

## **Abstract**

AGC Flat Glass (Thailand) PLC is a glass company that produce and distribute glass product. They continue development technology to produce the product that serve the world demand such as exterior and interior glass, furniture glass, safety glass or energy saving glass. They distribute both domestics and exports market. For effectiveness in exporting the important point is we need to understand in export documents process and function.

The objective of studying about the preparation of export documents of AGC Flat Glass (Thailand) PLC is to understand in documents process and function to reduce a missing point in the process. The documents that we need to know are Invoice, Packing List, Bill of Lading, etc. Regarding to the practice of cooperative education in the export department of AGC Flat Glass (Thailand) PLC, student had learnt about export document process, how to operate with internal and external company for an information to prepare export documents. We learnt that the problem of document preparation is if they not manage or operate without providence, it will be caused of delay in whole export process.

The result of this study is to know and understand the documents that exporter need to prepare for quickly and reduce missing in their operation.

**Keywords:** exporting/ export documents/ Invoice/ Packing List/ Bill of Lading