

United States Department of Agriculture

A Business of Details

Exporting High Value
U.S. Agricultural Products



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U.S. Agricultural Products

by

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Transportation and Marketing Division

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Introduction

Every year foreign businesses purchase billions of dollars worth of U.S. agricultural products. Exporting any product involves many people, numerous transactions, and critical paper work. Attending to the details can make or break an export venture.

The video “A Business of Details” follows a shipment of Fuji apples from a farm in California to a market in Taiwan. Throughout every stage of this shipment many critical aspects of exporting U.S. agricultural products are highlighted, such as: what costs to include in a price quote; how to maintain product quality during transport; and how to get paid. The goal of the video, and this publication, is to assist new exporters with identifying the questions that must be answered for each export transaction and identifying sources that can help answer these questions.

This publication follows the sequence of events in the video and can be used while watching the video. Information covered in the video is



enclosed in boxes.

When relevant, additional information related to the topics covered in the video follows each box.

Shipment Parameters

Sample shipment based on:

- ◆ Cost, insurance, and freight quote (CIF)
- ◆ Confirmed irrevocable letter of credit
- ◆ Transport in a refrigerated container by truck and ocean carrier

Four critical elements dictate the details of each shipment:

- ◆ **Product requirements**—factors such as container type, temperature setting, packaging requirements
- ◆ **Country requirements:**
 - ▶ **U.S.**—USDA Federal-State inspection certificate, Shippers Export Declaration (SED), export license
 - ▶ **Foreign country**—phytosanitary inspection certificate, certificate of origin, import license, tariffs, value-added taxes (VAT)
- ◆ **Buyer/consignee requirements**—product variety, grade, packaging, availability, payment method, price
- ◆ **Exporter/seller requirements**—buyer references, method of payment

Four major players:

- ◆ Seller/Exporter
- ◆ Freight Forwarder
- ◆ Carrier
- ◆ Buyer/Consignee

The responsibilities of each of the four players for the export process depend on the terms of sale agreed upon between the exporter/seller and buyer. Each party, including the exporter, needs to know the terms and conditions for each shipment.

Pre-Sale Research

Market research

Identify where markets exist for the product; determine market potential and specific customer preferences, such as taste, product variety, appearance, and packaging.

Locating customers

Sources include (see page 31 for addresses):

- ◆ USDA, Foreign Agricultural Service
- ◆ Department of Commerce
- ◆ State Departments of Agriculture
- ◆ Industry Trade Associations

Know your customer:

- ◆ Visit, or inquire about, the buyer's facilities
- ◆ Check trade references
- ◆ Determine the buyer's reputation with its customers
- ◆ Identify the range of products carried by the buyer
- ◆ Check the buyer's banking references
- ◆ Research the buyer's dispute resolution record

Determining the Conditions of a Sale

Quotation

The buyer requests a quotation on:

- ◆ Product type, including variety and grade
- ◆ Quantity of product available
- ◆ How the product is packaged for export
- ◆ When the shipment can be ready at the packing house
- ◆ Shipping date

Depending upon the seller's relationship with the buyer, a quotation can be given verbally, in a letter, or in the form of an invoice, such as a pro forma invoice. Regardless of the method, the information would be the same as that included in the pro forma invoice.

Pro forma invoice

In the pro forma invoice, the seller spells out the details of the transaction. The pro forma invoice is used by the buyer when applying for an import license and arranging for a letter of credit. The pro forma invoice should include:

- ◆ Product description including variety, grade, size, and quantity
- ◆ Terms of payment
- ◆ Price of each item (it is recommended that new exporters quote in U.S. dollars to reduce foreign-exchange risk)
- ◆ Freight forwarder, cargo insurance, and shipping costs
- ◆ Total charges to be paid by buyer
- ◆ Buyer's name and address
- ◆ Buyer's reference number
- ◆ Date of inquiry

Other items included in the pro forma invoice:

- ◆ Gross and net shipping weight (in metric units where appropriate)
- ◆ Total cubic volume and dimensions (in metric units where appropriate) packed for export
- ◆ Trade discount if applicable
- ◆ Delivery point
- ◆ Validity period for quotation
- ◆ Estimated shipping date
- ◆ Estimated date of shipment arrival

Sample Pro Forma Invoice

FORM

Determining the Terms and Details of Transport

INCOTERMS

stands for INternational COmmercial TERMS. INCOTERMS provide a standard interpretation for trade terms (such as CIF, CFR, FOB).

The International Chamber of Commerce (ICC) publication “Guide to INCOTERMS 1990” (publication #461/90) is the latest official publication covering INCOTERMS and explains the function, cost, and risk in transferring goods from seller to buyer for each trade term. For information on where to purchase this guide, see page 42

Consult with a freight forwarder

Consult with a freight forwarder to determine transportation costs.

◆ Determining price quote

Freight forwarders assist prior to the sale by providing a quotation on:

- ▶ Freight and port charges (inland trucking, ocean carrier, terminal handling)
- ▶ Documentation fees
- ▶ Insurance costs
- ▶ Freight forwarder’s fees
- ▶ Consular fees (charge for invoice processing by destination country’s embassy or consulate office)

◆ Determining the details of transport

During the planning phases the freight forwarder can help decide:

- ▶ Which carriers to specify
- ▶ Best days of the week to ship
- ▶ The best route
- ▶ The most economical shipment size

Determining the Terms and Details of Transport

◆ Executing the transportation process

The freight forwarder can:

- ▶ Provide advice on foreign import regulations
- ▶ Arrange for inland transportation (if requested)
- ▶ Book space with the carrier
- ▶ Complete export documentation
- ▶ Arrange cargo insurance
- ▶ Provide guidance on packaging, marking, and labeling
- ▶ Arrange for products to be packed and containerized, if requested

Selecting a Freight Forwarder

◆ **Selecting a freight forwarder**

Factors to consider when selecting a freight forwarder:

- ▶ Does the freight forwarder have experience handling the type of product you export, and can it provide the special expertise you require?

