

外贸业务管理办法(中英文) PDF转换可能丢失图片或格式，
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https://www.100test.com/kao_ti2020/34/2021_2022__E5_A4_96_E8_B4_B8_E4_B8_9A_E5_c28_34176.htm 1、业务人员在海外采购商的询价，做出产品报价前，应了解客户基本信息，包括是否终端客户、年采购能力、消费区域，以及产品的用途、规格及质量要求，我公司是否能够生产等。 Before quoting, the Salesman should know the basic information about the clients, for instance, the end users or not, the annual order quantity, the places of consuming, and the products the purposes, specification, quality and the abilities whether our factories to meet. 2、对于外商的邮件、传真，原则上在24小时内答复；特殊情况需要延期的，应及时向外商解释及大概需要的时间。 Generally as a rule, to reply the clients' mails shall be within 24 hours after receiving. and please explain the reasons to the clients due to the things particular and need more time to deal with. 3、对于外商的产品报价，原则上按照公司财务部门经核算后的价格表（外销）执行；公司财务部门根据市场状况及生产成本，定期进行核算，对产品价格进行调整。 Quotations will be according to the prices list (for oversea market) made by the company Accounting Department, which will make prices adjustments according to the market and the production cost at regular periods. 4、对于定单数量较大，外商所能接受的价格低于我公司公布的价格的，业务人员应先上报部门经理批准实施；部门经理不能批复的，报总经理批准后实施。 For big orders, the acceptable price from the clients is lower than our listed price, the salesman shall first report this to the

manager of the departments for approval. and when the manager have no rights to approve, the price will directly go to the general manager for approval. 5、对于Camp.F or CIF price terms, the salesman shall contact and deal with related companies in advance to confirm the things of shipment, insurance, commodity inspection etc. The basic conditions for selecting the related companies will be considering rich and professional practices, service with high efficiency and good prices. 6、对于外商的寄样要求，原则上要求到付；对于样品数额较大，原则上对方承担成本费用。在正式定单后，可以扣除成本及寄样费用。特殊情况，如关系比较好的老客户，我方可以预付并免收样品，报部门经理批准后执行。费用较大的，可报总经理批准后执行。 Per the clients ' requirements of sending samples, freight collect shall be generally required. and when the samples quantity is large, the cost shall be charged accordingly. However the cost and freight paid by the clients will be deducted in the trial orders. In cases particular, for instance the clients with long tern and firm relations, we can pay the freight in advance with the samples free after approved by the manager of the departments , or by the general manager if the amount is large. 7、对于外商需要打样的，业务人员应和生产部门协调，确保样品的质量及规格符合要求；样品需要部门经理审核后寄出；外商对于产品有包装或唛头要求的，正式包装或印刷前需经外商确认。 The salesman shall coordinate closely with the production departments in the samples making process to guarantee the quality and specifications meeting the clients ' requirements, and send the samples after the approval by the final

checking up of manager department. 7、付款方式上，原则上考虑前TT全部或部分作为定金，剩余见提单传真件付款，及全部短期信用证。收汇银行和业务员负责对信用证做形式和内容的检查，发现差异的，应及时通知外商修改。信用证审查无误后，报部门经理复核。 Generally as a rule, the following ways of payments will be considered: 1, wire transfer 100 in advance 2, wire transfer part as deposit, the balance against copy of B/L. 3, 100% L/C at sight Our beneficiary bank and the salesman will check up the L/C in form and contents respectively, and inform the clients to make change in time if differences existing, and submit to the manager of the departments for re-checking after no faults or differences found in advance.. 8、原则上，公司在收到外商的全部货款、部分定金及信用证经复核无误后，开始安排生产计划，组织货源，进行生产。 As a general rule, the company will arrange the material and plan for production after receiving the payments in above No.8 terms. 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com