

Západočeská univerzita v Plzni
Fakulta filozofická

Bakalářská práce

**Business function of Supplying: Translation of
Selected Texts Related to a Logistics/Forwarding
company with Commentary and Glossary**

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Katedra anglického jazyka a literatury

Studijní program Filologie

Studijní obor Cizí jazyky pro komerční praxi

Kombinace angličtina – francouzština

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Plzeň 2018

Prohlašuji, že jsem práci zpracovala samostatně a použila jen uvedených pramenů a literatury.

Plzeň, duben 2018

.....

Poděkování

Děkuji panu Alokovi Kumarovi, M.A. za odborné vedení mé bakalářské práce, za trpělivost při jejím zpracování a jeho cenné připomínky.

Další poděkování patří mému otci a příteli za jejich soustavnou podporu.

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1. INTRODUCTION

The topic of this bachelor thesis is "Business function of Supplying: Translation of selected texts related to a Logistics/Forwarding company with a commentary and glossary".

International trade exists because countries are not self-sufficient, in other words, they do not have their own sources of all materials they need. For this reason, they need to trade with other countries and in return they sell merchandise of articles they have enough of.

The thesis is divided into two main parts. First part of my thesis, the theoretical one, provides general information about international trade, supplying and its role in business. It includes the relationship between supply and the factors that have impact on it. I also mention what supply management is and what is defined as its role in business and what are the fundamentals of supplying, such as determining specifications, supplier market research, global sourcing and many other things that are associated with it. Storage comprises an important part of supplying that is why I also make references to various storage conditions and structure of supplies. Since logistics is integral to a supplying system that deals with operation of the material, some basic facts are provided and explained. In the second half of this part, I have discussed about translation in general and the method followed for translation. I further discuss the process of translating; the translation methods and I classify my translations into functional styles.

In the practical part, I have worked with texts that are related to my theme and my goal is to translate them to the Czech language. I have chosen the most important documents that are essential, while trading internationally. These documents involve invoice, packing list, bill of lading and a certificate of origin. To my translation, there is also a commentary attached that is composed of two parts – macro approach and micro approach. Macro approach describes the source text. Micro approach reports on difficulties that has occurred during translation. In order to clarify a great number of technical words contained in the thesis, there is a glossary explaining these terms at the very end of the thesis.

2. THEORETICAL PART

2.1. International trade

International trade is one of the elements of external economic relations with a very specific status, as the national economy is linked to the world economy. International business operations represent a set of business activities in a very broad sense that an enterprise or institution performs to conduct the international trade. This includes a variety of financials and non-financial transactions that lead to the creation, alteration or termination of business-legal relations in accordance with international law. Through their activities at the international and national level, countries participate in ensuring the conditions for their implementation and individual economic entities, within the given conditions, strive for the actual implementation of these transactions. The legal basis for commercial transactions is the transfer of ownership rights from the seller to the buyer, and if such a transfer takes place between entities of different states, an international business case occurs.¹

It is essential to mention the global impact on international trade. Due to close cooperation of the countries, good relations are maintained, and those relations eliminates the risk of disputes.

To give a definition, *“International trade is the exchange of goods or services by various entities of a particular country within the entire world economy.”*²

2.1.1. Types of international trade

Three types of the international trade can be distinguished:

1. Import - goods bought by one country from another
2. Export – goods that are sent to another country to be sold there

¹ *Mezinárodní obchod.* [online]

² *Mezinárodní obchod, protekcionismus.* [online]

3. Reexport - an imported product that is then exported by the importing country

2.1.2. Significance of international trade

There are several aspects that can be used to evaluate the international trade: ³

1. Efficiency – an effort to focus on export policies.
2. Proportionality – there are only a few countries in the world that have a sufficiently large domestic market and an industrial base capable of autocratic, in other words, self-sustaining development. They are countries that have a comprehensive raw material base and can meet the needs of their own domestic intellectual production. These countries involve The United states of America, the Russian Federation and countries that are sometimes called as “emerging countries” (China, India, and other populous countries like Indonesia, Brazil ...).
3. Demonstrative effect - The export program represents the status and level of development of the country's economy. On the contrary, the import program is a way of solving not only the problem of proportionality - it is the acquisition of those utility values that for a variety of reasons the country is missing, but also ensuring the acceleration of the economic development of the importing country.

³ Zahraniční obchod, teorie a praxe, 2009, p.21

2.2. Logistics

The very start of logistics may be seen in ancient times. At that times it was necessary to collect supplies and prepare for enemy invasions. In modern times, logistics proved to be necessary and passed to business in the 1950s.

2.2.1. Concept of logistics

The word logistics comes from a Greek origin of the word *logistikon*, meaning reason, invention or *logos*, meaning word, speech. Logistics is a broad field, which in many ways and to great extent affects the standard of companies. ⁴

During its development, logistics carried many names:

- Business logistics
- Material management
- Physical distribution
- Industrial logistics
- Logistical management
- Channel management
- Distribution
- Quick – response systems
- Supply chain management
- Supply management

2.2.2. Definition of logistics

It is possible to distinguish logistics into a great deal of definitions from various sources. Here I quote a few of selected definitions:

“Logistics is the process of planning, implementing and managing an effectual, efficient flow and storage of goods, services, and related information

⁴ Lambert, Stock, Ellram, 2005, p. 10

*from the place of origin to the point of consumption to meet customers' requirements."*⁵

*"Logistics is. . . the management of all activities which facilitate movement and the coordination of supply and demand in the creation of time and place utility."*⁶

*"Logistics is defined as an Integrated planning, formation, implementation and control of material and associated flows from supplier to enterprise, within the enterprise, and from enterprise to customer."*⁷

2.2.3. Field of activity

Logistics contains a broad concept of activities. The most important activities include:

1. Customer service
2. Forecasting of demand
3. Distribution communication
4. Inventory management
5. Order processing
6. Procurement of spare parts and repairs
7. Purchasing management
8. Packaging
9. Recycling
10. Storage
11. Supplies situation management
12. Material motion management
13. Transport
14. Motion of returned goods