Additional selection factors include:

- ▶ Carries “errors and omissions insurance”—a policy that covers the freight forwarder in the event it makes an error or omission
- ▶ Licensed by the Federal Maritime Commission (to handle ocean cargo)
- ▶ Licensed by the International Air Transport Association (to handle air cargo)
- ▶ Financially stable
- ▶ Known for customer satisfaction
- ▶ Employs agents in the destination country
- ▶ Maintains ample facilities capable of handling your business
- ▶ Willing to take the time to explain new terms and work with new exporters

Before finalizing the sale, the exporter should:

- ◆ Understand his/her obligations
- ◆ Know the requirements for the shipment and be sure they can be met
- ◆ Understand the buyer’s obligations
- ◆ Ask questions if anything is unclear

Documentation Requirements

Import requirements

The buyer should note on the pro forma invoice what documents are needed to clear customs at the destination port.

Documents required to clear customs in the destination country in the sample shipment:

- ◆ Commercial invoice
- ◆ Bill of lading
- ◆ Phytosanitary certificate
- ◆ Federal-State inspection certificate—Export Apple and Pear Act

Other documents

Other documents typically required by foreign governments include, but are not limited to:

- ◆ Certificate of origin
- ◆ Insurance certificate
- ◆ Packing list

Documents required by U.S. law in the sample shipment:

- ◆ Federal-State inspection certificate—Export Apple and Pear Act
- ◆ Shippers Export Declaration—The U.S. Government requires that exporters complete a Shippers Export Declaration (SED) for international shipments. The SED is a joint Bureau of the Census/International Trade Administration document for compiling official U.S. export statistics and administering the requirements of the Export Administration Act.

Documentation Requirements

Sources for determining foreign import requirements:

- ◆ Buyer/Importer
- ◆ Freight Forwarder
- ◆ USDA, Foreign Agricultural Service
 - ▶ Tariff rates and import quotas
 - ▶ Technical requirements for imported foods overseas (including regulations relating to food additives, pesticide residues, and food sanitation)
- ◆ USDA, Animal and Plant Health Inspection Service
 - ▶ Information on foreign import requirements for livestock and animal products
 - ▶ Information on foreign import requirements for fresh fruits and vegetables
- ◆ USDA, Food Safety and Inspection Service—Foreign import requirements for meat and poultry
- ◆ Foreign Consulate of Destination Country
- ◆ Publications:
 - ▶ *Official Export Guide*
 - ▶ *Exporter's Encyclopaedia*
 - ▶ *International Trade Reporter—Export Reference Manual*

See page 43 for a comprehensive listing of addresses and phone numbers.

Method of Payment

Letter of credit (L/C)

Both the exporter and freight forwarder carefully review the L/C. The L/C may list a number of items, depending upon the terms of sale negotiated between the seller and buyer:

- ◆ Ocean carrier to be used
- ◆ Last ship date—latest date the product can be shipped
- ◆ Container type
- ◆ Notify party—whom to notify when the product arrives at the destination port, (typically the buyer or buyer’s agent)
- ◆ What documents are required to receive payment

All documents must comply “to the T” with the letter of credit or else the seller risks non-payment.

Explanation of letter of credit (L/C)

The L/C is a commonly used method of payment in international sales. An L/C is a commitment or promise from the buyer’s bank to pay the seller once the seller has met all the terms and conditions of the letter of credit. Typically, four parties are involved in this transaction.

◆ **Buyer/applicant**

The buyer, referred to as the applicant, applies to his/her bank for the issuance of an L/C. The applicant pays for the products and the issuance of the L/C based on the credit terms established with his/her bank.

◆ **Seller/beneficiary**

The seller is called the beneficiary. The beneficiary is responsible for the collection, presentation, and accuracy of the documents required by the L/C.

Method of Payment

◆ Issuing bank/applicant's bank

The applicant's bank, referred to as the issuing bank, issues the L/C. Once the shipment is at sea, the seller, or seller's bank, submits to the issuing bank the documents, called the commercial set, required by the L/C to collect payment. The issuing bank reviews the documents and verifies that all documents comply exactly with the terms and conditions of the L/C. It then pays the seller or the seller's bank, collects payment from the buyer, and releases the documents to buyer. The ocean carrier will not release the shipment to the buyer unless the buyer presents these documents, which act as title to the shipment.

◆ Beneficiary's bank/advising or confirming bank

The beneficiary's bank (seller's bank) can act as an advising bank or a confirming bank. An advising bank verifies that the L/C is authentic, notifies the beneficiary of its receipt, receives the commercial set from the beneficiary, and forwards it to the issuing bank for payment. A confirming bank handles the same responsibilities as the advising bank and also assumes liability for paying the beneficiary should the issuing bank default.

The requirements for collection of payment listed in the L/C include both documents required by U.S. and foreign law to clear customs, and additional documents and terms negotiated between the seller and buyer. In general, the fewer requirements listed in the L/C, the easier it is for the seller to get paid.

