事 项  刘翔		
可否转船: not allowed		可否分批: not allowed		订舱人:	
装期: Dec.30 2023		有效期: Dec.31 2023		承运委托人: 青島諾揚航運公司	
制单日期		Dec.29 2023			

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