



美国十方国际公司

— TEN SQUARE INTERNATIONAL, INC. —

Procedures of Agricultural Machinery Importing



1990—2021

专注中美贸易31年

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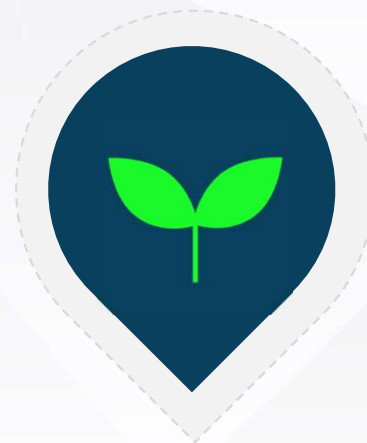
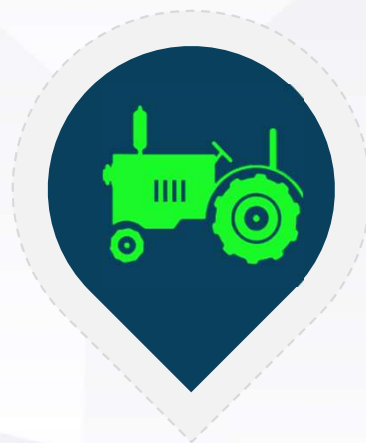
二手机进口流程
Import process for
used machine



Ten Square introduction and history 十方公司介绍及发展历程

To help you do better !

➤ 01 十方大事记 Company History



- 1990 成立于美国IOWA州 Set up Ten Square Intl. Inc.
- 1991开始中美贸易 Start China-US trading
- 1998 江苏十方成立 Set up Ten Square Jiangsu in Nanjing
- 2005 成立哈尔滨办事处 Set up Ten Square Harbin in Heilongjiang

- 2011成立北大荒十方 Set up Beidahuang Ten Square Joint for manufacturing in Harbin
- 2012成立种业事业部 Set up division for sales of seed production products



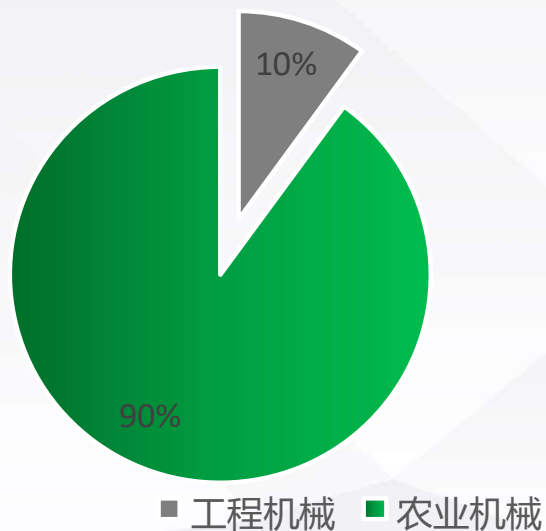
Business Segments 业务分类

To help you do better !

01 十方业务结构 Business structure

公司业务比例

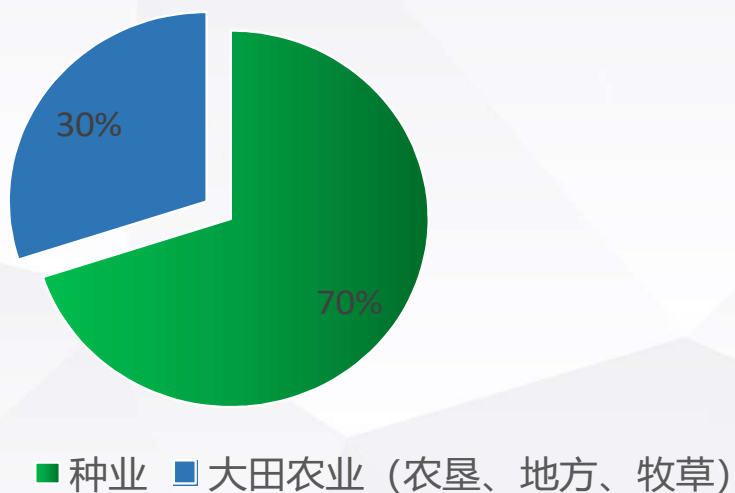
Business structure



10% Construction Equipment
90% Agricultural Machinery

农业分类销售分布

Sales structure of agricultural products



30% Agricultural Farming
70% Seed industry



Main Products 主要产品

To help you do better !