Although a confirmed, irrevocable L/C was used in the sample shipment, many other methods of payment are used in international trade. Some of the more common methods include cash in advance, draft, open account, credit card, consignment, counter trade, and barter. The publication "ICC Guide to Documentary Credit Operation" has more information on the various payment methods. Those interested may wish to contact ICC Publishing Corporation for further information (see page 42 for address).

Sample Letter of Credit

Sample Letter of Credit

Sample Letter of Credit

Sample Letter of Credit

Ocean Transportation Arrangements

Booking space on a vessel

The freight forwarder (or exporter) calls the carrier representative to book space on a vessel. A booking establishes the:

- ◆ Sailing date
- ◆ Proper temperature setting
- ◆ Proper fresh air exchange
- ◆ Type of equipment needed
- ◆ Appropriate rate structure

Rate structure

Depending upon the carrier, ocean container freight rates are quoted in one of two ways: a basic rate plus ancillary charges, or an all-inclusive rate. Descriptions follow:

- ◆ **Basic rate**—The basic rate is based on the commodity being shipped, and volume (quantity, size, and weight) of the shipment. The rate is also dependent upon where the shipment originates, its destination point, and whether the shipment moves in a refrigerated or non-refrigerated container.
- ◆ **Ancillary charges** can include:
 - ▶ CAF—Currency adjustment factor
 - ▶ FAF—Fuel adjustment factor, also called bunker adjustment factor (BAF)
 - ▶ THC—Terminal handling charges
 - ▶ Port congestion surcharges
- ◆ **All-inclusive rate**—A single rate which incorporates all charges

Container pre-trip

The carrier washes the container, inspects the container, and checks the refrigeration unit. Before loading the container, it is important that the seller also check the container for holes, wear-and-tear, and cleanliness.

Export Certification

Export Apple and Pear Act/USDA inspection certificate

Apples and pears exported from the United States must meet minimum quality and other requirements established by the Export Apple and Pear Act. This act also requires that USDA, through a Federal or Federal-State inspection service, officially inspect and certify these fruits as being in compliance with the regulations. For more information on the Export Apple and Pear Act contact the Fruit and Vegetable Division of the USDA Agricultural Marketing Service (see page 44 for address).

USDA inspection certificate for grade and condition

Experienced exporters recommend getting an inspection certificate for grade and condition, even when it is not required by law. These certificates provide evidence that the fruit was in good condition at the time and date of inspection and can be useful in the event of a claim.

Phytosanitary certificate

Many foreign governments, as well as some buyers, require a phytosanitary certificate for fresh plants and plant products. This certificate states that the shipment has been inspected and is free of harmful pests and plant diseases. For more information on obtaining phytosanitary certificates contact the Export Certification Unit of the USDA Animal and Plant Health Inspection Service (APHIS) (see page 45), your State Department of Agriculture, or your local county Agricultural Commissioner's Office.

Export Certification

Other certificates

Depending on the product being shipped, other inspection certificates may be required by U.S. law or required to clear customs in the destination country. Also, foreign buyers may require a certificate stating that the product was inspected and found to meet certain quality standards. Several USDA agencies, in cooperation with State governments, provide inspection and certification services.

◆ Export Grape and Plum Act/USDA inspection certificate

Vinifera grapes exported from the United States must meet minimum quality and other requirements established by the Export Grape and Plum Act. Export shipments of vinifera grapes must be inspected and certified by the Federal or Federal-State inspection service. Exports of plums are not currently regulated under this act since other regulations already restrict exports of plums to better grades and sizes. For more information about the Export Grape and Plum Act, contact the Fruit and Vegetable Division of the USDA Agricultural Marketing Service (for complete address see page 45).

◆ Quality certification

USDA's Agricultural Marketing Service (AMS) offers, for a fee, a voluntary food quality certification service. In addition, also for a fee, AMS will review contracts and work with exporters to develop a written specification for the quality certification of food products. For information contact the appropriate commodity branch (a complete listing of addresses and phone numbers can be found on page 46).

Livestock and animal products are inspected by USDA's Animal and Plant Health Inspection Service to ensure compliance with health and sanitation requirements of the importing country (see page 47 for address).

USDA's Grain Inspection, Packers and Stockyards Administration (GIPSA) inspects grain shipments to ensure that they meet the contract specifications (see page 47 for address).

Export Certification

Export permit

While U.S. Government permission to export is not required for most agricultural products, the Bureau of Alcohol, Tobacco, and Firearms does require export permits for alcoholic beverages (see page 48 for address).

Packaging and Loading for Export

Packaging

Packaging for an export shipment tends to be different from that for a domestic shipment because the in-transit is different. In the sample shipment, some of the specific packaging techniques used include:

- ◆ Palletizing the shipment with extra strapping
- ◆ Using corner boards
- ◆ Using extra padding inside the boxes
- ◆ Packing more product inside each box
- ◆ Using larger and stronger boxes
- ◆ Using packaging designed for the destination market

Packaging design factors

Factors that can affect export package design are: protection of the product, buyer/customer requirements, in-transit and destination country climates, modes of transportation, cultural preferences, labeling and recycling laws.

Temperature recording devices

Temperature recording devices are inserted in the load to provide a backup record of the temperature in the refrigerated container during transit.

Temperature recorders are recommended when shipping perishable temperature-sensitive commodities. The function of the temperature recorder is to provide evidence which may be used to prove or disprove that the appropriate temperature was maintained inside the container during transport. This evidence is useful in the event of a claim.

Container seal

A metal seal is used to lock the container door. The seal number is recorded on the bill of lading and verified at the final destination before the container is opened.

