

**ВІДОКРЕМЛЕНИЙ ПІДРОЗДІЛ
НАЦІОНАЛЬНОГО УНІВЕРСИТЕТУ БІОРЕСУРСІВ
І ПРИРОДОКОРИСТУВАННЯ УКРАЇНИ
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**ІНОЗЕМНА МОВА ЗА ПРОФЕСІЙНИМ СПРЯМУВАННЯМ
(Англійська мова для студентів ОС Транспортні технології
(на автомобільному транспорті))**

НАВЧАЛЬНИЙ ПОСІБНИК

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Посібник призначений для студентів та фахівців, які вивчають сучасну логістику, управління ланцюгами поставок та міжнародну торгівлю. Він містить теми, що охоплюють основи логістики, inbound і outbound логістику, логістичні послуги, роль транспорту та управління ланцюгами поставок, а також професійні компетенції в галузі логістики і SCM. Посібник детально розглядає міжнародні комерційні терміни (Incoterms), умови оплати, експортні документи та практичні аспекти зовнішньоекономічної діяльності. Для кожної теми передбачено тексти для читання, словниковий матеріал, граматичні та практичні вправи для закріплення знань і розвитку професійних навичок.

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INTRODUCTION

This educational manual is designed to provide students, trainees, and professionals with a comprehensive understanding of logistics, supply chain management, and international trade processes. In today's globalized economy, the effective management of goods, services, and information from the point of origin to the final consumer has become a critical factor for business success. This manual aims to equip learners with both theoretical knowledge and practical skills necessary for careers in logistics, supply chain management, transportation, and export operations.

The manual is organized into ten thematic units, each covering a key area of logistics and international trade. The first unit introduces the basic concepts of logistics and highlights its importance in modern business operations. The second unit explores inbound and outbound logistics, focusing on the movement of goods to and from organizations. Unit three examines logistics services, including customs, warehousing, transport, and terminal operations, providing insight into the infrastructure and services that support global trade. Units four and five delve into supply chain concepts, emphasizing the role of transportation and management strategies in optimizing the flow of goods and information. Unit six is devoted to careers in logistics and supply chain management, including detailed job descriptions and professional competencies required in the field. Unit seven examines various modes of transportation, their advantages, limitations, and role in logistics efficiency. Units eight and nine focus on international commercial practices, including Incoterms and terms of payment, which are essential for facilitating domestic and international trade safely and effectively. The final unit is dedicated to export documentation, detailing the types of documents used in both domestic and international trade, such as bills of lading, invoices, certificates of origin, and insurance documents.

Each unit combines reading texts, vocabulary exercises, practical tasks, and case studies to help learners develop critical thinking, problem-solving skills, and professional competence.

This manual is intended not only as a learning tool for academic purposes but also as a practical guide for those entering the logistics and international trade sector. By providing a structured approach to theory, practice, and real-world applications, it prepares learners for the challenges of a dynamic and global business environment.

TOPIC 1. INTRODUCTION TO LOGISTICS

Part I. Logistics

I. Vocabulary List

Nouns

consumer — споживач
consumption — споживання
customs — митниця
destination — пункт призначення
duties — мита
flow — потік
goods — товари
inventory — запаси
logistician — логіст
producer — виробник
product — продукт / товар
re-engineering — реінжиніринг
resources — ресурси
retailer — роздрібний продавець
storage — зберігання
taxes — податки
user — користувач
warehouse — склад

Verbs

to comprise — складатися з
to consume — споживати
to decrease — зменшувати
to ensure — забезпечувати
to handle — обробляти / управляти
to implement — впроваджувати
to include — включати
to increase — збільшувати
to manage — керувати
to manufacture — виготовляти
to pack — пакувати
to perform — виконувати
to produce — виробляти
to purchase — купувати

to require — вимагати
to sell — продавати

II. Reading Text

Logistics is the management of the flow of goods, information, energy and people from the point of origin to the point of consumption in order to meet consumers' requirements. It includes transportation, warehousing, inventory management, packaging and security.

Logistics can have an internal focus (inbound logistics) or an external focus (outbound logistics). When a company purchases parts from suppliers, manufactures products and sells them to customers, this forms a supply chain.

A supply chain is a network of facilities that performs procurement of materials, transformation into finished products and distribution to customers.

Logistics management is part of supply chain management. It plans, implements and controls the efficient flow and storage of goods, services and related information.

Modern companies work closely with customers to increase efficiency. They use advanced systems and techniques. This process is called logistics re-engineering. It considers the nature of the product, manufacturing location, freight costs, customs duties, taxes and market trends.

A professional in this field is called a logistician. Logisticians manage inventory, purchasing, transportation and warehousing. They are responsible for the product life cycle and cooperate with other departments to ensure customer satisfaction.

III. Comprehension Questions

1. What does logistics manage?
2. What activities does logistics include?
3. What is inbound logistics?
4. What is outbound logistics?
5. What is a supply chain?
6. What does logistics management plan and control?
7. How do companies improve supply chain efficiency?
8. What is logistics re-engineering?
9. What factors influence re-engineering decisions?
10. What are the main duties of a logistician?

IV. True or False

1. Logistics manages the flow of goods from origin to consumption.
2. Logistics includes warehousing and transportation.
3. Logistics never deals with information.
4. Supply chain is a network of facilities.
5. Logistics management is independent from supply chain management.
6. Companies cooperate with customers to improve efficiency.
7. Re-engineering ignores transport costs.
8. Logisticians manage inventory and transportation.
9. Logisticians are responsible for product life cycle.
10. Logistics does not involve packaging.

V. Matching. Match the sentence halves

1. Supply chain
2. Logistics management
3. Successful operators
4. Logistics involves
5. Re-engineering considers
6. A logistician
7. Inventory management
- a) the nature of the product and freight costs
- b) plans and controls the efficient flow of goods
- c) includes transportation and warehousing
- d) is a network of facilities
- e) manages stock levels in a company
- f) works with other departments
- g) cooperate with customers to improve efficiency

VI. Discussion Questions

1. Why is logistics important for business success?
2. How does logistics influence product prices?
3. What problems may appear in supply chains?
4. How can technology improve logistics?
5. What skills are necessary for a logistician?

Part II. The Importance Of Logistics In Business

I. Vocabulary List

Nouns

benefit — перевага
competition — конкуренція
costs — витрати
customer — клієнт
demand — попит
environment — середовище
freight — вантаж
inventory — запаси
market — ринок
network — мережа
order — замовлення
origin — походження / пункт відправлення
performance — ефективність / результативність
precision — точність
prerequisite — передумова
production — виробництво
retailer — роздрібний продавець
solutions — рішення
speed — швидкість
transportation — транспортування

Verbs

to broaden — розширювати
to centralize — централізувати
to compete — конкурувати
to distribute — розподіляти
to execute — виконувати
to fulfil — виконувати (замовлення)
to gain — отримувати
to grow — зростати
to improve — покращувати
to lower — знижувати
to move — переміщати
to operate — функціонувати
to rely on — покладатися на
to schedule — планувати

to succeed — досягати успіху

I. Brainstorm Task. Complete the diagram (write 3–4 ideas in each category):

Efficient Logistics Leads To:

Poor Logistics Leads To:

II. Gap-Filling. Complete the sentences using words from the vocabulary list.

Word Bank: *compete, lower, prerequisite, centralized, demand, fulfilment, broaden*

1. Efficient logistics is a _____ of economic development.
2. Companies try to _____ costs and improve performance.
3. Faster order _____ increases customer satisfaction.
4. Businesses rely on a global transportation _____.
5. Logistics helps companies _____ new markets.
6. Inventory can be _____ to reduce expenses.
7. Freight can be transported by air, sea or rail depending on _____.
8. Logistics companies must _____ with strong competitors.

III. True or False

1. Efficient logistics is not important for economic development.
2. Delivery speed and precision influence customer satisfaction.
3. Logistics appeared only in the 1990s.
4. The global logistics market has grown significantly.
5. Efficient logistics can improve cash flow.
6. Centralized inventory helps reduce costs.
7. Logistics industry serves only freight transportation.
8. There is no potential for improvement in logistics today.

IV. Matching. Match the words with their logical pairs.

1. global
2. order
3. cost
4. transportation
5. customer

6. market
7. logistics
- a) performance
- b) fulfilment
- c) demand
- d) network
- e) savings
- f) competition
- g) solutions

V. Ordering Task. Put the stages of logistics development in the correct order:

Logistics became more complex in the 1990s.

Raw materials were moved on a small scale.

Logistics became an integral part of business.

People moved from rural to urban areas.

Efficient logistics became a prerequisite of economic growth.

VI. Word Formation

Complete

Verb	Noun
to compete	_____
to perform	_____
to produce	_____
to transport	_____
to develop	_____

VII. Critical Thinking. Answer in 3–4 sentences:

1. Why is speed important in logistics?
2. How can logistics reduce business costs?
3. Why has logistics become more complex in recent decades?
4. What future improvements can be made in logistics?

VIII. Case Study Mini-Task

A company receives many customer complaints about late deliveries and high costs.

Discuss:

What logistics problems may exist?

How can the company improve its performance?

Should it centralize inventory? Why?

IX. Synonym Search. Find synonyms in the text for:

to grow - _____

to improve - _____

to reduce- _____

to execute - _____

to compete - _____

X. Discussion Questions

1. Why is logistics considered a prerequisite for economic development?
2. How does competition influence logistics operations?
3. What are the benefits of centralized inventory?
4. How does globalization affect logistics?
5. Which transport mode is the most efficient today? Why?
6. How can logistics improve environmental sustainability?
7. What skills are important for logistics managers?
8. How can digital technologies transform logistics?
9. What challenges does the logistics industry face today?
10. Do you think logistics will become more automated in the future? Why?

TOPIC 2. INBOUND AND OUTBOUND LOGISTICS

Part I. Inbound Logistics

I. Vocabulary

Nouns

activity — діяльність

agility — гнучкість
area — зона / ділянка
cargo — вантаж
compliance — відповідність (вимогам)
delay — затримка
efficiency — ефективність
facility — підприємство / приміщення
freight — вантаж
inventory — запаси
materials — матеріали
operation — операція
opportunities — можливості
procedure — процедура
production — виробництво
quality — якість
service — послуга
shipment — відвантаження
storage — зберігання
system — система
visibility — прозорість / відстежуваність

Verbs

to affect — впливати
to analyze — аналізувати
to arrive — прибувати
to bring — доставляти
to collect — збирати
to consolidate — консолідувати / об'єднувати
to cost — коштувати
to distribute — розподіляти
to eliminate — усувати
to maintain — підтримувати
to manufacture — виробляти
to pick — відбирати
to provide — забезпечувати
to receive — отримувати
to reduce — зменшувати
to set back — затримувати / відкладати
to ship — відправляти

to store — зберігати
to supply — постачати
to take place — відбуватися
to trace — відстежувати

II. Text

Inbound Logistics involves the activities of receiving, storing, and distributing raw materials for use in production. It is an integral element of business operations for a manufacturing firm. Inbound logistics services cover all activities required to bring goods from a sourcing location to a warehouse or production plant, such as transportation, inventory, warehousing, and materials handling.

Receiving and storing raw materials is a big responsibility for manufacturers. Big companies may have separate facilities for storing raw materials. Smaller companies often maintain receiving areas within the plant, in which the manufacturing process takes place. The organizational element of the materials receiving process is important because it significantly affects the efficiency with which staff can distribute materials. Delays in this process can set back production and cost the company money or opportunities.

Inbound Logistics is an outsourced service, which offers customers the following benefits: identification and reduction of inbound costs; lower inventory levels of both packaging and ingredients; increased supply chain agility so that new products or promotions can be brought to market faster, etc.

The advantages of effective inbound logistics services are:

- Consolidation of goods prior to shipping that helps eliminate costly part shipments.
- Local representation to affect customs compliance procedures in the country of origin.
- Product picking and packing prior to export.
- Temporary storage prior to shipping.
- Product quality control.
- Mapping the supply chain and analyzing cost elements on a comparable basis.
- Managing the transport and freight forwarding of inbound materials and finished product.
- Use of state-of-the-art IT systems to provide full visibility of transit throughout the supply chain.

III. Gap-Filling

Word Bank *consolidate, efficiency, reduce, receive, delay, facility, compliance, provide*

1. Companies must carefully _____ raw materials before production begins.
2. Big manufacturers often use a separate _____ for storing materials.
3. Any _____ in receiving materials can set back production.
4. Inbound logistics helps _____ inbound costs.
5. Customs _____ procedures must be followed in the country of origin.
6. Companies try to improve operational _____.
7. IT systems _____ full visibility of transit.
8. Firms may _____ shipments to eliminate costly part deliveries.

IV. True or False

1. Inbound Logistics involves the activities of manufacturing finished products.
2. Inbound logistics services cover all activities required to bring goods from a sourcing location to a warehouse or production plant.
3. Receiving and storing raw materials is a big responsibility only for large manufacturers.
4. Delays in this process can set back production and cost the company money or opportunities.
5. Small companies usually have separate facilities for storing raw materials.
6. Huge companies typically maintain receiving areas within the same plant, in which manufacturing takes place.
7. The organizational element of the materials receiving process is important because it significantly affects efficiency.
8. Inbound Logistics is an outsourced service.
9. Inbound Logistics offers customers many benefits.
10. These benefits include, among other things, identification and reduction of inbound costs as well as lower inventory levels of both packaging and ingredients.

11. The advantages of effective inbound logistics include consolidation of goods prior to shipping, product picking and packing prior to export, etc.

12. Consolidation of goods prior to shipping helps logisticians eliminate costly part shipments.

V. Matching. Match the terms in Column A with Column B:

Column A

1. consolidation
2. IT systems
3. inbound costs
4. inventory
5. efficiency
6. compliance
7. shipments

Column B

- a) visibility
- b) reduce
- c) eliminate costly part deliveries
- d) procedures
- e) stock
- f) operational performance
- g) combining goods

VI. Comprehension Questions

1. What does the term Inbound Logistics imply?
2. What activities are included in inbound logistics?
3. Why is receiving raw materials important?
4. How can delays affect production?
5. What benefits does inbound logistics provide?
6. How does consolidation of goods help reduce costs?
7. What role do IT systems play in inbound logistics?
8. Why is customs compliance important?
9. What is the difference between small and big companies in storing raw materials?
10. Why might companies outsource inbound logistics services?

VII. Discussion / Creative Tasks

1. Imagine you are a manager in a small manufacturing company. How would you organize inbound logistics to avoid delays?
2. What modern IT solutions could improve inbound logistics efficiency?
3. Discuss the pros and cons of outsourcing inbound logistics.
4. How can consolidation of goods save money for a company?
5. Suggest ways to reduce delays in inbound logistics.

Part 2. Outbound Logistics

I. Vocabulary

Nouns

acknowledgement — підтвердження
carrier — перевізник
customs clearance — митне оформлення
delivery — доставка
documentation — документація
ingredient — інгредієнт
inspection — перевірка
Letter of Credit — акредитив
merchandise — товари
order — замовлення
provision — забезпечення / надання
receipt — отримання
recipient — отримувач
stocks — запаси
transparency — прозорість
value — цінність
warehousing — складування

Verbs

to carry — перевозити
to change — змінювати
to communicate — повідомляти
to complete — завершувати
to deal with — мати справу з
to demand — вимагати
to export — експортувати
to handle — обробляти
to import — імпортувати
to inspect — перевіряти
to monitor — контролювати
to move — переміщати
to receive — отримувати
to ship — відправляти
to supply — постачати
to trace — відстежувати
to undertake — здійснювати

II. Text

Outbound Logistics is the process related to the storage and movement of the final product and the related information flows from the end of the production line to the end user. Outbound logistics focuses on distribution. Shipping, freight, and warehousing are all key functions that fall under this category. This also includes communication with recipients and carriers.

Inbound and outbound systems share some common activities (e.g., transportation, inventory, warehousing, materials handling). Nevertheless, like inbound systems, outbound systems have some activities that are unique in nature.

The cargo handling services may include:

- Cargo collection and consolidation
- Cargo forwarding
- Transit warehousing
- Product completion and inspection
- Cargo tracing
- Documentation and import handling
- Customs clearance, etc.

Recently, IT developments have forced a change to the overall service provision as customers now demand and receive online cargo tracking and complete transparency of operations through the integration of systems.

Value in Outbound Logistics is obtained through reducing transit time, eliminating unnecessary or excessive stocks, and providing customers with additional benefits.

The additional benefits for customers are:

- First line of quality control (monitoring the specification, quality, and condition of merchandise supplied by a manufacturer prior to collection or shipment)
- Receipt and acknowledgement of orders (dealing with export documentation and Letters of Credit requirements, instructions to transport operations, completion of pre-shipment inspection, etc.)

III. Gap-Filling Sentences

Word Bank: *trace, recipient, consolidation, shipment, acknowledgement, delivery, transparency, provision*

1. Outbound Logistics ensures timely _____ of final products to customers.
2. Customers expect online cargo tracking and complete _____ of operations.
3. The logistics team may _____ goods from different suppliers before shipping.
4. The company must maintain communication with each _____.
5. Receipt and _____ of orders are part of additional benefits for customers.
6. Cargo _____ is monitored to avoid delays.
7. Service _____ must be improved to satisfy customer expectations.
8. IT systems allow companies to _____ shipments efficiently.

IV. Gap-Filling Text

Word Bank: *recipient, shipment, consolidation, trace, acknowledgement, delivery, transparency, provision, inspection, cargo, Letter of Credit*

Outbound Logistics is the process related to the storage and movement of the final product and the related information flows from the end of the production line to the end user. It focuses on distribution, shipping, freight, and warehousing.

One of the key services of outbound logistics is _____ of goods from multiple suppliers to optimize transport efficiency. Each _____ must be carefully monitored to ensure timely arrival. Companies must maintain communication with every _____ to confirm that products are received properly.

Before products leave the warehouse, they undergo quality _____ to guarantee they meet the required standards. Customers receive _____ of their orders, which may include handling export documentation and _____ requirements. Modern IT systems allow companies to _____ shipments and provide complete _____ of operations. By improving the _____ of logistics services, firms can reduce transit time, eliminate unnecessary stocks, and provide additional benefits to customers.

V. True or False

1. Outbound Logistics is the process related to the storage and movement of the final product and related information flows from the end of production to the end user.
2. Outbound Logistics focuses on manufacturing.
3. Shipping, freight, and warehousing are all key functions of Outbound Logistics.
4. Inbound and outbound systems do not have anything in common.
5. Outbound systems have some activities that are unique or deserve special emphasis.
6. The cargo handling services may include cargo collection and consolidation and cargo forwarding.
7. The cargo handling services do not usually include documentation and import handling.
8. Recently, IT developments have forced a change to the overall service provision.
9. Modern customers demand online cargo tracking and complete transparency of logistics operations.
10. Value in Outbound Logistics is obtained through increasing transit time.
11. The additional benefits for customers include first line of quality control as well as receipt and acknowledgement of orders.
12. Dealing with export documentation is important in Outbound Logistics.

VI. Matching. Match the sentence halves:

A

1. Outbound Logistics is
2. Inbound Logistics is
3. The cargo handling services include
4. First line of quality control includes
5. Logistics is a service, which offers customers
6. Customers now demand
7. Inbound and outbound systems share

B

- a) monitoring the specification, quality and condition of merchandise supplied by a manufacturer prior to collection or shipment
- b) online cargo tracking and complete transparency of operations through the integration of systems

- c) the flow, or management, of goods into a production unit or warehouse
- d) lower inventory levels of both packaging and ingredients
- e) some common activities, such as transportation, inventory, warehousing, materials handling
- f) the process related to the storage and movement of the final product and related information flows from the end of the production line to the end user
- g) customs clearance and services through to onward and final delivery

VII. Comprehension Questions

1. What does the term Outbound Logistics imply?
2. What does Outbound Logistics focus on?
3. Do inbound and outbound systems share common activities?
4. Do outbound systems have any activities that are unique in nature?
5. What operations do the cargo handling services include?
6. How is value obtained in Outbound Logistics?
7. What additional benefits does Outbound Logistics offer to customers?
8. What does quality control involve?
9. How do IT developments improve outbound logistics services?
10. Why is dealing with export documentation and Letters of Credit important?

VIII. Discussion / Creative Tasks

1. Imagine you are managing outbound logistics for a large company. How would you improve transparency for your customers?
2. Discuss how cargo consolidation reduces costs and improves efficiency.
3. What additional benefits could be offered to customers through outbound logistics?
4. How would you handle excessive stocks and reduce transit time?
5. Compare inbound and outbound logistics: which is more challenging and why?

TOPIC 3. LOGISTICS SERVICES

Part 1. Customs And Warehousing Services

I. Vocabulary

Nouns

challenge — виклик
container — контейнер
label — етикетка
pallet — піддон
representation — представлення
stamp — штамп
surveyor — інспектор
transportation — транспортування
waybill — вантажна накладна

Verbs

to administer — вести, оформляти
to complete — завершувати
to label — маркувати / ставити етикетки
to lash — кріпити ременями
to load — вантажити
to mark — позначати
to pack — пакувати
to palletize — укладати на піддони
to process — обробляти
to reload — перевантажувати
to repack — перепаковувати
to represent — представляти
to secure — закріплювати
to sort — сортувати
to stick — приклеювати
to weigh — зважувати
to wrap — загортати

II. Text

The main challenge for logistics companies is to offer various services at a competitive price. Logistics companies usually provide a wide range of services, including customs and warehousing services.

Customs services include:

- Processing of documents required for customs procedures

- Completion of CMR (road transport waybill) and TIR Carnet
- Administering documents required for sanitary border inspection and presentation of goods for control
- Presentation of documents and procedure execution in customs
- Consultation on customs duties and tariff issues
- Representation of client interests in customs
- Processing of sanitary border documents
- Provision of convoy services
- Information on freight transportation
- Freight weighing, inspection, and other services in accordance with customs requirements

Warehousing services include:

- Long-term and short-term storage in warehouses
- Storing special and non-standard cargoes and containers
- Reloading, weighing of cargo and containers
- Cargo lashing and securing within containers
- Palletisation / depalletisation, wrapping, marking
- Cargo sorting, damage and quantity inspection
- Repacking of cargo content, pre-packing, labelling or sticking stamps
- Cargo consolidation
- Photo and video monitoring documentation upon customer request
- Surveyor services

III. Gap-Filling Sentences

Word Bank: *pallet, waybill, inspection, freight, representation, container, documentation, repack, warehouse, surveyor*

1. Logistics companies may provide various _____ to meet customer needs.
2. Customs services include processing of documents required for customs _____.
3. Special documents are required for sanitary border _____.
4. The company provides information on _____ transportation.
5. The company offers consultation concerning customs duties and tariff _____.
6. The company is responsible for provision of convoy _____.

7. Customs services incorporate freight weighing and _____ in accordance with the customs requirements.
8. The company is also responsible for reloading, weighing of cargoes and complete _____.
9. Photo and video monitoring documentation is performed upon the customer's _____.
10. Warehousing services include long-term and short-term storage in _____.
11. They also include storing of special and non-standard cargoes and _____.

IV. True or False

1. Customs services include processing of documents required for customs procedures.
2. Logistics companies may be responsible for cargo palletisation and wrapping.
3. Customs services include repacking of cargo content, pre-packing, and labelling.
4. Warehousing services involve cargo transportation.
5. Customs services include processing of sanitary border documents.
6. Customs services may involve cargo consolidation.
7. Customs services incorporate cargo lashing and securing within containers.
8. Warehousing services include freight weighing in accordance with the customs requirements.
9. Any logistics company must provide information on freight transportation.

V. Matching. Match the services with their descriptions:

A

1. Customs services
2. Warehousing services
3. Surveyor services
4. Palletisation / depalletisation
5. Cargo consolidation
6. Documentation processing
7. Freight inspection

B

- a) Checking weight, quality, and condition of cargo
- b) Storage of special and non-standard cargoes and containers
- c) Administering documents required for customs procedures
- d) Combining multiple shipments into one for efficiency
- e) Handling CMR and TIR Carnet documents
- f) Arranging goods on or removing goods from pallets
- g) Photo and video monitoring of stored goods

VI. Comprehension Questions

1. What is the main challenge for logistics companies?
2. What are the main customs services offered by logistics companies?
3. What documents are necessary for customs and sanitary border inspections?
4. How do logistics companies help clients with customs duties and tariff issues?
5. What are the main warehousing services?
6. How is cargo secured during storage and transportation?
7. What is the role of surveyors in logistics?
8. Why is documentation and monitoring important in warehousing?
9. How do logistics companies provide additional value to clients through customs and warehousing services?
10. How do palletisation and consolidation reduce logistics costs?

VII. Discussion / Creative Tasks

1. Imagine you are running a logistics company. How would you improve customs services to save time for clients?
2. Discuss the importance of cargo consolidation in reducing transport costs.
3. How would you handle special or non-standard cargo in a warehouse?
4. Design a workflow for palletisation and repacking that ensures efficiency and safety.
5. Compare the roles of customs services and warehousing services. Which is more complex and why?

Part 2. Transport and terminal services

I. Vocabulary

Nouns

authorities — органи влади
carrier — перевізник
charter — чартер
container — контейнер
Cross-dock — крос-док
freight car — вантажний вагон
gauge — колія (ширина)
load — вантаж
mode — вид транспорту
partnership — партнерство
port — порт
rail — залізниця
railway — залізнична колія
stevedore — стивідор
tank — цистерна
terminal — термінал
trailer — причіп
vessel — судно

Verbs

to contain — містити
to deliver — доставляти
to handle — обробляти / працювати з вантажем
to operate — експлуатувати
to process — обробляти
to repair — ремонтувати
to shift — переміщати
to ship — відправляти

II. Text

Logistics companies may provide a wide range of transport and terminal services to ensure the safe and efficient movement of goods.

Transport services include:

- **Railway transportation:** cargo transportation and transit by rail, special railway lines for simultaneous processing of rail freight cars, and processing of documents necessary for rail transport and customs authorities.

- **Sea transportation:** regular cargo shipments of less than container (LCL) and full container loads (FCL), door-to-door delivery, dangerous and valuable cargo transport, and special (out-of-gauge) cargo handling.

- **Road transportation:** cargo transportation on trailers and container carriers, local delivery, and special freight forwarding.

- **Air transportation:** international express deliveries, charters and special project cargo handling (large equipment, refrigerated goods, animals), small package shipping, and aircraft maintenance.

Terminal services include:

- Vessel stevedoring
- Full/empty container storage and handling
- Container “Cross-dock” operations, shifting cargo between transport modes
- Full range repair services for customer containers
- Tank container repair
- Storage of dangerous goods

III. Gap-Filling Sentences

Word Bank: vessel, freight car, cargo, Cross-dock, storage, repair, trailer, documentation, door, hazardous, express

1. Railway transportation services include container “_____” operations.
2. Sea transportation services involve vessel _____.
3. Sea transportation services also involve special cargo transportation through _____.
4. A special railway line can be used for simultaneous processing of a certain number of _____.
5. Transport services include processing of documents necessary for rail transportation and _____.
6. Road transportation services include full / empty container _____ and handling.
7. Terminal services may include regular cargo shipments of less than container load and full container _____.
8. Transport services involve dangerous and valuable cargo _____.
9. Skilled mechanics can provide a full range _____ services for the customer’s container.

10. Transport services may include international _____ deliveries.
11. Logistics companies provide door to door _____.

IV. True or False

1. Transport services involve cargo transportation by rail only.
2. Logistics companies never process documents necessary for rail transportation and customs authorities.
3. LCL stands for less than container load.
4. FCL stands for full container load.
5. CMR stands for rail transport waybill.
6. Transport services normally include tank container repair.
7. Terminal services do not involve vessel stevedoring.
8. Container “Cross-dock” operations involve shifting cargo from one mode of transport to another.
9. Some logistics companies may offer a full range of repair services for the customer’s container.
10. Regular cargo shipments of LCL and FCL can be performed in partnership with all shipping lines operating in the port.
11. Charters and special project cargo handling services include shipping large equipment and refrigerated goods.

V. Matching. Match the words in column A with appropriate words in column B:

A

1. Container
2. Customs
3. Vessel
4. Cargo
5. Repair
6. Video
7. Freight
8. Quantity
9. Sea
10. Railway

B

- a) shipments
- b) services
- c) transportation

- d) forwarding
- e) inspection
- f) monitoring
- g) stevedoring
- h) authorities
- i) line
- j) load

VI. Word combinations. Match each word from column A with one from column B to form phrases:

A

Cargo, photo, customs, sea, convoy, full, sanitary, express, non-standard, TIR, tank, aircraft, cross-dock, refrigerated, certified, fast

B

Monitoring, Carnet, lashing, logistician, transportation, operations, range, port, services, inspection, cargo, goods, procedures, maintenance, deliveries, container

VII. Word formation. Make nouns or adjectives from the following verbs:

to contain, to inspect, to secure, to compete, to provide, to complete, to present, to consult, to weigh, to store, to pack, to authorize, to palletize, to include, to maintain, to operate, to equip, to process, to carry, to employ, to organize, to know, to reduce, to certify

VIII. Attributes. Match attributes from column A with nouns in column B:

A

1. container
2. customs
3. vessel
4. cargo
5. repair
6. video
7. freight
8. quantity
9. sea
10. railway

B

- a) shipments
- b) services
- c) transportation
- d) forwarding
- e) inspection
- f) monitoring
- g) stevedoring
- h) authorities
- i) line
- j) load

IX. Complete the passage

Word Bank: *services, money, vessels, systems, vehicle, clearance, cargo, costs*

Customers can take advantage of a wide range of terminal services, which help optimize the movement of 1) _____ through the port to its final destination. Depending on the terminal, these services can include customs 2) _____, pre-delivery inspection, storage, re-forwarding, and inland transport. Some terminals also have 3) _____ processing centres that offer additional services such as upgrades, repair, and accessory installation. Communication and information 4) _____ within the terminals are linked to customized IT solutions. This means we know the exact location of cargo while at our terminals or on board any of our 5) _____. This knowledge allows customers to control their cargo. By simplifying and reducing administration and handling 6) _____, logistics companies help customers save time, energy, and 7) _____. Modern companies focus on their customers' needs and continually provide creative new 8) _____ to add flexibility, reliability, and efficiency to their businesses.

TOPIC 4. SUPPLY CHAIN

Part 1. Introduction to Supply Chain

I. Vocabulary

Nouns

accuracy — точність

area — зона / територія

chain — ланцюг
channel — канал
date — дата
department — відділ
goal — мета
inventory — запас / склад
invoice — рахунок-фактура
item — товар / одиниця продукції
link — ланка
method — метод
quality — якість
quantity — кількість
responsiveness — оперативність / чутливість до змін
sales order — замовлення на продаж
site — місце / об'єкт
supplier — постачальник

Verbs

to assemble — збирати
to combine — поєднувати
to complete — виконувати
to decide — вирішувати
to deliver — доставляти
to determine — визначати
to fulfil — виконувати
to involve — включати
to link — з'єднувати
to move — переміщати
to plan — планувати
to purchase — купувати
to require — вимагати
to respond to — реагувати на
to select — обирати
to send — надсилати
to specify — уточнювати
to test — перевіряти / тестувати
to transform — перетворювати

II. Text

A **supply chain** can be defined as a system of organizations, people, technology, activities, information, and resources involved in moving a product or service from **supplier** to **customer**. Supply chain activities transform natural resources, raw materials, and components into a finished product that is delivered to the end customer.

The supply chain **goal** is to reduce the total cost while providing the desired level of **responsiveness** to customers. The supply chain segment involved with getting the finished product from the manufacturer to the consumer is called the **distribution channel**.

For most companies, the supply chain is an essential component of success. It is a key determinant of a company's responsiveness to emerging opportunities and an important **link** with the company's customers.

A simple supply chain links a company that **manufactures** or **assembles** a product with its suppliers, distributors, and customers. Every supply chain starts and ends with the customer. Typical supply chain elements include:

1. **Customer** – initiates the process by contacting the **Sales Department** with a sales order for a specific **quantity** to be delivered on a specified **date**.
2. **Planning** – combines the customer order with other orders to create a production plan to complete the customer's orders.
3. **Purchasing** – sends purchase orders to selected **suppliers** to deliver the required raw materials to the manufacturing **site**.
4. **Inventory** – raw materials are received, checked for **quality** and **accuracy**, and moved into the warehouse. Suppliers send an **invoice** for delivered items.
5. **Production** – raw materials are transformed into finished products, tested, and stored in the warehouse before delivery.
6. **Transportation** – Shipping Department determines the most efficient **method** to deliver products on time. Upon receipt, the company sends an **invoice** to the customer.

III. Gap-Filling

Word Bank: *supplier, warehouse, assemble, customer, site, method, invoice, inventory, planning, quantity, quality, sales order, deliver, raw materials, date*

1. A supply chain begins and ends with the _____.
2. The customer contacts the _____ Department to place a sales order.

3. The sales order specifies the required _____ and delivery _____.
4. The Planning Department combines customer orders to create a _____ plan.
5. The Purchasing Department sends orders to _____ for necessary raw materials.
6. Raw materials are received at the manufacturing _____ and moved into _____.
7. Raw materials are checked for _____ and accuracy.
8. The Production Department uses raw materials to _____ the finished product.
9. Finished products are stored before they are _____ to the customer.
10. Upon delivery, the company sends an _____ for the products received.

IV. True or False

1. A supply chain is a system of organizations, people, and technology involved in moving a product or service from customer to supplier.
2. Supply chain activities transform natural resources, raw materials, and components into a finished product delivered to the end customer.
3. The supply chain starts and ends with the provider.
4. A simple supply chain links a company that manufactures or assembles a product with its suppliers, distributors, and customers.
5. The customer contacts the Shipping Department to place a sales order.
6. Customer orders are combined with other orders to create a production plan.
7. The Sales Department is responsible for creating the production plan.
8. The Purchasing Department orders finished products from suppliers.
9. Raw materials are received from suppliers, checked, and moved into the warehouse.
10. Raw materials are stored until required by the production department.

11. Finished products are manufactured from purchased raw materials.

12. Finished items are tested and stored prior to delivery to the customer.

13. The Sales Department determines the shipping method for the finished products.

14. Upon receipt of goods, the company sends an invitation to a business meeting.

V. Matching. Match each supply chain element with its function:

A

1. Customer
2. Sales Department
3. Planning Department
4. Purchasing Department
5. Production Department
6. Shipping Department
7. Inventory

B

- a) Checks and stores raw materials and finished goods
- b) Creates production plan combining customer orders
- c) Places sales order with quantity and date
- d) Determines efficient delivery method
- e) Sends purchase orders to suppliers
- f) Transforms raw materials into finished products
- g) Initiates the process by contacting the company

VI. Exercises. Complete the paragraph with words from the box:

supplier, inventory, raw materials, assemble, deliver, invoice, planning, sales order

A typical supply chain begins with the _____. The customer sends a _____ to the Sales Department. The Planning Department creates a production plan, and the Purchasing Department orders _____ from suppliers. Raw materials are checked and stored in _____. The Production Department uses them to _____ finished products. Finally, the Shipping Department ensures timely _____, and the company sends an _____ to the customer.

VII. Questions. Answer the following:

1. What is a supply chain?
2. What is the main goal of a supply chain?
3. What does a distribution channel do?
4. What is the role of the Sales Department?
5. How does the Purchasing Department support production?
6. What is stored in inventory?
7. How does production transform raw materials?
8. How is the delivery method determined?

Part 2. Role Of Transportation In The Supply Chain

I. Vocabulary

Nouns

costs — витрати

level — рівень

mode — вид (транспорту)

network — мережа

opportunities — можливості

party — сторона / учасник

responsiveness — оперативність / чутливість

Verbs

to allow — дозволяти

to amount — складати (сума)

to communicate — спілкуватися / передавати інформацію

to consider — розглядати

to create — створювати

to decrease — зменшувати

to evaluate — оцінювати

to exchange — обмінювати

to increase — збільшувати

to invest — інвестувати

to lower — знижувати

to own — володіти

to respond to — реагувати на

to suit — підходити

to take place — відбуватися

to transport — перевозити

II. Text

The term “**transportation**” refers to the movement of a product from one point to another as it moves from the beginning of a **supply chain** to the customer. For example, in the United States, **freight transportation costs** amount to about 6% of GDP.

The success of any supply chain is closely linked to the appropriate use of transportation. Logistics companies use **responsive transportation systems** to **lower overall costs**. They employ “**Cross-docking**”, a process in which products are **exchanged between trucks** so that each truck going to a retail store carries products from different suppliers.

Growth in shipments to and from China creates both challenges and opportunities. Many large corporations have invested in offices in China and India to improve supply chain performance.

Two key players are involved in transportation within a supply chain:

1. **Shipper** – the party that requires the movement of the product between the origin and destination.
2. **Carrier** – the party that actually moves or **transports** the product.

Modes of transportation include **water, rail, intermodal, truck, air, pipeline, and package carriers**. Water transport is usually the **least expensive** but the slowest. Air and package carriers are **fastest** but more expensive. Rail and water are suited for **low-value, large shipments**, whereas air and package carriers are best for **small, high-value, urgent shipments**. Intermodal carriers are faster than rail and water but more expensive.

Managers should evaluate transportation based on:

- transportation costs
- inventory costs
- level of responsiveness to customer requirements

They must also consider the right combination of company-owned and outsourced transportation and use **information technology** to decrease costs and improve responsiveness. For example, **satellite-based communication systems** allow carriers to **communicate with each other**.

III. Gap-Filling

Word Bank: *cross-docking, shipper, carrier, intermodal, network, costs, responsiveness, transport, communicate, shipments, technology, urgent, water*

1. Transportation refers to the movement of a product from one point to another within the _____.

2. Logistics companies use _____ transportation systems to lower overall costs.
3. _____ is a process where products are exchanged between trucks.
4. The _____ is the party that requires the movement of the product.
5. The _____ is the party that moves the product.
6. _____, rail, and truck are some of the main modes of transport.
7. Water is usually the _____ mode but also the slowest.
8. Air and package carriers are best for small, _____ shipments.
9. Managers must consider a combination of company-owned and outsourced transportation to optimize the _____.
10. _____-based systems allow carriers to communicate with each other efficiently.

IV. True or False

1. Freight transportation costs in the U.S. amount to about 5% of GDP.
2. Any supply chain's success is closely linked to the appropriate use of transportation.
3. Cross-docking allows products to be exchanged between trucks for distribution.
4. There are three key players in supply chain transportation.
5. The carrier requires the movement of the product between points in the supply chain.
6. Modes of transportation include water, rail, intermodal, truck, air, pipeline, and package carriers.
7. Water is typically the most expensive mode of transportation.
8. Rail and water are best suited for high-value shipments.
9. Air and package carriers are best suited for urgent shipments.
10. Intermodal carriers are faster than rail and water but more expensive.
11. Managers evaluate transportation considering only transportation costs.
12. Managers must consider the combination of company-owned and outsourced transportation.

13. Information technology helps decrease costs and improve responsiveness.

V. Matching. Match terms with definitions:

A

1. Shipper
2. Carrier
3. Cross-docking
4. Intermodal
5. Network
6. Responsiveness

B

- a) Party that moves the product
- b) Party that requires product movement
- c) Process of exchanging products between trucks
- d) Using more than one mode of transport
- e) System connecting transport points
- f) Ability to react to customer needs quickly

VI. Word Formation. Make nouns, adjectives, or verbs from:

optimize, implement, maintain, locate, improve, pack, carry, prepare, communicate, receive, pay, respond, store, operate, agree, transport, decide, determine.

VII. Synonyms

1. include — _____
2. maximize — _____
3. eliminate — _____
4. need — _____
5. transport — _____
6. improve — _____
7. manufacture — _____
8. implement — _____

VIII. Matching. Match the words in column A with the correct words in column B.

Column A

1. raw
2. finished

3. responsive
4. manufacturing
5. purchasing

6. primary
7. high
8. loyal
9. outsourced

Column B

- a) transportation
- b) agreement

- c) sites
- d) customer
- e) materials
- f) objective
- g) network
- h) product
- i) level

IX. Gap-Fill Paragraph

Word Bank: *excellence, responsiveness, categories, inventory, safety, management, costs, sites*

The inventory, along with transportation, the location of manufacturing 1) _____ and warehouses represent an important factor influencing supply chain performance. 2) _____ contains raw materials, work-in-process, and finished products. Changes in inventory policies can dramatically impact supply chain efficiency and 3) _____. Logisticians must identify main 4) _____ of inventory and how to control them. We can identify cycle inventory, 5) _____ inventory, and seasonal inventory. Inventory 6) _____ is challenging because it affects both costs and service. Effective inventory management is central to supply chain 7) _____. Inventory 8) _____ are the costs related to storing and maintaining inventory over time.

X. Gap-Fill Sentences

Word Bank: *sales order, natural resources, production area, production plan, sales department, production department, shipping department, movement of products, raw materials*

1. Supply chain activities transform _____, raw materials and components into finished products.
2. A simple supply chain is made up of elements linked by _____.
3. The customer contacts the _____ to place a sales order.
4. The requirement activated by the customer's _____ will be combined with other orders.
5. Planning creates a _____ to fulfil customer orders.
6. Purchasing receives a list of materials needed by the _____.

7. Purchasing sends orders to deliver the necessary _____ to the manufacturing site.
8. Raw materials are moved to the _____ based on the production plan.
9. When finished products arrive, the _____ determines the most efficient shipping method.

XI. Definitions Matching

1. Transportation — _____
2. Supply Chain Management — _____
3. Shipper — _____
4. Inventory costs — _____
5. Warehouse — _____
6. Inventory — _____
7. Consumer product — _____
8. Facility — _____
9. Inventory Management — _____

TOPIC 5. SUPPLY CHAIN MANAGEMENT

Part 1. What Is Supply Chain Management?

I. Vocabulary

Nouns

capacity — потужність
decision — рішення
factory — фабрика / завод
inventory — запаси
invoice — рахунок-фактура
metrics — показники
mix — комбінація / асортимент
objective — мета
payment — оплата
plant — виробничий майданчик

Verbs

to communicate — повідомляти / спілкуватися
to decide — приймати рішення
to eliminate — усувати
to implement — впроваджувати

to improve — покращувати
to integrate — інтегрувати
to monitor — контролювати / відстежувати
to optimize — оптимізувати
to pay — оплачувати
to prepare — готувати
to seek — шукати
to set up — встановлювати / організовувати
to source — забезпечувати матеріали / постачати
to support — підтримувати
to test — перевіряти / тестувати

II. Text

The term **Supply Chain Management (SCM)** was introduced in the 1980s. The **primary objective** of SCM is to fulfil customer needs through the most efficient use of resources, including distribution capacity, inventory, and labour.

Optimizing the supply chain may include:

- Communicating with suppliers to **eliminate bottlenecks**.
- **Sourcing strategically** to balance material costs and transportation.
- Implementing **JIT (Just-In-Time)** techniques to optimize manufacturing flow.
- Maintaining the right **mix and location of factories and warehouses**.
- Using **location analysis, vehicle routing, and traditional logistics methods** to maximize distribution efficiency.

Five basic components of SCM:

1. **Plan** – create a strategy for managing resources to meet customer demand. Develop metrics to monitor efficiency, cost-effectiveness, and quality.
2. **Source** – choose suppliers to deliver goods and services. Develop pricing, delivery, and payment processes and create metrics to monitor and improve relationships.
3. **Make** – schedule activities for manufacturing, testing, packaging, and preparation for delivery.
4. **Deliver** – develop a network of warehouses, select carriers to reach customers, and establish an invoicing system for payments.

5. **Return** – create a responsive network to handle defective or surplus products and support customers with product issues.

SCM decisions are made at different levels:

- **Strategic level** – long-term decisions affecting site location, supplier partnerships, products, and markets.
- **Tactical level** – measures that produce cost benefits, including best practices, purchasing strategies, cost-effective transportation, and warehouse strategies.
- **Operational level** – day-to-day administrative decisions, including production schedules, supplier agreements, customer orders, and product movement in the warehouse.

III. Gap-Filling

Word Bank: *Plan, Source, Make, Deliver, Return, strategic, tactical, operational, metrics, bottlenecks, JIT, suppliers, warehouses, network, payments*

1. The term SCM was introduced in the _____.
2. The primary _____ of SCM is to fulfil customer needs efficiently.
3. SCM involves communicating with suppliers to eliminate _____.
4. Implementing _____ techniques helps optimize manufacturing flow.
5. The **Plan** component includes creating a strategy and developing _____ to monitor efficiency.
6. The **Source** component involves choosing _____ and setting up payment and delivery processes.
7. The **Make** component schedules activities for manufacturing, testing, packaging, and preparation for delivery.
8. The **Deliver** component involves developing a network of _____ and selecting carriers to reach customers.
9. The **Return** component ensures a responsive network to handle defective or surplus products and support customers.
10. Decisions at the _____ level are long-term, affecting site location, partnerships, products, and markets.
11. Decisions at the _____ level focus on cost benefits and best practices.
12. Decisions at the _____ level are made daily and are administrative in nature.

IV. True or False

1. SCM was introduced in the 1980s.
2. The primary objective of SCM is to reduce production costs only.
3. Optimizing the supply chain may include strategic sourcing and JIT implementation.
4. Logistics companies need a strategy to manage resources and meet customer demand.
5. Supply chain managers schedule activities for production, testing, packaging, and delivery.
6. Delivering products involves developing a network of warehouses and selecting carriers.
7. Tactical decisions focus on long-term strategic choices for the company.
8. Strategic decisions affect site location, partnerships, products, and markets.
9. Operational decisions are made daily and often administrative.
10. Operational decisions include production schedules and supplier agreements.

V. Matching. Match terms with definitions:

A

1. Plan
2. Source
3. Make
4. Deliver
5. Return
6. Strategic level
7. Tactical level
8. Operational level

B

- a) Choose suppliers and establish payment/delivery processes
- b) Schedule manufacturing, testing, packaging, and preparation
- c) Create strategy and develop metrics for resource management
- d) Develop network of warehouses, select carriers, and set up invoicing
- e) Handle defective or surplus products and support customers
- f) Long-term decisions affecting sites, suppliers, products, and markets

- g) Measures to reduce costs using best practices and strategies
- h) Day-to-day administrative decisions in production and logistics

VI. Word Formation. Make adjectives, nouns, or verbs from: *eliminate, optimize, implement, integrate, seek, test, monitor, improve, prepare, communicate, source, set up, decide, pay, support.*

VII. Synonyms

- 1. optimize — _____
- 2. implement — _____
- 3. eliminate — _____
- 4. monitor — _____
- 5. source — _____
- 6. prepare — _____
- 7. support — _____

VII. Gap-Fill Paragraph

Word Bank: *Plan, Source, Make, Deliver, Return, metrics, network, suppliers, warehouses, payments*

Supply chain managers follow the five basic components: 1) _____ – strategy and efficiency metrics; 2) _____ – selecting _____ and defining processes; 3) _____ – scheduling manufacturing and preparation; 4) _____ – developing a _____ of warehouses, carriers, and invoicing; 5) _____ – managing returns and supporting customers.

VIII. Levels of Decision Making. Match levels with descriptions:

- 1. Strategic level — _____
- 2. Tactical level — _____
- 3. Operational level — _____
 - a) Day-to-day administrative decisions
 - b) Long-term decisions affecting site location, suppliers, products, and markets
 - c) Measures that reduce costs using best practices and strategies

IX. Comprehension Questions. Answer the following:

- 1. When was SCM introduced?
- 2. What is the main objective of SCM?
- 3. Name three ways to optimize a supply chain.

4. What are the five components of SCM?
5. What is the function of the Plan component?
6. What is the function of the Source component?
7. What is the function of the Make component?
8. What is the function of the Deliver component?
9. What is the function of the Return component?
10. Name three levels of decision-making in SCM.
11. What decisions are made at each level?

X. Fill in the blanks. Complete the sentences with words from the box:

Word Bank:

- manage
- suppliers
- plants
- coordinate
- productivity
- consider
- reduce

Sentences:

1. Global supply chain management helps companies _____ costs and risks.
2. Companies must monitor shipping schedules and _____.
3. The _____ of overseas employees can affect delivery times.
4. Exchange rates and tariffs must be _____ when planning global operations.
5. Technology helps businesses _____ materials, information, and finances.
6. Supplier _____ is a key factor in maintaining a reliable supply chain.
7. Companies need to plan the number and location of manufacturing _____.

Part II. Global Supply Chain Management

I. Vocabulary

1. **AI (Artificial Intelligence)** – штучний інтелект

2. **Automation** – автоматизація
3. **Blockchain** – блокчейн (для відстеження ланцюга постачання)
4. **Bottleneck** – вузьке місце, затримка у процесі
5. **Carrier** – перевізник
6. **Cost per unit** – собівартість одиниці
7. **Customs clearance** – митне оформлення
8. **Demand forecasting** – прогнозування попиту
9. **Distribution** – розподіл, доставка
10. **ERP (Enterprise Resource Planning)** – корпоративна система планування ресурсів
11. **Freight** – вантаж, перевезення вантажу
12. **Globalization** – глобалізація
13. **Inventory** – запаси, інвентар
14. **Inventory turnover** – обіг запасів
15. **IoT (Internet of Things)** – Інтернет речей
16. **Just-in-Time (JIT)** – система управління запасами “точно в строк”
17. **Lead time** – час виконання замовлення
18. **Logistics** – логістика
19. **Natural disaster risk** – ризик через стихійні лиха
20. **On-time delivery** – своєчасна доставка
21. **Order accuracy** – точність виконання замовлень
22. **Order fulfillment** – виконання замовлення
23. **Outsourcing** – передача послуг/виробництва на аутсорсинг
24. **Political risk** – політичний ризик
25. **Procurement** – закупівля, постачання
26. **Reverse logistics** – зворотна логістика (повернення товарів)
27. **Shipping lane** – морський торговий шлях
28. **Stock keeping unit (SKU)** – одиниця обліку товару
29. **Supply chain** – мережа постачання, ланцюг постачання
30. **Supply chain efficiency** – ефективність ланцюга постачання
31. **Supply disruption** – порушення постачання
32. **Supply planning** – планування постачання
33. **Tariff** – митний збір
34. **Trade barrier** – торговельний бар’єр
35. **Warehousing** – складування

II. Text

Global Supply Chain Management

Global supply chain management plays a crucial role in modern business. It involves the coordination of production, transportation, and distribution of goods across different countries. Companies rely on global supply chains to reduce costs, improve efficiency, and reach international markets.

One of the key components of supply chain management is logistics. It includes activities such as warehousing, transportation, and inventory control. Efficient logistics ensures that products are delivered on time and in good condition.

However, global supply chains face many challenges. These include political instability, natural disasters, and trade barriers. For example, disruptions in one country can affect the entire supply chain, causing delays and increasing costs.

Technology has significantly improved supply chain management. Tools such as artificial intelligence, blockchain, and ERP systems help companies track goods, forecast demand, and optimize operations.

In conclusion, global supply chain management is essential for business success in a globalized world. Companies must continuously adapt to changes and risks to maintain efficiency and competitiveness.

III. Gap-Filling

Words Bank: *carrier, efficiency, tariff, inventory, automation, demand, logistics, warehouse, disruption, delivery, outsourcing, forecasting*

Global supply chain management is essential for modern businesses. It involves coordinating production, transportation, and distribution processes across countries. One of the key elements is (1) _____, which includes transportation and storage of goods.

Companies must carefully manage their (2) _____ to avoid shortages or overstocking. Another important activity is demand (3) _____, which helps businesses predict customer needs.

However, supply chains can face serious challenges. A major (4) _____ in one region can affect the entire system. In addition, international trade often involves paying a (5) _____, which increases costs.

To improve performance, many companies use (6) _____, replacing manual processes with technology. This increases speed and (7) _____.

Finally, ensuring fast and reliable **(8)** _____ is crucial for customer satisfaction.

IV. True or False

1. Global supply chain management only involves transportation of goods.
2. Logistics includes storage and movement of products.
3. Inventory management helps companies avoid having too many or too few products.
4. Demand forecasting is used to analyze past mistakes only.
5. Supply chain disruptions can affect many countries.
6. Tariffs make imported goods cheaper.
7. Automation can improve supply chain efficiency.
8. Fast delivery is not important for customer satisfaction.

V. Matching Task

Terms:

1. Logistics
2. Inventory
3. Demand forecasting
4. Tariff
5. Disruption
6. Automation
7. Warehouse
8. Delivery
9. Outsourcing
10. Carrier

Definitions:

- A. A company that transports goods from one place to another
- B. The process of predicting future customer needs
- C. A place where goods are stored before distribution
- D. The use of technology to perform tasks without human help
- E. The movement and storage of goods
- F. A tax on imported or exported goods
- G. A situation that interrupts normal operations
- H. Sending goods to customers
- I. Stock of goods kept by a company
- J. Hiring another company to perform certain business activities

VI. Questions

1. What is global supply chain management?
2. Why is it important for modern businesses?
3. What are the main components of a supply chain?
4. How does logistics support supply chain operations?
5. What is the difference between *logistics* and *transportation*?
6. Why is inventory management important?
7. What does demand forecasting help companies do?
8. What is a tariff and how does it affect trade?
9. What problems can disrupt a global supply chain?
10. How can companies reduce supply chain risks?
11. Do you think globalization has improved supply chains? Why / Why not?
12. What role does technology play in supply chain management?
13. Have you ever experienced delayed delivery? What happened?
14. Why is fast delivery important for customers today?
15. What happens if a company has too much inventory?
16. What are the advantages of outsourcing?
17. How can companies make their supply chains more sustainable?
18. What would happen if one country stopped exporting important goods?
19. Is automation always beneficial for supply chains? Why / Why not?
20. How might global supply chains change in the future?

TOPIC 6. JOBS IN LOGISTICS AND SUPPLY CHAIN

Part 1. Logistics And Supply Chain Managers

Vocabulary

carrier – перевізник
consumer – споживач
contract – контракт
employer – роботодавець
evaluation – оцінка
improvement – покращення
intermediary – посередник
item – предмет, одиниця товару
manufacturer – виробник
merchandise – товари
performance – ефективність
quality – якість
quantity – кількість
retailer – роздрібний продавець
solution – рішення
staff – персонал
stock – запас, інвентар
supplier – постачальник
supplies – запаси
to allocate – розподіляти
to analyze – аналізувати
to collaborate – співпрацювати
to direct – керувати
to employ – використовувати, наймати
to gain – здобувати
to influence – впливати
to monitor – контролювати
to negotiate – вести переговори
to organize – організовувати
to plan – планувати
to resolve – вирішувати
to supervise – наглядати
wholesaler – оптовий продавець

I. Text

Logistics and supply chain managers organize the safe and efficient storage and distribution of goods (merchandise). They plan and manage the movement of goods in the supply chain, ensuring that the right products are delivered to the right place on time and in the most cost-efficient way.

Managers deal with many parties, including suppliers of raw materials, manufacturers, retailers, wholesalers, and consumers. Typical employers include distribution companies, consultancies, manufacturers, major commercial organizations, and retailers. International logistics managers must have extensive knowledge of different modes of transportation since they manage the performance of carriers and logistics intermediaries. Fluency in a foreign language is often recommended.

Typical work activities include:

- Directing inbound and outbound logistics operations (transportation, warehouse activities, safety performance).
- Monitoring the quality, quantity, cost, and efficiency of storage and movement of goods.
- Resolving problems concerning transportation, logistics systems, imports, exports, or customer complaints.
- Keeping accurate records of orders, production times, and transportation of supplies and manufactured items.
- Collaborating with other departments to integrate logistics with business processes.
- Supervising logistics specialists, planners, or schedulers.
- Allocating and managing staff resources according to changing needs.
- Ordering and maintaining stock inventory for production.
- Negotiating transportation rates or services and dealing with suppliers and customers.
- Developing business by gaining new contracts, analyzing problems, and producing solutions.

II. Answer the questions

1. What do logistics and supply chain managers organize?
2. What do they plan and manage?
3. What parties do they deal with?
4. Who are typical employers of logistics and supply chain managers?
5. What skills must international logistics managers have?

6. What do international logistics managers control?
7. What are typical work activities of a logistics manager?

III. True or False

1. Logistics managers organize the safe and efficient storage and distribution of goods.
2. They deal only with retailers.
3. Typical employers include distribution companies and consultancies.
4. Fluency in a foreign language is recommended for international logistics managers.
5. Logistics managers do not need knowledge of different modes of transportation.
6. Logistics managers ensure that products are delivered to the right place on time and cost-efficiently.
7. A distribution manager is often also called a sales manager.
8. Monitoring the efficiency of movement and storage of goods is part of a logistics manager's work.
9. Supervising other logistics specialists is not required.

IV. Matching. Match the words in **Column A** with the meanings in **Column B**:

Column A: merchandise, supplier, manufacturer, carrier, retailer, consumer, stock, quality, solution, contract

Column B:

- a) Person who buys products for personal use
- b) Goods to be sold
- c) Person or company that sells products to consumers
- d) Person or company that provides raw materials
- e) Person who manufactures products
- f) Agreement specifying terms between companies
- g) Resources or items kept for production or sale
- h) Actions taken to correct a problem or improve performance
- i) Person or company that transports goods
- j) Ability of a product or service to meet standards

V. Fill in the blanks. Use the correct word from the box

Word Bank: *organize, plan, monitor, supervise, allocate, employ, collaborate, analyze, resolve, negotiate, gain*

1. Logistics managers _____ the movement of goods from suppliers to consumers.
2. They must _____ staff and resources according to operational needs.
3. Managers _____ problems related to transportation or customer complaints.
4. International logistics managers must _____ knowledge of different modes of transportation.
5. Managers _____ with other departments to integrate logistics with business processes.
6. Managers _____ the efficiency and cost of warehouse operations.
7. They _____ contracts and transportation rates with suppliers and carriers.
8. Logistics managers _____ new business by acquiring contracts.
9. Managers _____ data and reports to improve supply chain performance.
10. They _____ logistics specialists, planners, and schedulers to ensure smooth operations.

VI. Scenario Writing

Scenario: A shipment of supplies is delayed, and some items are damaged. Stock at the warehouse is low.

1. What steps should a logistics manager take to resolve the problem?
2. Which departments should they communicate with?
3. How can they prevent similar issues in the future?
4. How should they negotiate with suppliers and carriers in this situation?

Part 2. Job Description: Retail Supply Chain Manager

Vocabulary

clerk – службовець, працівник

contract – контракт, договір

database – база даних

depot – склад, депо

dispatch – відправлення, відвантаження
emergencies – надзвичайні ситуації
receipt – отримання, квитанція
responsibility – обов'язок, відповідальність
schedule – графік, розклад
shift – зміна
shipment – відправлення, вантаж
supervisor – керівник, наглядач
timetable – розклад руху, часова таблиця
to audit – перевіряти, проводити аудит
to establish – встановлювати, створювати
to provide – надавати
to return – повертати
to schedule – планувати, складати графік
to supervise – контролювати, наглядати
to track – відстежувати
to transfer – переміщати, передавати
transfer – передача, переміщення

I. Text

The retail supply chain involves the transfer of goods and materials from manufacturers and suppliers to retail outlets. Retail supply chain managers are responsible for planning and organizing the entire process. They work closely with other professionals – purchasing officers, warehouse staff, and transport clerks – to ensure that:

- a) goods arrive at the depot as scheduled,
- b) goods are in good condition,
- c) goods are stored correctly,
- d) goods are dispatched to customers on time.

Main responsibilities include:

- Planning delivery timetables.
- Monitoring stock levels using computer databases and auditing inventory.
- Tracking the movement of goods through depots.
- Supervising the ordering and packaging process.
- Supervising the receipt, storage, or dispatch of goods.
- Processing returned goods.
- Monitoring suppliers and establishing new suppliers.
- Negotiating and managing contracts.

- Providing customer service.

Hours and Environment:

Retail supply chain managers usually work 8 am to 6 pm, Monday to Friday, but may also work evenings and weekends on a schedule basis. Many are on-call for emergencies. Distribution is a 24/7 business, with some firms running 24-hour operations involving shift work. Most managers are office-based, often located in distribution warehouses or depots.

Skills and Interests:

Retail supply chain managers require:

- Good planning skills
- Good spoken and written communication skills
- Strong problem-solving skills
- Excellent maths skills
- Strong organizational skills
- Good people skills
- Teamwork skills
- Excellent computer skills, confident in using spreadsheets and databases
- Good geographical knowledge
- Good language skills

II. Answer the questions

1. What does the retail supply chain involve?
2. What are retail supply chain managers responsible for?
3. Why do they work closely with other professionals?
4. What do the main responsibilities of a supply chain manager include?
5. Do retail supply chain managers work from 7 am to 5 pm?
6. Where do they usually work?
7. What skills must supply chain managers possess?

III. True or False

1. The main responsibilities of a supply chain manager include planning delivery timetables and monitoring stock levels.
2. Supervising the receipt, storage, or dispatch of goods is a very important duty of every supply chain manager.
3. A retail supply chain manager should find ways to improve the entire supply chain.

4. A supply chain manager must work closely with purchasing officers, warehouse staff, and transport clerks.
5. A retail supply chain manager works from Monday to Wednesday.
6. Distribution is a 24/7 business, and many firms now run 24-hour operations involving shift work.
7. A retail supply chain manager is usually office-based.
8. A retail supply chain manager may be required to work evenings and weekends on a schedule basis.
9. A supply chain manager may also be expected to be on-call to deal with emergencies.
10. For supply chain work, good planning skills are necessary.
11. Logistics managers must speak at least one foreign language.

IV. Matching. Match the words in **Column A** with the meanings in **Column B**:

Column A: transfer, shipment, depot, schedule, clerk, supervisor, contract, receipt, dispatch, emergencies

Column B:

- a) Document confirming receipt of goods
- b) Goods sent from one place to another
- c) Person responsible for overseeing operations
- d) Person who performs clerical or administrative tasks
- e) Plan for deliveries or work hours
- f) Place where goods are stored
- g) Moving goods from one location to another
- h) Urgent or unexpected situations
- i) Agreement specifying terms between companies
- j) Sending goods out to customers

V. Fill in the blanks. Use the correct word from the box: *plan, supervise, track, provide, schedule, audit, return, transfer, establish, monitor*

1. A retail supply chain manager must _____ delivery timetables.
2. Managers _____ the ordering and packaging process.
3. They _____ the movement of goods through depots.
4. Retail managers _____ customer service.
5. Managers _____ stock levels using computer databases.
6. They _____ inventory to ensure accuracy.

7. Goods that are defective may need to be _____ to the warehouse or supplier.

8. Managers _____ goods from manufacturers and suppliers to retail outlets.

9. New suppliers may need to be _____ to maintain supply chain efficiency.

10. The manager must _____ the receipt, storage, or dispatch of goods.

VI. Fill in the blanks. Use the words from the box: *depots, schedule, network, companies, transport, staff*

As a supply chain manager works in the supply chain for a variety of organizations, he/she can specialize in shipping goods on behalf of other 1) _____. His/her main responsibilities include tracking the movement of goods through 2) _____, overseeing the ordering and packaging process, and ensuring shipments arrive as planned. The supply chain manager is expected to monitor performance, improve the supply 3) _____, and manage clerical, administrative, and warehouse 4) _____. They work closely with purchasing officers, warehouse staff, and 5) _____ clerks. A supply chain manager may be required to work evenings and weekends on a 6) _____ basis.

VII. Use the words from the box: *safety, profession, goods, overtime, managers, skills, duties, office*

A warehouse logistics manager has many 1) _____. Responsibilities include: processing orders, organizing the dispatch and delivery of 2) _____, ensuring goods are stored safely, and maintaining health and 3) _____ standards. Warehouses are open 24/7, and shift work is common in this 4) _____, with opportunities for 5) _____. Managers spend time both in the 6) _____ and on the shop floor. They coordinate with other 7) _____ and need excellent leadership and communication 8) _____.

VII. Use the words from the box: *geographical areas, shipping lines, handling costs, freight forwarding, by air, transportation of goods, appropriate route, payment of freight*

A freight forwarder acts as an intermediary for importers, exporters, or companies, organizing the safe and cost-efficient 1) _____. They select the best transport, using 2) _____, airlines, and road/rail freight

operators. Some 3) _____ companies provide their own service. Forwarders may operate nationally or internationally within specific 4) _____. Tasks include planning the most 5) _____ for shipments, arranging packing and delivery, negotiating contracts and 6) _____, using consolidation services 7) _____, and arranging 8) _____ or collection of payments.

VIII. Read the ad and answer:

Job Title: Supply Chain & Materials Manager

Requirements: 10 years SCM experience, 4 years in management, experience in inventory, sourcing, production planning, international manufacturing.

Responsibilities: Improve inventory, manage teams, develop staff, optimize quality, negotiate contracts, optimize material flow, reduce costs and waste.

Questions:

1. Are you the best person for this job? Why?
2. What interests you about this job?
3. Do you think you will get bored easily?
4. Is the job challenging enough?
5. How would you define success for this role?
6. Pros and cons of being a manager?
7. How long do you plan to work here?
8. What training opportunities are available?
9. Salary expectations?
10. Career development plans?

TOPIC 7. TRANSPORTATION

Part 1. Modes Of Transportation In Logistics

Vocabulary

consignee – одержувач

consigner – відправник

consignment – вантаж, відправлення

container train – контейнерний потяг

conveyance – перевезення

crane – кран

distance – відстань

infrastructure – інфраструктура
mode – спосіб, тип
rail – залізниця
route – маршрут
to carry – перевозити
to compare – порівнювати
to deliver – доставляти
to haul – тягнути, перевозити
to load – вантажити
to move – рухати
to power – приводити в рух
to recognize – визнавати
to refer to – відноситися до, згадувати
to transfer – передавати, переміщати
to transport – транспортувати
to unload – розвантажувати
tonnage – тоннаж
trans-shipment – перевантаження
type – тип
vehicle – транспортний засіб

I. Text

Logistics refers to the transportation of merchandise – raw materials or finished products – from the point of production to the point of final consumption. Different **modes of transportation** – road, rail, water, and air – can be used for effective management of goods. Every mode requires its own infrastructure, type of vehicles, technological solutions, and regulations. Costs, service, and transit times vary across modes.

There are three main types of cargo (freight):

- **General cargo** – goods packed in boxes.
- **Bulk cargo** – large quantities of cargo, e.g., sand.
- **Bulky cargo** – large individual items, e.g., cars.

A **consigner** (someone who ships goods) chooses how to send the **consignment** to the **consignee** (someone who receives goods) by water, road, railway, or air.

Road transport is one of the most basic and historical means of transportation. Trucks are typically used for carrying freight. Road transportation is flexible, relatively low-cost, and widely recognizable, but

it has limited capacity and takes longer than other modes. It is often used for inexpensive, non-perishable items or shorter distances.

Rail transport uses freight trains powered by diesel, electricity, or steam. Trains haul cargo using specialized freight cars. Rail transport is very energy-efficient and offers economy of scale but can lack flexibility if transshipment is required. Container trains are the dominant type in the US for non-bulk cargo, as containers can be easily transferred to ships or trucks using cranes. Passenger trains also serve long-distance intercity and local urban transit.

II. Questions

1. What modes of transportation can be used for effective merchandise management?
2. What does every mode of transportation require?
3. What types of cargo do you know?
4. What is one of the most basic and historical means of transportation?
5. What are the main advantages of road transportation?
6. What vehicles are normally used for carrying or delivering freight?
7. What capacity does road transport offer?
8. What is road transport most often used for?
9. What does rail transport use for delivery of merchandise?
10. What trains have become dominant in the US for non-bulk haulage? Why?
11. What functions can passenger trains perform?

III. True or False

1. There are four types of cargo.
2. Goods packed in boxes are called bulky cargo.
3. Large quantities of cargo are called general cargo.
4. Large individual items are called bulk cargo.
5. A consigner chooses how to send goods to the consignee.
6. The consignee can receive the goods either by air or railway.
7. Road, rail, water, and air can all be used for effective merchandise management.
8. All modes of transportation require the same infrastructure, vehicles, and regulations.
9. All modes have similar costs, service, and transit times.

10. Rail transport is one of the most basic means of transportation.
11. Vans are typically used for carrying or delivering freight.
12. Road transport is relatively higher cost than other logistics forms.
13. Transportation by road takes a shorter time than other means.
14. Road transport has unlimited capacity.
15. Rail transport is often used for inexpensive, non-perishable items.
16. Freight trains are usually powered by steam.
17. Freight trains use specialized freight cars.
18. Freight trains are very inefficient.
19. Containers can be easily trans-shipped to ships or trucks.
20. Passenger trains can perform long-distance intercity travel and local urban transit.

IV. Vocabulary Matching. Match the words with definitions:

1. consigner
2. consignee
3. consignment
4. container train
5. trans-shipment
6. tonnage
7. conveyance
8. crane

Definitions:

- a) The person who receives goods
- b) Cargo or shipment sent by a shipper
- c) Moving cargo from one mode to another
- d) Large train carrying containers
- e) Vehicle or mode used for transporting goods
- f) Shipper or sender of goods
- g) Lifting device used for loading/unloading containers
- h) Total weight of cargo

V. Fill in the Blanks. Use words from the box: *road, rail, air, water, trucks, freight cars, diesel, electricity, containers, cranes*

1. _____ transport is the most flexible and widely recognizable mode.
2. Trucks are typically used to carry freight by _____.

3. _____ transport uses specialized _____ powered by _____ or _____ to haul cargo.
4. Container trains are popular because _____ can be easily transferred to ships or trucks using _____.
5. _____ and _____ can serve passenger transportation as well as freight.

VI. Discussion

1. Which mode of transportation do you think is the most cost-efficient for bulk cargo? Why?
2. For perishable items, which mode would you choose?
3. How can containers improve logistics efficiency?
4. What are the disadvantages of road transportation for long distances?
5. Compare rail and road transport: which is more energy-efficient?

VII. Short Summary

Write a short summary in your mother tongue about **modes of transportation in logistics**, including:

- Main modes of transport
- Types of cargo
- Advantages and disadvantages of road and rail transport

Part 2. Modes Of Transportation In Logistics: Continued

Vocabulary

advantage – перевага

aircraft – літак

airline – авіакомпанія

compartment – відсік

disadvantage – недолік

fluid – рідина

gas – газ

harbour – гавань

oil – нафта

pipeline – трубопровід

refinery – нафтопереробний завод

to categorize – класифікувати

to connect – сполучати

to correspond to – відповідати
to lay – прокладати
to link – з'єднувати
to vary – різнитися
vessel – судно

I. Text

3) Water (Maritime Transportation)

Sea transport has been the largest carrier of freight throughout recorded history. Main maritime routes include oceans, coasts, seas, lakes, rivers, and channels. Water transport uses ships and large commercial **vessels** that carry billions of tons of cargo every year. Sea, lake, or river transport is particularly effective for significantly large quantities of goods that are non-perishable and for cities or states with water access. Transport via water is considerably less expensive than other logistics methods, making it one of the most widely used choices for merchandise.

4) Air Transportation

An **airline** provides air transport services for passengers and freight. Airlines can operate a single **aircraft** or hundreds of aircraft internationally. Airline services can be **categorized** as intercontinental, intra-continental, domestic, regional, or international, and may operate as scheduled services or charters. Air routes are practically unlimited. Merchandise is carried in **cargo compartments** on passenger airplanes or aircraft designed to carry freight. Air transport is more expensive than other modes but most time-efficient. Perishable goods like fruits and vegetables are generally sent by air. Air transportation is increasingly used for high-value freight in global logistics.

5) Pipelines

Pipeline transport moves goods like liquids, gases, and chemically stable substances through pipes. Pipelines can be laid on land or under water. The longest gas pipeline links Alberta to Sarnia (Canada), 2,911 km long. The longest oil pipeline, the Trans-Siberian, runs over 9,344 km from eastern Siberian oilfields to Western Europe. Pipeline construction costs vary by diameter, distance, and fluid viscosity. **Pipeline terminals** are crucial since they correspond to refineries and harbours.

6) Intermodal and Multimodal Transportation

Intermodal transportation combines several modes of transport to exploit the respective advantages of each. It involves moving passengers or freight from one mode to another.

Multimodal transportation (combined transport) moves goods under a single contract using at least two different modes. The carrier is responsible for the entire shipment, even when sub-carriers perform part of the transport. The carrier responsible for the whole shipment is called a **Multimodal Transport Operator (MTO)**.

II. Questions

1. What are main maritime routes composed of?
2. What do ships and large commercial vessels carry?
3. What is sea transport mainly effective for?
4. Is transport via water less expensive than other logistics methods?
5. Are air routes practically unlimited?
6. Is air transport more expensive than other means?
7. How can airline services be categorized?
8. Are perishable goods sent by water?
9. What does pipeline transportation involve?
10. What is the longest gas pipeline?
11. What does intermodal transportation concern and involve?
12. What does multimodal transportation involve?
13. What does MTO stand for?

III. True or False

1. Main maritime routes include oceans, coasts, seas, lakes, rivers, and channels.
2. Water transport uses ships and large commercial vessels that carry billions of tons of cargo annually.
3. Sea transport is mainly effective for small quantities of goods.
4. Transport via water is more expensive than other logistics methods.
5. Air routes are limited.
6. Air transport is the most time-efficient mode.
7. Perishable goods are mostly sent by road.
8. Air transport is increasingly used for high-value freight.
9. An airline provides air transport for passengers and freight.
10. Airlines vary from single-aircraft operators to full-service international carriers.
11. Airline services may operate as scheduled or charter flights.
12. Pipeline routes are virtually unlimited.

13. The longest oil pipeline is the Trans-Siberian.
14. Pipeline construction costs increase with distance and fluid viscosity.
15. Pipeline terminals correspond to refineries and harbours.
16. Intermodal transport exploits the advantages of each mode.
17. Intermodal transport is also called combined transport.
18. Multimodal transportation uses only one mode of transport.
19. Sub-carriers often perform parts of intermodal transportation.
20. Sub-carriers are also called actual carriers.

IV. Vocabulary Matching. Match the words with definitions:

Words:

1. vessel
2. compartment
3. pipeline
4. airline
5. refinery
6. MTO

Definitions:

- a) Part of an aircraft or ship for cargo
- b) Company operating air transport services
- c) Large structure for transporting liquids/gases
- d) Ship or large boat
- e) Responsible for entire multimodal transport
- f) Facility processing raw materials

V. Fill in the Blanks (Road Transport). Use words from the box: *trucks, costs, vehicles, distribution, means, forms, freight*

Road transportation has an average operational flexibility as 1)_____ can serve several purposes, but rarely move outside roads. Road transport systems have high maintenance 2)_____ for the vehicles and infrastructure. They are mainly linked to light industries where rapid movements of 3)_____ in small batches are the norm. With containerization, road transport is an important link in freight 4)_____. Road transportation is one of the most basic and historical 5)_____ of transport. Many types of automobiles are found on roads, although 6) _____ are typically used for carrying or delivering freight. Road transport offers a relatively lower cost than other logistic 7)_____.

VI. Fill in the Blanks (Maritime). Use words from the box: *infrastructures, facilities, mode, circulation, transportation, systems*

1. Maritime transportation is the most effective 1) _____ to move large quantities of cargo.
2. Maritime 2) _____ takes place on specific parts of maritime space.
3. Inland waterway 3) _____ include Western Europe, the Volga/Don, St. Lawrence/Great Lakes, Mississippi, Amazon, Panama/Paraguay, and China.
4. Port 4) _____ are expensive to build and maintain.
5. Maritime 5) _____ is characterized by high inventory costs.
6. Maritime transport is linked to heavy industries, such as steel and petrochemical 6) _____.

VII. Fill in the Blanks (Seaport Functions). Use words from the box: *functions, transport, check-up, cargo, warehouses, terminals*

Commercial sea ports perform different economic and administrative 1) _____. They handle loading/unloading, forwarding, and trans-shipment of 2) _____ from other modes of 3) _____. Sea ports have warehouses and passenger 4) ____, cranes, and ways for railway and motor 5) _____. They organize supervision, issue and 6) _____ of ship's papers. First-line management controls cargo handling operations on the dock and in 7).

VIII. Grammar: Word Choice. Complete with the correct word in brackets:

1. Nowadays many young people are _____ in logistics (interesting/interested).
2. Some employers are _____ in encouraging e-learning (interesting/interested).
3. Ann is very _____ with her progress, but a little _____ about her last exam (pleasing/pleased; worrying/worried).
4. I was _____ that the video monitoring system didn't work (disappointing/disappointed).
5. The result was _____ (disappointing/disappointed).
6. Shopping online can become so _____ (exciting/excited).
7. The quality of these goods is _____ (surprising/surprised).

TOPIC 8. INCOTERMS

Part 1. International Commercial Terms (Incoterms)

Vocabulary

agreement – договір
interpretation – тлумачення
invoice – рахунок-фактура
item – пункт, позиція
liability – відповідальність
sales – продажі
terms – умови
to accept – приймати
to arise from – виникати з
to deal with – мати справу з
to define – визначати
to determine – визначати
to keep up with – йти в ногу з
to occur – відбуватися
to publish – опублікувати
to refer to – стосуватися
to revise – переглядати
to specify – уточнювати
to update – оновлювати
to vary – різнитися
trade – торгівля
transaction – угода

I. Text

The **Incoterms (International Commercial Terms)** are pre-defined commercial terms published by the **International Chamber of Commerce (ICC)**. Three-letter standard trade terms (e.g., FOB, CFR, CIF) are commonly used in international commercial **transactions** for the sale of goods.

The Incoterms rules are intended to communicate the respective obligations, tasks, costs, and risks that are associated with the **transportation and delivery** of goods. They define the **trade contract**

liabilities between the buyer and the seller (supplier and consumer). Each Incoterm refers to a particular type of **agreement** for the purchase and shipping of goods internationally.

The Incoterms rules are accepted by governments, legal authorities, and practitioners worldwide. They are intended to reduce or eliminate uncertainties that **arise from different interpretation** of the rules in different countries.

The Incoterms also **deal with documentation** required for global trade; they **specify** which parties are responsible for which documents, since requirements **vary** between countries. Two items are standard: the **Commercial Invoice** and **Packing List**. Their purpose is to divide transaction costs and responsibilities between buyer and seller.

The Incoterms were first **published in 1936** and are reviewed periodically to **keep up with changes** in international trade. They were revised in 1953, 1967, 1976, 1980, 1990, 2000, with some changes to a few terms. The latest version, **Incoterms® 2010**, was launched in September 2010.

The Incoterms are most frequently **classified by category**:

- **F-terms** – shipments where the primary cost of shipping is **not paid** by the seller.
- **C-terms** – shipments where the **seller pays** for shipping.
- **E-terms** – seller's responsibility is fulfilled when goods are ready to depart from their facilities.
- **D-terms** – seller's responsibility ends when goods arrive at a specific destination.

II. Questions

1. What does the term "Incoterms" imply?
2. What are the Incoterms commonly used for?
3. What do they define?
4. What does each Incoterm refer to?
5. What is the purpose of the Commercial Invoice and Packing List?
6. What does ICC stand for?
7. How can the Incoterms be categorized?
8. What do the Incoterms beginning with F refer to?
9. What do the Incoterms beginning with C deal with?
10. What do D-terms cover?

III. Sequencing Ideas. Put the following ideas in the order they appear in the text:

1. The Incoterms were first published in 1936.
2. Each Incoterm refers to a type of agreement for the purchase and shipping of goods internationally.
3. Three-letter standard trade terms are commonly used in international commercial transactions.
4. The Incoterms are revised periodically to keep up with changes in international trade.
5. The Incoterms rules are accepted by governments, legal authorities, and practitioners worldwide.
6. The Incoterms rules communicate obligations, tasks, costs, and risks associated with transportation.
7. The Incoterms define trade contract liabilities between buyer and seller.
8. The Incoterms are intended to reduce or eliminate uncertainties from different interpretations.
9. The Incoterms also deal with documentation required for global trade.
10. The Incoterms are most frequently classified by category.
11. The Incoterms beginning with F refer to shipments where the primary cost of shipping is not paid by the seller.
12. Two items are standard: the Commercial Invoice and Packing List.

IV. Vocabulary Matching. Match words with definitions:

1. Transaction
2. liability
3. invoice
4. agreement
5. terms
6. ICC

Definitions:

- a) Legal responsibility of a party in a trade
- b) Commercial sale or purchase of goods
- c) Document listing goods, prices, and payments
- d) Contract between buyer and seller
- e) Conditions or rules in a contract
- f) International Chamber of Commerce

V. Fill in the Blanks. Use words from the box: *define, specify, deal with, accepted, published, revised, vary, refer to, keep up with*

1. Incoterms are pre-defined commercial terms _____ by the ICC.
2. They _____ trade contract liabilities between buyer and seller.
3. Incoterms _____ the documentation required for global trade.
4. Responsibilities of each party _____ between buyer and seller.
5. The Incoterms rules are _____ by governments and legal authorities worldwide.
6. The Incoterms are periodically _____ to keep up with trade needs.
7. Requirements for documentation _____ between countries.
8. Each Incoterm _____ a particular type of agreement.
9. Companies must _____ the latest version of Incoterms to avoid disputes.

VI. Multiple Choice

1. The purpose of Incoterms is to:
 - a) increase costs
 - b) communicate obligations, costs, and risks
 - c) reduce international sales
2. E-terms mean:
 - a) Seller pays for shipping
 - b) Responsibility ends when goods are ready to depart
 - c) Seller's responsibility ends at the destination
3. C-terms cover:
 - a) Seller pays for shipping
 - b) Buyer pays all costs
 - c) Seller's responsibility ends at departure
4. F-terms indicate:
 - a) Seller does not pay primary shipping costs
 - b) Buyer does not pay for goods
 - c) Responsibility ends on arrival
5. ICC stands for:
 - a) International Commercial Contracts

- b) International Chamber of Commerce
- c) International Cargo Consortium

VII. Short Summary

Write a short summary of the text, including:

- What Incoterms are
- Their purpose
- The main categories (F, C, D, E)
- Importance of Commercial Invoice and Packing List

Part 2. Classification Of Incoterms

Vocabulary

additional costs – додаткові витрати
arrangement – угода, домовленість
cargo insurance – страхування вантажу
carrier – перевізник
commercial invoice – комерційний рахунок-фактура
commercial term – комерційний термін
contract of sale – договір купівлі-продажу
costs – витрати
courier – кур'єр
customs – митниця
damage – пошкодження
delivery – доставка
duties – мита
export clearance – митне оформлення експорту
freight – вантаж
freight forwarder – експедитор
frontier – кордон
import clearance – митне оформлення імпорту
insurance – страхування
intermodal transport – інтермодальне перевезення
liability – відповідальність
loss – втрата
multimodal transport – мультимодальне перевезення
packing list – пакувальний лист
premises – приміщення

quay – причал
risks – ризики
shipment – відвантаження
taxes – податки
voyage – подорож, рейс

Incoterms:

CFR (Cost and Freight) – Вартість і фрахт
CIF (Cost, Insurance and Freight) – Вартість, страхування і фрахт
CIP (Carriage and Insurance Paid To) – Перевезення і страхування
оплачені до
CPT (Carriage Paid To) – Фрахт/перевезення оплачені до
DAF (Delivered At Frontier) – Поставка до кордону
DDP (Delivered Duty Paid) – Поставка зі сплатою мита
DDU (Delivered Duty Unpaid) – Поставка без сплати мита
DEQ (Delivered Ex Quay) – Поставка з причалу
DES (Delivered Ex Ship) – Поставка із судна
EXW (Ex Works) – Франко-завод
FAS (Free Alongside Ship) – Франко вздовж борту судна
FCA (Free Carrier) – Франко-перевізник
FOB (Free On Board) – Франко-борт
Incoterms (International Commercial Terms) – Міжнародні комерційні
терміни

I. Text

Incoterms and Their Role in International Trade

International trade requires clear rules to define the responsibilities of sellers and buyers. For this purpose, companies use internationally accepted commercial rules known as **Incoterms** (International Commercial Terms). These terms define the division of **costs**, **risks**, and obligations in contracts of sale.

The Incoterms are divided into four main groups: **E, F, C, and D**.

Group E

EXW (Ex Works) places the minimum responsibility on the seller. The seller makes the goods available at their **premises**, and the buyer bears almost all costs and risks from that point, including export procedures, **taxes**, and **duties**.

Group F

Under **FCA (Free Carrier)**, the seller delivers goods cleared for export to the carrier nominated by the buyer.

FAS (Free Alongside Ship) requires the seller to deliver the goods to the **quay** alongside the vessel.

FOB (Free On Board) means the seller is responsible for loading the goods onto the ship. After that point, the buyer assumes the risks.

These terms are commonly used for sea transport, especially **FAS** and **FOB**.

Group C

In this group, the seller pays for transport but the **risks** transfer earlier.

CFR (Cost and Freight) means the seller pays the freight for the sea **voyage**, but the risk passes to the buyer once the goods are on board.

CIF (Cost, Insurance and Freight) is similar to CFR, but the seller must also arrange cargo **insurance**.

CPT (Carriage Paid To) and **CIP (Carriage and Insurance Paid To)** can be used for multimodal transport, including rail, road, air, or courier delivery. Under CIP, the seller also pays for insurance.

Group D

These terms place maximum responsibility on the seller.

DAF (Delivered At Frontier) means the seller delivers goods to the **frontier**.

DES (Delivered Ex Ship) requires delivery at the port of destination.

DEQ (Delivered Ex Quay) means delivery on the quay, where the buyer handles import clearance.

DDU (Delivered Duty Unpaid) and **DDP (Delivered Duty Paid)** define whether the seller pays import duties and taxes. Under **DDP**, the seller bears all costs, including customs duties and additional **costs**, until the goods reach the buyer.

During transportation, goods may face various risks, including **damage** or **loss**. That is why proper commercial **arrangement** and insurance coverage are essential. Modern logistics often includes **courier** services for small shipments, especially in intermodal trade.

By clearly defining responsibilities, Incoterms reduce misunderstandings, simplify documentation procedures, and help companies manage international transactions efficiently. They are used worldwide and make global trade more predictable and secure.

II. Answer the Questions

1. Into which **groups** are the Incoterms divided?
2. Which Incoterms place **minimum responsibility** on the seller?
3. Which Incoterms can be used for **ocean freight**?
4. Which Incoterms can be used for **air freight**?
5. Which Incoterms are suitable for **intermodal or courier-type shipments**?
6. Which Incoterms can be used **irrespective of the mode of transport**?
7. Which Incoterms can be used when goods are transported by **rail and road**?
8. Which Incoterms can be used only for **sea and inland waterway transport**?
9. Which Incoterms can be used for **multimodal transport**?

III. True or False

1. The Incoterms are divided into 3 groups.
2. EXW places the **maximum responsibility** on the seller.
3. Ex means “from”; Works means “factory, mill or warehouse”.
4. FCA means the seller delivers goods cleared for export to the carrier nominated by the buyer at the named place.
5. FAS means the **buyer** is responsible for the cost of transporting and delivering goods alongside a vessel.
6. FOB is used for **air freight only**.
7. Many importers/exporters still use the term FAS in ocean freight.
8. CFR stands for **Cost and Freight**.
9. CFR requires the **buyer** to pay the costs and freight.
10. CFR is commonly used in ocean freight.
11. CIF stands for **Cost, Inventory and Freight**.
12. CIF is similar to CFR.
13. CIF can be used only for **sea and inland waterway transport**.
14. CIP has the same meaning as CPT, but the seller pays for insurance.
15. DAF means the seller’s responsibility is complete when goods arrive at the frontier.
16. DAF stands for **Delivered at Factory**.
17. DES means the seller is responsible to get the goods to the port of destination or engage a forwarder.
18. DEQ means the **buyer** must arrange customs clearance.

19. DEQ means the buyer undertakes cargo insurance and other costs.
20. DDP terms are used in **intermodal or courier-type shipments**.
21. DDU arrangement is basically the same as DES.
22. DEQ may be used irrespective of the mode of transport.

IV. Match Attributes. Match **Column A** with **Column B**:

Column A

1. courier-type
2. international
3. commercial
4. packing
5. additional
6. ocean
7. main
8. cargo

Column B

- a. invoice
- b. insurance
- c. list
- d. costs
- e. freight
- f. responsibilities
- g. trade
- h. shipments

V. Fill in the Abbreviations. Write the full term for each Incoterm:

1. FCA – _____
2. CIF – _____
3. FOB – _____
4. CRF – _____
5. DES – _____
6. DEQ – _____
7. DDP – _____
8. CIP – _____
9. FAS – _____
10. EXW – _____
11. DAF – _____
12. CPT – _____

VI. Fill in the Passage. Use words from the box: *standard, version, terms, risks, rules, contracts, sale*

1. The Incoterms rules are an internationally recognized _____ and are used worldwide in international and domestic _____ for the _____ of goods.
2. First published in 1936, Incoterms® rules provide internationally accepted definitions and _____ for most common commercial _____.

3. They help traders avoid costly misunderstandings by clarifying the tasks, costs, and _____ involved in delivery.
4. All _____ made under Incoterms® 2000 remain valid after 2011.
5. Parties can choose any _____ of the Incoterms after 2011.
6. Experts recommend specifying the chosen _____ clearly.

VII. Match Terms with Definitions

1. FAS – _____
2. CIF – _____
3. FOB – _____
4. CRF – _____
5. DES – _____
6. DEQ – _____

Definitions:

- a. Seller pays transport to port, loading, freight, insurance; buyer pays unloading & transport from destination.
- b. Seller pays transport to port, loading, freight, insurance, unloading; buyer pays transport from destination.
- c. Seller pays transport to port; buyer pays everything else.
- d. Seller and buyer share costs as under CIF.
- e. Seller pays transport to port & loading; buyer pays everything else.
- f. Seller pays transport to port, loading & freight; buyer pays everything else.

TOPIC 9. TERMS OF PAYMENT

Part 1. Methods Of Payment In Domestic Trade

Vocabulary

account – рахунок

buyer – покупець

COD (Cash On Delivery) – оплата готівкою при доставці

CWO (Cash With Order) – оплата готівкою при замовленні

dealer – торговець, дилер

discount – знижка

domestic trade – внутрішня торгівля

down payment – передоплата

HP (Hire Purchase) – купівля в розстрочку

instalment – внесок / частина платежу
lessee – орендар
lessor – орендодавець
Open-account terms – оплата за відкритим рахунком
order – замовлення
Payment on Invoice – оплата за рахунком
purchase – купівля
rent – оренда
retail – роздрібна торгівля
sale – продаж
seller – продавець
statement of account – виписка по рахунку
terms – умови
terms of payment – умови оплати
trade – торгівля
wholesale – оптова торгівля

I. Text

Terms of Payment in Domestic Trade

In modern **trade**, the conditions under which goods are bought and sold are very important. These conditions are called **terms** of payment. They define how and when the buyer must pay for the **sale** of goods or services. The agreed terms protect both parties and help avoid misunderstandings.

Terms of payment include possible **discounts**, the time of payment, and financial responsibilities. In domestic trade — the exchange of goods and services within one country — several common payment methods are used. Domestic trade consists of **wholesale** and **retail** activities.

Wholesale trade involves buying goods in large quantities from manufacturers and selling them to a **dealer** or retailer. **Retail** trade means selling goods in small quantities directly to consumers.

One of the simplest payment methods is **CWO (Cash With Order)**. In this case, the buyer sends payment together with the **order**. Another method is **COD (Cash On Delivery)**, where the buyer pays when the goods are delivered.

Under **Payment on Invoice**, the buyer receives an **account** (invoice) describing the goods, the total sum, and the payment period. The buyer pays after receiving the invoice.

HP (Hire Purchase) allows the buyer to make a down payment and then pay the remaining balance in **instalments**. This method is often used for expensive goods.

Another common financial arrangement is **Leasing**. In this case, the **lessor** (owner) gives the goods or equipment to the **lessee** (user) for a fixed period. The lessee pays **rent** for using the object but does not immediately become the owner.

There are also **open-account** terms, where the buyer does not pay for each individual **purchase**, but receives a statement of account monthly or quarterly.

Clear terms of payment help companies manage financial risks, encourage cooperation, and maintain stable business relations. Choosing the correct payment method depends on the type of goods, the value of the contract, and the level of trust between the trading partners.

II. Questions

1. What does the term “**terms of payment**” imply?
2. What do terms of payment **cover**?
3. What **terms of payment** are commonly used in domestic trade?
4. What does **CWO** stand for?
5. What does **COD** stand for?
6. What does **HP** stand for?
7. What does the term “**payment on invoice**” mean?
8. What does the term “**leasing**” imply?

III. True or False

1. Terms of payment are defined as conditions of payment agreed between a buyer and a seller for goods or services.
2. Terms of payment cover any **discounts the seller** will receive.
3. Domestic trade is the exchange of goods, services, or both within a country.
4. Domestic trade is subdivided into **three categories**.
5. Retail trade is concerned with buying goods in large quantities from manufacturers and selling them to retailers or consumers.
6. Wholesale trade is concerned with the sale of goods in small quantities to consumers.
7. Cash on Delivery is used when the buyer **sends payment with his order**.

8. Hire Purchase is used when the buyer pays the company, which delivers the goods/the carrier.

9. Payment on invoice is used when the buyer receives an invoice on or after delivery describing the goods, sum, and period of payment.

10. Cash with Order is used when the customer makes a down payment and gets the goods; later he pays the remaining sum in instalments.

11. Leasing is used when the buyer doesn't pay for every delivery, but receives a statement of account.

12. Open-account terms are used when the **leaseholder pays rent to the lessor**.

IV. Fill in the Payment Terms. Complete the sentences with the correct payment term: *CWO, COD, Payment on Invoice, HP, Open-account terms, Leasing*

1. The buyer sends payment with the order – _____

2. The buyer pays the company which delivers the goods – _____

3. The buyer receives an invoice describing the goods and period of payment – _____

4. The customer makes a down payment and later pays the balance in instalments – _____

5. The buyer doesn't pay for every delivery, but receives a statement of account monthly or quarterly – _____

6. The leaseholder pays rent to the lessor to use the object for a fixed period – _____

V. Match Attributes. Match the **term of payment** in **Column A** with its **main feature** in **Column B**:

Column A

1. CWO
2. COD
3. Payment on invoice
4. HP
5. Open-account terms
6. Leasing

Column B

- a. Down payment plus instalments for remaining balance
- b. Payment with order
- c. Payment made upon delivery

- d. Statement of account monthly or quarterly
- e. Pay rent to use an object for a fixed period
- f. Buyer receives invoice describing goods and payment period

VI. Multiple Choice

1. Which term of payment requires the buyer to send payment **with the order**?
 - a) COD
 - b) CWO
 - c) HP
 - d) Open-account
2. Which term of payment is based on **monthly or quarterly statements**?
 - a) Leasing
 - b) Payment on invoice
 - c) Open-account
 - d) COD
3. Which term of payment involves a **down payment and instalments**?
 - a) CWO
 - b) HP
 - c) COD
 - d) Leasing
4. Which term allows the buyer to **use an object for a fixed period by paying rent**?
 - a) HP
 - b) Leasing
 - c) Payment on invoice
 - d) CWO
5. Which term requires **payment upon delivery of goods**?
 - a) CWO
 - b) COD
 - c) Leasing
 - d) Open-account

Part 2. Terms Of Payment In International Trade

Vocabulary

account statement – виписка по рахунку
bank – банк
banking instrument – банківський інструмент
beneficiary – бенефіціар
buyer – покупець
capital – капітал
Cash-in-Advance (CWA) – передплата / оплата готівкою наперед
credit – кредит
creditworthiness – кредитоспроможність
Documentary Collection – документарне інкасо
documents – документи
down payment – передплата
draft – проект / вексель
export contract – контракт на експорт
exporter – експортер
financial institution – фінансова установа
goods – товари / вантаж
importer – імпортер
instalment – внесок / частина платежу
international trade – міжнародна торгівля
Irrevocable Letter of Credit – безвідзивний акредитив
Letter of Credit (LC) – акредитив
line of credit – кредитна лінія
marketplace – ринок
obligation – зобов'язання
Open Account – відкритий рахунок
payment – оплата
payment method – спосіб оплати
payment risk – ризик платежу
protection – захист
Revocable Letter of Credit – відзивний акредитив
risk – ризик
seller – продавець
terms – умови
terms of payment – умови оплати
to cancel – скасовувати
to credit – кредитувати
to eliminate – усувати / ліквідувати

to employ – застосовувати
to entrust – довіряти
to issue – видавати
to minimize – мінімізувати
to obtain – здобувати
to promise – обіцяти
to protect – захищати
to receive – отримувати
to utilize – використовувати
tool – інструмент / засіб
transaction – угода
transaction method – метод проведення угоди

I. Text

Payment Methods in International Trade

In **international trade**, exporters and importers must carefully choose **terms** of payment to protect their financial interests and ensure smooth business operations. Each **transaction** involves capital, **goods**, and **documents**, and different payment methods are designed to balance risk and convenience for both the **buyer** and the **beneficiary** (seller).

One of the safest methods for the exporter is **Cash-in-Advance (CWA)**. Under this method, the **buyer** pays for the goods before ownership is transferred. This allows the exporter to **minimize** credit risk and **eliminate** the possibility of non-payment. However, it may be the least attractive method for the **importer**, who must pay before receiving the goods.

Another commonly used method is **Open Account**. Here, the seller ships the goods and sends **documents** to the buyer, who will pay on a future date. Open Account terms are convenient for importers but create higher **risks** for exporters, especially when the buyer's **creditworthiness** is uncertain.

A more secure method is the **Letter of Credit (LC)**. An LC is a **draft** issued by a bank **to credit** the seller once specified conditions are met. The LC acts as a guarantee, substituting the bank's credit for the buyer's. LCs may be **revocable**, which can be **cancelled** or altered with agreement of all parties, or **irrevocable**, which can only be changed with the consent of everyone involved. This document **protects** the exporter and provides financial security, even if the buyer or importer defaults.

Documentary Collection is another bank-mediated payment method. The exporter sends the **draft** and shipping documents to the buyer's bank, which releases them **upon payment** or acceptance of a bill of exchange. Although it provides less protection than an LC, it is relatively inexpensive and widely **employed** for international trade.

When choosing a payment method, exporters often **utilize** financial **tools** to **minimize** risks. Banks act as intermediaries, helping to **issue** letters of credit, **entrust** payments, and ensure that documents reach the appropriate parties. Importers and exporters must also consider additional aspects, such as **capital** availability, delivery schedules, and the legal **obligations** of each party.

In practice, international traders may **employ** a combination of methods. For example, part of the payment may be **received** via Cash-in-Advance, while the remainder is covered by an LC or Documentary Collection. This approach helps **protect** exporters while maintaining good business relations with buyers in different **marketplaces**.

Using proper payment methods also allows exporters to **obtain** reliable **credit**, **utilize** bank services effectively, and **promote** trust with trading partners. In all cases, clear communication, careful selection of payment terms, and proper **employment** of banking instruments are essential for successful international trade.

II. Answer the Questions

1. What terms of payment are commonly used in international trade?
2. What is the **most attractive payment method** for buyers?
3. What is the **least secure method** of trading for the exporter?
4. What is **Cash-in-Advance payment method** utilized for?
5. What are the **most frequently employed Cash-in-Advance options** available to exporters?
6. What is **Open Account payment method** used for?
7. What does the term **Letter of Credit (LC)** imply?
8. What does **revocable Letter of Credit** imply?
9. What does **irrevocable Letter of Credit** imply?
10. What is **Documentary Collection payment method** used for?
11. What does **Documentary Collection involve**?
12. What **level of protection** does Documentary Collection provide?

III. True or False

1. With Cash-in-Advance payment terms, the exporter can eliminate credit risk.
2. Wire transfers and credit cards are the most frequently employed Documentary Collection options.
3. Open Account method of payment creates many risk factors for the importers.
4. Documentary Collection method is rather inexpensive.
5. Letter of Credit is the most advantageous choice for the importer in terms of cash flow and cost.
6. Letter of Credit is the least secure method of trading for the exporter.
7. Open Account trading should only be considered when an exporter is confident that payment will be received.
8. Letter of Credit is a document issued by a financial institution.
9. LC is useful when reliable credit information about a foreign buyer is difficult to obtain.
10. LC protects the seller.
11. An irrevocable LC can be cancelled without the seller's agreement.
12. A revocable LC can be cancelled or changed with the agreement of all parties of the contract.
13. Open Account is an important bank payment method through document exchange.
14. Documentary Collection involves using a draft, requiring payment at sight or on a specified date.
15. Documentary Collections do not provide the same protection level as LC.
16. Documentary Collections facilitate import-export operations.

IV. Match Terms with Definitions

Terms:

1. Cash-in-Advance
2. Open Account
3. Letter of Credit (LC)
4. Revocable LC
5. Irrevocable LC
6. Documentary Collection

Definitions:

- a. Goods are shipped and documents sent directly to the buyer with a request for payment at the appropriate time.
- b. Exporter receives payment before ownership of goods is transferred
- c. Document issued by a bank promising payment to the seller upon fulfillment of specified conditions.
- d. LC that can be cancelled or changed without seller's agreement.
- e. LC that can be cancelled or changed only with agreement of all parties.
- f. Bank payment method using a draft requiring importer to pay at sight or on a specified date.

V. Complete the Passage. Use the words from the box: *credit, types, beneficiary, importers, documents, payment, goods, buyer*

A Letter of Credit guarantees 1) _____ of a specified sum. The seller must submit the prescribed 2) _____. To establish an LC in favour of the seller (the 3) _____), the buyer pays the sum. An LC substitutes the creditworthiness of a bank for the creditworthiness of the 4) _____. Banks act as intermediaries between exporters and 5) _____. However, the banking system does not take responsibility for the quality of 6) _____, genuineness of documents, or other contract terms. A letter of 7) _____ is non-negotiable but may be transferable. Although LCs come in numerous 8) _____, the two basic types are revocable and irrevocable LC.

TOPIC 10. EXPORT DOCUMENTS

Part 1. Export Documents

Vocabulary

Air Waybill (AWB) – авіаційна накладна

Bill of Lading – коносамент

buyer – покупець

carrier – перевізник

Commercial Invoice – комерційний рахунок-фактура

common export documents – поширені експортні документи

consignee – одержувач

consignment – відправлення
consignor – відправник
Consular Invoice – консульський рахунок
Container Bill of Lading – контейнерний коносамент
customs authorities – митні органи
Customs Invoice – митний рахунок
destination – пункт призначення
documentation – документообіг / документація
draft – вексель / проект документа
embarkation – посадка / відвантаження
export contract – експортний контракт
export documents – експортні документи
Export Packing List – експортний пакувальний лист
financial interests – фінансові інтереси
goods – товари / вантаж
Groupage Bill of Lading – груповий коносамент
Inland Bill of Lading – внутрішній коносамент
invoice – рахунок-фактура
license – ліцензія
Ocean Bill of Lading – морський коносамент
On-board Bill of Lading – коносамент на борт
owner – власник
packages – пакунки
payment – оплата
Pro-forma Invoice – проформа-рахунок
quantity – кількість
request – запит
seller – продавець
shipment details – деталі відправлення
shipper – відправник вантажу
shipping – відправка / транспортування
Through Bill of Lading – транзитний коносамент
to arrange – організовувати
to contain – містити
to embark – сідати / відправлятися
to issue – видавати
to itemize – деталізувати
to load – завантажувати
to match – відповідати

to own – володіти
to specify – зазначати
transaction – угода
transport companies – транспортні компанії

I. Text

Export Documents in International Trade

In international trade, proper **export documents** are essential to ensure that goods are transported safely, payments are made on time, and both the **consignor** (sender) and **consignee** (receiver) fulfill their obligations. Common **export documents** include the **invoice**, **Bill of Lading**, **Export Packing List**, and various special invoices such as **pro-forma**, **customs**, and **consular invoices**.

A **commercial invoice** is the seller's formal request for payment. It lists the goods, **quantity**, price, and terms of the **transaction**. A **pro-forma invoice** is sent before shipment, allowing the buyer to review the sale terms. **Customs invoices** contain additional information required by authorities, while a **consular invoice** proves that imported goods are not over-priced.

The **Bill of Lading (B/L)** is a key shipping document issued by the **carrier** to the **shipper**. It serves as a contract between the **owner** of the goods and the carrier, specifying the type, quantity, and **destination** of the shipment. There are different types of B/L:

- **Inland Bill of Lading** – issued by a trucking or railroad company to transport goods to the port of **embarkation**.
- **Ocean Bill of Lading** – required for overseas transport of goods.
- **On-board Bill of Lading** – issued for goods already **loaded** onto the ship.
- **Through Bill of Lading** – issued when goods are transported by more than one carrier.
- **Container Bill of Lading** – for containerized shipments.
- **Groupage Bill of Lading** – issued for grouped consignments.
- **Air Waybill (AWB)** – issued for air shipments and is non-negotiable.

The **Export Packing List** is a formal document that **itemizes** the cargo. It includes details such as seller, buyer, shipper, invoice number, **packages**, type and quantity of goods, and other shipment information. All details on the Packing List must **match** the Commercial Invoice and Bill of Lading to avoid delays or disputes.

Exporters and importers must carefully **arrange** documentation and **specify** all details accurately. Banks, customs authorities, and transport companies rely on these documents to **issue**, verify, and handle shipments properly. Properly prepared documents also help traders **own** their goods securely during transport and ensure the correct recipient (**consignee**) receives the **consignment**.

Using accurate export documents helps reduce delays, prevents disputes, and facilitates smooth international trade transactions. Every exporter must **employ** these tools effectively, **utilize** proper forms, and **protect** both their goods and financial interests throughout the shipping process.

II. Answer the Questions

1. What are Export Documents used for?
2. What do Common Export Documents include?
3. What does the term “Bill of Lading” imply?
4. What types of Bill of Lading are widely used in international trade?
5. When is Air Waybill (AWB) issued?
6. What does the Ocean Bill of Lading specify?
7. When is the Through Bill of Lading issued?
8. When is the Container Bill of Lading issued?
9. What does the term “invoice” imply?
10. What types of invoices are widely used in international trade?
11. What is a pro-forma invoice?
12. What does Export Packing List specify?
13. Is pricing information required on the Packing List?

III. **Complete the Sentences.** Complete the sentences with suitable words: *Bill of Lading, Commercial Invoice, Export Packing List, Pro-forma Invoice, Customs Invoice, Consular Invoice, packages, quantity, type of goods, destination, shipment, loaded onto the ship, transported by more than one carrier, containerized goods, sent by air, review sale terms before shipment, verify details for customs, over-priced, itemised details such as seller, buyer, shipper, invoice number, Commercial Invoice and Bill of Lading*

1. Common Export Documents include Bill of Lading, Commercial Invoice, ...

2. Bill of Lading is a shipping document that is issued by the carrier to the shipper ...
3. Inland Bill of Lading is issued by the trucking company and/or the railroad line for ...
4. Ocean Bill of Lading is a document required for ...
5. The On-board Bill of Lading is issued for goods, which have been ...
6. The Through Bill of Lading is issued when the goods are to be transported ...
7. Container Bill of Lading is issued for ...
8. Air Waybill is issued when goods are ...
9. An invoice is a list of goods that ...
10. Commercial invoice is the seller's formal request for ...
11. Pro-forma invoice is an invoice sent to the buyer before the actual shipment, giving the buyer a chance ...
12. Customs invoice contains additional information such as ...
13. Consular invoice is the evidence that the goods, which are imported, are not ...
14. Export Packing List is a formal document that itemises a number of details about the cargo such as seller, buyer, shipper, invoice number, ...
15. The details on the Packing List match exactly with what is specified on the commercial invoice and ...
16. Pricing information is not required on ...

IV. True or False

1. Bill of Lading is a contract between the owner of the goods and the carrier.
2. Inland Bill of Lading is issued for overseas transportation.
3. Ocean Bill of Lading specifies details such as quantity, type, and destination of goods.
4. On-board Bill of Lading is issued before goods are loaded onto the ship.
5. Through Bill of Lading is used when goods are transported by more than one carrier.
6. Air Waybill is non-negotiable.
7. An invoice contains information regarding the goods shipped.
8. Commercial invoice is prepared by the buyer and addressed to the seller.

9. Pro-forma invoice allows the buyer to review sale terms before shipment.
10. Customs invoice contains additional information for customs authorities.
11. Consular invoice proves that imported goods are not over-priced.
12. Export Packing List includes the number and type of packages.
13. Pricing information is included in the Packing List.
14. The details on the Packing List must match the Commercial Invoice and Bill of Lading.

V. Match Terms with Definitions

Terms:

1. Inland Bill of Lading
2. Ocean Bill of Lading
3. On-board Bill of Lading
4. Through Bill of Lading
5. Container Bill of Lading
6. Groupage Bill of Lading
7. Air Waybill (AWB)
8. Commercial Invoice
9. Pro-forma Invoice
10. Customs Invoice
11. Consular Invoice
12. Export Packing List

Definitions:

- a. Issued by trucking or railroad company to transport goods to port of embarkation.
- b. Required for transportation of goods overseas.
- c. Issued for goods loaded onto the ship.
- d. Issued when goods are transported by more than one carrier.
- e. Issued for containerized goods.
- f. Issued for grouped consignments.
- g. Issued for goods sent by air; non-negotiable.
- h. Seller's formal request for payment.
- i. Sent to the buyer before shipment to review sale terms.
- j. Special invoice for customs authorities with additional information.
- k. Evidence that imported goods are not over-priced.
- l. Formal document itemizing cargo details such as seller, buyer, shipper, invoice number, type and quantity of packages.

VI. Fill in the Blanks. Complete the sentences with suitable words: *goods, shipper, carrier, consignee, quantity, destination, invoice, packages, load, match*

1. Bill of Lading is issued by the _____ to the _____.
2. It is a contract between the owner of the _____ and the _____.
3. The document gives details of a consignment, its _____ and the _____.
4. The Ocean Bill of Lading specifies the type and _____ of goods.
5. Export Packing List itemizes the number of _____.
6. The details on the Packing List must _____ the Commercial Invoice and Bill of Lading.
7. On-board Bill of Lading is issued for goods already _____.

