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National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute"

Department of International Economics

International trade: coursework

Recommended by the Methodological Council of Igor Sikorsky Kyiv Polytechnic Institute, as a manual for foreign students of "Master" educational degree specialty 051 "Economics" "International Economics" specialization



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Electronic online educational textbook

International trade: coursework

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The textbook reflects recommendations for the coursework in the discipline "International trade", which contain general recommendations on its content and design. The text of the manual also provides the procedure for the coursework defense and its evaluation criteria. It is intended for the international students of 051 "Economics" specialty, "International Economics" specialization, «Master» educational degree in full-time education in the National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute" and other higher education institutions, as well as for teachers, postgraduates and specialists dealing with the international economic problems, especially the functioning and development of international trade.

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Introduction

The main problems reflected in this discipline are concentrated around theories of international trade, which have a long history, as well as the current state of international trade, patterns and trends of foreign trade and international trade policy, foreign trade operations, trade in services, e-commerce, intellectual property issues, management of trade enterprises.

The purpose of the discipline is to form students' understanding of the laws, logic and mechanisms of international trade, knowledge and practical skills in the application of various forms of organization and methods of international exchange of goods and services, international trade contracts, trade insurance, and search for innovative and promising approaches to the organization of international trade activities.

The discipline involves a thorough study of theoretical and applied aspects of the organization and functioning of international trade processes. Significant importance is attached to the analysis of current trends and forms of international trade in the fields of production and services.

The discipline has an interdisciplinary nature and integrates knowledge from other educational and scientific fields. According to the structural and logical scheme of the training program, this discipline is closely related to other disciplines of law and management: "International Economics", "International Marketing", "Business Economics", "Transnational Corporations", "Logistics".

The discipline "Transnational Corporations" provides a foundation for further study of such modules as "International Competitiveness Management", "International Finance", "Global Economics", "Strategic Enterprise Management", "Intellectual Property".

All these areas students will be able to apply in the process of researching the the course work underlying topic, which will allow them to develop analytical and practical skills in the chosen area.

General information

The textbook is intended for students of the "Master" educational degree in the 051 "Economics" specialty, "International Economics" specialization, who in the process of studying "International Trade" discipline perform course work.

Recommendations include an introduction, requirements for the course work, tasks for the course work, recommendations for the work, the order of defense and evaluation criteria for the work, as well as a list of recommended reading.

Course work - is a type of research work, independent student's educational and scientific research, an important stage of a student's work in their orientation to obtain higher qualification in the international economics field.

The course work purpose: to learn to use, from a practical point of view, modern methods and approaches to the international trade process.

The main objectives of the course work are:

- generalization of theoretical and methodological principles in the chosen direction of research;
- analysis of modern approaches to the international trade agreements organization;
- acquaintance with all necessary documentation accompanying international trade agreements;
- analysis of the economic process using modern analytical tools;
- development and evaluation of the necessary approaches to solving certain problems and justification of the proposed solutions.

Students must demonstrate the following skills and abilities, when completing the coursework:

- search and study of the necessary specialized literature, as well as a reflection of the problem development state in domestic and foreign literary sources;
- to systematize one's own vision on the peculiarities of the international trade processes;
- consistent presentation of own opinions, argumentation and generalization;
- registration of scientific reference material in accordance with the established requirements and recommendations.

The coursework must meet the following basic requirements:

- be a unique independent study dedicated to solving current issues in the international trade field;
- include elements of new developments that contribute to the effective solution of the problems raised in this work;
- to meet the generally accepted requirements and rules of research works registration;
- the coursework must be completed and submitted for inspection in time.

The coursework volume must meet the requirements set out in the recommendations. The main criterion for successful implementation is the achievement of the goal and timely completion of tasks.

The coursework in the "International Trade" discipline created for students in 051 "Economics" specialty, "International Economics" specialization and provides 30 working hours.

Main stages of coursework

Coursework is recommended to implement in the next stages:

1. Choose a topic of coursework.
2. Look up the literature to the topic of coursework: professional (monographs, articles, other scientific publications of the current period); legislative and regulatory materials relating to the topic of the research; information provided on official Internet resources to the topic of research, for example, web-sites of international trade organizations.
3. Choose and systematize the research base. Chosen information must be distributed between units.
4. Develop a short plan-content of the coursework.
5. Write the coursework. Section 1, 2 and 3.
6. Coursework design, verification the compliance with requirements (design, percentage of plagiarism).
7. Preparing a presentation of the completed work.
8. Coursework and presentation submission review (upload to the Google Class in time).
9. Preparation for the coursework defense (previous verification of the report logical construction and speech timing).
10. Coursework defense.

It is recommended for students to keep to the schedule of coursework implementation (table 1) and to submit the coursework review in time.

Table 1

A coursework tentative schedule

Week	The coursework stage name	Study time, hours	
		Class work	Independent work
2	Choice and approval of the topic, if necessary	0,5	0,5
3-4	Choosing and systematization the research base, screening and study of literature, finding the information about international trade operation	—	5
5	Section 1	—	5
6	Section 2	—	6
7	Section 3	—	9
8	Preparing the research results presentation	—	3
9	Coursework submission for review	—	—
10	Coursework defense	1	—
Total		1,5	28,5

The coursework topics

The coursework topic is the same for all students, however, the uniqueness of each individual work is chosen product/group of products or services that will be the subject of such an agreement.

Example:

The same part: “The international trade agreement process”

The unique part: “The international trade agreement process between a supplier from China and a customer from Ukraine. Contract subject: wireless chargers for mobile phones”

Remember, the idea must be your own, the choice of goods/services the student should make guided solely by their own area of business interests. It is important to try to connect business intuition, as well as successfully use the knowledge gained in the learning process in the international economics and trade processes.

It is important that before submitting the work for evaluation, check it for plagiarism yourself and make sure that this figure does not exceed 10%, the citation in the paper was used correctly.

Preview of material for the coursework topic

A student chooses the research base individually taking into account his/her scientific and practical interests.

Before a student starts writing the coursework, at the stage of choosing a topic, a student should find the appropriate scientific literature and documentation, statistical data and other material on the chosen topic, examine their content for the level of availability and sufficiency to write the work.

At this stage a student may need a list of basic and additional literature from the course, as well as useful information sources which are at the end of this textbook.

After the analysis a student should select the sources that will be used while writing the coursework and systematize them according to the chosen topic and to the requirements for the content of the coursework stages.

Composition, scope and structure of the coursework

There are the following requirements for the structure of the coursework, as the original (author's) theoretical and applied research:

- Title page (Appendix A);
- Content;
- Introduction;
- Section 1 (overview of the chosen topic, business direction description and justification of the product choice);
- Section 2 (description of the international trade agreement arrangement process);
- Section 3 (compiling a list of necessary documents for the selected business direction/product/service);
- Conclusion;
- Appendixes (if necessary);
- References (10-15 sources).

The **Title page** should contain the name of the university and the department where the coursework is completed, the name of the discipline and the coursework topic, students surname and initials, the year and the academic group, information about the academic advisor and the mark about the absence of plagiarism (**Appendix A**).

The **Content** of the coursework contains the complete, clear, understandable and stylistically literate names of all its parts with the numbers of the initial pages of these parts (alignment of the numbering is carried out on the right edge of the sheet). The names of sections and subsections should briefly reflect the essence of the issues. The content of the coursework usually is not more than on one page (**Appendix B**).

The **Introduction** contains justification for the chosen topic of the research, topicality, an aim and tasks of the coursework, description of the methods used by the author in the study. The recommended scope of introduction is 1-2 pages. The purpose of the study should be clearly reflected in the topic and conclusion.

The purpose of the study is a one-sentence main content to which the study is devoted.

Without the existing problematic situation of the study, it is very difficult to determine the purpose of the work. The purpose of the work consists in solving the problematic situation.

The tasks and methods of the coursework should clearly subordinate to the purpose of the work and be aimed at its consistent achievement. It is recommended to formulate the tasks of the study as a list of specific means of achieving the goal: "analyze", "generalize", "define", "find out", "justify", "develop" etc.

A necessary element of introduction is a list of research methods that serve as a tool for obtaining the data and its processing and is a prerequisite for achieving the purpose of the work. The list of methods should be made not generally, detached from the content of the work, but briefly and meaningfully determining what exactly was researched by a certain method. It will enable to make sure that these methods are selected logically and appropriately.