Export Terms of Sale

Ownership transfer points

At some point in the shipment, ownership and responsibility over the cargo transfers. Ownership transfer points include:

- ◆ Packing house—Ex Works, FOB
- ◆ Container yard at named port of shipment—FAS
- ◆ Crossing ships rail at named port of shipment—FOB, CFR, CIF

Export terms of sale

Export terms of sale determine what costs are covered in the price of the cargo. They also indicate at what point ownership transfers to the buyer and at what point responsibility for the cargo transfers. INCOTERMS provide “the international rules for the interpretation of trade terms.” The more commonly used trade terms are:

Ex Works (... named place)

For the sample shipment the term would be:

Ex Works-Suma Fruit International, Sanger, California.

Ex Works is sometimes referred to as Free on Board (FOB) packing house. The price quoted applies only at the point of origin, and the seller agrees to place the goods at the buyer’s disposal at the specified place on the date or within the period fixed. All other charges and risks are the responsibility of the buyer. The Ex Works price is determined as follows:

1. Cost per unit x number of units = total product cost
- +2. Profit
- +3. Commissions
- +4. Banking fees
- +5. Palletization
- +6. Freight forwarding & documentation fees
- +7. USDA inspection & phytosanitary certificate fees
- +8. Temperature recorder charges
- = **Ex Works price**

Export Terms of Sale

FAS-Free Alongside Ship (... named port of shipment)

For the sample shipment the term would be:

FAS-port of Oakland, California.

Under this term, the seller quotes a price for goods that includes delivery of the goods alongside a vessel at the named port. The buyer pays for terminal handling, ocean transportation, and cargo insurance and assumes all risks from this point forward. The FAS price is determined as follows:

$$\begin{aligned} & \text{Ex Works price} \\ & +9. \text{ Inland transportation} \\ & = \text{FAS price} \end{aligned}$$

FOB-Free On Board (... named port of shipment)

For the sample shipment the term would be:

FOB-port of Oakland, California.

Under this term, the seller quotes a price for goods that includes the cost of loading onto the transport vessel at the designated point. The FOB price is determined as follows:

$$\begin{aligned} & \text{FAS price} \\ & +10. \text{ Terminal handling charges} \\ & = \text{FOB price} \end{aligned}$$

Export Terms of Sale

CFR-Cost and Freight (... named port of destination)

For the sample shipment the term would be:

CFR-port of Kaohsiung, Taiwan.

Referred to as C & F in the old INCOTERMS. Under this term, the seller quotes a price for the goods that includes the cost of transportation to the named point of debarkation. The buyer is responsible for the cost of insurance. The CFR price is determined as follows:

$$\begin{aligned} & \text{FOB price} \\ & +11. \text{ Ocean freight charges} \\ & +12. \text{ Ancillary charges} \\ & = \text{CFR price} \end{aligned}$$

CIF-Cost, Insurance, and Freight (... named port of destination)

For the sample shipment the term would be:

CIF-port of Kaohsiung, Taiwan.

The seller quotes a price for the goods, including insurance costs and all transportation and miscellaneous charges, to the overseas point of debarkation. The CIF price is determined as follows:

$$\begin{aligned} & \text{CFR price} \\ & +13. \text{ Insurance} \\ & = \text{CIF price} \end{aligned}$$

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Export Terms of Sale

Quoting a price in review:

1. Cost per unit x number of units = total product cost
 - +2. Profit
 - +3. Commissions
 - +4. Banking fees
 - +5. Palletization
 - +6. Freight forwarding & documentation fees
 - +7. USDA inspection & phytosanitary certificate fees
 - +8. Temperature recorder charges
- = **Ex Works price**

- Ex Works price
- +9. Inland transportation
- = **FAS price**

- FAS price
- +10. Terminal handling charges
- = **FOB price**

- FOB price
- +11. Ocean freight charges
 - +12. Ancillary charges
- = **CFR price**

- CFR price
- +13. Insurance
- = **CIF price**

Insurance

Insurance:

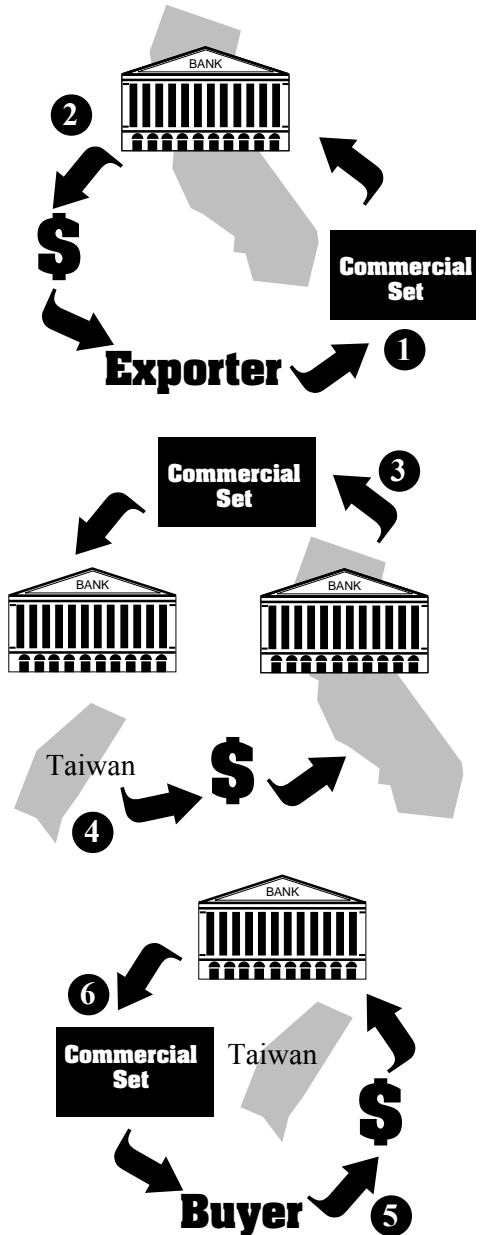
- ◆ If the shipment was sold CIF, the seller is responsible for obtaining cargo insurance.
- ◆ A minimal amount of insurance is provided by the carrier under general provisions in a bill of lading, and usually does not cover the value of the shipment.
- ◆ The seller can obtain insurance through a marine cargo insurance agent or the seller's freight forwarder.
- ◆ Some insurance companies specialize in various product categories; identify a company that has experience in insuring your product type.

