

A to Z

World Business

by World Trade Press



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BUSINESS



BUSINESS CULTURE



BUSINESS TRAVEL



IMPORTING



EXPORTING

GLOBAL BUSINESS SIMPLIFIED

Conducting business across borders is complex. *AtoZ World Business* makes it simple. In one easy-to-use database, *AtoZ World Business* provides 100 Country Business Guides covering over 115 topics each, plus 79 "trade tools" that range from Incoterms to letters of credit. Our business is furnishing your business with the knowledge it needs to succeed in global markets. Simple.

BENEFITS

- *AtoZ World Business* makes it easy for importers and exporters to get detailed and up-to-date compliance information for 100 countries.
- Global entrepreneurs use *AtoZ World Business* to get comprehensive worldwide information on business formation, taxation, business culture, and negotiating.
- Logistics firms, banks, and other service providers benefit from *AtoZ World Business's* "sticky content" to keep clients and prospective clients on their webpages.
- *AtoZ World Business* helps governmental agencies promote and support trade missions.

All *AtoZ World Business* content is mobile friendly, automatically adapting to the screen size of any desktop, laptop, tablet, or smartphone.



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The Global Knowledge Company

Sample Pages

Air Transport

- Acronyms and Abbreviations
- Air Transport
- Cargo Aircraft
- Air Freight Companies
- World Airport IATA Codes
- World Airports Information
- Active Codes
- Basics of Int'l Trade
- Business Entries Worldwide
- Computer Terms
- Country Codes
- Currencies of the World
- Dictionary of Int'l Trade
- Exporting from the USA
- Importing to the USA
- Insurance
- Insurance, Guide to Cargo
- International Dialing Tools
- International Payments
- Measurement Converter
- NAFTA
- Ocean Transport
- Railcars
- Resources for Int'l Trade
- Security
- Sourcing Guide
- Trade Terms in 8 Languages
- Truck Trailers
- Weights and Measures

Cargo Aircraft

Resources

Airbus SAS (www.airbus.com)
Website for the major European aerospace company. Contains information, photos, multimedia items, and technical specifications for all current and out-of-production Airbus aircraft. Airbus SAS is a global company with design and manufacturing facilities in France, Germany, the UK, and Spain, as well as subsidiaries in the U.S., China, and Japan. Headquarters in Toulouse, France. Airbus is a joint EADS Company with BAE Systems of the UK.

Air Cargo News (www.aircargonews.net)
An award-winning newsletter published every two weeks with over 100,000 readers in more than 170 countries. Annual subscription varies from US\$50 to US\$209 (depending on destination). The Website has additional resources for professionals in the air cargo industry.

AirFax (www.airfaxing.com)
An aviation market letter that provides up-to-date, accurate, and comprehensive information on the worldwide availability of commercial transport aircraft. Two editions of the market letter are produced: a Jet Transport Aircraft edition that provides information on the availability of DC-8 and larger jet aircraft, and a Regional & Commuter Aircraft edition that provides similar information for turboprop and regional jet aircraft.

Airliners.net
This Website has a comprehensive database of photos, illustrations, and general specifications for all current and out-of-production commercial aircraft, including freighters. Technical information is found at www.airliners.net/info.

A-Z Worldwide Airflight Directory (www.a-zflight.com)
Online resource for air cargo professionals. Includes a directory (by country) of airports, airlines, airfreight sales agents, cargo agents, freight forwarders, cargo handling agents, other brokers, express operators/couriers, services and suppliers to air cargo agents/operators, and services and suppliers to the freighter/airports industries.

Boeing Corporation (www.boeing.com)
Website for the American aerospace company. Contains information, photos, multimedia items and technical specifications for all current and out-of-production Boeing aircraft, including those acquired through the 1997 merger with McDonnell Douglas.

Civil Jet Aircraft Design (www.elsevierdirect.com/companions/B730340741526/default.html)
This website has a database of characteristics data (PIVT) and Microsoft case format concerning specifications for the 16 most significant commercial aircraft manufacturers. Includes information on current and future aircraft designs.