Solution of the problems set in the coursework should be carried out using the following methods (the list is not full):

- general methods: analogy, system analysis, formalization;
- methods of logical abstraction: analysis and synthesis, induction and deduction;
- economic and mathematical methods: factor, system-structural analysis;
- methods of economic and statistical analysis: tabular, graphic, grouping, classification;
- marketing methods: SWOT, matrix, observation, survey;
- methods of expert diagnostics: ranking, comparison, evaluation.
- The level of uniqueness of introduction must be at least 95%.
- The coursework consists of three sections.

Section 1 contains the overview of the chosen topic, business direction description and justification of the product choice. Students must justify their choice of goods or services that will be the subject of an international agreement, clarify why it is necessary and appropriate to import it into Ukraine. This will require a simple analysis of market needs. It is advisable to disclose the characteristics of the selected product / service and competitive advantages (in brief). Presents

economical, statistic and other characteristics of the chosen direction. Scope is approximately 10 pages.

Section 2 contains the description of the international trade agreement arrangement process. Students should describe the steps in international trade agreement processes. The processes from looking up the perspective business direction, looking up for seller and choosing the goods/ services. Scope is 5-7 pages.

Section 3 contains compiling a list of necessary documents for the selected business direction/product/service. Students should give an example of documents that is necessary for each step in international trade agreement processes. Complete the full list of documents that is need in this processes. Scope is 3 - 5 pages.

Conclusion. It is the final part of the coursework. The main results of each section should be presented according to the purpose and tasks of the work reflected in the introduction. The text of conclusion should be concise and should not exceed 1 page. All tasks set in the work must be solved. The coursework should include: conclusions to each task, followed by a general conclusion with recommendations.

The uniqueness of conclusion must be not less than 98%

The list of references includes a list of literary sources compiled accordingly by the current normative documents. The list should contain links to the websites of international, governmental, statistical organizations, as well as annual reports of companies (in accordance with the topic of research). Each printed work from the list must include: the author's last name, the full name of the monograph, manual or article; city, publishing house and year of publication; number of pages.

The list of references must contain 10 - 15 items.

Appendixes. In this part of the coursework big tables (one full page and more pages) may be given, as well as auxiliary flowchart, quotations from normative documents or statistical materials, forms of financial statements that served as the information base of the study, other materials that could not be included in the main part of the work due to the large amount. The total scope of the coursework should be 18 - 22 pages of A4 text.

Coursework design

Coursework design is shown in table 1.

Table 1

Technical requirements for course work

Page orientation	A4, portrait orientation
Margins	Top, Bottom, Left - 20 mm, Right - 10 mm
Space between the names of sections and subsections	15 - 20 mm (about 1.5 intervals)
Basic font	Times New Roman
Font size of the text	14 points It is allowed to use a smaller font size (10 points) for areas of text that have an auxiliary value
Line spacing	1,5
Text alignment	Width
Paragraph indent	1,25
Page numbering	Lower right corner
Graphic material (pictures, diagrams, schemes)	<p>They have to be places right after the text where they are mentioned for the first time, or on the next page. The pictures have to be an integral graphic object (grouped).</p> <p>After presenting the graphic material – you have to indicate the source [1, p. 34] or developed by the author; compiled by the author based on [2, p. 45; 3, p. 76], etc.).</p> <p>Illustrations also have to be numbered and have to have names that are placed outside the grouped graphic object (for example, Fig. 1. Dynamics of the TNCs number in the world).</p> <p>Picture orientation: portrait.</p> <p>The frame around the figure is not placed (remove the frame in the margin settings).</p>
Tables (Appendix F)	<p>The number materials or statistic information has to be presented in a table that has a serial number, is right-aligned (for example, Table 1) and title (printed above the table in the middle in bold, the text of the table is in Times New Roman, size 12, space 1).</p> <p>The font size of the text is usually 2 points smaller than the main font.</p>

	<p>After the tables you have to indicate the source [1, p. 34], developed by the author; compiled by the author based on [2, p. 45; 3, p. 76], etc.).</p> <p>Tables (except for tables in appendices where letters are also used) are numbered in Arabic numerals throughout the section.</p> <p>If the table is large or broken, you must specify the column numbering, which goes to the next page. In front of the transferred part in the top right corner it is written "Cont'd table 1".</p> <p>Appendix C</p>
Formulas	Are entered using the formula editor (internal formula editor in Microsoft Word for Windows)
Lists	<p>Example of list design:</p> <p>A) 1. List _____; 2. List _____.</p> <p>B) 1) list _____; 2) list _____.</p> <p>B) - list _____; - list _____.</p>
References	References in the text should be given in square brackets, for example, [3, p. 35; 8, p. 56-59], in which the first digit indicates the ordinal number of the source in the bibliography, and the second - the page in this source; one source (with a page) is separated from another by a semicolon, the bibliographic list is given at the end of the work.
Technical requirements for references	References (drawn up according to the requirements published in the National Standard of Ukraine "Information and documentation. Bibliographic references. Terms and assembly rules" NSTU 8302: 2015
Appendixes	<p>Material of the course work, which is not directly related to the disclosure of the questions (reference tables, mathematical calculations, results of calculations), may be placed in the appendixes.</p> <p>Capital Ukrainian letters indicate appendixes.</p> <p>Each appendix is started from a new page.</p>
Scope of work	18 - 22 pages

Submission of the coursework for the review

After the coursework finishing, it has to be signed with pointing the mark about no plagiarism (signed by student).

I certify that there is no plagiarism from another works, written by other authors, without relevant references.

**Student _____
(Signature)**

Student can check up the level of plagiarism independently, using free apps which are available on the Internet, for example: UNICHECK or Strikeplagiarism. For checking up the English-language original sources for plagiarism, students may use followings links:

1. <http://www.plagtracker.com/>
2. <http://www.scanmyessay.com/>
3. <http://www.plagscan.com/seesources/analyse.php>
4. <http://plagiarismdetector.net/>
5. <http://sourceforge.net/projects/antiplagiarismc/>

Coursework is given on time to the International Economy Department for its registration and giving to the teacher, who is responsible for this work. Variants for presentation of the coursework:

- **electronic form (upload to google class);**
- in a paper form (work is given in a paper form with the signature of student).

Teacher-supervisor carries out criticizing and evaluation of quality of the coursework, makes conclusion about the admitting it to the presenting.

The main steps of the coursework presentation

The day and time of presentation of the coursework results is determined by the teacher-supervisor according to the schedule of the educational process.

To disclose the content of the course work, the student has 5-7 minutes (3 - 5 minutes for the report, the rest is for answering to commission's questions). The report should be concise and consist the following components:

- relevance of the chosen topic;
- structure of work;
- main conclusions for the work.

For the presentation the student may compose abstracts.

While presentation the results, the student must present an aim, task, describe a problem situation, bring results of study, give reasonable conclusions and suggestions in relation to the decision of problem.

The coursework presentation is assessed against a number of criteria, marked in this work. After the finishing of the presentation, commission/teacher has to sum up all of the points for the coursework.

The members of commission, that are present during the presentation may also put some questions to the student.

The discussion of results of the presentation is on the closed meeting. The decision of commission is presented by the Head of the Commission after finishing this meeting. Results are marked on a title page (or in Google Class) and is put to the statement list and to the report card.

Criteria of the coursework evaluation

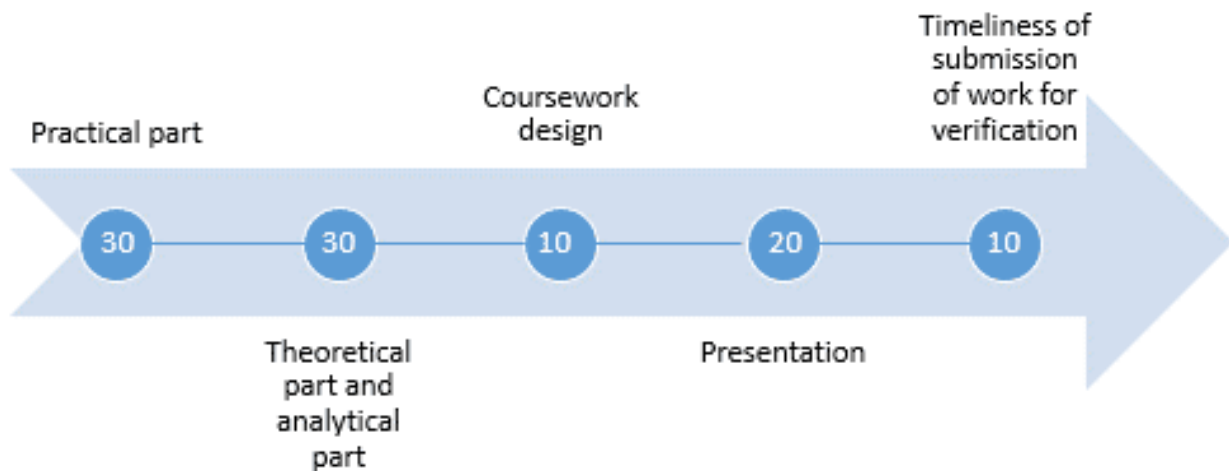
The final mark of the coursework must be based on the next quality indicators.