Contingency insurance

When the product is sold under terms that require the buyer to provide insurance, experienced exporters often choose to purchase contingency insurance. It acts as backup insurance for the seller in case the insurance provided by the buyer is not sufficient to cover the value of the shipment.

Payment Collection With a Letter of Credit

- **Step 1**– The exporter sends the commercial set to the confirming bank.
- **Step 2**– The confirming bank, meaning the exporter’s bank in the United States, reviews the commercial set. If all the documents are in order, the bank pays the exporter in accordance with the letter of credit.
- **Step 3**– Before the vessel arrives in Taiwan, the confirming bank sends the approved commercial set with the original documents to the buyer’s bank, or issuing bank.
- **Step 4**– Upon receipt of the approved commercial set the issuing bank pays the confirming bank.
- **Step 5**– The issuing bank collects payment from the buyer.
- **Step 6**– The issuing bank releases the commercial set to the buyer. The commercial set acts as title to the shipment.



Documents Required for Collection of Payment

Commercial set

Commercial set, also commonly referred to as the banking package, is the set of documents submitted to the bank in order to receive payment for the shipment, as stated in the L/C. For the sample shipment the required documents are:

- ◆ Commercial invoice
- ◆ Original bill of lading
- ◆ Phytosanitary certificate
- ◆ Federal-State inspection certificate—Export Apple and Pear Act

All documents in the commercial set must match, “to the T,” with the L/C or else the seller risks non-payment for the shipment.

Other documents

Other documents commonly required include:

- ◆ Certificate of origin
- ◆ Packing list
- ◆ Insurance certificate
- ◆ Draft—Submitted by the seller, a draft orders payment from the issuing bank or buyer

Arriving at Destination

Taiwan customs classification system

Taiwan classifies importers into grades, with “A” being the best. The system is based on the importer’s record for accurately reporting imports and paying duties. Importers with low grades will have a greater percentage of their containers inspected by customs.

Dealing with a problem shipment

If the shipment arrives at the destination country damaged, the following steps should be taken by the appropriate party:

Buyer:

- ◆ Checks the container’s temperature recording device
- ◆ Checks the recorders inserted in the load by the exporter
- ◆ Notifies the exporter
- ◆ Arranges for an inspection service to conduct a survey report
- ◆ Notifies the steamship carrier
- ◆ Takes appropriate steps to minimize damage to the cargo

Exporter:

- ◆ Arranges for an inspection service to conduct a survey report
- ◆ Notifies the steamship carrier
- ◆ Notifies the insurance company

Sample shipment:

- ◆ Arrived in good condition
- ◆ Buyer was satisfied
- ◆ Product was sold on the Taiwan market
- ◆ Exporter was paid

A Business of Details

Exporting is a business of details...

- ◆ Research export market
- ◆ Locate potential buyers
- ◆ Check buyer's references
- ◆ Consult with a freight forwarder
- ◆ Know import requirements
- ◆ Make sure that all documents comply exactly with the L/C
- ◆ Export only top-quality product
- ◆ Obtain all necessary certificates
- ◆ Use appropriate packaging for export
- ◆ Use temperature recording device when appropriate
- ◆ Seal the container
- ◆ Understand export terms of sale
- ◆ Secure adequate insurance
- ◆ Know how to deal with problem shipments

You can't miss a single step!

Appendix

Sources for locating buyers:

- ◆ AgExport Services Division
USDA, Foreign Agricultural Service
AgBox 1052
Washington, DC 20250-1052
Phone: (202) 720-7103
Fax: (202) 690-4374

- ◆ Trade Information Center
Department of Commerce
HCHB Room 7424
Washington, DC 20230
Phone: (800) USA-TRADE (1-800-872-8723)
Fax: (202) 482-4473
TDD (800) 833-8723

- ◆ State Departments of Agriculture
 - ▶ ALABAMA
Department of Agriculture and Industries
Division of Marketing
P.O. Box 3336, Beard Building
Montgomery, AL 36109-0336
Phone: (205) 242-2571
FAX: (205) 240-3135

 - ▶ ALASKA
Department of Natural Resources
Division of Agriculture
P.O. Box 949
Palmer, AK 99645-0949
Phone: (907) 745-7200
FAX: (907) 745-7112

- ▶ ARIZONA
Arizona Department of Agriculture
Office of Commodity Development and Promotion
1688 West Adams
Phoenix, AZ 85007
Phone: (602) 542-0978
FAX: (602) 542-0969

- ▶ ARKANSAS
Industrial Development Commission
One State Capitol Mall
Little Rock, AR 72201
Phone: (501) 682-1121
FAX: (501) 682-7341
Trade and International Investment Division
Phone: (501) 682-3571
FAX: (501) 324-9856

- ▶ CALIFORNIA
Department of Food and Agriculture
Agricultural Export Program
P.O. Box 942871
Sacramento, CA 94271-0001
Phone: (916) 654-0389
FAX: (916) 653-2604