⁵ Lambert, Stock, Ellram, 2005, p. 3

⁶ Heskett, Glaskowsky and Ivie, 1973, p.15

⁷ Schulte, 1994, p.13

2.2.4. Role of logistics

Logistics plays an important role in the economy. It is one of the main items of company expenses and thus affects other economic activities as well as itself. It also supports the movement and smooth flow of many economic transactions. Logistics is necessary in the sale of practically any goods or services. To put it more simply, if the goods are not in time and in the right place, sales will not be able to be effectuated.⁸

An enterprise is looking for new opportunities to improve its capital and creates additional effects in areas such as production and organization of an enterprise, but also in the transport. Thus, the logistics company produces a material movement strategy that is most advantageous to maximize performance and economy. Logistics, however, is not a single function in the enterprise, nor a function of greatest importance, but due to dynamic changes in the production and business environment, it is a very important function that can save considerable resources. It is an integrative function that connects all levels of management in an organization.⁹

⁸ Lambert, Stock, Ellram, 2005, p. 10

⁹ Drahotský, Řezníček, 2003

2.3. The inventory theory

Stocks arise due to time and space inconsistencies between the requirement of the item and the availability of this item. The supplier cannot to make an order without time delay and without additional costs just in moment the need for the material, semi-product or product. It follows that it is not possible to ensure a smooth operation, production or business without that we can hold a certain amount of inventory that is influenced not only by way of management stocks, but also other factors, for example the sector in which the company operates, corporate and competitive strategy, operational organizational structure, capital costs, etc.¹⁰

It is reported in the literature that inventories are indeed lossy. It is obvious that in production we cannot do without a certain amount of inventory.¹¹

2.3.1. Stock definition and their purpose

The reason for the acquisition of inventory in the company is to ensure the normal running of business activities. Inventories can also be understood as being useful values that have been purchased or produced but have not yet been consumed. It's not just finished products, they're also raw materials, basic and auxiliary materials, fuels, semi-finished products, tools, spare parts, packaging and finished products.¹²

Inventories are classified as current assets, i.e. they are items of property that are disposable or are acquired and converted into other assets.¹³

Stocks include:¹⁴

- material – articles used to manufacture products
- goods – movables purchased in order to be sold
- ware – articles that are manufactured and subsequently sold to buyers

¹⁰ Kislingerová a kol., 2007, p. 470

¹¹ Němec, 2006, p. 175

¹² Kuncová, 2006, p. 317

¹³ Štohl, 2010, p. 13

¹⁴ Štohl, 2010, p. 21

- unfinished work – products that have already undergone a partial production process but are no longer a material but also a finished product

Stocks in the company have five purposes:¹⁵

1. Enable the company to achieve savings based on the scale of production.
2. Match demand and supply.
3. Enable production specialization.
4. Provide protection against unpredictable fluctuations in demand and during the order cycle.
5. Provide the buffer between critical connections within the distribution channels.

2.3.2. Inventory function

Inventories in the company have the following functions:¹⁶

- **geographic function** – the place of production and consumption is in most cases different
- **balancing and technological functions** – ensures the smoothness of the production process in case of capacity discrepancy between individual manufacturing operations
- **speculative functions** – deliberate purchases of inventories before expected price increases to save costs or to obtain profits in the case of their sale at a higher price than the purchase price

¹⁵ Lambert, Stock, Elloram, 2005, p. 112

¹⁶ Sixta, Žižka, 2009, p. 62

2.3.3. Inventory classification

Inventories can be classified in different ways and according to many criteria. One of the options for the breakdown of stocks is according to the stage of processing:¹⁷

- production stocks
- stocks of unfinished production
- stocks of finished goods
- stocks of goods

Stocks are divided into two main groups:¹⁸

- stocks purchased
- stocks of own production

Functionally, stocks are divided:¹⁹

- **Common stocks** – stocks arising from replenishment sold or in the production of consumed stocks.
- **Stocks on the way** – stocks that are on the way from one place to the other way. They are part of the normal inventory even if they are not available in terms of sales or delivery until they arrive at their destination.
- **Insurance or equalization stocks** – in the company are maintained beyond the normal inventory for reasons of uncertainty, compensate for randomness in demand or in the total time of replenishment stocks.
- **Speculative stocks** – are maintained for a different reason than to meet normal demand, such as the purchase of material in greater quantities than we need, in order to obtain quantitative discounts, the reason for which may be an anticipated price increase or unavailability goods, etc.

¹⁷ Sixta, Žižka, 2009, p. 62

¹⁸ Sixta, Žižka, 2009, p. 63

¹⁹ Lambert, Stock, Ellram, 2005, p. 116-120

- **Seasonal stocks** – similar to speculative stocks, include stocks purchased before the beginning of a specific period. Examples are agricultural products and seasonal goods.
- **Dead stocks** – are obsolete inventory items for which no demand has been recorded for a long time, might arise from the point of view of the enterprise as a whole or in terms of one storage location.

Depending on usability the stocks are divided:²⁰

- **Stocks available** – articles that are normally consumed or sold.
- **Stocks unusable** – articles with a zero chance of being sold or consumed. These inventories arise in the context of changes in the production program, product innovations, or incorrect purchasing decisions or poor estimates of future demand.

2.3.4. Stock valuation

Inventories are among current assets, they are not of a long-term nature, they are the least liquid parts of it, therefore inventory valuation should be given sufficient attention. Inventory prices change with fluctuations in their market price, they can be valued on the basis of the prescription at purchase prices or production costs → when the market price falls inventory valuation can be reduced.²¹

Inventories can be valued in a number of ways:²²

- a) valuation at average prices – the price is calculated from the arithmetic mean of the cost of all deliveries.
- b) FIFO method (First In – First Out) – based on the assumption of the first inventory accrual valuation is used as the first inventory valuation cost

²⁰ Sixta, Žižka, 2009, p. 65

²¹ Martinovičová, 2006, p. 53

²² Synek a kol., 2006, p. 132

estimate, this method can be used for price declines as the reported profit is lower.

- c) LIFO method (Last In – First Out) – based on the assumption of the last inventory accrual cost is used as the first.
- d) valuation of inventory loss – the benefits of this method are used in price rises to mitigate the impact of inflation on business profits; is not allowed to be used on the basis of tax and accounting regulations in the Czech Republic.