➤ 01 大田种植全套解决方案 Solution for dry land farming



Tillage Machines
Great Plains



Harvesters
Oxbo, Ploeger,PMC



Planters and drills
Monosem, Great Plains, Sres



Crops protection
Castrix , Great Plains

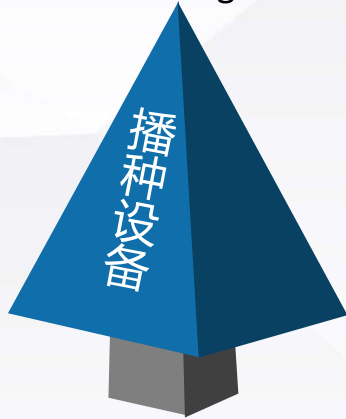


➤ 02 种养结合牧场全套解决方案 Solution for daily grassland farming

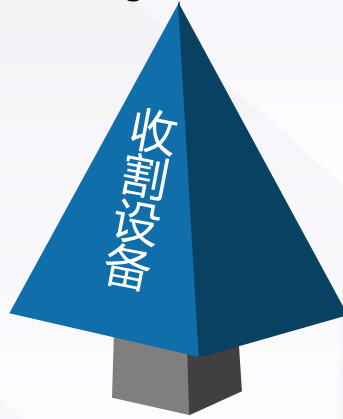
Tillage



Planting



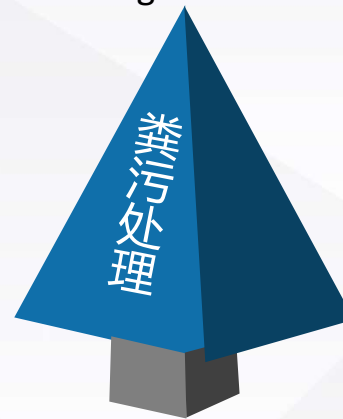
Forage Harvest



Forage Storage



Organic fertilizing

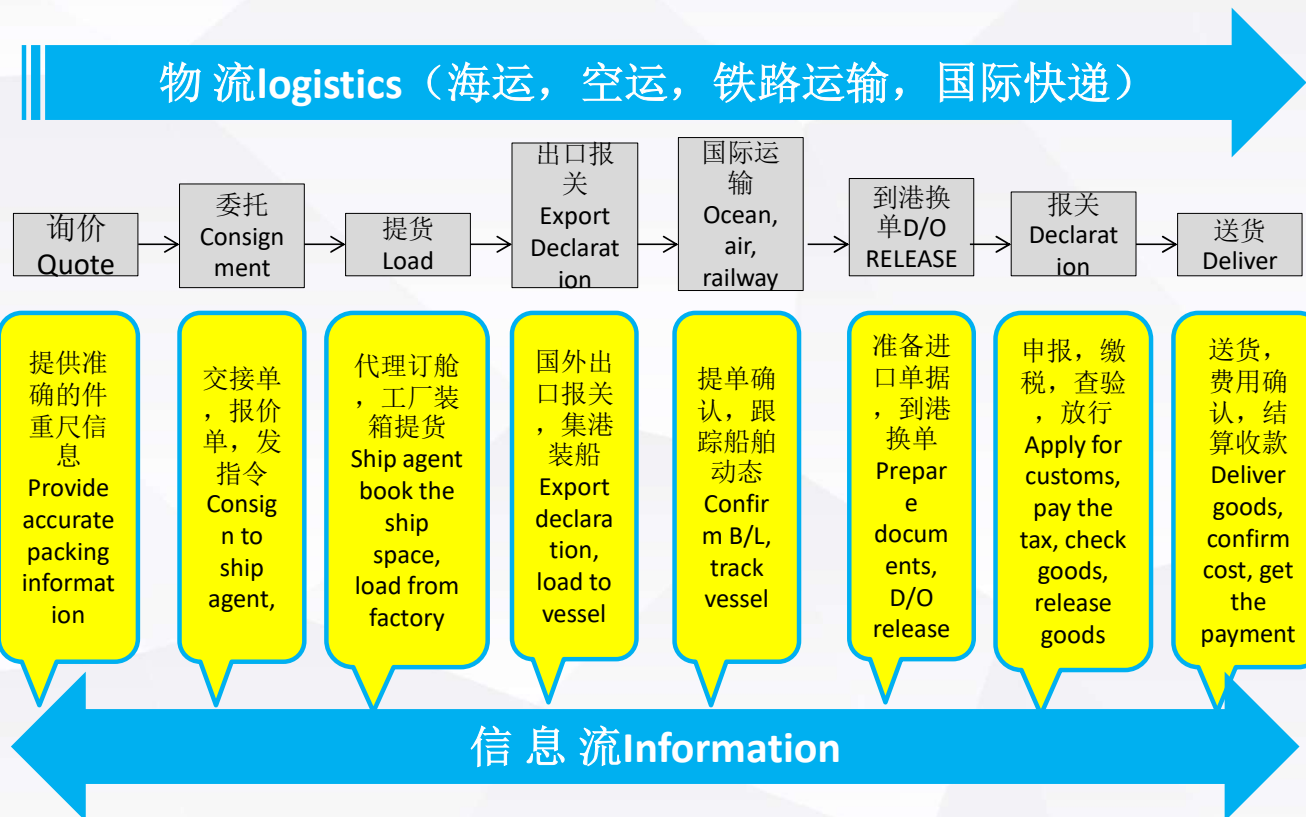




Procedures of Agricultural Machinery Importing 进口农机流程

To help you do better

进口操作流程图



询价与报价 Inquiry and quotation

货物信息 Cargo information

- 件数、重量、具体尺寸，以便确定运输方案-整箱，拼箱。
Number of pieces, weight and dimensions to determine the transportation scheme – FCL or LCL.
- 货物中英文品名，以便确定普货，危险品。Name of goods in Chinese and English, so as to determine common goods and dangerous goods.
- 危险品、化工品类提供MSDS，以便和承运人确认能否运输。
MSDS shall be provided for hazardous and chemical products to confirm with the carrier whether they can be transported.
- 起运港、目的港，以此选择2家当前合作的、服务及价格相对有优势代理询价，包括目的港便利因素。Port of departure and port of destination, so as to select two agents with current cooperation, relatively advantageous service and price, including convenience factors at the port of destination.