- ▶ COLORADO
Department of Agriculture
Division of Markets
700 Kipling Street
Suite 4000
Lakewood, CO 80215-5894
Phone: (303) 239-4114
FAX: (303) 239-4125

- ▶ CONNECTICUT
Department of Agriculture
Marketing & Technology Bureau
165 Capitol Avenue, Room 263
Hartford, CT 06106
Phone: (203) 566-4845
FAX: (203) 566-6094

- ▶ DELAWARE
 - Department of Agriculture
 - Division of Promotion and Production Support
 - 2320 South Dupont Highway
 - Dover, DE 19901
 - Phone: (302) 739-4811
 - FAX: (302) 697-6287

- ▶ FLORIDA
 - Department of Agriculture and Consumer Services
 - Division of Marketing and Development
 - Mayo Building, Room 435
 - Tallahassee, FL 32399-0800
 - Phone: (904) 488-4031
 - FAX: (904) 922-2861

- ▶ GEORGIA
 - Department of Agriculture
 - International Trade Division
 - 340 Agriculture Building, Capitol Square
 - Atlanta, GA 30334-2001
 - Phone: (404) 656-3740
 - FAX: (404) 656-9380

- ▶ HAWAII
 - Department of Agriculture
 - Marketing Services
 - 1428 South King Street
 - Honolulu, HI 96814
 - Phone: (808) 973-9564
 - FAX: (808) 973-9590

- ▶ IDAHO
 - Department of Agriculture
 - 2270 Old Penitentiary Road
 - Boise, ID 83712
 - Phone: (208) 334-3521
 - FAX: (208) 334-2879

► ILLINOIS

Department of Agriculture
Marketing and Promotion
P.O. Box 19281
Springfield, IL 62794-9281
Phone: (217) 782-6675
FAX: (217) 524-5960

► INDIANA

Office of the Commissioner of Agriculture
150 West Market, Suite 414
Indianapolis, IN 46204
Phone: (317) 232-8770
FAX: (317) 232-1362

► IOWA

Department of Agriculture
International Trade Section
Wallace State Office Building
Des Moines, IA 50319
Phone: (515) 242-6238
FAX: (515) 242-5015

► KANSAS

State Board of Agriculture
Marketing Division
901 South Kansas Avenue, Room 103
Topeka, KS 66612-1282
Phone: (913) 296-3736
FAX: (913) 296-2247

► KENTUCKY

Department of Agriculture
Marketing Development
Capitol Plaza Tower, Seventh Floor
500 Mero Street
Frankfort, KY 40601
Phone: (502) 564-4696
FAX: (502) 564-6527

- ▶ LOUISIANA
Department of Agriculture and Forestry
International Marketing Division
P.O. Box 3334
Baton Rouge, LA 70821-3334
Phone: (504) 922-1280
FAX: (504) 922-1289

- ▶ MAINE
Department of Agriculture
Marketing
State House Station 28
Augusta, ME 04333-0028
Phone: (207) 287-3491
FAX: (207) 287-7548

- ▶ MARYLAND
Department of Agriculture
International Marketing
50 Harry S. Truman Parkway
Annapolis, MD 21401-7080
Phone: (410) 841-5880
FAX: (410) 841-5914

- ▶ MASSACHUSETTS
Massachusetts Department of Food and Agriculture
Foreign Trade
100 Cambridge Street, 21st Floor
Boston, MA 02202
Phone: (617) 727-3018 ext. 172
FAX: (617) 727-7235

- ▶ MICHIGAN
Department of Agriculture
Marketing and Market Development
P.O. Box 30017
611 West Ottawa, Fourth Floor
Lansing, MI 48909
Phone: (517) 373-1058
FAX: (517) 335-0628

► MINNESOTA

Minnesota Trade Office
1000 World Trade Center
30 East Seventh Street
Saint Paul, MN 55101
Phone: (612) 296-4222
Fax: (612) 296-3555

- or -

Department of Agriculture
Marketing Division
90 West Plato Boulevard
Saint Paul, MN 55107
Phone: (612) 297-2301
FAX: (612) 296-6890

► MISSISSIPPI

Department of Agriculture and Commerce
International Trade
P.O. Box 1609
Jackson, MS 39215-1609
Phone: (601) 354-7097
FAX: (601) 354-6001

► MISSOURI

Department of Agriculture
Market Development Division
International Marketing Program
P.O. Box 630
1616 Missouri Boulevard
Jefferson City, MO 65102
Phone: (314) 751-4338
FAX: (314) 751-2868

► MONTANA

Department of Agriculture
Marketing Program
P.O. Box 200201
Helena, MT 59620-0201
Phone: (406) 444-2402
FAX: (406) 444-5409

- ▶ NEBRASKA
Department of Agriculture
Agricultural Promotion and Development Division
301 Centennial Mall South
P.O. Box 94947
Lincoln, NE 68509-4947
Phone: (402) 471-4876
FAX: (402) 471-3252

- ▶ NEVADA
Department of Business and Industry
Division of Agriculture
Administrator
350 Capitol Hill Avenue
Reno, NV 89502
Phone: (702) 688-1180
FAX: (702) 688-1178

- ▶ NEW HAMPSHIRE
Department of Agriculture
Division of Agricultural Development
P.O. Box 2042
Concord, NH 03302-2042
Phone: (603) 271-3788
Fax: (603) 271-1109

- ▶ NEW JERSEY
Department of Agriculture
Division of Markets
CN 330
Trenton, NJ 08625
Phone: (609) 292-5536
FAX: (609) 984-2508

