

# CLAIMS DOCUMENTATION REQUIREMENTS

## for Open Account Transactions

These are the documents you must have as evidence of your specific transaction(s) and for compliance with EXIM's policy requirements.



**TIP:** [click here](#) for more information about EXIM's claims timeline.

## Buyer Obligation

This batch of documents is referred to as the buyer obligation and consists of three parts; all documents must be consistent on their face and specify both your name and the name and address of the buyer in the buyer's country. Shipping documents should be issued by an unaffiliated third party (unless otherwise approved by EXIM).

## Additional Documents

1

**Purchase Order or Sales Contract**

2

**An Invoice**

3

**Bill of Lading** from a 3rd party carrier  
*(Or other shipping document that evidences your export)*

4

Evidence of at least one  
**Written Demand for Payment**  
*(e.g., email communication)*

5

**Payment (Ledger) Experience** with the Buyer  
*(For the period beginning one year before the oldest claimed shipment took place)*

**EXIM** EXPORT-IMPORT BANK  
OF THE UNITED STATES

This is a descriptive summary to be used only as a general introductory reference tool. The complete terms and conditions of the policy are set forth in the policy text, applications, and endorsements.