Maintenance of the coursework:

- actuality of select topic and orientation for development of practical recommendations;
- the level of achievement of the goal and solving the problems raised by student in his/her coursework;
- right using of methodological and diagnostic methods in economic research;
- the multiple approach to addressing a raised problem;
- the level of validity of the measures and decisions;
- logic of construction, using the special terminology and quality of the coursework;
- presentation of the coursework results.

The final estimation for a coursework is based on the results of presentation and is represented in a review. During the presentation a student must show the understanding of theoretical bases and progress of modern problems of international economy trends in area of trans nationalization of economic relations, to protect his/her own point of view. The basic requirements: ability to concisely clearly and logically state the main content and conclusions of the work; ability to explain the point of view with arguments; the high level of economic and general knowledge.

Evaluation rating system



The rating system of coursework has two constituents. The first (starting) characterizes activity of student in implementation of writing part of coursework and it's result - quality of text, tabular, schematic, graphic material, design of work, timeliness of its presentation for verification. The second part characterizes the quality of the results presenting.

-
- **Section 1, 2, 3 – 60 points**
 - **Coursework design – 10 points**
 - **Presentation the coursework results – 20 points**
 - **Timely submission of coursework for inspection – 10 points**

The sum of all points is transferred to the “credit point” according to the table 2.

The grade "excellent" is given for the course work, which contains a logically sound and holistic theoretical study, where the student confidently uses the methods and tools of economic analysis, provides relevant statistics and analyzes them. The work must correctly solve the proposed problem according to the chosen option,

as well as reflect the progress of solving this problem. Current topics are chosen, and the results of the work have practical significance. The author made conclusions that reflect all the tasks set in the work. The study must be completely independent. The work is executed in accordance with the requirements above and timely submitted for review. Another important requirement is a concise and freely announced report and correct answers to the questions of the commission members.

In case of incomplete fulfillment of the requirements above, the student may have "good", taking into account the degree of non-fulfillment, they are evaluated as "very good" or "good". It is also possible to reduce the score in the case of incomplete disclosure of the topic or in the case of incomplete implementation of the tasks. At the same time, the requirements for registration of work in accordance with the above requirements and its timely submission for inspection remain unchanged.

"Satisfactory" is set with a significant number of omissions and shortcomings of a substantive nature, with a vague wording of the above provisions. The lack of analytical and mathematical apparatus also leads to a decrease of the point. Depending on the degree of shortcomings, the ratings are "fair" and "poor". At the same time, the requirements for registration of work in accordance with the above requirements and its timely submission for inspection remain unchanged. The grade "unsatisfactory" is given to the course work with significant shortcomings both in essence and in the design.

Table 2

Table of correspondence of rating points to grades on a university scale

Number of points	Evaluation
100-95	Excellent
64-60	Poor
74-65	Fair
84-75	Good
94-85	Very good
Admission conditions are not met	Not allowed
Less than 60	Unsatisfactory

Course work is not allowed to the presenting in the following cases:

- ignore of the established requirements for design;
- establishing the fact of plagiarism;
- ignore of the deadlines for the coursework submission.

The coursework task

Choose the coursework topic the product/group of products or services that will be the subject of international trade agreement.

Example:

The same part: “The international trade agreement process”

The unique part: “The international trade agreement process between a supplier from China and a customer from Ukraine. Contract subject: wireless chargers for mobile phones”

Use this structure for coursework:

- Title page (Appendix A);
- Content;
- Introduction;
- Section 1 (overview of the chosen topic, business direction description and justification of the product choice) (Appendix C);
- Section 2 (description of the international trade agreement arrangement process) (Appendix D);
- Section 3 (compiling a list of necessary documents for the selected business direction/product/service) (Appendix E);
- Conclusion;
- Appendixes (if necessary);
- References (10-15 sources).

Complete your work by next sections.

Section 1 contains the overview of the chosen topic, business direction description and justification of the product choice. Students must justify their choice of goods or services that will be the subject of an international agreement, clarify why it is necessary and appropriate to import it into Ukraine. This will require a simple analysis of market needs. It is advisable to disclose the characteristics of the selected product / service and competitive advantages (in brief). Presents economical, statistic and other characteristics of the chosen direction. Scope is approximately 10 pages.

Section 2 contains the description of the international trade agreement arrangement process. Students should describe the steps in international trade agreement processes. The processes from looking up the perspective business direction, looking up for seller and choosing the goods/ services. Scope is 5-7 pages.

Section 3 contains compiling a list of necessary documents for the selected business direction/product/service. Students should give an example of documents that is necessary for each step in international trade agreement processes. Complete the full list of documents that is need in this processes. Scope is 3 - 5 pages.

Make your own conclusion.

Remember:

Timeliness of the coursework submission for inspection is the same criterion as the quality of coursework completion.

Total coursework scope 18 – 22 pages.

The list of sources

Base literature:

1. The Handbook of International Trade A Guide to the Principles and Practice of Export [Electronic Resource] / Jim Sherlock and Jonathan Reuvid // - GMB Publishing Ltd, 2008. – Mode of access: <http://www.sze.hu/~gjudit/Exportszerzodesek/Handbook%20of%20international%20trade.pdf>
2. ICC Guide to Export/Import. Global Standards for International Trade. Fourth edition [Electronic Resource] /Guillermo C. Jimenez // - ICC. 2013 - <http://iccbooks.ru/catalog/mezhdunarodnyy-biznes/rukovodstvo-icc-k-eksportno-importnym-operatsiyam-globalnye-standarty-mezhdunarodnoy-torgovli-chetvye/>
3. Guillermo K. Jimenez ICC Guide to Export-Import Operations. Global standards of international trade. Fourth edition, 2013. - 303 p.
4. Business Guide to Trade and Investment - Volume I - International Trade. - [Electronic Resource] / P. ALLGEIER, A. E. APPLETON //. – 2017. – Mode of access: https://2go.iccwbo.org/business-guide-to-trade-and-investment-volume-i-international-trade-config+book_version-Book/
5. Global Survey on Trade Finance . - [Electronic Resource] / Prepared by ICC Banking Commission // – 2018. – Mode of access: <https://2go.iccwbo.org/2020-icc-global-survey-en-trade-finance.html>
6. ICC Model Online B2C General Conditions of Sale [Electronic Resource] / International Chamber of Commerce // – 2020. – Mode of access: <https://2go.iccwbo.org/2020-icc-model-online-b2c-general-conditions-of-sale-free-pdf.html>
7. ICC Short Form Model Contracts: International Commercial Agency and Distributorship [Electronic Resource] – 2017. – Mode of access: https://2go.iccwbo.org/icc-short-form-model-contracts-international-commercial-agency-and-distributorship-config+book_version-Book/
8. ICC Model Contract - International Sale (Manufactured Goods) [Electronic Resource] – 2020. – Mode of access: https://2go.iccwbo.org/icc-model-contract-i-international-sale-manufactured-goods-config+book_version-Book/
9. Incoterms® Rules and Commercial Contracts Channel [Electronic Resource] – 2020. – Mode of access: <https://2go.iccwbo.org/digital-library-incotermsr-rules-and-commercial-contracts-channel.html>

10. Going Global - Comprehensive training on trading internationally [Electronic Resource] – 2020. – Mode of access: <https://2go.iccwbo.org/going-global.html>
11. MODEL CONTRACTS FOR SMALL FIRMS LEGAL GUIDANCE FOR DOING INTERNATIONAL BUSINESS [Electronic Resource] – 2010. – Mode of access: https://www.intracen.org/uploadedFiles/intracenorg/Content/Exporters/Exporting_Better/Templates_of_contracts/3%20International%20Commercial%20Sale%20of%20Goods.pdf

Additional literature:

1. Transnational Corporations : Educational textbook / S. V. Voitko, O. A. Gavrysh, O. O. Korohodova, T. E. Moiseienko. – Kyiv : Igor Sikorsky Kyiv Polytechnic Institute, Publishing House “Polytechnica”, 2020. – 202 p. – Bibliogr.: p. 178. ISBN 978-966-000-000-0
2. Bessarab A., Moiseienko T. Interaction of transnational corporations with start-up projects in a time of change / A. Bessarab, T. Moiseienko // International scientific and technical cooperation: principles, mechanisms, efficiency: XVI international Scientific and Practical Conference 11 - 12 March 2021; thesis – K., 2021 – p. 112 -114.
3. Moiseienko T., Kiva A. Domestic startups financial assistance improvement in the conditions of international integration [Electronic Resource] / T. Moiseienko, A. Kiva // Collection of scientific works of the University of the State Fiscal Service of Ukraine. – 2020. – Mode of access: <http://www.nbu.gov.ua/e-journals/Znpuudsps/index.html>
4. RULES FOR ANY MODE OR MODES OF TRANSPORT [Electronic Resource] – Mode of access: <https://library.iccwbo.org/clp/clp-incoterms.htm>
5. ICC Model Contracts [Electronic Resource] – Mode of access: <https://library.iccwbo.org/clp/clp-mc.htm>
6. ICC MODEL CONTRACT | INTERNATIONAL SALE (MANUFACTURED GOODS) [Electronic Resource] – Mode of access: https://library.iccwbo.org/content/clp/BOOKS/BK_0052/clp-mc-811e.htm
7. BUSINESS GUIDE TO TRADE AND INVESTMENT - VOLUME 2: INTERNATIONAL INVESTMENT /MARAT UMEROV, BORZU SABAHI, IAN LAIRD// [Electronic Resource] – Mode of access: <https://library.iccwbo.org/clp.htm>
8. Incoterms® 2020 / John W.H. Denton // [Electronic Resource] – Mode of access:

https://library.iccwbo.org/content/clp/BOOKS/BK_0049/BK_0049_01_Foreword.htm?l1=Books&l2=Incoterms%C2%AE+2020

9. Introduction to International Trade Logistics [Electronic Resource] – Mode of access:
<http://campus360.iift.ac.in/Secured/Resource/194/1/NB%2013/293861382.pdf>

List of electronic information resources:

1. State customs service [Electronic Resource] – Mode of access:
<https://customs.gov.ua/en/>
2. Ukrainian Chamber of Commerce and Industry [Electronic Resource] – Mode of access: <https://ucco.org.ua/en/>
3. State statistics service of Ukraine [Electronic Resource] – Mode of access: <http://www.ukrstat.gov.ua/>
4. International Chamber of Commerce [Electronic Resource] – Mode of access: www.iccwbo.org
5. ICC Ukraine [Electronic Resource] – Mode of access: <http://iccua.org/>
6. International Chamber of Commerce [Electronic Resource] – Mode of access: <http://www.iccwbo.org/>
7. International Organization for Standardization [Electronic Resource] – Mode of access: <http://www.iso.org>
8. COPOLCO [Electronic Resource] – Mode of access: <https://www.iso.org/copolco.html>
9. International Electrotechnical Commission (IEC) [Electronic Resource] – Mode of access: <https://www.iec.ch/homepage>
10. Consumers International [Electronic Resource] – Mode of access: <https://www.consumersinternational.org/who-we-are/consumer-rights>
11. Organization for Economic Cooperation and Development (OECD) [Electronic Resource] – Mode of access: <https://www.oecd.org/sti/consumer/>
12. International Organization for Legal Metrology (OIML) [Electronic Resource] – Mode of access: <https://www.oiml.org/en>
13. ANEC [Electronic Resource] – Mode of access: <https://www.anec.eu/>
14. Ukrainian Association for Quality (UAQ) [Electronic Resource] – Mode of access: <https://www.uaq.org.ua/index.php/en/>

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17. International Franchising Association [Electronic Resource] – Mode of access: <http://www.franchise.org>
18. The World Trade Organization (WTO) [Electronic Resource] – Mode of access : <https://www.wto.org>
19. International Air Transport Association (IATA) [Electronic Resource] – Mode of access : <https://www.iata.org>
20. International Federation of Freight Forwarders Associations (FIATA) [Electronic Resource] – Mode of access : <https://fiata.com>
21. Международный морской комитет (ММК) [Electronic Resource] – Mode of access : <http://comitemaritime.org/>
22. International Road Transport Union (IRU) [Electronic Resource] – Mode of access : <https://www.iru.org>
23. The largest international abstract and scientometric database of peer-reviewed literature: scientific journals, books and conference proceedings [Electronic Resource] – Mode of access : <https://www.scopus.com/home.uri>
24. Scientometric database [Electronic Resource] – Mode of access : webofknowledge.com
25. The site of the Academic Council of KPI. Igor Sikorsky, abstracts [Electronic Resource] – Mode of access : <http://rada.kpi.ua/>
26. National Library named after Vernadsky (scientific resources) [Electronic Resource] – Mode of access : <http://www.nbuv.gov.ua/node/1539>
27. United Nations [Electronic Resource] – Mode of access : www.un.org
28. NATO [Electronic Resource] – Mode of access: www.nato.int
29. Organization of economic cooperation and development [Electronic Resource] – Mode of access: www.oecd.org
30. European Union [Electronic Resource] – Mode of access: www.europa.eu.int
www.eurunion.org
www.europa.eu
1. Western European Union [Electronic Resource] – Mode of access: www.weu.int
2. Council of Europe [Electronic Resource] – Mode of access: www.coe.int

3. Organization for Security and Co-operation in Europe [Electronic Resource] – Mode of access: www.osce.org
4. Eurostat [Electronic Resource] – Mode of access: www.europa.eu.int/en/comm/eurostat/
5. European Space Agency [Electronic Resource] – Mode of access: www.esa.int
6. OIL [Electronic Resource] – Mode of access: www.nafta.org
7. African Union [Electronic Resource] – Mode of access: www.africa-union.org
8. African Development Bank [Electronic Resource] – Mode of access: www.afdb.org
9. Organization of American States [Electronic Resource] – Mode of access: www.oas.org
10. Bank for Inter-American Development [Electronic Resource] – Mode of access: www.iadb.org
11. Latin American Integration Association [Electronic Resource] – Mode of access: www.aladi.org
12. Association of Caribbean States [Electronic Resource] – Mode of access: www.acs-aec.org
13. ASEAN [Electronic Resource] – Mode of access: www.aseansec.org
14. Asian Development Bank [Electronic Resource] – Mode of access: www.adb.org
15. Pacific community [Electronic Resource] – Mode of access: www.spc.int
16. United Nations Conference on Trade and Development [Electronic Resource] – Mode of access: www.unctad.org
17. International Organization for Migration [Electronic Resource] – Mode of access: www.iom.int
18. International Labor Organization [Electronic Resource] – Mode of access: www.ilo.org
19. The World Bank [Electronic Resource] – Mode of access: www.world-bank.org
20. European Bank for Reconstruction and Development [Electronic Resource] – Mode of access: www.ebrd.org
21. European Patent Office [Electronic Resource] – Mode of access: www.european-patent-office.org
22. Bank for International Settlements [Electronic Resource] – Mode of access: www.bis.org
23. The International Monetary Fund [Electronic Resource] – Mode of access: www.imf.org

24. US Department of Commerce [Electronic Resource] – Mode of access: www.ita.doc.gov
25. Organization of the Black Sea Economic Cooperation [Electronic Resource] – Mode of access: www.bsec.gov.tr
26. CIS statistics [Electronic Resource] – Mode of access: www.cisstat.com
27. Verkhovna Rada of Ukraine [Electronic Resource] – Mode of access: www.rada.gov.ua
28. Cabinet of Ministers of Ukraine [Electronic Resource] – Mode of access: www.kmu.gov.ua
29. Base of normative acts of Ukraine [Electronic Resource] – Mode of access: www.nau.kiev.ua
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31. Ukrainian legislation and legal information resources [Electronic Resource] – Mode of access: www.liga.net
32. National Parliamentary Library of Ukraine [Electronic Resource] – Mode of access: www.nplu.kiev.ua
33. Library of the Verkhovna Rada of Ukraine [Electronic Resource] – Mode of access: www.rada.gov.ua/LIBRARY/index.htm
34. Book Chamber of Ukraine [Electronic Resource] – Mode of access: www.ukrbook.net
35. Ukrainian Institute of Scientific, Technical and Economic Information [Electronic Resource] – Mode of access: www.uintei.kiev.ua
36. State Scientific and Technical Library of Ukraine [Electronic Resource] – Mode of access: www.gntb.n-t.org
37. Library of the Ukrainian Academy of State Department under the President of Ukraine [Electronic Resource] – Mode of access: www.academy.kiev.ua/library
38. Scientific Library named after M. Maksymovych Kyiv National University. T.G. Shevchenko [Electronic Resource] – Mode of access: lib-gw.univ.kiev.ua
39. Scientific Library of the National University "Kyiv-Mohyla Academy" www.library.ukma.kiev.ua
40. Scientific and Technical Library named after GI Denisenko Igor Sikorsky KPI University [Electronic Resource] – Mode of access: www.library.ntu-kpi.kiev.ua
41. ELAKPI - Electronic archive of scientific and educational materials Igor Sikorsky KPI University [Electronic Resource] – Mode of access: <https://ela.kpi.ua/>