- 承运人、预计发货日期，预计到港日期ETA,客户有无特殊要求。
Carrier, estimated date of shipment, estimated date of arrival, ETA, whether the customer has special requirements.
- 拼箱货物要事先和客户确认货物是否可以叠放，以便准确确认价格，并与代理重点强调。For LCL goods, confirm with the customer whether the goods can be stacked in advance, so as to accurately confirm the price, and emphasize with the agent.

标准询价格式 Standard Quote

- 起运港 Port of Loading:
- 目的港 Port of Destination:
- 集装箱数量 Quantity of container: LCL/20GP/40GP/40HQ ...
- 包裹数量 No. of Package:
- 毛重 Gross Weight: kg
- 尺寸 Dimensions:
- 体积 Volume:
- 商品性质（注明危险品）Commodity: (DGR, please indicate)
- 贸易术语 Trade term:
- 装卸地址 loading / Pick-up address:
- 整箱运输：同时请提供船运路线和运输天数。FCL:
Also pls offer the shipping line and transit days
- 拼箱运输：请提供过境天数和目的地共同装载机联系信息，以检查进口当地费用。LCL: Also pls offer transit days and the destination co-loader contact information for checking the import local charges.

委托交接 Consignment and handover

委托交接 Consignment and handover

- 1、接受报价单后，通知货代安排运输。 After accepting the quotation, inform the freight forwarder to arrange transportation.
- 2、由货代提供代理信息，通知发货人放货给代理。 The freight forwarder provides the agent information and notifies the shipper to release the goods to the agent.



