

外销员外贸外语辅导：外贸支付术语大全外销员考试 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/633/2021_2022__E5_A4_96_E9_94_80_E5_91_98_E5_c28_633518.htm 把外销员站点加入收藏夹 欢迎进入：2009年外销员课程免费试听 点击进入免费体验：百考试题外销员在线考试中心 更多信息请访问：百考试题外销员、百考试题论坛外销员

在外贸业务中，从报价到支付条件，再到催开信用证，再到后来的单据结汇，涉及到很多专业术语。

1.支付条件 (Terms of payment)

(1) Our usual way of payment is by confirmed and irrevocable letter of credit available by draft at sight for the full amount of the contracted goods to be established in our favour through a bank acceptable to the sellers. 我们的一般付款方式是保兑的、不可撤销的、以我公司为受益人的、足额信用证，见票即付。信用证应通过为卖方认可的银行开出。

(2) For payment, we require 100% value, confirmed and irrevocable letter of credit with partial shipment and transshipment allowed clause, available by draft at sight, payable against surrendering the full set of shipping documents to the negotiating bank here. 我们要求用100%金额的、保兑的、不可撤销的信用证，并规定允许转船和分批装运，凭汇票向议付行交单即期付款。

(3) The letter of credit should be established with its clauses in confirmation with the terms and conditions of the contract. 信用证所开条款，必须与合约条款相符。

(4) We usually accept payment by L/C at sight draft or by T/T in advance, but never by C.O.D. 通常我们接受即期信用证付款或电汇。我们从不接受货到付款的办法。

2.催开信用证(Pressing

for L/C) (1) As the goods against your order No.111 have been ready for shipment for quite some time,it is imperative that you take immediate action to have the covering credit established as soon as possible. 由于贵方定单第111号之货已备待运有相当长时间了 , 贵方必须立即行动尽快开出信用证。 (2) We repeatedly requested you by faxes to expedite the opening of the relative letter of credit so that we might effect shipment for the above mentioned order,but after the lapse of 3 months,we have not yet received the covering L/C. 我们已经多次传真要求贵方从速开来有关信用证 , 以使我们装运上述定单之货。但是三个月过去了 , 仍未收到有关信用证。 (3) We hope that you will take commercial reputation into account in all seriousness and open L/C at once,otherwise you will be responsible for all the losses arising therefrom. 希望贵方认真考虑商业信誉 , 立即开证 , 否则 , 由此产生的一切损失均由贵方负责。 (4) The shipment time for your order is approaching,but we have not yet received the covering L/C.Pls do your utmost to expedite the same to reach here before the end of this month so that shipment may be effected without dealy. 贵方定单的装船期已经临近 , 但我们尚未收入到有关信用证 , 请尽最大努力从速将信用证在本月底开到 , 以便及时装运。

3.修改信用证 (Amendment to L/C) (1) Pls amend the foregoing L/C to read piece length in 30 yards instead of 40 yards. 请把上述信用证条款中匹长40码改为30码。 (2) We would draw your attention to the fact that the construction of our Art.No.3100S is 32X32 78X65 whereas your credit calls for 30X30 78X65.Therefor,you are requested to amend the credit according to

the stipulation of the contract. 我们提请贵方注意，我方坯布的规格为32X32 78X65，而贵方信用证却规定30X30 78X65，故请按照合约规定修改信用证。（3）Pls extend the shipment date and the validity of your L/C No.111 to the end of Jan. and Feb.15,2006 respectively, and see to it that the amendment advice will reach us before the end of Dec.2005. 请将信用证111号的装运船和议付期分别展延至2006年1月底及2月15日，并注意把修改书于2005年12月底前寄达我们这里。（4）We have received your L/C No.111 covering the above -mentioned contract. But on checking up its clauses, we find that it calls for shipment to be effected not later than Nov.10,2005, whereas the contract stipulates shipment Dec.2005. Pls extend the shipment date to the Dec.15th 2005 and validity to the 31st of Dec. 上述合约项下的信用证111号已收到。但是经过核对条款，发现该证规定装期不迟于2005年11月，而合约规定装期为2005年12月份，为此请把该证装期展延至2005年12月15日，议付期展延至12月31日。（1）We find that the amount of your L/C is insufficient, because the premiums for Dark and Special clours are not included therein. Therefore, please increase the amount of the L/C to \$56,800.00. 我们发现由于信用证金额未包括深特色加价，因此信用证金额不足，请将信用证金额增至\$56,800.00。（2）Please amend the L/C to read "Partial shipments and transhipment allowed". 请将信用证修改为允许分批装运和转船。

4. 特殊情况下的付款方式（Special arrangement for payment）

（1）As requested in your fax of Dec.2,2005, shipment of 20000yds will be effected under guarantee in the absence of the L/C amendment. Please, therefore, honour the draft

accordingly. 按照贵方2005年12月2日来电，我们将在没有信用证修改书的情况下装运20000码，届时请予承付。（2）As our records reveal that the proceeds of our shipment of Modelon Suiting in 20000yds are not yet received, please press your buyers to instruct their bank to effect payment immediately. 经查我方记录2万码毛涤纶花呢的货款迄未收到，请从速催买户通知银行付款。

