

Incoterms 2010®

Responsibility Matrix - Obligations of Importer (Buyer) and Exporter (Seller)



Global Logistics & Transportation Solutions

"E" Departure		"F" Main Carriage Unpaid			"C" Main Carriage Paid				"D" Arrival		
Service	EXW Ex-Works (Place)	FCA Free Carrier (Place)	FAS Free Alongside Ship (Port)	FOB Free On Board (Port)	CFR Cost & Freight (Port)	CIF Cost of Insurance & Freight (Port)	CPT Carriage Paid To (Place)	CIP Carriage & Insurance Paid To (Place)	DAT Delivered at Terminal (Place/Port)	DAP Delivered at Place (Place)	DDP Delivered Duty Paid (Place)
Obligation and Charges											
Warehouse Services	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Export Packing	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Loading at Point of Origin	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Inland Freight	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Port Receiving Charges	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Forwarder Fees	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Ocean/Air Freight	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Charges in Foreign Port	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller
Custom Clearance	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller
Customs Duties	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller
Delivery Charges to Final Destination	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Seller

Recommended Modes of Transportation

Mode	Term	
Any Mode of Transport including Multimodal	EXW	Ex Works (...Named Place of Delivery)
	FCA	Free Carrier (...Named Place of Delivery)
	CPT	Carriage Paid To (...Named Place of Destination)
	CIP	Carriage & Insurance Paid To (...Named Place of Destination)
	DAT	Delivered at Terminal (...Named Place/Port of Delivery)
	DAP	Delivered at Place (...Named Place of Destination)
	DDP	Delivered Duty Paid (...Named Place of Destination)
Ocean	FAS	Free Alongside Ship (...Named Port of Shipment)
	FOB	Free On Board (...Named Port of Shipment)
	CFR	Cost and Freight (...Named Port of Destination)
	CIF	Cost, Insurance and Freight (...Named Port of Destination)

Incoterms Rules and Standards

- Incoterms only relate to trade terms in the contract of sale between the buyer and seller and do not deal with the contract for carriage.
- The roles and responsibilities listed on the front of this document can be altered / changed as long as there is an agreement between the buyer and seller.
- Incoterms do not identify where the transfer of ownership or title occur. A separate statement regarding ownership / transfer of title should be included on the purchase order, contract, quote, proforma invoice and or commercial invoice.
- Incoterms are not all inclusive and cannot address issues such as customary operations of carriers, ports, trade government regulations etc.
- Incoterms are written to reflect rather than dictate trade practices.
- Only two incoterms express when insurance is to be bought and issued - CIP and CIF.