Kuwait

- Overviews
- Advertising & Marketing
- Business Culture
- Business Formation
- Business Travel
- Communications
- Country Profile
- Embassies and Consulates
- Export
- History
- Import
- Investment Climate
- Language Translations
- Maps
- Media Outlets
- Money and Banking
- Names
- News Feeds
- Seaports
- Seaports
- Security Briefing
- Taxation

Seaports

Map: Satellite

Seaport Types:

- River Natural
- Coastal Breakwater
- Typhoon Harbor
N/A
- River Basin
- Open Roadstead
- Coastal Natural
- River Tide Gate
- Lake or Canal
- Coastal Tide Gate

Saudi Arabia

- Overviews
- Advertising & Marketing
- Business Culture
- The Business Experience
- Decision Making
- Meetings
- Negotiating
- Entertaining
- Attire
- Businesswomen
- Business Workweek
- Culture, General
- Business Formation
- Business Travel
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- History
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- Investment Climate
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- Money and Banking
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- News Feeds
- Seaports

Meetings

The oil-rich kingdom of Saudi Arabia is open to business and commerce with the Western world, and yet, it is culturally still very much a traditional Muslim nation. Expect to encounter strict protocol within meetings, as well as specific social expectations in everyday life. Showing respect and dignity is the key to successful business in Saudi Arabia. Businesswomen should be hyperaware of cultural differences, and adjust behavior accordingly.

Preparation

Visas to Saudi Arabia are not normally issued to non-Muslims unless you have a Saudi sponsor. Even though there have been moves in recent years to change this rule for businesspeople, it is still essential to have a local contact who can introduce you and vouch for you. Many Saudis are educated abroad or do business in other countries, and contacts made in your home country are best of great use to you. Should you need assistance in finding a local sponsor, your country's embassy in Saudi Arabia should be able to help you.

Although meetings should be scheduled as much as a month in advance, some Saudis, particularly government officials, will not finalize dates for meetings until you are in the country. Your schedule will need to take into account the holy month of Ramadan (dates differ from year to year), as well as the annual Hajj (pilgrimage to Mecca) and also the five daily times for prayer.

Although most businesspeople speak English, it is worth learning some basic Arabic phrases. "Salaam aleikum" (peace be upon you) is the accepted greeting, responded to by "Aleikum as-salaam" (upon you be peace). You should also have a bilingual business card, and translations of presentations and other materials will be welcome.

Be prepared to spend a lot of time and to drink a lot of coffee, forming a personal relationship with your Saudi counterparts before much formal business can be conducted.

Scheduling

As in all things in Saudi Arabia, religious law controls scheduling. The Saudi workweek is Saturday through Wednesday, with some businesses open on Thursday mornings. Friday is the Muslim holy day and not used for business.

Mexico

- Overviews
- Advertising & Marketing
- Business Culture
- The Business Experience
- Decision Making
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- Negotiating
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- Businesswomen
- Business Workweek
- Culture, General
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- Trade

The Business Experience

Business Style

With the US and Canada to the north, and the rest of Latin America to the south, Mexico is a popular international business destination. This Latin American country features an interesting business culture, as it is warm and friendly, yet hierarchical and formal at the same time. In Mexico, social stratifications are well defined, and most Mexicans are very class-conscious. This affects Mexican business culture, as foreign visitors will be judged on their own social and economic statuses, which Mexicans will gauge by the visitor's choice of hotel, mode of transportation, and appearance.

Family and friends are the most important things to most Mexicans, as they are at the center of the social structure. This value is also found in the business culture, and Mexicans must know a person before doing business with him or her. In Mexico, the only way to know a person is to also know his or her family, so visitors should not be surprised if they meet their counterparts' family members during business entertaining events.

In Mexico, business dealings will proceed more slowly than some visitors are accustomed to. Mexicans say that "People in the US live to work, but Mexicans work to live." This is often very accurate, as Mexicans work hard, but take the time to have social and private lives as well. Foreign visitors should not try to change the speed of business in Mexico by trying to rush decisions or using too sharp a tone of voice. Refusing to adapt to Mexican ways of time may result in destroying the professional relationship.

Relationship Building

To say that relationships are an important part of business in Mexico is quite the understatement. In fact, business relationships are the key to success, and this is true for both Mexican citizens and foreign businesspeople. Visitors must choose an intermediary who will introduce them to their Mexican contacts, as well as help them build the trust necessary to do business there. This integrator connection must be chosen wisely, as a low-level contact person can hinder your professional goals in Mexico, due to the status-conscious attitude. Many Mexican professionals will not take you seriously if your contact is not high up in the hierarchical ranks.