- ▶ NEW MEXICO
Department of Agriculture
Marketing and Development Division
P.O. Box 30005, Department 5600
3190 South Espana - NMSU
Las Cruces, NM 88003-0005
Phone: (505) 646-4929
FAX: (505) 646-3303

- ▶ NEW YORK
Department of Agriculture and Markets
Division of Agricultural Protection and Development Services
1 Winners Circle
Albany, NY 12235-0001
Phone: (518) 457-7076
FAX: (518) 457-2716

- ▶ NORTH CAROLINA
Department of Agriculture
Division of Marketing
P.O. Box 27647
Raleigh, NC 27611
-or-
Division of Marketing
2 West Edenton Street
Raleigh, NC 27601
Phone: (919) 733-7912
FAX: (919) 733-0999

- ▶ NORTH DAKOTA
Department of Agriculture
Marketing
600 East Boulevard, Sixth Floor
State Capitol
Bismarck, ND 58505-0020
Phone: (701) 328-2231
FAX: (701) 328-4567

- ▶ OHIO
Department of Agriculture
Division of Markets
65 South Front Street, Room 608
Columbus, OH 43215-4193
Phone: (614) 466-6198
FAX: (614) 644-5017

▶ OKLAHOMA

Department of Agriculture
International Marketing Section
2800 North Lincoln Boulevard
Oklahoma City, OK 73105-4298
Phone: (405) 521-3864
FAX: (405) 521-4912

▶ OREGON

Department of Agriculture
635 Capitol Street, NE
Salem, OR 97310-0110
Phone: (503) 378-3773
FAX: (503) 378-5529
or -
Agricultural Development & Marketing Division
121 Southwest Salmon Street
Suite 240
Portland, OR 97204-2987
Phone: (503) 229-6734
FAX: (503) 229-6113

▶ PENNSYLVANIA

Department of Agriculture
Domestic and International Trade Division
2301 North Cameron Street, Room 310
Harrisburg, PA 17110-9408
Phone: (717) 783-3181
FAX: (717) 787-1858

▶ PUERTO RICO

Department of Agriculture
Agricultural Services Administration Marketing Program
Box 9200
Santurce, PR 00908
Phone: (809) 722-5443
FAX: (809) 724-7940 or (809) 723-4197

- ▶ RHODE ISLAND
Department of Environmental Management
Division of Agriculture
Roger Williams Building
22 Hayes Street
Providence, RI 02908-5025
Phone: (401) 277-2781
FAX: (401) 277-6047

- ▶ SOUTH CAROLINA
Department of Agriculture
International Trade
Wade Hampton State Office Bldg.
P.O. Box 11280
Columbia, SC 29211
Phone: (803) 734-2200
FAX: (803) 734-2192

- ▶ SOUTH DAKOTA
Governor's Office of Economic Development
Division of Export, Trade, and Marketing
711 East Wells Avenue
Pierre, SD 57501-3369
Phone: (605) 773-5735
FAX: (605) 773-3256

- ▶ TENNESSEE
Department of Agriculture
Marketing Division
P.O. Box 40627, Melrose Station
Nashville, TN 37204
Phone: (615) 360-0160
FAX: (615) 360-0194

- ▶ TEXAS
Department of Agriculture
Marketing and Agribusiness Development
P.O. Box 12847
Capitol Station
Austin, TX 78711
Phone: (512) 463-7624
FAX: (512) 463-9968

- ▶ UTAH
Department of Agriculture
Marketing and Enhancement
350 North Redwood Road
Box 146500
Salt Lake City, UT 84114-6500
Phone: (801) 538-7108
FAX: (801) 538-7126

- ▶ VERMONT
Department of Agriculture, Food, and Markets
Agricultural Development Division
116 State Street
Montpelier, VT 05620-2901
Phone: (802) 828-2416
FAX: (802) 828-2361

- ▶ VIRGIN ISLANDS
Department of Economic Development and Agriculture
P.O. Box 6400
St. Thomas, VI 00804
Phone: (809) 774-5182
FAX: (809) 774-1823

- ▶ VIRGINIA
Department of Agriculture and Consumer Services
Office of International Marketing
1100 Bank Street, Suite 915
Richmond, VA 23219
Phone: (804) 786-3953
FAX: (804) 225-4434

- ▶ WASHINGTON STATE
Department of Agriculture
Agricultural Development Division
1111 South Washington Street
P.O. Box 42560
Olympia, WA 98504-2570
Phone: (206) 902-1933
FAX: (206) 902-2089

▶ WEST VIRGINIA

Department of Agriculture
Marketing and Development Division
1900 Kanawha Boulevard East
Charleston, WV 25305-0178
Phone: (304) 558-2210
FAX: (304) 558-2203

▶ WISCONSIN

Department of Agriculture, Trade, and Consumer Protection
Marketing Division
2811 Agriculture Drive
P.O.Box 8911
Madison, WI 53708-8911
Phone: (608) 224-5100
International Agribusiness Center
Phone: (608) 224-5117
FAX: (608) 224-5111

▶ WYOMING

Department of Agriculture
Marketing Division
2219 Carey Avenue
Cheyenne, WY 82002-0100
Phone: (307) 777-6577
FAX: (307) 777-6593

ICC Publishing Corporation—Guides can be purchased from:

◆ ICC Publishing Corporation
156 Fifth Avenue, Suite 308
New York, NY 10010
Phone (212) 206-1150
Fax (212) 633-6025

Sources for determining foreign import requirements:

