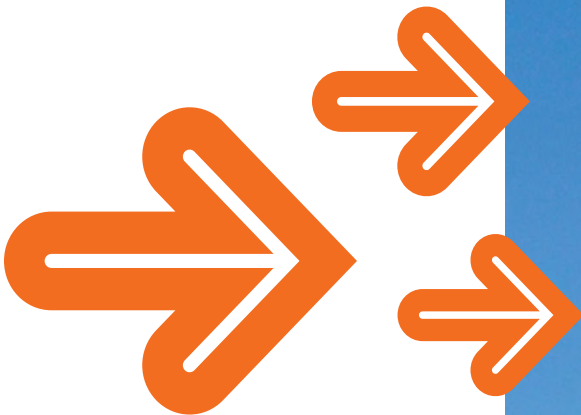


International Package Shipping Documents: Your Guide To Exporting

International package shipping can be challenging for many small-to-medium-sized businesses (SMBs). However, there is great profit to be made from exporting goods around the globe. That's why Worldwide Express helps companies bring their products into the global market and manage their documentation and international shipping logistics.



Does the idea of exporting your products around the world seem overwhelming? You aren't alone. Many SMBs forego international parcel shipping because of the logistics and complexities of delivering packages from one country to another — whether that is across the ocean or across the border into Canada and Mexico.

There certainly are stumbling blocks for shippers looking to enter the global market — the most common of which is international shipping documents. Rules and regulations vary across the world and shippers need to be aware of those differences to successfully implement an international shipping strategy.

In this guide, Worldwide Express — an industry-leading third-party logistics (3PL) provider that is part of the **largest non-retail authorized reseller of UPS® in the country** — demystifies international package shipping documentation. We also provide information on why it's imperative for your business to enter the international marketplace and stress the importance of finding an international shipping partner.



Why should you consider international parcel shipping?

As the world continues to become a smaller place due to sophisticated technologies and e-commerce platforms, there has never been a better time to join the global marketplace. In fact, your company's future may depend on it. According to the U.S. Chamber of Commerce¹:

4%

The United States makes up only 4% of the world's population. The other 96% live somewhere else.



8.5%

Small business exporters are 8.5% less likely to go out of business than non-exporters.



45%

More than 45% of American companies (aka – your competition) do business in 11 or more countries.



WORLDWIDE EXPRESS TIP

These statistics indicate a huge, untapped market for your products and services. In fact, it's likely your competition is already shipping globally. International shipping may be the determining factor in whether you stay in business and remain/become profitable.

Proper Documentation for International Parcel Shipping

As mentioned, international package shipping is slightly more complex than shipping domestically. Each country has its own rules and regulations. For that reason, documentation can be a challenge. An international package shipping expert like Worldwide Express can help you with documentation and get your products out the door and on their way to international destinations. Some of the most common (yet most confusing) documentation that we help international shippers with includes:



Commercial Invoice

Of all the international shipping documentation, the Commercial Invoice is often considered the most important. It's the primary document for importation and assessment of duties and taxes. Essentially, the commercial invoice indicates what is being shipped, who is shipping it and where it is going, among other important details. This document must include:

- Name, address and phone number of shipper and recipient
- Terms of sale (also known as incoterms — internationally recognized rules outlining the responsibilities of buyer and seller)
- Reason the shipment is being exported
- Complete description of shipment
- How the item will be used
- Harmonized codes (more on that below!)
- Where each item was manufactured
- Number of units, unit value and total value
- The total weight and number of packages
- Shipper's signature and date signed

HARMONIZED CODES

One of the required items for a commercial invoice is harmonized codes. This is a confusing yet important bit of information that is essential for your international shipment. Here's the rundown:

- The Harmonized System is an internationally recognized process for classifying products
- It is used by customs agencies around the globe to identify products for duties and taxes
- Products are assigned a six-digit code, although countries can add numbers to further classify
- The United States utilizes a 10-digit code which is known as a Schedule B Number
- There is a Schedule B Number for every product, from paper towels to cars and headphones
- A free Schedule B search tool² is available from the U.S. Census Bureau to help classify products

Certificate of Origin

This document declares the country or territory where a product was manufactured or processed along with the shipment's country of export and destination. Most customs agencies around the world will require this document when clearing shipments for importation. This helps them to determine whether the product is subject to additional taxes and duties, and whether they will be accepted at all due to a variety of political, environmental or variety of other factors. Certificate of Origin templates can be easily found online.

