

"The Incoterms® 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"

**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

**DOCUMENTS & STRUCTURE**

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

INCOTERMS® 2010	EXW	FCA	CPT	CIP	DAT	DAP	DDP	FAS	FOB	CFR	CIF
Export invoice	S	S	S	S	S	S	S	S	S	S	S
Packing list	(S)	(S)	(S)	(S)	(S)	(S)	(S)	(S)	(S)	(S)	(S)
Export documentation (declaration, license, ...)	B	S	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	S	B/S	B/S	S	S
Insurance policy	(B)	(B)	(B)	S	(S)	(S)	(S)	(B)	(B)	(B)	(B)
Transit documents	(B)	B	B	B	S	S	S	B	B	B	B
PSI-Certificate	B	B	B	B	B	B	S	B	B	B	B
Import licence	B	B	B	B	B	B	S	B	B	B	B
Certificate of origin	(B)	(B)	(B)	(B)	(B)	(B)	(S)	(B)	(B)	(B)	(B)
Import documents (import/consular/customs invoice, certificates,...)	B	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® Rules

**STRUCTURE OF THE INCOTERMS® 2010**

A. Seller's obligations	B. Buyer's obligations
1 General obligations of the seller	1 General obligations of the buyer
2 Licences, authorizations, security clearances and other formalities	2 Licences, authorizations, security clearances and other formalities
3 Contracts of carriage and insurance	3 Contracts of carriage and insurance
4 Delivery	4 Taking delivery
5 Transfer of risks	5 Transfer of risks
6 Division of costs	6 Division of costs
7 Notice to the buyer	7 Notice to the seller
8 Delivery document	8 Proof of delivery
9 Checking - packaging - marking	9 Inspection of goods
10 Assistance with information and related costs	10 Assistance with information and related costs

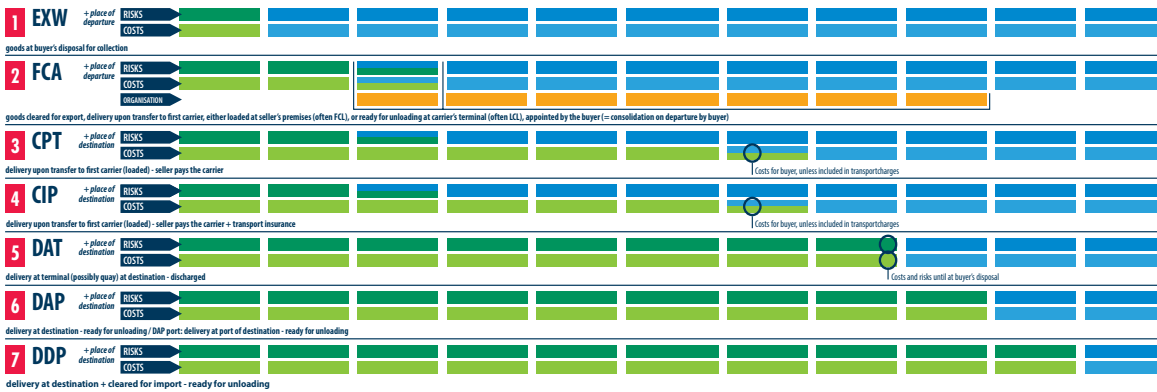
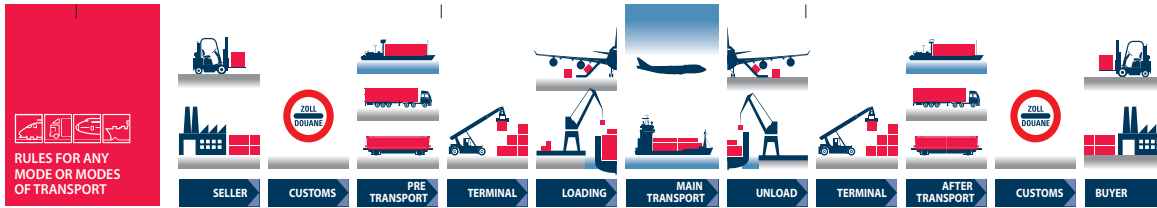
This schematic overview is only an instructive tool and is available in other languages.

For practical cases consult the official ICC publications or <http://incoterms.abh-ace.be/en/index.html>

To order, please contact:



+32 (0) 3 206 73 50  
marketing@portplus.be  
www.portplus.be



**SCHEMATIC OVERVIEW**

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

**CLASSIFICATION OF THE 11 INCOTERMS® 2010 RULES**

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

- 1 **EXW** (insert named place of delivery)  
EX WORKS
- 2 **FCA** (insert named place of delivery)  
FREE CARRIER
- 3 **CPT** (insert named place of destination)  
CARRIAGE PAID TO
- 4 **CIP** (insert named place of destination)  
CARRIAGE AND INSURANCE PAID TO
- 5 **DAT** (insert named terminal at port or place of destination)  
DELIVERED AT TERMINAL
- 6 **DAP** (insert named place of destination)  
DELIVERED AT PLACE
- 7 **DDP** (insert named place of destination)  
DELIVERED DUTY PAID

**RULES FOR SEA AND INLAND WATERWAY TRANSPORT**

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

Example: "FCA Port+ NV, Brouwersvliet 33, Antwerp, Incoterms® 2010"

ICC publications: - Incoterms® 2010 Rules (ICC Publication n° 715)  
- ICC Guide to Incoterms® 2010 (ICC Publication n° 720)  
- Incoterms® 2010 Q&A (Questions and expert ICC Guidance on the Incoterms® 2010 rules) (ICC Publication 744)