◆ USDA Agencies

▶ Tariff rates and import quotas:

AgExport Services Division
USDA/FAS
AgBox 1052
Washington, DC 20250-1052
Phone: (202) 720-7103
Fax: (202) 690-4373

▶ Technical requirements for imported foods overseas (including regulations relating to food additives, pesticide residues, and food sanitation):

Food Safety and Technical Services
USDA/FAS
Room 5545, South Building
Washington, DC 20250-1000
Phone: (202) 720-1301
Fax: (202) 690-0677

▶ Information on foreign import requirements for livestock and animal products:

USDA Animal and Plant Health Inspection Service
Veterinary Services
National Center for Import and Export
4700 River Road, Unit 38
Riverdale, MD 20737
Phone: (301) 734-3294
Fax: (301) 734-6402

▶ Information on foreign import requirements for fresh vegetables:

USDA Animal and Plant Health Inspection Service
Export Certification Unit
4700 River Road, Unit 139
Riverdale, MD 20737
Phone: (301) 734-8537
Fax: (301) 734-5786

- ▶ Foreign import requirements for meat and poultry:

USDA Food Safety and Inspection Service
International Programs, Export Coordination Division
Room 0114, South Building
Washington, DC 20250
Phone: (202) 501-6022
ax: (202) 501-6929

◆ Publications:

- ▶ *Official Export Guide*
North American Publishing Company
401 North Broad Street
Philadelphia, PA 19108
Phone: (800) 777-8074
Fax: (215) 238-5412

- ▶ *Exporter's Encyclopaedia*
Dun & Bradstreet Information Services
3 Sylvan Way
Parsippany, NJ 07054
Phone: (800) 526-0651
Fax: (201) 605-6911

- ▶ *International Trade Reporter—Export Reference Manual*
The Bureau of National Affairs, Inc.
1231 25th Street, N.W.
Washington, DC 20037
Phone: (800) 372-1033
Fax: (301) 294-6651

Export Apple and Pear Act—For more information on the Export Apple and Pear Act contact:

- ◆ USDA/AMS
Fruit and Vegetable Division
P.O. Box 96456
Washington, DC 20090-6456
Phone: (202) 720-5053
Fax: (202) 720-5698

◆ USDA/AMS
Fruit and Vegetable Division
1220 S.W. Third Avenue, Room 369
Portland, OR 97204
Phone: (503) 326-2724
Fax: (503) 326-7440

◆ USDA/AMS
Fruit and Vegetable Division
2202 Monterey Street, Suite 102B
Fresno, CA 93721
Phone: (209) 487-5901
Fax: (209) 487-5906

Phytosanitary certificate—For more information on obtaining phytosanitary certificates contact the following USDA agency, your State Department of Agriculture, or your local county Agricultural Commissioner's Office:

◆ Export Certification Unit
USDA/APHIS
4700 River Road, Unit 139
Riverdale, MD 20737
Phone: (301) 734-8537
Fax: (301) 734-5786

Other certificates

◆ Export Grape and Plum Act—For more information contact:

▶ USDA/AMS
Fruit and Vegetable Division
P.O. Box 96456
Washington, DC 20090-6456
Phone: (202) 720-5053
Fax: (202) 720-5698

▶ USDA/AMS
Fruit and Vegetable Division
1220 S.W. Third Avenue, Room 369
Portland, OR 97204
Phone: (503) 326-2724
Fax: (503) 326-7440

▶ USDA/AMS
Fruit and Vegetable Division
2202 Monterey Street, Suite 102B
Fresno, CA 93721
Phone: (209) 487-5901
Fax: (209) 487-5906

◆ Quality certification services—For information contact the appropriate commodity branch:

▶ USDA/AMS
Dairy Division
Dairy Grading Branch
Room 2750, South Building
Washington, DC 20250-6456
Phone: (202) 720-3171
Fax: (202) 720-2643

▶ USDA/AMS
Fruit and Vegetable Division
Fresh Products Branch
Room 2056, South Building
Washington, DC 20250-6456
Phone: (202) 720-5870
Fax: (202) 720-0393

▶ USDA/AMS
Fruit and Vegetable Division
Processed Products Branch
Room 0709, South Building
Washington, DC 20250-6456
Phone: (202) 720-4693
Fax: (202) 690-1527

▶ USDA/AMS
Livestock and Seed Division
Livestock and Meat Standardization Branch
Room 2603, South Building
Washington, DC 20250-6456
Phone: (202) 720-4486
Fax: (202) 720-1112

▶ USDA/AMS
Poultry Division
Poultry Grading Branch
Room 3938, South Building
Washington, DC 20250-6456
Phone: (202) 720-3271
Fax: (202) 690-3165

◆ Animal and Plant Health Inspection Service (APHIS)—For more information:

▶ USDA/APHIS
Veterinary Services
National Center for Import and Export
4700 River Road, Unit 38
Riverdale, MD 20737
Phone: (301) 734-3294
Fax: (301) 734-6402

◆ Grain Inspection, Packers and Stockyards Administration (GIPSA)—For more information contact:

▶ USDA/GIPSA
Field Management Division
Room 1094, South Building
P.O. Box 96454
Washington, DC 20090-6454
Phone: (202) 720-0219
Fax: (202) 205-9237

- ◆ Export permit—For more information contact the Bureau of Alcohol, Tobacco, and Firearms:
 - ▶ U.S. Department of the Treasury
Alcohol Import/Export Branch
Room 5400
650 Massachusetts Avenue, NW
Washington, DC 20226
Phone: (202) 927-8110
Fax: (202) 927-8605