42. ARIFR [Electronic Resource] – Mode of access: www.smida.gov.ua
43. SSMSC [Electronic Resource] – Mode of access: www.ssmsc.gov.ua
44. LLC "PFTS. New technologies" [Electronic Resource] – Mode of access: www.istock.com.ua
45. CJSC "Infinservice" [Electronic Resource] – Mode of access: www.finance.ua
46. LLC "Stock Market Agency" [Electronic Resource] – Mode of access: www.sma.ua
47. Annual reports of companies [Electronic Resource] – Mode of access: <http://www.annualreports.com/>
48. Nobel laureates in economics [Electronic Resource] – Mode of access: http://www.nobelprize.org/nobel_prizes/economic-sciences
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Appendixes

Ministry of Education and Science of Ukraine
National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute"

FACULTY OF MANAGEMENT AND MARKETING

INTERNATIONAL ECONOMY DEPARTMENT

COURSE WORK
"International trade"

Topic: « _____ »

Completed by:
Students Name,
US-__ group
051 "Economics"

Head:
Tetiana Moiseienko
Associate Professor of the
International Economics Department

Scores: _____ Rating: _____

Members of the commission:

(surname and initials) (signature)

(surname and initials) (signature)

(surname and initials) (signature)

I certify that there are no borrowings in this work
from the works of other authors without relevant references
Student _____

Kyiv – 20____

Sample design content

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Example**INTRODUCTION**

Actuality of topic. Coffee consumption in the world is growing every year. Global demand is growing due to the promotion of this drink and conducting extensive marketing campaigns. Coffee beans are not grown in Ukraine. Therefore, all raw materials are imported. Thus, global trends, such as yield problems, price volatility on world exchanges affect the Ukrainian market. The coffee market was also strongly influenced by changes in exchange rates, which affected import volumes.

Unlike European countries, the coffee market in Ukraine is only developing. Therefore, the study of the coffee market in Ukraine is important, because every year the capacity of the coffee market in Ukraine increases, and thus increases competition between producers, suppliers and sellers.

The purpose of the course work: the organization of an international trade agreement, as well as the analysis and use of methods and approaches to international trade. In connection with this goal, the following tasks are identified:

- 1) consider the characteristics of the coffee market of Ukraine and the world;
- 2) to analyze potential importing countries;
- 3) analyze the process of finding a supplier;
- 4) describe and determine the main aspects of concluding a contract of sale with the selected supplier;
- 5) identify and generate documents for sending goods.

The subject of research - the processes of international trade in goods (coffee).

The object of research is the theoretical and methodological principles and applied aspects of the organization of international trade.

Example**SECTION 1**

1. Characteristics of the coffee market in the world and in Ukraine

Coffee is a beverage (usually hot) made from roasted coffee beans. Due to the caffeine content, it has a stimulating effect [1].

Coffee is made from the seeds of the fruit of a tropical evergreen tree of the genus *Coffea* of the family Rubiaceae. On an industrial scale, 3 species are cultivated (out of 50 known): Arabian (*arabica*), Liberian (*liberica*) and robusta (*robusta*). To give the necessary taste and aromatic properties, raw coffee beans are roasted, thus forming a specific taste-aromatic complex of substances - caffeine, which consists of more than 400 different compounds. The main alkaloid of coffee - caffeine (average content of 1-1.5%) - has an active physiological effect on the human body [1].

Depending on the composition and technology of coffee production are divided into [1]:

- natural in grains;
- natural ground
- coffee blends (ground with the addition of chicory);
- natural soluble;
- coffee drinks

The situation on the Ukrainian coffee market is stable. Many factors affect the pace and prospects of market development. There are two main segments of coffee consumption in Ukraine. The first, about 70% of the retail market. The second segment of the Central Coffee Market, 25-30%, HoReCa (hotels, restaurants, cafes).

On average, a resident of Ukraine drinks about 1.5 kg of coffee per year [2]. Coffee consumption in Europe is several times higher. For example, a resident of Switzerland drinks 7.9 kg per year, Sweden - 8.2 kg, the Netherlands - 8.4 kg, Denmark - 8.7 kg, Iceland - 9.0 kg, Norway - 9.9 kg, Finland - 12, 0 kg. Worldwide, the world consumes 1.6 billion cups of coffee or two million cups every 5 minutes [3] (Table 1.1).

Example**SECTION 2**

The process of finding a coffee supplier.

Based on the research and participation in international specialized events, two companies were selected with which it is possible to conclude an agreement on the import of roasted coffee to Ukraine. Among all the criteria that can be considered for choosing a supplier, we have identified the following:

- product quality;
- taste properties;
- product price;
- available delivery terms and delivery times.

We will conduct a comparative analysis of two coffee producers, Yorgachif Province (YCFCU) and Sidama Coffee in Sidamo Province (SCFCU) [16].

Table 3.1

Comparative characteristics of supplier companies

Criterion	YCFCU	Sidama Coffe (SCFCU)
Price, USD / 60 kg bag	112,3	111,2
Price with VAT, USD / bag 60 kg	134,76	133,44
Total cost of delivery, dollars / 150 bags	20214	20016
Processing method	grade 2 (moisture)	grade 1 (dry)
Main feature	floral	fruity
Terms of delivery	DDP (Incoterms 2010)	DDP (Incoterms 2010)

* Formed by the author based on [17, 18].

Example of table design

Example:

Table 2.1

Table name

Table cap			
Line name	Contents of the line	Contents of the line	Contents of the line

Table 2.1

Table name

Table cap	Table cap
1	2
Line name	Line name

continued table. 2.1

1	2
Line name	Line name

Table cap – this is the part of the table that contains the contents of the vertical graphs. It can consist of one or several floors (tiers).

Example of figure design

Example:

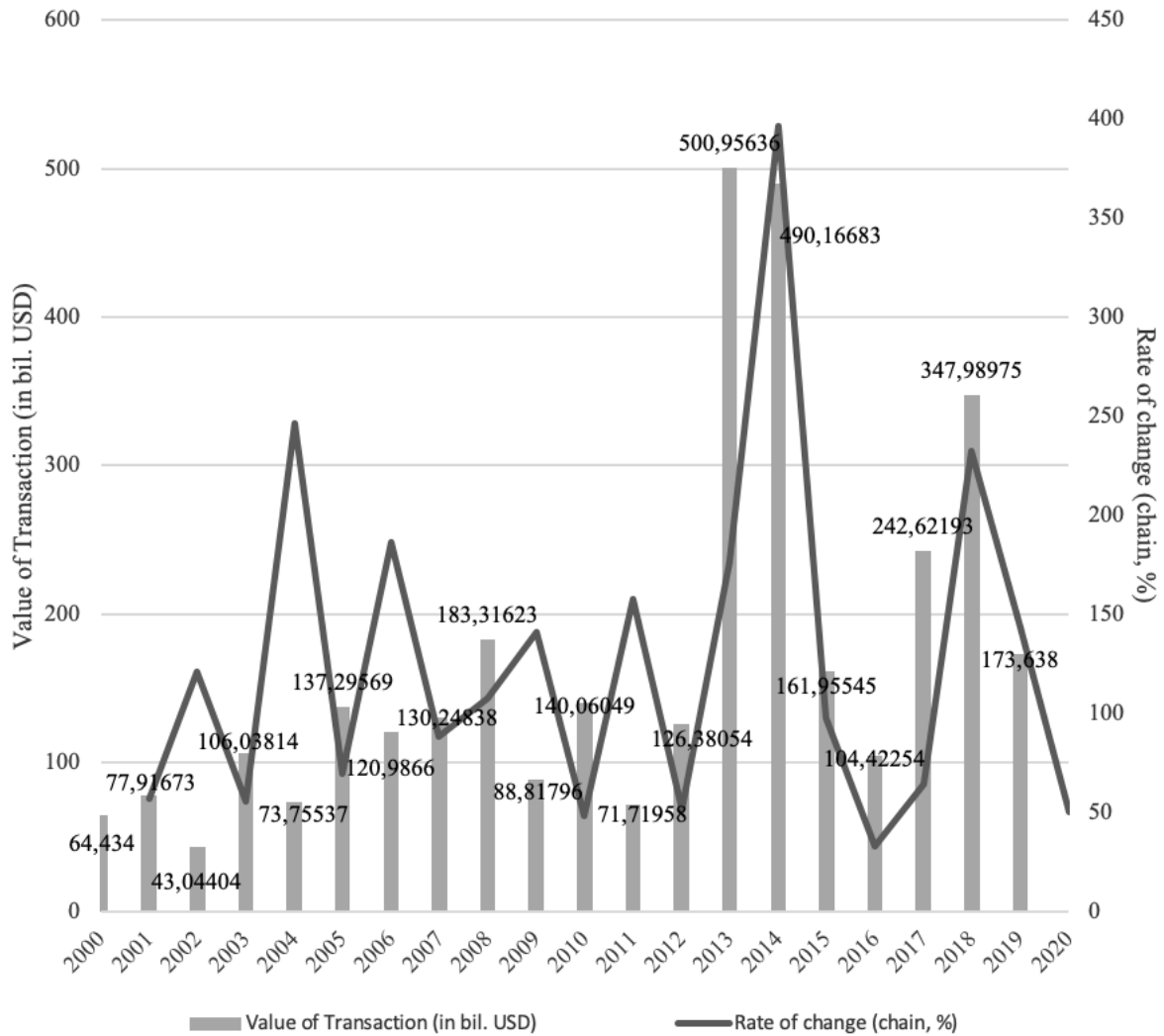


Fig.1. Value of transaction 2000 – 2020 [12, 18]

Examples of documents

ICC model of International sales contract

International Sales Contract for Manufactured Goods		p. 1 of 8
Part A: INDIVIDUALLY NEGOTIATED TERMS		
(based on the models of the ICC and other sources)		©Prof. Dr. Frank Emmert, LL.M.
1) Seller (name and address of principal = the person or entity for whom the contract is made AND name and title of authorized representative and/or contact person with phone and fax numbers)		
.....		
2) Buyer (name and address of principal = the person or entity for whom the contract is made AND name and title of authorized representative and/or contact person with phone and fax numbers)		
.....		
3) Goods sold (description, detailed as may be necessary, in particular if assurances as to performance or suitability for specific purposes are given, incl. any warranties; quantity sold in units, weight, volume, as the case may be; specific instructions for packaging, if necessary)		
.....		
.....		
4) Contract price (price per unit, weight or volume; whether price is EXW or includes some or all freight and insurance charges etc; total contract price; currency, amount in numbers, amount in letters; whether price is with or without VAT or sales tax)		
.....		
[this is the "contract" price, not the price for the goods alone, i.e. it includes any and all costs which are at the seller's charge and compensated by the buyer; alternatively, the seller may want to stipulate a net price plus costs for shipping, insurance (if C or D term), VAT or sales tax, etc.]		
5) Delivery terms (all references to Incoterms 2010)		
<input type="checkbox"/> EXW	ex works	named place
<input type="checkbox"/> FCA	free carrier	named place
<input type="checkbox"/> FAS	free alongside ship	named port of shipment.....
<input type="checkbox"/> FOB	free on board	named port of shipment.....
<input type="checkbox"/> CPT	carriage paid to	named place of destination.....
<input type="checkbox"/> CIP	carriage and insurance paid to	named place of destination.....
<input type="checkbox"/> CFR	cost and freight	named port of destination.....
<input type="checkbox"/> CIF	cost insurance and freight	named port of destination.....
<input type="checkbox"/> DAT	delivered at terminal	named place of destination.....
<input type="checkbox"/> DAP	delivered at place	named place of destination.....
<input type="checkbox"/> DDP	delivered duty paid	named port of destination.....
<input type="checkbox"/> other
6) Carrier		
a) Name and address of first carrier [in seller's country] (if applicable) (with name and title of authorized representative and/or contact person with phone and fax numbers)		
.....		

Bill of lading

Date: _____		BILL OF LADING				Page 1 of _____		
SHIP FROM								
Name: _____ Address: _____ City/State/Zip: _____ SID#: _____					Bill of Lading Number: _____			
					BAR CODE SPACE			
					CARRIER NAME: _____			
SHIP TO								
Name: _____ Location #: _____ Address: _____ City/State/Zip: _____ CID#: _____					Trailer number: _____ Seal number(s): _____			
					SCAC: _____			
					Pro number: _____			
THIRD PARTY FREIGHT CHARGES BILL TO:								
Name: _____ Address: _____ City/State/Zip: _____					BAR CODE SPACE			
SPECIAL INSTRUCTIONS: _____					Freight Charge Terms: (freight charges are prepaid unless marked otherwise) Prepaid _____ Collect _____ 3 rd Party _____ <input type="checkbox"/> (check box) Master Bill of Lading: with attached underlying Bills of Lading			
CUSTOMER ORDER INFORMATION								
CUSTOMER ORDER NUMBER		# PKGS	WEIGHT	PALLET/SLIP (CIRCLE ONE)		ADDITIONAL SHIPPER INFO		
				Y N				
				Y N				
				Y N				
				Y N				
				Y N				
				Y N				
				Y N				
GRAND TOTAL				Y N				
CARRIER INFORMATION								
HANDLING UNIT		PACKAGE		WEIGHT	H.M. (X)	COMMODITY DESCRIPTION <small>Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Section 2(e) of NMFC Item 380</small>	LTL ONLY	
QTY	TYPE	QTY	TYPE				NMFC #	CLASS
GRAND TOTAL								
Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows: "The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____"						COD Amount: \$ _____ Fee Terms: Collect: <input type="checkbox"/> Prepaid: <input type="checkbox"/> Customer check acceptable: <input type="checkbox"/>		
NOTE Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. § 14706(c)(1)(A) and (B). RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.								
SHIPPER SIGNATURE / DATE This is to certify that the above named materials are properly classified, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.				Trailer Loaded: <input type="checkbox"/> By Shipper <input type="checkbox"/> By Driver		Freight Counted: <input type="checkbox"/> By Shipper <input type="checkbox"/> By Driver/pallets said to contain <input type="checkbox"/> By Driver/Pieces		CARRIER SIGNATURE / PICKUP DATE Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in the vehicle. <i>Property described above is received in good order, except as noted.</i>

Proforma Invoice

<h1>PROFORMA INVOICE</h1> <p>Company Name</p>	+1(321)456- 7899	Your Street
	your@email.com	City, State, Country
	yourwebsite.com	ZIP Code

BILL TO	Name: _____	ESTIMATE TOTAL: <div style="border: 1px solid black; padding: 10px; text-align: center; font-size: 24px; margin-top: 20px;">\$0.00</div>
Invoice Number: _____	Street: _____	
Date: _____	City, State, Country: _____	
Customer ID: _____	Phone: _____	

PRODUCTS

Quantity	Description	Unit Price	Amount
Estimated. Shipping			
Total Products			

LABOR

Hour	Description	\$ / Hour	Amount
Payment is due within # ___ of days.		Total Labor	
Comments or Special Instructions:		Subtotal	
		Sales Tax	
		TOTAL	

Invoice

INVOICE

<p>Company Name Address Phone Email Website</p>	<p>Customer Company Name Contact Name Address Phone Email</p>
---	---

Invoice Number:	1234	Issue Date:	Date	Expiry Date:	Date
-----------------	------	-------------	------	--------------	------

Item #	Description	Quantity	Unit Price	Total

<p>Additional Comments:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Subtotal</td> <td style="width: 30%;"></td> </tr> <tr> <td>Tax</td> <td></td> </tr> <tr> <td style="background-color: #003366; color: white;">TOTAL</td> <td></td> </tr> </table>	Subtotal		Tax		TOTAL	
Subtotal							
Tax							
TOTAL							

