

A SHORT COURSE IN

INTERNATIONAL PAYMENTS

2nd Edition

Letters of Credit,
Documentary Collections
and Cyberpayments in
International Transactions

THE SHORT COURSE IN INTERNATIONAL TRADE SERIES



EDWARD G. HINKELMAN



WORLD TRADE PRESS®
Books and E-Content for International Trade

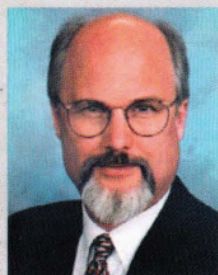
A SHORT COURSE IN INTERNATIONAL PAYMENTS

2nd Edition

At the heart of all international transactions is the transfer of money. This book describes how to use letters of credit and documentary collections, how to grant and obtain credit, and how to use cyberpayments on the World Wide Web. It has an extensive glossary, checklists for buyers, sellers, and bankers, and a comprehensive chapter on trade documentation.



EDWARD G. HINKELMAN is an interna-



tional economist with more than 25 years experience as an importer and exporter. He is the author of four books on international trade, including the

industry standard *Dictionary of International Trade* and the *Short Course in International Trade Documentation*.

The Short Course in International Trade Series

The global marketplace offers terrific opportunities and formidable challenges. Doing business internationally isn't necessarily more difficult, but it is certainly different. Understanding how things work is critical.

Short Course in International Trade books are stand-alone training modules that teach the key skills of international trade. Each book covers a single topic and is designed as a practical guide with immediate application in the real world. They are excellent training tools for traders, bankers and brokers.

Each book is written from an international perspective for an international audience. Content focuses on the universal needs of all business people, regardless of whether they are a buyer or seller, or dealing in products or services. The books are as useful to someone from Asia as to someone from Europe or the Americas.



**WORLD
TRADE
PRESS®**

Books and E-Content for International Trade

1450 Grant Avenue, Suite 204
Novato, California 94945 • USA
www.worldtradeexpress.com
www.worldtraderef.com

ISBN 1-885073-64-X

52495



9 781885 073648

A SHORT COURSE IN

International Payments

2nd Edition

How to use letters of credit, D/P and D/A terms,
prepayment, credit and cyberpayments in
international transactions

Edward G. Hinkelman

World Trade Press

1450 Grant Avenue, Suite 204
Novato, California 94945 USA

Tel: +1 (415) 898-1124

Fax: +1 (415) 898-1080

USA Order Line: +1 (800) 833-8586

E-mail: sales@worldtradeexpress.com

www.worldtradeexpress.com

www.worldtraderef.com (subscriber site for international trade and logistics)

www.globalroadwarrior.com (subscriber site for business travel, communications and culture)

www.howtoconnect.com (subscriber site for international tele- and cell communications)

A Short Course in International Payments, 2nd Edition

ISBN 1-885073-64-X

By: Edward G. Hinkelman

Series Concept: Edward G. Hinkelman

Cover Design: Ronald A. Blodgett

Text Design: Seventeenth Street Studios, Oakland, California USA

Copyright Notice

© Copyright 2001-2003 by Edward G. Hinkelman. All Rights Reserved.

Reproduction of any part of this work beyond that permitted by the United States Copyright Act without the express written permission of the copyright holder is unlawful. Requests for permission or further information should be addressed to Publisher, World Trade Press at the address above.

Disclaimer

This publication is designed to provide general information concerning aspects of international trade. It is sold with the understanding that the publisher is not engaged in rendering legal or any other professional services. If legal advice or other expert assistance is required, the services of a competent professional person or organization should be sought.

Library of Congress Cataloging-in-Publication Data

Hinkelman, Edward G., 1947-

A short course in international payments: how to use letters of credit, D/P and D/A terms, prepayment, credit and cyberpayments in international transactions / Edward G. Hinkelman.--2nd ed.

p. cm. --(The Short Course in International Trade Series)

ISBN 1-885073-64-X

1. Negotiable instruments. 2. Payment. 3. Documentary credit.

4. Foreign exchange. 5. Electronic funds transfers. 6. International trade.

7. Electronic commerce. 8. International business enterprises--Finance.

I. Title: International payments. II. Titla. III. Series.

HG3741.H56 2002

658.15'5--dc21

2002193354

Printed in the United States of America

INTRODUCTION

The past 15 years have seen a dramatic fall in trade barriers, the globalization of markets, and a huge growth in international trade. Companies of all sizes are seeking to take advantage of the opportunities in this new world economy.

International transactions, however, add an additional layer of risk for buyers and sellers familiar only with doing business in their domestic markets. Currency regulations, foreign exchange risk, political, economic, or social upheaval in the buyer's or seller's country, questions of payment, and different business customs may all contribute to uncertainty. Ultimately, sellers want to get paid and buyers want to get what they pay for. Choosing the right payment method can be the key to a transaction's feasibility and profitability.