（3）On our book, there is still a small balance of \$648 ipen against you. There is no doubt that is must have been overlooked by you, and we expect a cheque from you soon in settlement of this account. 在我们的账面上，贵方仍欠我们一笔小的金额\$648，无疑这已被贵方疏忽，我们盼望收到贵方的支票以结清此账。装运与交货 - - SHIPMENT AND DELIVERY 1. 交货条件 Terms of

shipment （1）Goods will be shipped within 30 days after receipt of your L/C. 货可于收到贵方信用证后三十天内装出。（2

）Shipment is to be made during April to June in three equal lots. 货将于四月至六月份三批平均装完。（3）We shall effect

shipment in July provided your letter of credit reaches here before the 15th June. 我们可于七月装货，但信用证必须于六月十五日前到达。（4）Generally, shipment can be effected within 30 days

after receipt of your L/C but specific time is to be fixed upon receipt of your official order. 货一般可于收到信用证后三十天内装出，

但具体时间须收到正式订单后决定。（5）Shipment of this article in our assorted designs can usually be effected within 30 days after receipt of your L/C, while in buyers designs, within 60-120days.

此品种如是我方选配花色则一般可于收到信用证后30天内装出，如是按买户花色，则须60天 - 120天内装出。（6）The

shipment time is Feb.or Mar. at our option and the goods will be shipped in one lot. 装运期为二月或三月，由我决定，货物将一批装完。

2.更改船期（因船期关系）Altering time of shipment

（1）Owing to the shipping schedule,it will be impossible for us to ship the goods until the end of Jan.,which please note. 请注意，由于船期关系，要到一月底才能装运。

（2）We regret our inability to comply with your request for shipping the goods in early Jan.,because the direct steamer sailing for Basrah calls on our port only around the 20th every month. 我们遗憾不能按您的要求于一月初装运此货，因为到贵方巴士拉港的直接船每月在20号左右抵达我港。

（3）As the only direct steamer which calls on our port once a month has just departed,goods can only be shipped next month. 由于每一次抵港的直接船已启航，货只能下月装运。

3.更改装期（因我方责任）Altering time of shipment(our responsibility)

（1）The percent overhaul of equipments in the mills will delay the shipment for one montys time,therefore,please accept the posponement of shipment till Feb. 2006. 由于目前工厂设备维修将推迟装运期一个月，请接受交期延至2006年2月。

（2）We regret that our mills are facing difficulty in the course of printing the design required,and should ask for your consent to the postponement of shipment to the end of Jan. 我们很抱歉，工厂在印刷贵方要求的小样时遇到困难，请同意交期延至一月底。

（3）Because the mills are confronted with unexpected difficulty in producing the goods ordered,please ask the buyers to agree to the deferment of delivery to the end of next month. 由于工厂在生产您订的货时遇到意外困难，请贵方同意将交期推迟至下月底。

4.更改装期（因客户责任） Altering thime of shipment(clients responsibility)（1）Owing to the delay in opening L/C,shipment can not be made as contracted and should be postponed to next month. 由于开证迟缓，货不能按约装出，须推迟到下个月。（2）Since your design assortment reached us late,it will be impossible to effect the shipment until Feb.2006. 因您花样搭配来迟。货只能于2006年2月付运。（3）Only after the manufactruers approval,can the designs be arranged for production.Therefore,it is impossible for us to ship the goods within this month as contracted,and the delay in shipment is entirely due to your failure in sending us the designs in time. 花样只有经过工厂同意后方能生产。因此，货已不可能按约于本月内装运，所以由此而产生的迟装全系贵方没有及时送来花样而致。

5.通知装运情况 Information of shipment position（1）We wish to advise you that the goods under S/C No.XXX went forward per steamer"XXXX" on Dec.19 , 2005 to be transhipped in XXX and expected to reach your port early Jan.2006. 兹通知合约XXX项下货物业已于2005年12月19日装运“XXXX”轮，在XXX转船，估计于2006年1月初可抵达贵港。（2）Owing to the unforeseen difficulties on the part of the mills,we regret being unable to ship the goods within the time limit of your credit.But the mills have promised that they will get the goods ready for shipment within one months time. 鉴于工厂遇到意外困难，很抱歉，货不能于信用证限期内装出，但工厂答应一个月内将货物备妥装运。（3）We are pleased to inform you that the goods under your order No.XXX were shipped per direct steamer"XXX"on Dec.31,2005,and

the relative shipping samples had been dispatched to you by air before the seamer sailed. 很高兴地通知您，订单XXX项下之货于2005年12月31日装“XXX”号直接船，有关船样已于开船前航寄贵方。

6. 邮包交货的收费办法 Extra charges for parcel post

(1) As our quotation is based on sea delivery, any extra charge for dispatch by parcel post should be borne by buyers. 我们所报价格是以海运为基础的。所以，因货物以邮包方式寄发而产生的任何额外费用应由买户负责。

(2) Delivery by air parcel post calls for an extra charge about-% of the CIF value. 以航空包裹方式发货所需额外费用大约相当于 CIF 金额的 - %。

(3) We note that you want additional samples of 5 yards per colour way to be dispatched by air. This can be done provided that the cost, airfreight and insurance premium are for buyers account. As we cannot ascertain now the airfreight, please remit us in advance RMB ¥ 2000.00, we shall charge you for or credit you with the difference based on the actual freight paid. 获悉贵方另要求航寄色位各5码样品，这是可以的。但布价航邮费及保险费须由客户负担。由于我们现不能确定航邮费为多少，请事先汇给我方人民币2000元，在将样寄出后，按实际空运费多退少补。

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