Certificate of origin

ORIGINAL

<p>1. Exporter SHENZHEN SHENZHEN CHINA ADD: TIANJIN ROAD, JIA CHINA CONTACT PERSON SHIRLEY</p>		<p>Serial No. CCPIT1001400603063 Certificate No. 14C4403A218905668</p> 		
<p>2. Consignee A</p>		 <p style="text-align: center;">CERTIFICATE OF ORIGIN OF THE PEOPLE'S REPUBLIC OF CHINA</p>		
<p>3. Means of transport and route FROM SHENZHEN CHINA TO SPAIN BY AIR</p>		<p>5. For certifying authority use only</p>		
<p>4. Country / region of destination SPAIN</p>		<p>Verify QR: http://www.icc.org/</p>		
<p>6. Marks and numbers NM</p>	<p>7. Number and kind of packages, description of goods SILK SATIN TOTAL TEN (10) CTNS ONLY</p>	<p>8. H.S. Code 6212</p>	<p>9. Quantity 215KGS</p>	<p>10. Number and date of invoice W9140111 JUL 17, 2014</p>
<p>11. Declaration by the exporter The undersigned hereby declares that the above details and statements are correct, that all the goods were produced in China and that they comply with the Rules of Origin of the People's Republic of China.</p>  <p style="text-align: center;">SHENZHEN CHINA SEP 2 2014</p> <p style="text-align: right;">江玲玲</p>		<p>12. Certification It is hereby certified that the declaration by the exporter is correct.</p>  <p style="text-align: center;">CHINA COUNCIL FOR THE PROMOTION OF INTERNATIONAL TRADE</p> <p style="text-align: center;">ASSOCIATION OF BUSINESSES OF INTERNATIONAL CHAMBERS OF COMMERCE (AICC) - CHINA ROAD SHENZHEN CHINA Fax: 86-755-25533333 Email: info@icc.org.cn</p> <p style="text-align: center;">SHENZHEN CHINA SEP 2 2014</p>		
<p>Place and date, signature and stamp of authorized signatory</p>		<p>Place and date, signature and stamp of certifying authority</p>		

page 1 of 1

Insurance certificate

STANDARD CERTIFICATE OF INSURANCE

This form must be completed and signed by your insurer or insurance broker.
Note:
 1. Proof of insurance will be accepted on this form only (with no amendments).
 2. Insurance company must be licensed to operate in Canada.

This is to certify that the Insured, named below, is insured as described below.

Insured: Name & Address:	Telephone Number: ()
	Fax Number: ()
Location and nature of operation or contract to which this Certificate applies:	

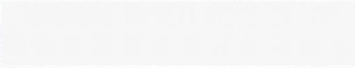
Type of Insurance	Company & Policy #	Policy Dates		Limits of Liability/Amounts
		Effective	Expiry	
Section 1 – Primary Commercial General Liability (Occurrence Basis)				Bodily Injury & Property Damage \$ _____ Inclusive \$ _____ Aggregate \$ _____ Deductible
Section 2 Automobile Liability				Bodily Injury & Property Damage \$ _____ Inclusive
Section 3 Excess/Umbrella				\$ _____ Inclusive
Section 4 Additional Insureds as required by contract: 1. The Corporation of the City of Niagara Falls 2. Other: _____				

PROVISIONS/AMENDMENTS/ENDORSEMENTS:

- A. Commercial General Liability Insurance (and Excess, if any) is extended to include the following coverage: Cross Liability and Severability of Interest Clause, Premises and Operations Liability, Blanket Contractual Liability, Products/Completed Operations, Personal Injury, and Non-Owned Automobile Liability.
- B. With respect to the Commercial General Liability Insurance (and Excess, if any), THE CORPORATION OF THE CITY OF NIAGARA FALLS, its officers and/or officials, employees and volunteers (and "other" entities as outlined in Section 4 above) have been added as Additional Insureds but only with respect to liability arising out of the operations of the Named Insured.
- C. The Commercial General Liability Insurance (and Excess, if any) Policy(ies) identified above shall protect each Insured in the same manner and to the same extent as though a separate Policy has been issued to each, but shall not increase the Limits of Liability as identified above beyond the amount or amounts for which the company would be liable if there had been only one Insured. Any failure to comply with any provision of the insurance Policy by the Named Insured shall not affect coverage provided to The Corporation of the City of Niagara Falls.
- D. The Policy(ies) identified above shall apply as primary insurance and not excess to any other insurance available to THE CORPORATION OF THE CITY OF NIAGARA FALLS.
- E. If cancelled or changed to reduce the coverage as outlined on this Certificate, during the period of coverage as stated herein, thirty (30) days (or (10) days if cancellation is due to non-payment of premium) prior written notice by registered mail will be given by the insurer(s) to:

Packing List

PACKING LIST

SELLER		INVOICE NO. & DATE	
		NO: _____	
		DATE: _____	
		CONTRACT NO: _____	
		DATE: _____	
BUYER		PAYMENT T/T	
		FROM LIANYUNGANG, CHINA	
		TO ODESSA, UKRAINE	
		MARKS: N/M	
DESCRIPTION OF GOODS	QTY	WEIGHT	MEASUREMENT
	(NET)	(GROSS)	
DRIED SHREDDED SQUID	1000CTNS/10000KGS	12000KGS	30CBM
FOB LIANYUNAGNG, CHINA			
TOTAL	1000CTNS/10000KGS	12000KGS	30CBM
SAY ONE THOUSAND CARTONS ONLY			
 贺松			



安阳市通用国际贸易有限责任公司
 ANYANG GENERAL INTERNATIONAL CO.,LTD

NO.89 JIEFANG RD.,WENFENG DISTRICT, ANYANG, HENAN, CHINA

AGICO

PACKING LIST

TO: LTD "SUMIT"
 UKRAINE, SUMY,
 STR. 2ND ZHELEZNOGOROZHNYA, 1.

DATE: Jul. 3, 2013
 INVOICE NO.: FJXD1L060613
 SIC NO.: JXD1L060613
 L/C NO.:

TERM OF PAYMENT: T/T

FROM: QINGDAO, CHINA


TO: ILYICHEVSK, UKRAINE

DESCRIPTION OF GOODS	QTY	G.W./N.W.	MASUREMENT
PELLETIZING MACHINE SZJ15B	1SET	958.00/920.00KGS	2.16M ³
*****	*****	*****	*****
TTL:	1SET	958.00/920.00KGS	2.16M ³

TOTAL ONE CASE ONLY.

SHIPPING MARKS: AGICO

Export license

中华人民共和国出口许可证 EXPORT LICENCE OF THE PEOPLE'S REPUBLIC OF CHINA No. 3426388						
1. 出口商: Exporter		4403772703574		3. 出口许可证号: Export licence No.		
深圳市威天信贸易有限公司				13-41-300055		
2. 发货人: Consignor		4403772703574		4. 出口许可证有效截止日期: Export licence expiry date		
深圳市威天信贸易有限公司				2013年10月07日		
5. 贸易方式: Terms of trade		一般贸易		8. 进口国(地区): 越南 Country/Region of purchase		
6. 合同号: Contract No.		DE-HG130015		9. 付款方式: Payment		
				汇付		
7. 报关口岸: Place of clearance		天津关区		10. 运输方式: Mode of transport		
				海上运输		
11. 商品名称: Description of goods		其他钴镍、未锻轧钴、粉末		商品编码: Code of goods		
				8105209090		
12. 规格/等级 Specification	13. 单位 Unit	14. 数量 Quantity	15. 单价 USD Unit price	16. 总值 USD Amount	17. 总值折美元 Amount in USD	
Co powder 99.8%min	千克	*100.0	*45.0000	*4,500	\$4,500	
18. 总计 Total	千克	*100.0		*4,500	\$4,500	
19. 备注 Supplementary details			20. 发证机关签章 Issuing authority's stamp & signature			
						
			21. 发证日期 Licence date			
			2013年07月18日			

第一联(正本)发货人办理海关手续 海关验放签注栏在背面

中华人民共和国商务部监制 (2007)

Purchase order

My Company name

My company slogan

Purchase Order

Date	13/09/2009
P.O. Number	[PO123456]
Customer ID	111111

Vendor

[Name]
 [Company Name]
 [Address]
 [ZIP or Post Code]
 [Phone]
 [Fax]
 [E-mail]

Ship To

[Name]
 [Company Name]
 [Address]
 [ZIP or Post Code]
 [Phone]
 [Fax]
 [E-mail]

Ship Via	Shipping Method	Shipping Terms	Delivery Date

Code	Product Name/Description	Qty	Unit Price	Total
12345	Product 1	100	3.50	350.00
54321	Product 2	30	11.25	337.50
				-
				-
				-
				-
				-
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Notes and Instructions

Subtotal	\$	687.50
Discount		-
Sales Tax Rate	%	10.00
Sales Tax	\$	68.75
Other Cost		-
S & H		-
Sub Total	\$	756.25

This is not a Tax Invoice!