2.3.5. Costs associated with inventory

To ensure the smoothness of individual business activities, some inventory must be created stocks of the material. With the maintenance of inventories, the associated costs are for acquisition and storage. Stocks of material need to be kept at a level that ensures the smooth running of the business, and the total costs associated with it are as low as possible.²³

Type and amount of inventory has a significant impact on business success. Decisions on the holding and size of stocks should therefore be given due attention. Determining factor is the cost of inventory:²⁴

- costs associated with falling inventory
- loading and unloading costs
- storage costs
- costs associated with warehouse management and warehouse inventory
- inventory planning costs

²³ Kummer, 2007, p. 54-55

²⁴ Kummer, 2007, p. 55

According to Mrs. Martinovic, we can divide the costs associated with the stocks into these three groups:²⁵

1. **Costs for order, delivery and acceptance** – include overheads which is related to the acquisition and completion of inventories. These costs include:
 - the cost of preparing and placing the order
 - transport costs
 - the cost of acceptance, quality control, receipt processing, storage and filing
 - administrative costs related to liquidation and payment of invoices
2. **Costs of maintaining, storing and managing inventory** – the following costs are included:
 - the cost of tying inventory, which is interest on the loan for inventory
 - warehousing costs and inventory management are related to warehouse operations and stock records
 - the cost of the risk, these costs are related to the creation of unusable stocks
3. **Cost of scarcity** – they arise at a time when supply is not enough to meet needs in-house customers. Costs include:
 - costs arising directly from the purchase, due to the rapid securing of surrogate deliveries
 - costs arising in production, operations or in-house consumers, due to unused capacities or alternative solutions to the situation
 - costs arising from the sale

The amount of storage costs and the cost of not meeting the consumption from the ready stock with changes depending on the size of the stock. Cost of storage

²⁵ Martinovičová, 2006, p. 45

with growing stock grow, and other types of costs are rising with growing supplies. The contradictory development of different costs, the size of which varies depending on the size of the stock, is the essence of the problem of optimal stock size. It is therefore necessary to find such a large stock, in which the sum of the costs, will reach its minimum during a certain period.²⁶

These costs can be broken down into the following groups:²⁷

1. **The cost of capital** – are also called the opportunity costs. This is a stock-flow circulator that could be invested in a different way. Companies have to determine what the return of the capital invested corresponds to the donation of funds that are placed in inventory.
2. **Service costs** – include the tax on movable property and the insurance that companies pay as a result of holding stocks.
3. **Storage costs** – concerning storage costs, we recognize four types of storage capacity:
 - warehouses within manufacturing plants
 - public warehouses
 - contractual warehouses
 - warehouses owned by the entrepreneur
4. **Costs of depreciation stocks** – contain the cost of moral wear, on damage, costs of theft or loss, relocation costs stocks.

²⁶ Martinovičová, 2006, p. 45

²⁷ Lambert, Stock, Ellram, 2005, p. 153-159

2.4. Inventory management

Inventories are the main factor in the consumption of the operating capital of a company. In inventory management, it is important to increase the return on capital. It is essential to anticipate the impact of company strategies on inventory status and minimize total costs while meeting customer requirements. The key measure of effective inventory management is therefore the impact of inventory on the return on capital, which can be increased by either reducing costs or contributing to increased sales. Reducing inventory costs can be by reducing the number of outstanding orders or quicker deliveries, eliminating obsolete items and dead stocks, or improving the accuracy of demand forecasts.²⁸

Inventory management is a way to manage the flow of products in the supply chain and achieve the required level of service at an affordable price.²⁹

The need for inventory in a company stems primarily from the time discrepancy that arises between:³⁰

- purchase and sale of goods
- delivery of material and its subsequent consumption
- the completion of the product and its sale
- results from the technological nature of the production or service delivery process

Inventory management also includes the following activities, which can be further specified as:³¹

- selection of a suitable supplier
- analysis of the quality of purchased material and goods
- regulating the state and stock structure
- choice of the appropriate financing method

²⁸ Němec, 2002, p. 182

²⁹ Emmett, 2008, p. 43

³⁰ Mrkvička, Strouhal, 2009, p. 92

³¹ Mrkvička, Strouhal, 2009, p. 92

- detecting of unnecessary or surplus material, products and goods that are not for sale

2.4.1. The aim of inventory management

The aim of inventory management is to maintain them in such a way as to avoid any fluctuation or interruption of production. Therefore, the main question in operational decision-making is "when and how much to order or enter into production to replenish inventory".³²

Inventory management can be characterized as a "set of management activities that aim to find and secure the amount of inventory of individual material species to ensure the smooth course of production processes optimal capital ties, consumption of additional labor and an acceptable level of risk".³³

2.4.2. Basic terms

Important inventory management terms are controlling inventory levels. These are variously characterized and different levels of inventory, serving for their control, management and operational level as a signaling element. Controlling inventory levels have different weight and liability in different companies.

Other important terms are:

- maximum stock Z_{\max} – the maximum stock size attained at the moment of delivery.
- minimum stock Z_{\min} – the minimum stock size below this level of inventory there is an interruption in the delivery flow, so it is a stock equal to zero.
- insurance stock Z_{poj} – the stock that is formed for fluctuation of risk of delivery and demand.

³² Horáková, Kubát, 1998 p. 69

³³ Synek, 2007, p. 220

- order stock Z_{obj} – the stock at which an order has to be placed so that the delivery arrives at the time when the minimum stock size is reached.

When norming inventory we can meet the following terms:³⁴

- delivery cycle – the time interval between the two deliveries that follow immediately is expressed in days.
- delivery size – is the amount of inventory delivered.
- consumption or average daily consumption – expresses actual consumption for the period, is expressed in terms of quantity or in monetary units.

2.4.3. Optimization approach and inventory management models

The optimization approach to inventory management is the basic criterion for minimizing the total cost of inventory acquisition and maintenance in the broadest sense, while respecting the requirement of full coverage of anticipated needs and a degree of certainty (risk) and imbalance during deliveries and drawdowns. As a basic optimization criterion considered the cost criterion.³⁵

Inventory management optimization takes place in several planes and phases.³⁶

Strategic inventory management is a set of decisions on the amount of financial resources that an enterprise can allocate from the total available financial resources to cover the stock in a given amount and structure.

Operational inventory management is intended to ensure the maintenance of specific types of stocks at a level and structure as appropriate to their internal needs in terms of costs. Operational inventory management is important for their classification according to their functional components.

³⁴ Synek, 2007, p. 215

³⁵ Synek, 2006, p. 190

³⁶ Lukoszová, 2008

In practice, we can encounter a large number of inventory management situations that are specific and on which different inventory management models have been developed. These inventory management models can be categorized according to different criteria. One option is the distribution according to the method of determining the demand (consumption) and the length of the purchase period:³⁷

- **Deterministic models** – the assumption is that the size of the demand and the purchase period is precisely known
- **Stochastic models** – is based on the likelihood of demand and purchase times

From the point of view of solution, the simplest deterministic models that assume decision-making are certainty. Deterministic models are based on considerable simplification of the real situation. Stochastic models assume decision-making at risk, that is, there are known variants that lead to the result with a certain probability.³⁸

³⁷ Sixta a Žižka, 2009, p. 71

³⁸ Sixta a Žižka, 2009, p. 71

2.5. Inventory management methods

There are many methods to manage inventory. Some of them manage inventory only in production, some stocks in the business process, and others can be used in both production and business processes.

2.5.1. Methods used predominantly for inventory management in the production process

Kanban

Kanban is a no stocks technology of Japanese origin. It was developed and first implemented by Toyota Motors. Today it is widespread throughout the world, especially in production. It is suitable for both internal logistics chains in manufacturing plants and for contract-stabilized external strings. Its principle is self-regulating control circuits, always formed by a pair of cells- supplying and removing cells - linked by a unidirectional chain, their relationships are governed by the pull principle. Doses of material flow between the supplier and the customer in a standard size of the physically fitting carrier, small container or similar means of transport. The order quantity is the content of one means of transport or its multiple. The supplier guarantees quality (the system must work without scrap) and timeliness delivery. The customer is required to remove the batch.³⁹

Just-in-time

The best-known logistics technology that originated in the early 1980s in Japan and the US. Later has spread to Europe. It is a way of satisfying the demand for certain material in the production or finished product in the distribution chain at precisely agreed and up-to-date delivery times, "just in time" according to the needs of articles.⁴⁰

³⁹ PERNICA, P., p. 56

⁴⁰ Sixta a Žižka, 2009, p. 75

Small quantities are delivered very often as they can at the latest, and they can only link up with a minimum insurance delivery in the logistics chain. Stocks are kept for only a few hours.

JUST-IN-TIME (JIT) technology can be understood as a certain philosophy of production management rather than as a specific technique. The philosophy of JIT focuses on identifying and eliminating losses at all locations and stages of the production process. The central element of technology management JIT is the concept of continuous improvement. In other words, it is about implementing a material flow management philosophy based on the principle of "getting the right materials (products) to the right place at the right time".⁴¹

JIT technology aims to eliminate all activities that do not add value across the delivery chain.

Benefits and problems associated with implementing JIT

Benefits of JIT technology:⁴²

- a significant reduction in inventories of raw materials, inventories in production and stocks of finished products
- shortening material flow times
- reducing the amount of space required for the production process
- improved productivity and a greater level of management between different production segments
- significant improvement in inventory turnover

Negative consequences of JIT

The negative consequences and problems of using JIT technology include:⁴³

- The fact that, especially in our conditions, contributes significantly to the greater filling of our roads by smaller freight and delivery vehicles and faster depletion of their capacity.

⁴¹ Sixta a Žižka, 2009, p. 80

⁴² Sixta a Žižka, 2009, p. 81

⁴³ Sixta a Žižka, 2009, p. 82

- Negative effects of exhaust emissions, noise and accidents caused by a greater number of road vehicles to the lives and health of citizens and the environment.
- Problems arising from adherence to time schedules when crossing some borders
- even in heavily traffic congested urban agglomerations.

2.5.2. Methods used primarily for inventory management in the business process

Analysis of ABC

Effective decision-making on status, increment, necessary change, and trend of items is a good thing to assign to certain species. So, pay different levels of attention to different stock items.

The basis of the ABC method is to differentiate inventories into three groups - A-B-C. There is a different management method applied to each of the inventory groups. This method uses Pareto's rule (80:20) when distributing processed materials.⁴⁴

2.5.3. Methods used for inventory management in production and business processes

Quick Response

Quick Response (QR), "Fast Response", is a technology for consumer goods chains that run from retail to retail. It has begun to be used in the US since the 1980s for textiles and clothing, from where it has spread to Europe and other assortments.⁴⁵

⁴⁴ *Krizový management*. [online].

⁴⁵ PERNICA, P. p. 56

Prerequisites for transition to QR are the introduction of auto-based identification barcodes and electronic data interchange (EDI) between chain links.

Accelerating the flow of information in the chain reduces the degree of uncertainty in decision-making - inventory is checked every day, and commodities are ordered every day.

2.6. Theory of translation

The translation process deals with interpreting a text from one language to another in written form. The original text is called a source text and the translated version of the text is called a target text. The main aim is to find the most suitable equivalent to the source text.

For translation to be successful, translator must know the language from which he translates, the language into which the text is translated and the content of the chosen text. ⁴⁶

2.6.1. Types of translation

According to R. Jakobson, translation can be divided into three groups: ⁴⁷

- Intralingual translation - translation within a language which would involve explaining it in words of the same language.
- Interlingual translation - translation from one language into another or reinterpretation of the message in another linguistic code.
- Intersemiotic translation - translation from one linguistic system to another which means the transference of meaning from a verbal to a non-verbal system or from one medium to another.

2.6.2. Translation procedures

Either direct or oblique translation procedures are possible to be differentiated.

Direct translation procedures include : ⁴⁸

- Borrowings – the use of foreign phrasing in the target text.
- Calque – literal translation of each element.

⁴⁶ Levý, J., 2013, p. 15

⁴⁷ *Types of translation*. [online].

⁴⁸ Waliński. [online]

- Substitution – used when the target text is not possible to be translated.

Oblique translation procedures include :

- Modulation – changing the form of the message.
- Transposition – replacing one word class with another.
- Equivalence – the use of a different stylistics and structure.
- Adaptation – used when the message of the source language does not exist in the target language.

2.6.3. Source text

If we want to trade internationally, there is a list of documents that are absolutely necessary for this trade. Given that this thesis deals with international trade, logistics and supplying, four of these documents were chosen to be translated in the practical part. Those documents involve a commercial invoice, a packing list, a certificate of origin and a bill of lading.

These documents can be determined into a functional style. Four of basic functional styles is possible to differentiate – Scientific style, Newspaper style, Administrative style and the Belles-lettres style. The style of the source text is called the Administrative style.

*“The main aim of this type of communication is to state the conditions binding two parties in an undertaking. These parties may be: the state and the citizen, or citizen and citizen; a society and its members (statute or ordinance); two or more enterprises or bodies (business correspondence or contracts); two or more governments (pacts, treaties); a person in authority and a subordinate (orders, regulations, instructions, authoritative directives); a board or presidium and an assembly or general meeting (procedures acts, minutes), etc. “*⁴⁹

The administrative style is mostly in written form and its major characteristic is usage of abbreviations, special terminology, archaic words, infinitive constructions. Administrative style has a non-personal character.

⁴⁹ Galperin, I. [online]

3. PRACTICAL PART

3.1. Obchodní faktura

Obchodní faktura

S/S OSAKA EXPRES 15W40

Datum: září

Naloženo dne říjen

Faktura č.

Pro účet a riziko společnosti.....

.....

Objednávka č.

Z: Šanghaj

Do: Praha

Pojištění č.

Přepavní značka	Popis a množství	Jednotková cena	Suma
CIM C2009301 PRAHA Č. 1-23	ŘETĚZ KOTOUČ C2009301 : DIN5685 Krátkočlánkový řetěz 550121 3mmx120m 100 550135 4mmx60m 100 550141 5mmx30m 250 DIN5686 kroucený řetěz 550291 2.5mmx30m 150 550261 1.4mmx90m 100 550271 1.6mmx60m 200 550281 2.0mmx60m 100 DIN763 dlouhočlánkový řetěz 550165 3mmx90m 100 550175 4mmx60m 150 550181 5mmx30m 250 550195 6mmx30m 200 Krátkočlánkový řetěz NACM90 550195 3.0mm(#4)x30mm 50 Karabina 523015 4x40mm 100 523017 5x50mm 100 523021 8x80mm 170 523025 10x100mm 80 523023 11x120mm 70	FOB ŠANGHAJ USD	USD
	CELKEM 2,270 KS SLOVY : DVACET ČTYŘI TISÍC ŠEDESÁT PĚT A ŠEDESÁT PĚT CENTŮ PLATEBNÍ PODMÍNKY : T/T NA VIDĚNOU CELKEM BALENO POUZE NA DVACET TŘI PALET.	USD 24,065.65	

DRESDNER BANK, A.S., 20394 HAMBURK, NĚMECKO

Č. NÁKLADNÍHO LISTU 200 800 00

3.2. Balící list

PŘEPRAVNÍ ZNAČKA :

Datum : 28 září

CIM
C2009301
PRAHA
Č. 1-23

BALÍCÍ LIST

Faktura č.

Počet balení : 23 PALET

Balení č.	Popis	Jednotka	Množství		Celková hmotnost(kg)	
			Za balení	Celkem	Balení	Celkem
01	DIN5685 krátkočlánkový řetěz 550141 5mmx30m Karabina 523015 4x40mm 523017 5x50mm 523021 8x80mm 523025 10x100mm 523023 11x120mm	Kotouč KS	80 100 100 170 80 70	80 100 100 180 80 70	1158	1158
02-03	DIN5685 krátkočlánkový řetěz 550141 5mmx30m	Kotouč	80	160	1158	2316
04-06	DIN763 dlouhočlánkový řetěz 550181 5mmx30mm		80	240	1019	3057
07	DIN5686 kroucený řetěz 550271 1.6mmx60m		140	140	490	490
08	DIN5686 kroucený řetěz 550291 2.5mmx30m 55027 1.6mmx60m DIN763 dlouhočlánkový řetěz 550181 5mmx30m		10 60	10 60	395	395
09	DIN5685 krátkočlánkový řetěz 550141 5mmx30m DIN763 dlouhočlánkový řetěz 550165 3mmx90m Řetěz krátkočlánkový NACM90 550151 3.0mm(4#)x30m		10 10 20	10 10 20	695	695
10-12	DIN763 dlouhočlánkový řetěz 550195 6mmx30m		50	50	1147	3441
13-14	DIN dlouhočlánkový řetěz 550175 4mmx60m		60 60	180 120	936	1872

3.3. Osvědčení o původu zboží

ORIGINAL

1. Vývozce		Osvědčení č. C093701208770011		
2. Příjemce		OSVĚDČENÍ O PŮVODU ZBOŽÍ ČÍNSKÉ LIDOVÉ REPUBLIKY		
3. Dopravní prostředky a trasa Z ŠANGHAJE, ČÍNA DO PLZNĚ, ČESKÁ REPUBLIKA NÁMOŘNÍ DOPRAVA				
4. Cílová země Česká republika		5. Pouze pro certifikační úřad		
6. Označení a čísla	7. Čísla a druh balení; popis zboží	8. Systémový kód	9. Množství	10. Číslo a datum faktur
CIM CZ009301 PRAHA Č.1-23	DVACET TŘI (23) PALET ŘETĚZŮ	7315	20 726 kg	V2009255 28 září 2009
11. Prohlášení vývozce Níže podepsaný tímto prohlašuje, že výše uvedené údaje a prohlášení jsou správné, že veškeré zboží bylo vyrobeno v Číně a že jsou v souladu s Pravidly o původu zboží z Čínské lidové republiky		12. Osvědčení Níže je ověřeno, že prohlášení vývozce je správné.		
..... Místo a datum, podpis a razítko oprávněné osoby	 Místo a datum, podpis a razítko příslušného orgánu		

3.4. Nákladní list

NÁKLADNÍ LIST

DANMAR LINES

Pro smíšenou dopravu nebo zásilku z přístavu do přístavu

Sídlo : Danmar Lines, s.r.o., P.O. Box 2651, 4002 Basilej (Švýcarsko)

Dopravce ČÍNA		Doklad č. 5	Nákladní list č. 1
		Vývozní značka	
Příjemce ČESKÁ REPUBLIKA, EVROPA		Zprostředkovatel – značka (vyplňte jméno a adresu) DANZAS Z.F. LOGISTICKÁ SPOLEČNOST, s.r.o. ČÍNA	
Vyrozuměná strana STEJNÁ JAKO PŘÍJEMCE		Není-li označeno jako "expresní nákladní list" (v takovém případě všechny odkazy uvedené v tomto dokumentu a v opačném pořadí jako "nákladní list" se považují za odkazy na "tento expresní nákladní list"), musí být originál nákladního listu odevzdán řádně potvrzený při výměně za zboží nebo poukázku na dodání. Pro propuštění zboží se odkazujte na:	
Prvotní doprava	Místo předání od prvotní dopravy ŠANGHAJ	DHL MEZINÁRODNÍ PŘEPRAVA Tel.: FAX:	
Plavidlo/ Plavba č. 15W40 OSAKA EXPRES	Přístav nakládky ŠANGHAJ	Dopravce	
Přístav vykládky HAMBURK	Místo dodání od dopravce HAMBURK		
Značky a čísla	Číslo a druh balení : popis zboží	Celková hmotnost v kilech	Rozměry v metrech krychlových
CPSU1 823027 PLOMBA 2024865 CIM C2009301 PRAHA Č. 1-23	1 X 20 STOPÝ STANDARTNÍ KONTEJNER OBSAHUJE 23 PALET ŘETĚŽŮ Z CY DO CY	20726.000	21.000
CELKEM POUZE DVACET TŘI PALET DATUM NALOŽENÍ : 4 ŘÍJNA 09 *** SPLATNÉ PŘI PŘEVZETÍ ***			
VÝŠE UVEDENÉ ÚDAJE PROHLÁŠENÉ ODESÍLATELEM			
Celkový počet kontejnerů/balení (odkazuje na ustanovení 13.5 na zadní straně týkající se omezení)	Nákladní doprava splatná v 1	Prohlášení o mimořádné zásilce : odkazuje na ustanovení 13.3 a 13.4 na zadní straně	

Platba a poplatky	Množství založené na	Sazba	Za	Předplacený	Při převzetí
<p>Odpovědnost dopravce je v souladu s ustanoveními 12,14 a 20 standardních podmínek na druhé straně</p>		CELKEM			
<p>Přijatý dopravcem od odesílatele ve zjevně dobrém pořádku a stavu (pokud není uvedeno jinak) celkový počet nebo množství kontejnerů nebo jiných balení nebo jednotek uvedených na začátku odesílatelem zahrnuje zboží určené pro přepravu, které splňují všechny podmínky tohoto dokumentu (včetně podmínek uvedených na straně 1 těchto podmínek a podmínek platných tarifů dopravců) z místa přijetí nebo přístavu nakládky, podle toho, která je použitelná, do přístavu vykládky nebo místa dodání, podle toho, která je použitelná. Přijetím nákladního listu obchodník výslovně přijímá a souhlasí se všemi jejími požadavky, podmínkami a výjimkami, ať již tištěnými, razítkovými nebo psanými, nebo jiným způsobem začleněným, bez ohledu na nepodepsání dokladu o vykládce obchodníkem.</p>	<p>Počet vyhotovených konosamentů k jedné zásilce se stejným datem, pokud bude předložen pouze jeden originální list, ostatní se považují za neplatné.</p>	<p>Místo a datum vydání ŠANGHAJ 4/10/2009</p>			
	<p>Počet vyhotovených konosamentů (použitelný pouze tehdy, pokud se jedná o Nákladní list)</p> <p>3 / TŘI</p>	<p>Podepsáno jménem dopravce :</p> <p>Zsatupující osoba</p>			

3.5. Commentary

3.5.1. Macro approach

In this thesis, chosen texts are focused on the documents concerning the transport. All the text refers to a company to which the goods had been shipped. These documents involve the most important forms that must be filled in while shipping internationally. The translated text includes specialized administrative expressions and vocabulary that can be confusing and difficult to understand. Some of the translated texts contain only a part of the whole form.

Since the documents used for translation contain personal data about some companies, this information was hidden or left out.

Every excerpt is presented with a title that particularizes the form. All the documents are clear and brief and try to unambiguously describe the required expression. Every translated form is divided into boxes and those boxes precisely describes what information should be completed.

e.g. consignee

Translation: příjemce

e.g. country of destination

Translation: cílová země

Some of the boxes also contain a further explanation or direction that clarifies on what condition the mentioned information is supposed to be provided.

3.5.2. Micro approach

Commercial invoice is a document that determines the value of the imported goods where a buyer and a seller must be identified along with the place and date of sale, shipping mark, description, quantity, unit price and amount of the goods.

The translation was not difficult because the invoice only describes the facts. The only problem with translation arrived while translating a technical name of the item related to ironmongery.

e.g. a short link chain

Translation: krátkočlánkový řetěz

e.g. a long link chain

Translation: dlouhočlánkový řetěz

e.g. a machine twist link chain

Translation : krátkočlánkový řetěz

- In this particular case, the Czech language uses only one technical term, however, in English language it can be determined in more detail.

The packing list gives the information about quantity and weight and describes the content. It is usually sent by the shipper to the consignee. Basically, it is a summary of the purchased goods in every shipping package.

In all of the texts, there can be found an abbreviation “*CIM*”. This abbreviation refers to the abbreviation of the firm that ships the goods.

Other abbreviations are mainly preserved in the translated version because they are unified international shortened forms. Those shortened forms are fully explained in the glossary.

The certificate of origin declares and confirms that the goods has been produced and manufactured in a declaring country. This document is completed by the exporter and must be authorized by a competent subject.

The bill of lading is a legal document. It concluded between the shipper and a carrier. It also gives the description of goods, information about number of packages and weight. It is also used as a shipment receipt. The parts explaining the condition of the goods and number of the originals of this document was difficult to translate due to long divided clause that contain a large amount of information followed by conjunction “or” and following explanation in brackets.

e.g. Received by the carrier from the shipper in apparent good order and condition (unless otherwise noted herein) the total number or quantity of containers or other packages or units indicated stated by the shipper to comprise the goods specified for carriage subject to all the terms hereof (including the terms on page 1 hereof and the terms of the carrier's applicable tariff) from the place of receipt or the port of loading, whichever is applicable to to the port of discharge or the place of delivery, whichever is applicable.

Translation: Přijatý dopravcem od odesílatele ve zjevně dobrém pořádku a stavu (pokud není uvedeno jinak) celkový počet nebo množství kontejnerů nebo jiných balení nebo jednotek uvedených na začátku odesílatelem zahrnuje zboží určené pro přepravu, které splňují všechny podmínky tohoto dokumentu (včetně podmínek uvedených na straně 1 těchto podmínek a podmínek platných tarifů dopravců) z místa přijetí nebo přístavu nakládky, podle toho, která je použitelná, do přístavu vykládky nebo místa dodání, podle toho, která je použitelná.

- This part was translated literally.

e.g. In witness whereof the number of the original Bills of Lading stated below all of this tenor and date has been signed, one of which being accomplished, the other(s) to stand void.

Translation: Počet vyhotovených konosamentů k jedné zásilce se stejným datem, pokud bude předložen pouze jeden originální list, ostatní se považuje/považují za neplatné.

- In this part, it was very difficult to find the main idea of the clause and express the sentence as whole. That is why the translated version is reduced and provides only the most important information of this sentence.

- The plural form in English language refers to “other” while in the Czech language it refers to the verb “považuje”. In order to preserve a comprehensible translation in the Czech language, the punctuation mark “slash” was used instead of “brackets”.

The expression “*In accepting*” was translated into Czech language in one word – “*Přijetím*” to make it sound more naturally in Czech language.

The translated text can be classified into the administrative style. Because of this style, only passive voice can be found in those texts.

3.6. Glossary

Account (ACC)	Účet
Amount	Suma
Applicable	Použitelný
Authorized	Oprávněný
Bill of lading (BL)	Nákladní list
Certificate	Osvědčení
Chain	Řetěz
Charge	Poplatek
Collect	Při převzetí
Condition	Stav, podmínka
Consignee	Příjemce
To contain	Obsahovat
Country of destination	Cílová země
Declaration	Prohlášení
Excess Value Declaration	Prohlášení o mimořádné zásilce
Exchange	Výměna
Export references	Vývozní značka
Exporter	Vývozce
FOB = Free on board	Vyplaceně na palubu lodi
Forwarding agent	Zprostředkovatel
Freight	Platba
Goods	Zboží
Gross weight	Celková hmotnost

Invoice	Faktura
Knotted	Kroucený
Liability	Odpovědnost
Logistics	Logistika
Merchant	Obchodník
Notify party	Vyrozuměná strana
O/C no. = Open cover	Všeobecná generální pojistka
Order	Objednávka
Package	Balení
Packing list	Seznam balení
Pallet	Paleta
Port of discharge	Přístav vykládky
Port of loading	Přístav nakládky
To refer	Odkazovat
Reel	Kotouč
Seal	Plomba
Signature	Podpis
Shipper	Dopravce
Shipping mark	Přepravní značka
Slg. on = Sailing on	Naloženo
Snap hook	Karabina
Stamp	Razítko
Supplying	Zásobování
Vessel	Plavidlo

4. CONCLUSION

The Bachelor thesis has two main parts – the theoretical and the practical part. The aim of the theoretical part was to provide information about business function of Supplying. The objective of the practical part was to translate the selected texts into Czech language provided by the commentary and glossary.

The theme of the topic of this thesis is closely related with International business and Logistics and from this reason the theoretical part also provides general information about them. After that the author mentions bases of translation such as types of translation or translation methods. Furthermore, the source text is categorized into the functional style.

The practical part deals with the translation of four texts. The author tried to provide the closest translation to the source text. The translation is followed by the commentary that extends the issue of translation of all of the text. The author did not provide a separate commentary on every translated text because the translated texts are mainly the forms that are essential while trading internationally and they obtain brief expressions that occurs repeatedly. At the very end of the thesis, there is a glossary that translates the vocabulary of the source text.

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6. ABSTRACT

The topic of this thesis is "Business function of Supplying: Translation of selected texts related to a Logistics/ Forwarding company with a commentary and glossary". The thesis was divided into two main parts – theoretical and practical. The theoretical part provides information and general characteristics about International trade, Logistics and Supplying. In addition, the thesis includes theory of Translation in general and categorizes the translated texts into a functional style. The practical part contains the translation itself followed by a commentary and a glossary.

7. RESUME

Předmětem této bakalářské práce je Obchodní funkce zásobování: Překlad vybraných textů souvisejících s logistickou nebo spediční společností s komentářem a glosářem. Práce byla rozdělena do dvou hlavních částí – teoretické a praktické. Teoretická část poskytuje informace o mezinárodním obchodě, logistice a zásobování a jejich obecnou charakteristiku. Dále práce obsahuje obecnou teorii překladu a zařazuje přeložené texty do funkčního stylu. Praktická část obsahuje samotný překlad, který je doplněn komentářem a glosářem.

8. APPENDICES

Appendix I: Commercial invoice

Appendix II: Packing list

Appendix III: Certificate of origin

Appendix IV: Bill of lading

COMMERCIAL INVOICE

船名 S/S OSAKA EXPRESS

日期: Date: Sep.

开行日期: Sig. on or abt Oct.

发票号码: Invoice No.

此致
For Account and risk of Messrs

订单号: Order No.

由 From SHANGHAI 至 To PRAGUE

合同号: O/C No.

Shipping Mark	Description & Quantity	Unit Price	Amount
CIM	CHAIN	REELS	USD
PRAGUE			USD
	C2009301:		
	DIN5685 A short link chain E.G.		
	550121 3mmx120m 100		
	550135 4mmx60m 100		
	550141 5mmx30m 250		
	DIN5686 knotted chain E.G.		
	550291 2.5mmx30m 150		
	550261 1.4mmx90m 100		
	550271 1.6mmx60m 200		
	550281 2.0mmx60m 100		
	DIN763 long link chain E.G.		
	550165 3mmx90m 100		
	550175 4mmx60m 150		
	550181 5mmx30m 250		
	550195 6mmx30m 200		
	Machine twist link chain NACM90 E.G.		
	550151 3.0mm (#4)x30m 50		
	Snap hook E.G.		
	523015 4x40mm 100		
	523017 5x50mm 100		
	523021 8x80mm 170		
	523025 10x100mm 80		

TO BE CONTINUED

1/2

DRESDNER BANK AG, 20394 HAMBURG, GERMANY
BL. NO. 200 800 00

COMMERCIAL INVOICE

船名 OSAKA EXPRESS 15W40
S/S

日期: Sep. 28, [REDACTED]
Date:

开行日期: Oct. 04, [REDACTED]
Sig. on or abt

发票号码: [REDACTED]
Invoice No.

此致 [REDACTED]
For Account and risk of Messrs

订单号 [REDACTED]
Order No.

[REDACTED] CZECH REPUBLIC, EUROPE

由 SHANGHAI 至 PRAGUE
From To

合同号 [REDACTED]
O/C No.

Shipping Mark	Description & Quantity	Unit Price	Amount
CIW [REDACTED] NO. 1-23	CHAIN 523023 11x120mm 70	PCS 70	FOB SHANGHAI USD USD
	TOTAL: 2,270PCS		USD [REDACTED]
SAY: [REDACTED] CENTS: [REDACTED] PAYMENT TERMS: T/T AT SIGHT. TOTAL PACKED ON TWENTY THREE PALLETS ONLY.			

THE END

2/2

DRESDNER BANK AG, 20394 HAMBURG, GERMANY
BL.-NO. 200 800 00

唛头
SHIPPING MARK:

日期
Date Sep. 28,

CIM
PRAGUE
NO. 1-23

装箱单
PACKING LIST

发票号
Invoice No.

件数
No. of packages: 23 PALLETS

Package No.	Description	Unit	Quantity		Gross Weight(kg)	
			Per Package	Total	Per Package	Total
01	DIN5685 A short link chain E.G.					
	550141 5mmx30m	REEL	80	80	1158	1158
	Snap hook E.G.					
	523015 4x40mm	PC	100	100		
	523017 5x50mm		100	100		
	523021 8x80mm		170	170		
	523025 10x100mm		80	80		
523023 11x120mm		70	70			
02-03	DIN5685 A short link chain E.G.				1158	2316
	550141 5mmx30m	REEL	80	160		
04-06	DIN763 long link chain E.G.				1019	3057
	550181 5mmx30m		80	240		
07	DIN5686 knotted chain E.G.				490	490
	550271 1.6mmx60m		140	140		
08	DIN5686 knotted chain E.G.				395	395
	550291 2.5mmx30m		10	10		
	550271 1.6mmx60m		60	60		
09	DIN763 long link chain E.G.					
	550181 5mmx30m		10	10		
	DIN5685 A short link chain E.G.				695	695
	550141 5mmx30m		10	10		
10-12	DIN763 long link chain E.G.					
	550165 3mmx90m		20	20		
	Machine twist link chain NAC 90 E.G.					
550151 3.0mm(#4)x30m		50	50			
13-14	DIN763 long link chain E.G.				1147	3441
	550195 6mmx30m		60	180		
13-14	DIN763 long link chain E.G.				936	1872
	550175 4mmx60m		60	120		

ORIGINAL

1. Exporter GENERAL INTERNATIONAL TRADING COMPANY LTD., 100, N. WASHINGTON ST., HONG KONG		Certificate No. 19870151077001		
2. Consignee ██████████ COMPANY LTD.		CERTIFICATE OF ORIGIN OF THE PEOPLE'S REPUBLIC OF CHINA		
3. Means of transport and route				
4. Country, region or destination THE PEOPLE'S REPUBLIC OF CHINA		5. For certifying authority use only		
6. Marks and numbers 100 100 100 100	7. Number and kind of packages, description of goods 1000 TABLETS OF 1000 1000	8. H.S. Code 7011	9. Quantity	10. Number and date of invoices
11. Declaration by the exporter The undersigned hereby declares that the above data and statements are correct, that all the goods were produced in China and that they conform with the Rules of Origin of the People's Republic of China.		12. Certification It is hereby certified that the declaration by the exporter is correct.		
Place and date, signature and stamp of		Place and date, signature and stamp of certifying authority		

BILL OF LADING

DANMAR LINES

for combined transport or port to port shipment

Registered Office: Danmar Lines Ltd, P.O. Box 2851, 4002 Basel (Switzerland)

Shipper		Document No. 5	Bill of lading number 1
CHINA		Export references	
Consignee (not negotiable unless consigned to order) REPUBLIC. EUROPE		Forwarding agent - references (complete name and address) DANZAS Z.F. FREIGHT AGENCY CO., LTD P. R. CHINA TEL: FAX:	
Notify party (see Clause 18) SAME AS CONSIGNEE		Unless marked "Express Sea Waybill" (in which case all references in this document and reverse terms to "Bill of Lading" shall be deemed to refer to "this Express Sea Waybill"), one original Bill of Lading must be surrendered duly endorsed in exchange for the goods or delivery order. For the release of goods apply to: DHL GLOBAL FORWARDING	
Pre-carriage by	Place of receipt by pre-carrier SHANGHAI	TEL. :	FAX :
Vessel/Voy. No. 15W40 OSAKA EXPRESS	Port of loading SHANGHAI	On carriage to	
Port of discharge HAMBURG	Place of delivery by on-carrier HAMBURG		

Marks and numbers	Number and kind of packages : description of goods	Gross weight in kilo's	Measurement in cubic metres
CPSU1 SEAL CIM	1 x 20 FT STANDARD CNTR SAID TO CONTAIN	20726.000	21.000

SAY TOTAL TWENTY THREE PALLETS ONLY
ON BOARD DATE:

*** FREIGHT COLLECT ***

ABOVE PARTICULARS AS DECLARED BY SHIPPER

Total No. of containers/packages (refer to clause 13.5 on reverse side regarding limitation)	1	Freight Payable at			Excess Value Declaration: Refer to clause 13.3 and 13.4 on reverse side
Freight and charges	Quantity based on	Rate	Per	Prepaid	Collect
		TOTAL			
Carrier's liability is in accordance with clauses 12, 14 and 20 of revised STANDARD CONDITIONS		IN WITNESS whereof the number of the original Bills of Lading stated below all of the same date has been signed, one of which being accomplished, the others to stand void. Number of original BILLS (only applicable if marked "Bill of Lading") 3 / THREE			Place and Date of issue SHANGHAI Signed on behalf of the carrier: Danmar Lines Ltd, Danzas Z.F. Freight Agency Co., Ltd as agents