Part 2. Export Documents: Continued

Vocabulary

admission – допуск/прийняття

Air Waybill – авіа-накладна

approve – затверджувати

ATA Carnet – тимчасовий сертифікат на товари

authorize – уповноважувати

authenticate – автентифікувати

B/L – коносамент

Bill of Lading (general term) – коносамент

Commercial Invoice and Bill of Lading – комерційний рахунок та коносамент

buy – купувати (*if needed for exercises*)

carrier – перевізник

Certificate of Analysis – сертифікат якості та чистоти

Certificate of Free Sale – сертифікат вільного продажу

Certificate of Origin – сертифікат походження

certify – засвідчувати

commodity – товар

commercial – комерційний

Commercial Invoice – комерційний рахунок

consignee – одержувач

consignor – відправник
containerized goods – контейнеризовані вантажі
consider – розглядати
contain – містити
country – країна
customs – митниця
Customs Invoice – митний рахунок
cover – покривати
credit – кредит
creditworthiness – кредитоспроможність (*if needed*)
dangerous – небезпечний
Dangerous Goods Certificate – сертифікат небезпечних вантажів
destination – пункт призначення
document – документ
duty – мито
embarkation – посадка/відвантаження
establish – встановлювати
export – експорт
exporter – експортер
Export License – експортна ліцензія
Export Packing List – експортний пакувальний лист
goods – товари
Groupage Bill of Lading – груповий коносамент
guarantee – гарантувати
Health Certificate – ветеринарний/санітарний сертифікат
have – мати
invoice – рахунок-фактура
identify – визначати
itemise / itemize – деталізувати
itemised details such as seller, buyer, shipper, invoice number –
деталізовані дані (продавець, покупець, відправник, номер рахунку)
Insurance Certificate – страховий сертифікат
issue – видавати
Inland Bill of Lading – внутрішній коносамент
items – товари (*if needed*)
licensing – ліцензування
loaded onto the ship – завантажено на судно
locations – місця
merchant – торговець

merchandise – товари
Ocean Bill of Lading – морський коносамент
owner – власник
On-board Bill of Lading – коносамент на борту
packing – пакування
packages – пакунки
permit – дозволяти
pharmaceutical – фармацевтичний
product – продукт
Pro-forma Invoice – проформа-рахунок
provide – забезпечувати
quantity – кількість
review sale terms before shipment – переглянути умови продажу перед відправкою
require – вимагати
ship – відправляти
shipment – відправлення
shipper – відправник
sent by air – відправлено повітрям
simplify – спрощувати
specify – зазначати
serve – слугувати
take – брати
temporary – тимчасовий
Through Bill of Lading – транзитний коносамент
trade – торгівля
type of goods – тип товарів
transported by more than one carrier – перевезено кількома перевізниками
verify details for customs – перевірити дані для митниці
vessel – судно

I. Text

In international trade, **export documents** play a crucial role in ensuring the smooth movement of **goods** from the **shipper** to the **consignee**. Among the most important documents is the **Certificate of Origin**, which verifies the country of origin of the **product** and helps determine applicable **duties** and **tariffs**. Countries may limit the quantity of certain **commodities**, and Certificates of Origin facilitate **trade** around the world. Preferential

COs enable **credit** reductions, while non-preferential COs certify that the **exporter's** country does not qualify for special treatment.

Another essential document is the **ATA Carnet**, a temporary certificate that **permits** tax-free and duty-free **admission** of goods for exhibitions, trade shows, or professional equipment. **Certificates of Analysis** are required for **pharmaceuticals**, seeds, dietary supplements, and food products, certifying their quality and purity. Similarly, a **Certificate of Free Sale** certifies that goods are legally sold in the exporter's market and approved for export.

The **Health Certificate** is necessary for live animals, animal products, and other perishable commodities, whereas a **Dangerous Goods Certificate** ensures that hazardous cargo is **authorized** for transport in compliance with safety regulations. Exporters also use **Insurance Certificates** to **guarantee** coverage against **loss or damage** during transit.

Export Licenses are official documents issued by a government **authority**, which **authorize** the export of specific **goods** in certain quantities to designated destinations. Compliance with licensing requirements is critical, as non-compliance can result in legal penalties or shipment delays.

Shipping documents are equally vital. A **Bill of Lading (B/L)** is a contract between the **carrier** and the **owner** of the **consignment**, acknowledging receipt of the **shipment**. B/Ls may be issued as **Inland Bills of Lading** for transportation to a port of **embarkation**, **Ocean Bills of Lading** for overseas **vessel** transport, or **On-board Bills of Lading** for goods already **loaded onto the ship**. **Through Bills of Lading** are used when goods are transported by more than one carrier, while **Container Bills of Lading** are issued for containerized shipments. **Air Waybills (AWB)** are non-negotiable and used when goods are **sent by air**.

Invoices are another essential export document. A **Commercial Invoice** is the seller's formal **request** for payment, listing the **goods** and their value. A **Pro-forma Invoice** is sent to the buyer before shipment, giving them a chance to **review sale terms**. **Customs Invoices** contain additional details required by customs authorities, while **Consular Invoices** provide evidence that imported goods are not **over-priced**. An **Export Packing List** **itemizes** the shipment, specifying the number of **packages**, the **quantity**, and the type of goods, and must **match** the Commercial Invoice and Bill of Lading exactly.

Proper completion and verification of these documents **simplify** customs procedures, **cover** the responsibilities of exporters and importers,

and ensure the legal and safe transport of goods from one country **to** another. Exporters, shippers, and carriers must work closely to **arrange** and **authenticate** all necessary certificates, invoices, and shipping documents to guarantee compliance with international trade regulations.

II. Answer the Questions

1. What does Certificate of Origin declare?
2. What do carnets simplify?
3. What is ATA CARNET?
4. What is Certificate of Analysis required for?
5. What does Certificate of Free Sale certify?
6. What is Health Certificate required for?
7. What is Insurance Certificate used for?
8. What does Export License authorize?

III. True or False

1. Certificate of Origin is typically required for all products.
2. Certificate of Analysis declares the country of origin of goods.
3. Carnets simplify customs procedures for temporary imports.
4. ATA CARNET allows tax-free, duty-free exports/imports for up to 10 years.
5. Certificate of Analysis is required for seeds, grain, health foods, dietary supplements, fruits, vegetables, and pharmaceuticals.
6. Insurance Certificate confirms that imported goods are freely sold in the exporting country.
7. Dangerous goods shipments require a Shipper's Declaration.
8. Health Certificate is needed for live animals and animal products.
9. Health Certificate guarantees insurance coverage of cargo loss or damage.
10. Export License authorizes export of specific goods in specific quantities to a destination.
11. It is up to the importer to determine if a product requires a license.

IV. Use Verbs to Complete Expressions. Use the verbs: *permit, take, cover, issue, specify, contain, simplify, ship, authorize, identify, vary, itemize, consider*

1. _____ different certificates.

2. _____ the tax-free and duty-free temporary export and import of goods.
3. _____ additional information about cargo.
4. _____ the export of specific goods in specific quantities to a particular destination.
5. _____ the buyer and seller.
6. _____ the origin of imported goods.
7. _____ the loss of or damage to cargo during transit.
8. _____ customs procedures.
9. _____ from country to country.
10. _____ goods.
11. _____ the details of the goods being transported.
12. _____ a number of details.
13. _____ the goods from the exporter's facility to the port of embarkation.

V. Match Nouns with Attributes

Column A

1. customs
2. dangerous
3. licensing
4. merchant
5. commercial
6. packing
7. export
8. merchandise
9. temporary
10. pharmaceutical

Column B

- a. invoice
- b. agency
- c. goods
- d. export
- e. procedures
- f. admission
- g. list
- h. documents
- i. vessel
- j. passport

Exercise VI. Match Terms with Definitions

Terms:

1. ATA Carnet
2. Certificate of Analysis
3. Certificate of Free Sale
4. Dangerous Goods Certificate
5. Invoice
6. Insurance Certificate
7. Bill of Lading

8. Export License
9. Health Certificate

Definitions:

- a. Shipping document with consignment details, signed by ship captain.
- b. Issued for biologics, food, drugs, medical devices, veterinary medicine.
- c. Certifies goods are normally sold in the exporter's market and approved for export.
- d. Required for transporting dangerous goods.
- e. List of goods shipped or services rendered.
- f. Guarantees insurance coverage for cargo loss or damage.
- g. Evidence of contract of carriage.
- h. Government document authorizing export of goods to a destination.
- i. Required for live animals and animal products.

VII. Fill in the Gaps. Complete with *goods, vessel, shipper, shipment, locations, document*:

1. A Bill of Lading acknowledges the receipt of a 1) _____.
2. Issued by the 2) _____.
3. Indicates the 3) _____ where goods are placed and their destination.
4. Describes the 4) _____ being shipped, their weight, and other details.
5. Inland bills establish agreements between a shipper and a 5) _____.
6. Ocean bills specify terms for overseas 6) _____ locations.

VII. Complete the Verbs. Use *have, require, serve, establish, cover, provide*:

1. An Air Waybill 1) _____ terms of flights for transporting goods.
2. It 2) _____ as a receipt for the shipper proving acceptance of goods.
3. It might 3) _____ both international and domestic transport.
4. Many ocean shipments 4) _____ inland and ocean bills of lading.

5. Non-negotiable B/L carriers 5) _____ delivery only to the named consignee.

6. Owner of B/L 6) _____ the right of ownership and re-routing of goods.

IX. Fill in the Gaps: Certificate of Origin. Use *tariff, goods, product, duty, trade, credit, exporter, country*:

1. The Certificate of Origin verifies the 1) _____ of the goods.

2. Countries limit the quantity of 2) _____ allowed.

3. COs facilitate 3) _____ around the world.

4. Consider origin to determine 4) _____ on goods.

5. COs may be needed to comply with letters of 5) _____.

6. Non-preferential CO certifies that the country a 6) _____ originates from does not qualify for preferential treatment.

7. Preferential CO enables 7) _____ reductions.

8. CO is completed by the 8) _____ or agent and certified by chamber of commerce or consular office.

VOCABULARY

A

- account — рахунок
- account statement — виписка по рахунку
- acknowledgment — підтвердження
- additional costs — додаткові витрати
- admission — допуск / прийняття
- administer — вести, оформляти
- adopt — приймати (optional)
- affect — впливати
- allocate — розподіляти
- analyze — аналізувати
- analyze / analyse — аналізувати
- applicant — заявник (optional)
- approval — затвердження
- arrange — організовувати / домовлятися
- arise from — виникати з
- arrange — організовувати

B

- bank — банк
- banking instrument — банківський інструмент
- beneficiary — бенефіціар
- benefit — перевага
- Bill of Lading (B/L) — коносамент
- broaden — розширювати
- buyer — покупець
- business — бізнес / діяльність

C

- cargo — вантаж
- carrier — перевізник
- cash-in-advance (CWA) — передоплата / оплата готівкою наперед
- chain — ланцюг
- channel — канал
- change — змінювати
- charter — чартер
- classify / categorize — класифікувати
- clearance — митне оформлення

- client / customer — клієнт
- commercial — комерційний
- commercial invoice — комерційний рахунок-фактура
- commodity — товар
- communicate — повідомляти / спілкуватися
- compare — порівнювати
- compensate — компенсувати (optional)
- complete — виконувати / завершувати
- compliance — відповідність
- computer system — комп'ютерна система
- container — контейнер
- contain — містити
- containerized goods — контейнеризовані вантажі
- contract — контракт / договір
- contract of sale — договір купівлі-продажу
- consign — відправляти
- consignee — одержувач
- consignor — відправник
- consumption — споживання
- country — країна
- cover — покривати
- create — створювати
- credit — кредит
- creditworthiness — кредитоспроможність
- crisis — криза (optional)

D

- damage — пошкодження
- date — дата
- deal with — мати справу з
- decrease — зменшувати
- delivery — доставка
- demand — попит
- department — відділ
- determine — визначати
- destination — пункт призначення
- document / documentation — документ / документація
- draft — проект / вексель
- DAF (Delivered At Frontier) — Поставка до кордону
- DDP (Delivered Duty Paid) — Поставка зі сплатою мита

- DDU (Delivered Duty Unpaid) — Поставка без сплати мита
- DEQ (Delivered Ex Quay) — Поставка з причалу
- DES (Delivered Ex Ship) — Поставка із судна

E

- eliminate — усувати
- embark / embarkation — відвантажувати / посадка
- employ — використовувати, наймати
- enable — надавати можливість
- ensure — забезпечувати
- environment — середовище
- establish — встановлювати, створювати
- evaluate — оцінювати
- execute — виконувати
- export — експорт
- exporter — експортер
- expenses — витрати
- extend — продовжувати (optional)

F

- facility — підприємство / приміщення
- factory — фабрика / завод
- FAS (Free Alongside Ship) — Франко вздовж борту судна
- FCA (Free Carrier) — Франко-перевізник
- FOB (Free On Board) — Франко-борт
- freight — вантаж
- freight forwarder — експедитор
- fulfil — виконувати (замовлення)

G

- gain — здобувати / отримувати
- gauge — колія (ширина)
- goal — мета
- goods — товари / вантаж
- guarantee — гарантувати

H

- haul — тягнути, перевозити
- have — мати
- health certificate — ветеринарний / санітарний сертифікат
- hire purchase (HP) — купівля в розстрочку

I

- implement — впроваджувати

- import — імпорт
- importer — імпортер
- include — включати
- income — дохід (optional)
- increase — збільшувати
- industry — галузь (optional)
- infrastructure — інфраструктура
- inspection — перевірка
- insurance — страхування
- intermodal transport — інтермодальне перевезення
- international trade — міжнародна торгівля
- irrevocable Letter of Credit — безвідзивний акредитив
- inventory — запаси / склад
- invoice — рахунок-фактура
- issue — видавати
- item / items — товар / одиниця продукції
- itemize — деталізувати

L

- label — етикетка
- lay — прокладати
- lease / lessor / lessee — оренда / орендодавець / орендар
- liability — відповідальність
- license / licensing — ліцензія / ліцензування
- load — завантажувати / вантажити
- location / locations — місце / місця
- logistics — логістика
- logistician — логіст
- lower — знижувати

M

- maintain — підтримувати
- manage — керувати
- manufacturer — виробник
- market — ринок
- materials — матеріали
- merchandise — товари
- method — метод
- metrics — показники
- minimize — мінімізувати
- move — переміщати / рухати

- multimodal transport — мультимодальне перевезення
- monitoring — контроль
- mode — вид / спосіб транспорту

N

- network — мережа
- negotiate — вести переговори
- need — потреба / вимога
- note — запис / примітка (optional)
- notification — повідомлення (optional)

O

- objective — мета
- offer — пропозиція (optional)
- operation — операція
- operator — оператор / експлуатант
- order — замовлення
- origin — пункт відправлення / походження
- optimize — оптимізувати
- own — володіти
- output — продукція / результат

P

- pack / packaging — пакувати / пакування
- pallet — піддон
- palletize — укладати на піддони
- payment — оплата
- payment method — спосіб оплати
- performance — ефективність / результативність
- plant — виробничий майданчик
- policy — політика / правило
- power — приводити в рух
- practice — практика (optional)
- prerequisite — передумова
- procedure — процедура
- process — обробляти
- product — продукт / товар
- production — виробництво
- provide — забезпечувати / надавати

Q

- quality — якість
- quantity — кількість

R

- rail — залізниця
- railway — залізнична колія
- re-engineering — реінжиніринг
- receive — отримувати
- recognize — визнавати
- reduce — зменшувати
- refer to — стосуватися, згадувати
- reliability — надійність (optional)
- require — вимагати
- resources — ресурси
- retailer — роздрібний продавець
- return — повертати
- route — маршрут
- representation — представлення
- risks — ризики

S

- sale — продаж
- schedule — планувати / графік
- select — обирати
- sell — продавати
- service — послуга
- shipment — відвантаження
- ship — відправляти
- shipper — відправник
- shipping — транспортування
- site — місце / об'єкт
- solution — рішення
- staff — персонал
- stock / stocks — запас / інвентар
- store — зберігати / магазин
- supplier — постачальник
- supplies — запаси
- supervision — нагляд
- supervise — контролювати / наглядати
- supply — постачати
- system — система
- surveyor — інспектор
- stamp — штамп

T

- take / take place — брати / відбуватися
- taxes — податки
- terms / terms of payment — умови / умови оплати
- test — перевіряти / тестувати
- tool — інструмент / засіб
- transaction — угода
- transaction method — метод проведення угоди
- transport / transportation — перевозити / транспортування
- transfer — переміщати / передавати
- trailer — причіп
- trans-shipment — перевантаження
- tonnage — тоннаж
- trade — торгівля
- track — відстежувати

U

- update — оновлювати
- undertake — здійснювати
- use / utilize — використовувати
- user — користувач

V

- value — цінність
- vary — різнитися
- vehicle — транспортний засіб
- vessel — судно
- voyage — подорож / рейс

W

- warehousing — складування
- warehouse — склад
- waybill — вантажна накладна
- wholesaler — оптовий продавець
- work — робота / працювати

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