



SP205

IMPORT-EXPORT PROCEDURE Documentation

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 programme 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:

This course is designed to give participants an overview and an in-depth understanding and knowledge of the functions of the various shipping documents and the import/export procedures. This seminar aims to provide both the practical and theoretical aspects of the latest and the most effective ways doing import/export.

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

International Shipping Documents

- Importance and proper uses of documents
- Understanding B/L and AWB and its implications
- Operation of Packing List & Invoice
- Certificate of Origin uses and applications
- How to apply for Shipping Guarantee

Cargo Insurance Policy

- Reasons for cargo insurance
- Changes in the insurance policy
- The Institute Cargo Clauses
- Exclusion Clauses
- Claims Procedures
- Documentation of claims

Letter of Credit

- Applications of DA and DP
- Types of payment in international trade
- Step-by-Step operation of L/C
- Types of Letter of Credit

How to Ensure Accurate Documentation

- Bill of lading
- Bill of exchange

- Commercial invoice
- Consular invoice
- Customs invoice
- Pro-forma invoice
- Insurance policy/Certificate
- Mate's receipt
- G.S.P Certificate of origin
- Sanitary Health Certificate

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
- Discussion
- Presentation

Course Fees:

To be advised as per the course location. This rate includes participant's manual, and-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