提示 Notes :

- 非常规操作货物，请与主管/管理层确认货物操作风险再决定是否操作； For unconventional cargo operation, please confirm the cargo operation risk with the supervisor / management before deciding whether to operate;
- 若运输及报关的货物，属特殊贸易方式，需要在发运初就告知报关部，以便报关部提前确认报关信息，以免到港后延误； If the goods transported and declared are special trade methods, it is necessary to inform the customs declaration department at the beginning of shipment, so that the customs declaration department can confirm the customs declaration information in advance to avoid delay after arrival at the port;
- 如所委托货物需要拆货、分货服务，需要声明免责，并且在封箱之前，及封箱后分别拍照以知悉。 If the consigned goods need to be disassembled and distributed, a disclaimer shall be declared, and photos shall be taken before and after sealing.
- 注意三方贸易方式下，不要将国内客户提供的对第三方的文件发给代理，以免代理发给工厂，造成混淆或泄露国内客户业务信息。建议仅提供订单号供代理与工厂查询。 Note that under the mode of three-party trade, do not send the documents provided by domestic customers to the third party to the agent, so as not to confuse the factory or disclose the business information of domestic customers. It is recommended that only the order number be provided for agent and factory inquiry

发运指示 Shipping instructions

发运指示 Shipping instructions

- 发货人（地址、联系人、电话号码、电子邮件地址）Shipper (address, contact person, phone number, email address):
- 订单号、合同号或其他参考号：Order Number or Contract Number or other reference number:
- 特殊说明（如需要）Special instructions (if required):
- 提单指示 B/L Instructions:
- 运输公司 Carrier:
- 卸货港 Port of Discharge:
- 提单收货人 MB/L Consignee: HPK LOGISTICS (BEIJING) CO.,LTD
- 地址 Address: RM 301 HENG TONG BUILDING, NO.1 8TH STREET
- 机场物流基地 Airport logistics base: SHUNYI DISTRICT BEIJING, CHINA P.C. 101300
- 联系电话 TEL: 86-10-6 4572140 ex
- 收件人 ATTN:
- 电子邮件 Email address: HPKIMPORT@HPKLOGISTICS.COM (货到后请用电子邮件通知收货人。Pls inform consignee upon shipment arrival by email)
- 提单收货人 HB/L Consignee: XXXXXXXX
- 请在提单上注明运费已付或运费到付。Pls show FREIGHT PREPAID or FREIGHT COLLECT on HB/L
- 请以电传或海运单的形式填写提单和提单。Pls do MB/L and HB/L as TELEX RELEASED OR SEAWAY BILL

提示 NOTES:

- 拼箱 shipping mark, 货物码头必须和提单一致，要求代理务必和发货人确认好，最好提供货物照片进行确认。如不符，货物抵港后会要求做抵补。LCL shipping mark: the cargo terminal must be consistent with the bill of lading. The agent is required to confirm with the shipper, and it is best to provide photos of the goods for confirmation. In case of non conformity, the goods will be required to be offset after arrival at the port.
- 如果是三方贸易货物，对于拼箱货物务必让代理提供货物外包装没有文件的货物照片后提供指示；对于整柜的货物，需要收货人去发货人进行确认包装和外包装文件事宜。In case of three-party trade goods, for LCL goods, the agent must provide instructions after providing pictures of goods without documents in the outer package of the goods; For the whole container of goods, the consignee needs to go to the consignor to confirm the packaging and outer packaging documents.
- 整柜货物可以做一主多分的情况 The whole container of goods can be divided into one main container and multiple containers :
 - ①不同发货人，同一收货人 Different consignors, the same consignee ;
 - ②同一发货人，同一收货人，不同的贸易方式或涉及多个产地证的货物需要分开申报的 The same consignor, the same consignee, different trade methods or goods involving multiple certificates of origin need to be declared separately ;
- ❖ 特别提醒 Special reminder : 同一发货人，不同收货人，也可以做一主多分，但需要委托目的港有资质的拼箱公司操作，具体流程和费用需要单独询问，暂时不建议这样操作。The same consignor and different consignees can also be divided into one master and multiple sub consignees, but they need to entrust a qualified LCL company at the port of destination. The specific process and expenses need to be inquired separately. This is not recommended for the time being

国外订舱提货 Foreign booking and delivery

国外代理反馈信息 **Feedback from foreign agents**

- 件重尺是否和询价信息一致，是否提及价格变动 Whether the piece weight gauge is consistent with the inquiry information and whether the price change is mentioned
- 发货人文件 Shipper document:
- 预计提货时间 Estimated pick-up time:
- 预定舱位信息 Booking information: CUT OFF, ETD, ETA
- 特殊情况反馈 Special case feedback (发货人原因，代理原因不能满足发货人/客户的要求 The shipper's reason and the agent's reason cannot meet the requirements of the shipper / customer)