The initial meetings between foreign visitors and Mexicans will usually be formal affairs that include welcoming speeches and long introductions. Many Mexican executives may ask a number of personal questions about the visitor, such as his or her family, travel schedule, accommodations, and even political beliefs. This is not done to be rude or invasive - it is done so that the executives may assess the visitor's character to learn if they think he or she is long-term business relationship material. Visitors should answer questions diplomatically and ask their own questions as well.

Etiquette

Mexicans greet business visitors with firm handshakes and direct eye contact. Handshakes are typically accompanied by a formal, warm greeting and introduction. Friends and close acquaintances will often exchange a kiss on the right cheek or hug each other. Visitors should greet each person individually, upon both arrival and departure. The senior person on the visiting team should always greet the most senior or highest person on the Mexican team when meeting counterparts for the first time. Titles are important in Mexico, and contacts should be addressed by their professional or honorific titles. For example, an architect would be called Arquitecto, while an attorney would be called Abogado; if someone doesn't have a title, he or she should be addressed as Señor (Mr.) or Señora (Mrs.), until you are invited to move to a first-name basis.

In Mexico, business cards are usually exchanged during introductions, and visitors' business cards should be printed in Spanish on one side. Always present the card to your Mexican counterpart with the Spanish side up when exchanging.



Country Guides

Country List (100)

Algeria
 Angola
 Argentina
 Australia
 Austria
 Azerbaijan
 Bangladesh
 Belarus
 Belgium
 Bolivia
 Brazil
 Bulgaria
 Canada
 Chile
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 Croatia
 Cuba
 Czech Republic
 Denmark
 Dominican Republic
 Ecuador
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El Salvador
 Estonia
 Ethiopia
 Finland
 France
 Germany
 Ghana
 Greece
 Guatemala
 Hong Kong
 Hungary
 India
 Indonesia
 Iran
 Iraq
 Ireland
 Israel
 Italy
 Japan
 Jordan
 Kazakhstan
 Kenya
 Kuwait
 Latvia
 Lebanon

Libya
 Lithuania
 Luxembourg
 Malaysia
 Mexico
 Morocco
 Myanmar
 Netherlands
 New Zealand
 Nigeria
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 Oman
 Pakistan
 Panama
 Peru
 Philippines
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 Qatar
 Romania
 Russia
 Saudi Arabia
 Scotland
 Serbia
 Singapore

Slovakia
 Slovenia
 South Africa
 South Korea
 Spain
 Sri Lanka
 Sudan
 Sweden
 Switzerland
 Syria
 Taiwan
 Tanzania
 Thailand
 Trinidad and Tobago
 Tunisia
 Turkey
 Uganda
 Ukraine
 United Arab Emirates
 United Kingdom
 United States
 Uruguay
 Uzbekistan
 Venezuela
 Vietnam



Country Guides

Features for Each Country

OVERVIEWS

Trade Overview
Business Overview
Country Snapshot
Country Facts

ADVERTISING & MARKETING

Advertising Law

BUSINESS CULTURE

The Business Experience
Decision Making
Meetings
Negotiating
Entertaining
Attire
Businesswomen
Business Workweek

BUSINESS FORMATION

Starting a Business

BUSINESS TRAVEL

Climate
Customs Entry Travelers
Emergency Numbers
Hotels
Tipping
Visa and Passport
Weather Forecast
Disease Risks and Prevention
Health Advisories
Health Care System
Immunization
Insurance and Med-evac
Directory of Health Services

COMMUNICATIONS

Dialing Guide
Emergency Numbers
Cell Phone Dialing Guide
Internet Access
Postal Service

COUNTRY PROFILE

Demographics
Geography
Government
Government Leaders
Economy and Trade
People

CULTURE

Gift Giving
Greetings and Courtesies
Holidays
Stereotypes
Time Orientation
Women in Business
Women in Culture