This book is designed to help both buyers and sellers learn about international payment options. The relative merits of the four most common types of payments are explained, and the two most common options—documentary collections and documentary letters of credit—are featured. This book also contains chapters on cyberpayments, Incoterms 2000, a comprehensive glossary, and a section devoted to documents used in international transactions.

To learn more about payment methods read one or more of the publications listed in the resources chapter and consult with the international trade finance department of your bank.

Edward G. Hinkelman
San Rafael, California

ACKNOWLEDGMENTS

The author wishes to acknowledge the many bankers, freight forwarders, and international traders who gave their time to answer his incessant questions regarding the details of international payments and trade documentation. The book would have been impossible without their experience, expertise, and assistance.

Special thanks to the following:

Jeff Gordon and Britt-Marie Morris of Wells Fargo HSBC Trade Bank N.A. in San Francisco for answering questions and supplying a number of the forms used in this book.

Katrin Gretemer at SBC Warburg Dillon Read (Swiss Bank Corporation) in Zürich, Switzerland for permission to reprint a number of the forms used in this book.

Christoph von der Decken of Hapag Lloyd (America) Inc. in Piscataway, New Jersey and Susan Nalducci of Hapag-Lloyd (America), Inc. in Corte Madera, California for permission to reprint a number of the forms used in this book.

Karen Cross and Sandy Graszynski of Roanoke Brokerage Services, Inc. in Schaumburg, Illinois for permission to reprint a number of forms used in this book.

Vilva Kivijarvi at the Fritz Companies in San Francisco, California (now UPS Freight Services) for permission to reprint a number of the forms used in this book.

TABLE OF CONTENTS

Chapter 1: KEY ISSUES IN INTERNATIONAL PAYMENTS	1
Chapter 2: INTRODUCING THE BUYER AND THE SELLER	5
Chapter 3: INTRODUCING THE BASIC TERMS OF PAYMENT	10
Chapter 4: FOREIGN EXCHANGE BASICS	16
Chapter 5: CONTRACT BASICS	19
Chapter 6: INCOTERMS 2000	24
Chapter 7: NOTES ON GRANTING AND OBTAINING CREDIT	29
Chapter 8: DRAFTS AND ACCEPTANCES	36
Chapter 9: DOCUMENTARY COLLECTIONS	38
Chapter 10: DOCUMENTARY CREDITS, PART 1	50
Basic Procedure	
Chapter 11: DOCUMENTARY CREDITS, PART 2	67
Settlement (Making Payment)	
Chapter 12: DOCUMENTARY CREDITS, PART 3	75
Standard Credits	
Chapter 13: DOCUMENTARY CREDITS, PART 4	86
Special Letters of Credit	
Chapter 14: DOCUMENTARY CREDITS, PART 5	101
Issues and Checklists	
Chapter 15: SAMPLE BANK FEES	109
Chapter 16: DOCUMENTS	113
Chapter 17: DOCUMENT CHECKLISTS	149
Chapter 18: CYBERPAYMENTS	157
Chapter 19: GLOSSARY	165
Chapter 20: RESOURCES	182



Key Issues in International Payments

THERE ARE SEVERAL broad issues that affect what payment method will ultimately be used in an international transaction. Every participant in the transaction must consider these issues, though they will affect each differently and to a different degree.

Even after these broader issues are resolved, questions will continue to be raised throughout the transaction. Therefore, careful consideration of these issues can make a transaction go smoother, keep costs to a minimum, and ensure timely and efficient delivery and distribution of goods.

Who Bears the Credit Risk?

In almost all business transactions the buyer would prefer to obtain easy, extended, and inexpensive (preferably free!) credit terms. Credit gives the commercial buyer the opportunity to resell the goods before having to pay for them. In many instances, the buyer will have a market for goods but not possess sufficient working capital to make an outright purchase and payment prior to their resale. Credit makes many such transactions possible.

At the same time, the seller has a different set of priorities. Having paid for product development, raw materials, component parts, labor, and overhead, the seller needs to get his investment back. The seller may not know the buyer or may not trust that the buyer is financially stable enough to make payment at a future date. International transactions are not as stable, secure, transparent, or reliable as domestic transactions and many things can happen between the time of the sale and the expected time of payment. For these and other reasons, the seller will always prefer to be paid immediately; either at delivery or even prior to delivery.

- **BUYER/IMPORTER:** Prefers that the seller bear the credit risk and wants to make certain that he receives the goods once he has paid
- **SELLER/EXPORTER:** Prefers that the buyer bear the credit risk and wants to make certain he receives payment for goods shipped

Who Finances the Transaction?

In an international transaction it may take from several weeks to several months for merchandise to find its way from the warehouse of the seller to the warehouse of the buyer. Goods must be prepared for export, trucked or sent by rail to the port, export cleared, shipped to another port, possibly transshipped to the final port, warehoused awaiting customs clearance, inspected, customs cleared, sent overland to the final destination, and finally inventoried at the buyer's warehouse. The seller has already made a substantial investment in