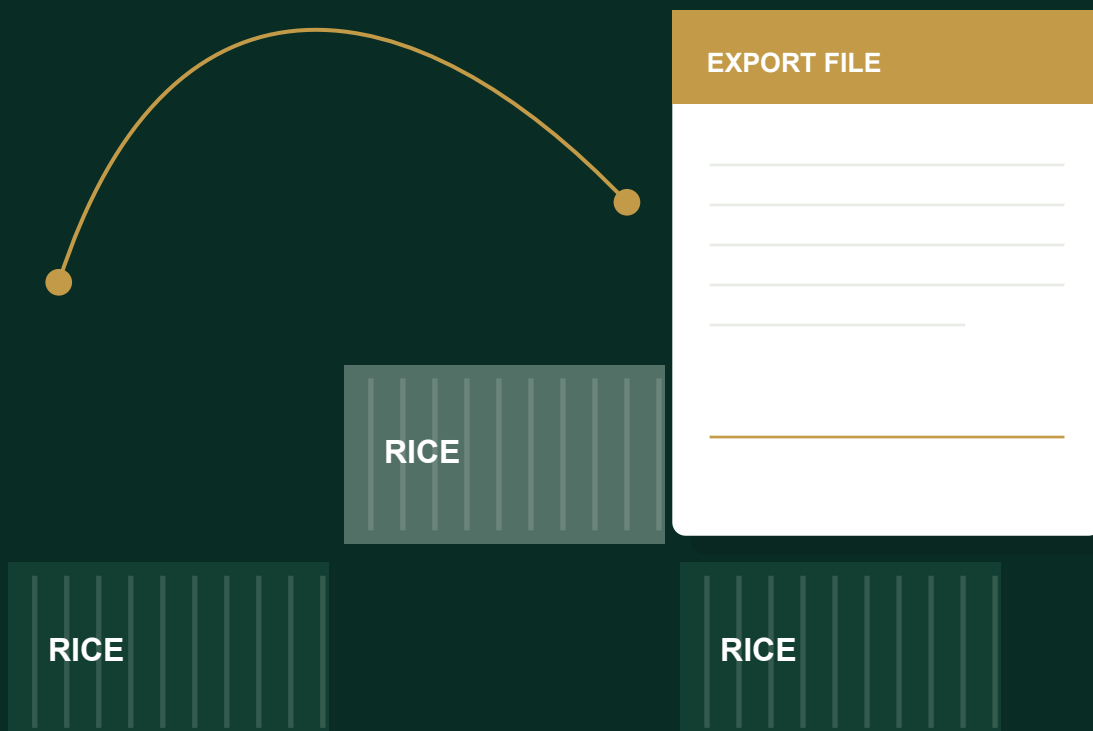


EXPORT READINESS

RICE EXPORT DOCUMENT GUIDE

A clear document route from order to shipment.



GUIDE

A shipment begins with a clear brief

Coordinate the commercial agreement, importer requirements and document deadlines.



STEP	ACTION	OUTPUT
01	Confirm market and product	Buyer/importer requirements and approved product reference
02	Agree commercial terms	Contract, payment, named delivery point and timing
03	Approve package and documents	Artwork and required document matrix
04	Prepare production and shipment	Booking, packing and shipment verification
05	Issue and reconcile documents	Invoice, packing list and relevant issued documents

Required documents vary by destination, product, contract and payment method. The buyer/importer and broker should confirm the shipment-specific list before the order is finalized.

Who prepares each document?

Do not confuse a planning template with an issued certificate.

DOCUMENT	RESPONSIBLE PARTY	WHEN TO CONFIRM
Commercial invoice	Seller	Agreed transaction and final shipment details
Packing list	Seller	Actual packages, net/gross weight and marks
Transport document	Carrier / authorized agent	Route, consignee wording and release method
Certificate of origin	Authorized body / applicable origin procedure	Eligibility, scheme and destination requirements
Phytosanitary certificate	Competent plant-health authority	When required; confirm import conditions
Insurance document	Insurer / authorized provider	When required by term, contract or L/C
Inspection / test report	Agreed inspector / laboratory	Scope, sampling, method and timing
Other permits / fumigation evidence	Competent issuer / provider	Only where applicable and agreed

Reference: U.S. International Trade Administration - Common Export Documents

Factory food-safety certificates are not a substitute for shipment-specific origin, plant-health or transport documents. No authority-issued certificate is created in this toolkit.

Keep the data consistent

Review one shipment fact sheet before any final document is issued.

MATCH ACROSS DOCUMENTS	CHECK
Parties and references	Legal names, addresses, contract, invoice and L/C references
Goods	Rice description, approved product reference, origin and pack description
Quantity and weight	Package count x net pack weight; MT conversion; actual gross weight
Price and currency	Quantity x price per agreed unit; charges and invoice total
Transport	Loading / destination points, marks, container and seal where available
Dates and deadlines	Shipment, issue, expiry and presentation dates

Delivery term wording

Write the selected rule, the precise named place or port, and the version: [rule] [named point] Incoterms 2020. Choose the rule to fit the handover and transport mode. For container-terminal handover, discuss FCA rather than automatically selecting FOB.

Reference: ICC - Incoterms 2020

Incoterms allocation does not by itself set payment terms, title transfer or product acceptance. Those points belong in the contract.

Shipment document approval matrix

Complete before production and update before shipment.

DOCUMENT	ISSUER / FORMAT / COPIES	DEADLINE / OWNER
Commercial invoice	_____	_____
Packing list	_____	_____
Transport document	_____	_____
Origin document, if applicable	_____	_____
Plant-health document, if required	_____	_____
Insurance, if required	_____	_____
Inspection / other agreed documents	_____	_____

FIELD	TO COMPLETE
Buyer/importer reviewer / date	_____
Broker / bank reviewer where relevant	_____
Shipment reference / version	_____

Book only a feasible document package. If a requested issuer, wording or deadline is unavailable, agree the change before shipment or amend the L/C as necessary.