



LSM103

EFFECTIVE IMPORT & EXPORT Procedures

Course Introduction:

International trade has been conducted by many companies for many years-in more recent times however, the growth in international sourcing/importing has meant that many companies have found they do not have the appropriate knowledge and know how.

This training program looks at the essentials trade, import and export and freight management. It will give a structured approach so you can analyse and then improve your international trade operations.

Course Objectives:

At the end of the course participants will be able to:

- Gain the financial benefits that effective international supply chain management can bring
- Determine how time "secretly" builds up in supply chains and that time is cash
- Be able to understand, recall and apply improvements after the seminar for work based application
- Best in class practices and to apply best practice
- Understand the role of forwarding agents in international trade
- Understand transport and shipping operations
- Examine operations for cost/service improvements
- Control operation effectively and to apply models for ongoing improvement

Who Should Attend?

- Those having some responsibility for buying from overseas and for forwarding/import activities
- Traffic managers, forwarding managers, shipping managers, logistics/supply chain managers and expeditors
- Those existing managers/supervisors, who need "confirmation" of their current operation
- Supply, Buying, Purchase, Logistics, Materials and Supply Chain Managers
- Those who are looking for business gains and benefits from managing their supply chains more effectively

Course Outline:

International Trade

- Reasons for international trade
- Why do people Buy/Sell overseas

- Features of International Trade
- Supply/Demand variables
- International Trade Terms of sale and Delivery
- Incoterms
- Payments
- Documents
- Insurance
- Logistics viewpoints
- Customs and Excise in International Trade
- Systems and process and operational activity

Import & Export Procedures

- Freight transport Operations
- Mode characteristics and key features
- Full load movements to parcels and use of couriers
- Chartering, liner and Shared/Network services
- Freight calculations
- Costing operations
- Best practice
- Models for transport planning
- Service frequency
- Service provider variables

Legal Documentation Aspects

- Legal aspects and Liabilities
- Agent and principal relationships
- Agent and carrier liabilities
- Terms and conditions of trading
- Contract terms used in International Trade
- The Documentation Chain
- Shipping instructions
- Letters of credit
- Banking procedures
- Movement documents
- Consular
- Invoices & Packing lists
- Import licenses and controls
- Rent and demurrage charges
- Processing for customs clearance

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work

Course Fees:

To be advice as per course location. This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session