Date	Authorized Signature
------	----------------------

Should you have any enquiries concerning this quote, please contact John Doe on 0-000-000-0000

111 Street, Town/City, County, ST, 00000
 Tel: 0-000-000-0000 Fax: 0-000-000-0000 E-mail: info@yourcompanysite.com Web: www.yourcompanysite.com

The documentary Credit

Application for Irrevocable Documentary Credit (DC)

Branch: _____

Please select one of the following:

New DC issuance Amendment to an existing DC
(Please complete all applicable fields) (Please complete all applicable fields)

DC No: _____ (For Bank use only)

In all instances complete boxes 1 to 6

<p>1. Applicant (Name and address):</p>	<p>2. Date: <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>	<p>3. DC to be available by negotiation (by default) unless another choice is made by ticking below:</p> <p><input type="checkbox"/> Sight Payment <input type="checkbox"/> Deferred Payment <input type="checkbox"/> Acceptance</p>
<p>4. DC not transferable or assignable unless ticked below:</p> <p><input type="checkbox"/> Transferable</p>		
<p>5. Contact name: _____ Tel No.: _____ Fax No/Email: _____ <small>(for any clarification with regard to this application)</small></p>		
<p>6. Import Account No. <input type="text"/><input type="text"/><input type="text"/> - <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> - <input type="text"/><input type="text"/><input type="text"/></p>		

Complete all other boxes which are relevant, where amendment needs to be carried out, other than the beneficiary name:

7. Amendment to DC details : Existing DC No: _____
 Advising Bank (if known): _____

DC CCY and Amount: _____ (in figures) _____ (in words).
 Present Expiry Date: / Place of Expiry: _____

Please amend the DC as follows:

Increase Decrease

The amount of the DC by _____ (in figures) _____ (in words),
 making a new total of _____ (in figures) _____ (in words).

Other amendments _____

(Max Char Allowed: 100)

<p>8. Beneficiary (Name and address):</p> <p>Contact Person: _____ Phone No.: _____ Fax No.: _____</p>	<p>9. Date of DC expiry/if amendment new date of DC expiry: _____</p> <p>10. Place of DC expiry: _____</p> <p>11. Shipment date/if amendment not later than: <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> / <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p>12. Period for presentation of documents/if amend new period for presentation: _____ Documents should be presented within <input type="text"/><input type="text"/><input type="text"/> (21 days by default unless specified otherwise) days after shipment but within validity of the credit.</p>
<p>13. Partial shipment / delivery: <input type="checkbox"/> Allowed <input type="checkbox"/> Not allowed</p>	<p>14. Transshipment: <input type="checkbox"/> Allowed except in sanctioned or boycott countries <input type="checkbox"/> Not allowed</p>
<p>15. Amount in figures and currency:</p>	<p>16. Allowance of variance in amount and quantity, (if any)</p>

Request for quote



Request for Quote Form

Please send to: sales@bharatglass.com Phone: 26776563 Fax: 26782135

PLEASE NOTE: Below is a list of all the information that Form5 Glass Surfaces will need in order to provide a formal quote. Prices will not be released prior to receipt of the information below, including your list of estimated quantities and sizes.

COMPANY INFORMATION

Company name and address:	
Contact name:	
Phone number:	
Fax number:	
Email address:	

PROJECT INFORMATION

Project name:	
Specifying architectural firm:	
Location of firm (city & state):	
¹ Estimated order date:	
¹ Estimated date glass is required for install:	

¹ This information is required for lead time purposes. Exact dates are not required; please provide whatever information you have available at the time of your quote request.

GLASS SPECIFICATION INFORMATION

Is Form5 supplying the glass for this application?	
Pattern specifications and/or custom sample numbers:	
Glass thickness and type:	
² Is flat polished edgework required?	
³ Please list any holes, notches, pattern-cut panels or other custom fabrications required:	
Is this an interior or exterior application?	

² Tempered glass is furnished with seamed edges unless specified otherwise.

³ If pattern-cut panels are specified, a drawing or digital file must be submitted with the quote request. Custom fabrications must meet ASTM standards.

Request For Price Quote

(name)
(your street
city, state, zip)
(date)

(name
street
city, state, zip)

Dear _____:

We are currently developing a program of vendor sources. Therefore, we would appreciate a quote from you on the items listed below:

Please return your quote in the prepaid envelope that is enclosed for your convenience.

Sincerely,

Request for proposal

**REQUEST FOR PROPOSAL
MARKETING SERVICES**

Date of Issuance: March 22, 2012

A. PROJECT INFORMATION

1. Introduction

This Request for Proposal (“RFP”) is issued to provide the selection process for marketing services. Proposals will be accepted from:

- a. Individuals operating as independent contractors;
- b. Non-profit, non-governmental entities;
- c. For-profit, private entities; and
- d. Preference is given to proposers with experience working with public sector entities, including state and/or county government in outreach and education for the identified target groups.

Proposers submitting a response to the RFP will be asked at a minimum, to state their qualifications, understanding/experience relating to the project and offer their methodology for meeting the design criteria. The finalists from the RFP Phase will proceed to the Interview Phase and be requested to participate in oral interviews.

Selection Schedule:

RFP Released	March 22, 2012
Pre-Proposal Meeting	March 29, 2012
Deadline to Submit Questions (in writing)	April 3, 2012
Responses to Questions (in writing)	April 9, 2012
Proposals Due	April 13, 2012
Review/Notify Short Listed Firms/Interviews.....	April 23-May 4, 2012
Notice of Selection.....	May 11, 2012
Complete Contract Negotiations	May 25, 2012
Contract Execution/NTP.....	June 8, 2012

Note: The total amount available under this RFP will not exceed Ninety Six Thousand Dollars **(\$96,000.00)(the “Maximum Contract Amount”)** for a one year contract subject to available, appropriated funds. The City and County of Denver reserve the right to negotiate all contract amounts.

The competitive selection process provided for under this RFP will focus on the qualifications and prior history of performance on similar projects of each proposer and the proposer’s team members, as appropriate, in accordance with the selection criteria set forth in this RFP. Thoughtful written responses to this RFP will enable the City to select the most qualified proposers.

2. Description of Services. The objective of this RFP is to procure marketing and communications support services, creation of selected marketing materials, support services for public outreach activities, and other related marketing functions and work products. Services to be performed include:

RFP Marketing Services

Section 3.9 Select

EHR Request for Proposal

The request for proposal (RFP) is a powerful tool to use in the selection process for electronic health records (EHR). This tool provides a RFP template that can be customized for your organization's use.

Time needed: 40 hours

Suggested other tools: Section 3.4 Soliciting Bids for EHR and HE; RR, RFS, RFP

How to Use

Review the RFP template, eliminate any questions for that are not applicable to your organization. Enter your organization's information. Send the RFP to the vendors you have selected to receive the RFP.

Date:
Re: Request for Proposal for Electronic Health Record
Due Date for Response:
To:
From:
<ul style="list-style-type: none"> • Primary Contact Name: • Title: • Address: • Phone Number: • E-mail address:
<p>Additional Instructions for Responding to this RFP:</p> <p>Please limit contact to individual identified above. Submit your response electronically, and as five paper copies. Complete all sections without alteration.</p>
<p>Table of Contents:</p> <ul style="list-style-type: none"> A. Background and Information B. Request for Information: <ul style="list-style-type: none"> 1. Vendor Information 2. EHR Product History 3. Customer Information and References 4. How EHR Meets Functional Requirements 5. How EHR Meets Performance Requirements 6. EHR Technical Requirements 7. Implementation Plan 8. Documentation, Training, and Testing 9. Ongoing Support/Maintenance 10. Contractual Considerations C. Price Proposal (upload as a separate electronic file, and as separate stapled paper copies)

A. Background and Information

1. Overview of Organization

- a. Number of Professional Staff
- b. Number of Clinical Support Staff
- c. Number of Administrative Staff
- d. Number of Locations
- e. Client Visits per Year
- f. New Clients per Year
- g. Current Number of Active Clients
- h. Medicare
- i. Medicaid
- j. Commercial Insurance
- k. Services Provided

2. Overview of current IT Environment

- a. Number of IT Staff
- b. Other IT Support
- c. Types of Servers/Operating System
- d. Number and Type of Work Stations/Operating System
- e. Backup, Business Continuity, Disaster Recovery
- f. Extent Networked—locally/to other sites
- g. Wireless Capability
- h. Internet Service Provider
- i. Web Site URL
- j. Systems with which the EHR must connect (e.g., Practice Management System, Dictation/Transcription System, Reference Lab, Other)

B. Request for Information

Vendor Information

1. Vendor Primary Contact

- Name
- Title
- Office/Location Address
- Phone Number
- E-Mail address
- Organization's Internet Home Page

2. Identify the location of the following:

- Corporate Headquarters:
- Field Support Offices:
- Programming/Technical Support Personnel:

3. List the number of employees (full-time equivalents) in your organization by category: