

Incoterms 2020 Buyer & Supplier Responsibilities Checklist

This checklist summarizes key responsibilities for buyers and suppliers under the most commonly used Incoterms 2020. Use it to clarify who handles transport, insurance, risk, and customs formalities.

EXW (Ex Works)

Buyer Responsibilities:

- All transport and insurance
- Export and import customs
- Risk from seller's premises onward

Supplier Responsibilities:

- Make goods available at premises
- Provide minimal documentation

FOB (Free on Board)

Buyer Responsibilities:

- Main carriage
- Insurance
- Import clearance
- Risk once loaded on vessel

Supplier Responsibilities:

- Export clearance
- Load goods on vessel
- Provide necessary export docs

CIF (Cost, Insurance & Freight)

Buyer Responsibilities:

- Import clearance and duties
- Risk from loading on vessel (despite seller's insurance)

Supplier Responsibilities:

- Export clearance

- Main carriage and insurance to port of destination

DAP (Delivered at Place)

Buyer Responsibilities:

- Import clearance and duties
- Final unloading at destination

Supplier Responsibilities:

- Export clearance
- Main carriage
- Delivery to agreed place

Obsolete Terms to Avoid:

DAF, DES, DEQ, and DDU were removed in Incoterms 2010 and should no longer be used.