国外信息反馈 **Check Foreign feedback**

- ☐ 件重尺确认 Confirmation of piece weight ruler
- ☐ 发货人文件确认 Shipper document confirmation
- ☐ 货物信息变化及价格更新确认 Confirmation of goods information change and price update
- ☐ 预定舱位信息确认 Confirmation of booking information, CUT OFF, ETD, ETA
- ☐ 特殊情况反馈 Special case feedback

提示 Notes:

- 代理不一定会反馈以上完整信息，但是务必要及时追踪代理是否联系上 Shipper, 货物备好时间情况。The agent may not feed back the above complete information, but be sure to track whether the agent contacts the shipper and the time when the goods are ready in time.
- 亚洲发邮件后2-4个小时无回复邮件，需要REMINDER; 澳洲，欧，美，非洲第二天无回复，需要REMINDER。If there is no reply 2-4 hours after Asia sends an email, reminder is required; Australia, Europe, the United States and Africa didn't reply the next day. Reminder is needed.
- 海运整箱进口到中国，尽量选用直达国内目的港的船公司，避免选用国内转船的船公司，例如COSCO, CSCL, 如果转船最好选用境外港口中转。主要因为国内海运转关舱单申报流程非常慢。For the full container import to China by sea, try to select the shipping company directly to the domestic port of destination, and avoid selecting the domestic transshipment shipping company, such as COSCO and CSCL. If transshipment, it is best to select the overseas port for transshipment. This is mainly because the declaration process of domestic shipping transit manifest is very slow.
- 如果在提货前箱单看不出包装类型，同时客户也不清楚，应问下国外代理，以免到目的港报关需要包装信息时耽误时间。If the packing type cannot be seen in the packing list before picking up the goods, and the customer is not clear, ask the foreign agent to avoid delaying the time when the packing information is required for customs declaration at the port of destination.

国外订舱提货 Foreign booking and delivery

客户确认相关信息，通知代理进行后续操作。The customer confirms the relevant information and notifies the agent for subsequent operations

- 订舱/再次确认舱位Booking / reconfirming space
- 提货/装箱Pick up / packing：产装-卡车提集装箱到仓库（码头，机场，铁路堆场）装箱；拼箱-卡车提货到码头拼箱仓库拼装。Production and loading - the truck carries the container to the warehouse (wharf, airport, railway yard) for packing; LCL - pick up the goods by truck and assemble them in the LCL warehouse at the wharf.
- 出口报关Export declaration
- 货物集港装船（上机，上火车）Cargo loading at the port of collection (boarding the plane and train)
- 提单确认 Confirmation of bill of lading

提示 Notes:

- 提单确认时打印草单标记不符点及修改后内容（草单代理都会在开船前一周提供，有的会更早，一定第一时间确认好回复代理）When confirming the bill of lading, print the discrepancies marked on the draft and the modified contents (the draft agent will provide it one week before the ship leaves, and some will be earlier. Make sure to confirm it and reply to the agent at the first time)
- 货代确认MBL，我们确认HBL，注意MBL/HBL货物信息，箱号，铅封号是否一致。The freight forwarder confirms MBL, we confirm HBL, and pay attention to whether the MBL / HBL cargo information, case number and lead seal number are consistent.
- 拼箱货物注意提单上的尺寸，是否和工厂文件一致，或是否合理，如有疑问要及时联系代理更改。For LCL goods, pay attention to whether the size on the bill of lading is consistent with the factory documents or reasonable. If in doubt, contact the agent in time for change.