EMBASSIES AND CONSULATES

...in Country of Other Nations
...of Country Abroad

EXPORT

Basic Process
Documents
Restricted and Prohibited
Special Provisions
Contacts

HISTORY

Historical Timeline

IMPORT

Basic Process
Documents
Duties and Taxes
Registration Requirements
Tariff Classification
Restricted and Prohibited
Special Provisions
Non-Tariff Barriers
Standards, Testing, etc
Contacts

INVESTMENT CLIMATE

Investment Climate 2014
Investment Climate 2013
Investment Climate 2012

LANGUAGE TRANSLATION

Video Dictionary
Essential Terms
Accounting
Advertising
Computers
Contracts
Countries and Capitals
Internet
Legal System
Marketing
Numbers
Professions
Travel General
Travel Items
Travel Services

MEDIA OUTLETS

Newspapers
Television Stations
Radio Stations
Periodicals

MAPS

Maps (9 Thematic)

MONEY AND BANKING

Currency Overview
Banknote Images
Coin Images
Currency Converter
Major Banks

NAMES

Name Structure
Surnames (Family Names)

NEWS FEEDS

Top Stories
Agriculture
Banking
Business
Crime
Export
Finance
Import
Trade

SEAPORTS

Seaports

SECURITY BRIEFING

Security Assessment
Travel Warnings
Threats to Safety and Security
Crime
Money and Valuables
Transportation Safety
Local Laws
Crime News Feed

TAXATION

Corporate Taxation 2014
Corporate Taxation 2013
Corporate Taxation 2012
Individual Taxation 2014-15
Individual Taxation 2013-14
Individual Taxation 2012
VAT, GST, and Sales Taxes 2014
VAT, GST, and Sales Taxes 2013
VAT, GST, and Sales Taxes 2012

TRADE

Trade Profile 2014
Tariff Profile 2014
Trade Agreements
Trade News Feed





Trade Tools

ACRONYMS & ABBREVIATIONS

Acronyms/Abbreviations

AIR TRANSPORT

Cargo Aircraft
Air Freight Containers
World Airport IATA Codes
World Airports Information
Airline Codes

BASICS OF INT'L TRADE

Foreign Exchange
Importing
Exporting
Contracts

BUSINESS ENTITIES

Business Entities Worldwide

COMPUTER TERMS

Computer Terms

COUNTRY CODES

Country Codes

CURRENCIES OF THE WORLD

Currencies of the World

DICTIONARY OF INT'L TRADE

A to Z Definitions

EMBASSIES AND CONSULATES

...in Country of Other Nations
...of Country Abroad

EXPORTING FROM THE USA

Basic Guide to Exporting
Export Tariff Codes
BIS Regulations
Denied Persons List
Entity List
Specially Designated Nationals
Unverified List
Contracts

IMPORTING TO THE USA

Commodity Index
Harmonized Tariff Schedule
US Customs Rulings
US Customs Documents

INCOTERMS

Incoterms 2010
Incoterms 2000

INSURANCE, GUIDE TO CARGO

Guide to Cargo Insurance

INT'L DIALING TOOLS

International Dialing Guide
International Dialing Codes

INTERNATIONAL PAYMENTS

Documentary Credits
Letters of Credit

MEASUREMENT CONVERTER

Measurement Converter

NAFTA

Overview
Text
Implementation
Documentation

OCEAN TRANSPORT

Cargo Vessels
Cranes
Ocean Freight Containers
Seaports of the World
Distances Between Ports
Vessel Classifications

RAILCARS

Guide to Railcars

RESOURCES FOR INT'L TRADE

Books and Directories
ICC Publications
Periodicals and Reports
Country Series Books
Trade Associations
Academic Institutions
Travel Websites
Trade-Related Websites
Other Information Sources

SECURITY

C-TPAT
FAST
ACE
PAPS
PARS
C-TPAT Seal Requirements
Automated Manifest System
CSI
AMR (24-Hour Rule)
Food Facility Registration
ISPS Code
Maritime Transp. Security Act
E.U. Maritime Legislation
10+2 Rule
ISO 28000
Data Security
Industrial Espionage
Security Glossary

SOURCING GUIDE

Sourcing Guide

TRADE TERMS IN 8 LANGUAGES

Trade Terms in 8 Languages

TRUCK TRAILERS

Guide to Truck Trailers

WEIGHTS AND MEASURES

Weights and Measures