USMCA CERTIFICATE OF ORIGIN

The United States Mexico Canada Agreement (USMCA) is the modernized and updated equivalent of the North American Free Trade Agreement (NAFTA). The USMCA Certificate of Origin applies to goods that are transferred within North American countries and territories. There is no "official" USMCA certificate format or documentation, although handy templates can be found online. What's important to know is that shippers must provide nine data points that show products meet USMCA restrictions and guidelines. Those nine data points are:

- Certifier (exporter, importer or producer)
- Certifier details (name, title, address, phone number and email)
- Exporter details (if different than certifier)
- Producer details (who made it)
- Importer details (who will receive it)
- Harmonized code (code for classification)
- Origin criterion (information that confirms origin)
- Blanket period (duration of the certificate)
- Signature and date (presto!)

Other Important International Shipping Documents

Electronic Export Information

The Electronic Export Information (EEI) is necessary when a commodity is valued at more than \$2,500 or if a validated export license is required to export the product. This document is prepared by the exporter, while the carrier files it electronically with U.S. customs.

Air Waybill

The Air Waybill (yep, spelled correctly) is a legally binding document that a carrier will produce. It serves as a receipt of goods and contract to transport the shipment. This document includes all important information about the destination, carrier, the receiver and the goods themselves. It will also include an 11-digit reference number.

Shipping Labels

International shipping labels are much like domestic labels, but with some additional information. When shipping globally, you will need to include the shipper and recipient names, phone numbers and addresses. But you will also need to include a description, quantity, weight and value of commodities in the shipment. International shipping labels are easily available through most 3PLs or UPS.



How international shipping works (the short version!)

We get it. International shipping can seem daunting! But once you get past the documentation requirements, it's really not that different from domestic shipping. That's particularly true if you work with a 3PL that manages exporting for you. Here is how it works:



Reasons To Work with a 3PL for International Shipping Success

As you can tell, there is more involved with international shipping than simply dropping off the package at the UPS Store or drop box. The documentation can be confusing, and incorrect information and paperwork can lead to missed deadlines and rejected parcels.

Worldwide Express is here to help. With our decades of experience with international package shipping and our partnership with UPS, we help shippers navigate the documentation and other logistical tasks necessary to ship around the world.

How We Help



Assistance with documents including commercial invoice and certificate of origin



Help when packages are delayed in transit or when any problems arise



Support when there are tax or duty disputes that affect your bottom line



Dedicated account team available to manage your international shipping



Shipping experts collaborate with you to develop a global shipping strategy



Technology solutions that make international shipping easier for your company

Are you ready to export your products around the globe?

Worldwide Express can help you deliver around the globe and reach an international customer base. We help companies ship with UPS to more than 220 countries and territories worldwide in 1-3 business days with guaranteed delivery by 8:30, 9 or 11 a.m. to more than 59 countries with UPS Worldwide Express Plus® shipping.

With Worldwide Express, you are backed by an industry-leading 3PL provider with more than 30 years of experience in getting packages to where they need to go. Talk to us to learn more about how we can help your business with its international small package shipping needs. [Request a consultation today!](#)

¹U.S. Chamber of Commerce <https://www.uschamber.com/co/start/strategy/small-business-exporting-guide>

²Schedule B Search Tool <https://uscensus.prod.3ceonline.com>

