

2 – DAY IMPORT, EXPORT DOCUMENTATION, PROCEDURES & INCOTERMS 2020



Introduction

Knowledge of import and export procedures is a key part of the supply chain process. Various types of documentations are involved in export & import activities. It is therefore important to understand the role of each document and its requirements in international trade. These requirements also keep on changing. Irregular documents creates problems and result into delay in delivery of the goods. Incoterms are authoritative rules for determining how costs and risks are allocated to the parties and can significantly reduce misunderstandings among traders, thereby minimize trade disputes and litigation. International Chamber of Commerce (ICC) has launched International Commercial Terms (Incoterms) 2020, the newest edition of the renowned trade terms for the delivery of goods. The new rules become effective from 1 January 2020.

This 2 days course will provide a complete and comprehensive insight into import & export procedures, Shipping Documentation & Incoterms 2020. The course will suit both beginners and those who have more than a basic understanding of import & export regulations.

Course Objectives

By the end of this course, you will be able to:

- To enhance participants knowledge & skills on the Import & Export Procedures.
- Develop Participants knowledge on documentation, Custom Ruling & Facilities.
- To help participants understand the responsibilities of the Seller & Buyer under Incoterms.
- To assist participants understand Sales/Purchase Contracts, Cargo Insurance & Packing for Shipping
- Understand the difference: Incoterms 2010 vs Incoterms 2020

Methodology

- Lectures
- Presentation
- Group discussions/interactions
- Case studies

Who Should Attend?®

- Logistics, Sales, Procurement, Planning Managers
- Logistics, Sales, Procurement, Planning Executives/ Officers/ Supervisors
- Logistics, Sales, Procurement, Planning Team Leaders and Clerical staff

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Course Outline

MODULE 1: INTERNATIONAL TRADE

- Issues in International Trade
- Shipping Risk
- Contract & Cargo Insurance

MODULE 7: DECISION MAKING

- Incoterms Review
- Common mistakes in using Incoterms
- How to use Incoterms 2020

MODULE 2: SHIPPING DOCUMENTATION & PROCEDURES

- Shipping Documentations
- Import License
- Export & Import Procedures

MODULE 8: CASE STUDIES & GROUP DISCUSSION

MODULE 3: CUSTOMS RULING & FACILITIES

- Customs Duty
- SST, Excise Duty & Levy
- Facilities (Bonded Warehouse, FTA, Direct Release System)

MODULE 4: INCOTERMS 2020 OVERVIEW

- Introduction to Incoterms 2020
- Purpose & Scope of Incoterms
- The importance of Incoterms

MODULE 5: INCOTERMS 2020 DETAILS

- Risk Transfer Points
- EXW, FCA, CPT, CIP, DPU, DAP, DDP
- FAS, FOB, CFR & CIF

MODULE 6: INCOTERMS SUPPORT TOOLS

- The difference: Incoterms 2010 vs Incoterms 2020
- Factors to consider for choosing Incoterms
- Analysing the most commonly used Terms