国外预报文件与工作单交接

Foreign forecast documents and Work order handover

国外预报文件 Foreign forecast documents

- 提单 Bill of lading
- 发票, 箱单 Invoice, packing bill
- 确认开船 (飞机开航, 火车开出) 时间, Confirm the departure time (plane departure, train departure) ETA

提示 Notes:

- 提单 final 件要在开船后一周内, 及时联系代理提供。The final copy of the bill of lading shall be provided by contacting the agent in time within one week after sailing.
- 和目的港船公司确认是否系统已做电放及船代信息。Confirm with the shipping company at the port of destination whether the system has made electric discharge and shipping agent information.
- MBL (船公司提单) 要提前确认目的港换单代理信息及换单费用。MBL shall confirm the agent information and fee of order replacement at the port of destination in advance.
- ETA 跟踪, 预计到港前3周查询到港时间。有中转港的, 要按时查询是否货物按时转出; 拼箱可以按集装箱号查询, 或找目的港拼箱公司查询; 整柜的到集装箱网站/船公司网站查询。ETA tracking, and it is expected to query the arrival time 3 weeks before arrival. If there is a transit port, check whether the goods are transferred out on time; LCL can be queried according to the container number or the LCL company at the destination port; For the whole container, please go to the container website / shipping company website for inquiry.
- 发预报时, 提前2周准备并确认相关清关文件。Prepare and confirm relevant customs clearance documents 2 weeks in advance when making forecast.

工作单交接 Work order handover

出保单 Obtain insurance policy

- 有了最终提单后, 根据货物运输的实际情况, 登陆保险系统出正式保单。After having the final bill of lading, according to the actual situation of cargo transportation, log in to the insurance system to issue a formal policy.

转交提单 Handover bill of lading

- 出完保单后, 将海运运杂费录入系统, 向财务申请海运运杂费发票, 将提单 (标记CASE号, 客户名称, 邮件参考号)、国外箱单, 转交给清关客服准备清关文件。After issuing the insurance policy, enter the sea freight and miscellaneous charges into the system, apply for the sea freight and miscellaneous charges invoice from the finance department, and transfer the bill of lading (marked with case number, customer name, email reference number) and foreign packing bill to the customs clearance customer service to prepare the customs clearance documents.
- FOB/EXW/FCA 需要提前开具运保费发票转给报关客服。金额按照销售报价单出具。若报价金额低于实际运费, 需报主管审批。FOB / EXW / FCA needs to issue the freight and premium invoice in advance and transfer it to the customs declaration customer service. The amount shall be issued according to the sales quotation. If the quoted amount is lower than the actual freight, it shall be reported to the supervisor for approval.

货物到港清关 Customs clearance upon arrival of goods

- 根据提单信息, 查询到港时间, 货物到港后, 上传所有运输的留底文件, 进行清关送货。According to the bill of lading information, query the arrival time. After the goods arrive at the port, upload all the transportation documents for customs clearance and delivery.

International Freight Handling Instruction for used machine

- Same process as common international shipping
- Need to get the pre-shipment inspection of used electrical&Mechanical products
- 10年以上的旧设备，需要在目的地由当地海关进行二次法检



CCIC NORTH AMERICA INC.
8835 Haven Ave., Rancho Cucamonga, CA91730, U.S.A.
Tel: (909) 989-8802 Fax: (909) 989-0418
<http://www.ccicna.com> email: ccicna@ccicna.com

CCIC-NA-RD(601-04-2013)

旧机电产品装运前检验申请书

Application Form for Pre-shipment Inspection of Used Electrical & Mechanical Products

受理日期
Date of acceptance:

申请编号 Application
No.:

一、检验申请及产品信息 Inspection Application & Product Description

申请人名称 Applicant Name	TEN SQUARE INTERNATIONAL, INC.	联系人 Contact Person	LYNN GUO
地址 Address	1454 30 TH ST., UNIT 206, W. DES MOINES, IA 50266	联系电话 Contact No.	515-440-2980
		电子邮箱 Email	USOFFICE@TENSQUAREINTL.COM
收货人名称 Consignee Name	江苏十方工程设备有限公司	联系人 Contact Person	XU XIAO LEI
地址 Address	江苏.南京市草场门大街96号中青大厦2号楼4层	联系电话 Contact No.	13913975912
		电子邮箱 Email	leonxu@tensquareintl.com
发货人名称 Shipper Name	TEN SQUARE INTERNATIONAL, INC.	联系人 Contact Person	LYNN GUO
地址 Address	1454 30 TH ST. UNIT 206, W. DES MOINES, IA 50266	联系电话 Contact No.	515-440-2980
		电子邮箱 Email	USOFFICE@TENSQUAREINTL.COM

THANKS YOU !

WE WILL DO A GREAT JOB !