

# Export Procedures & Documents

1 Day EXPD

## OVERVIEW

This practical course helps participants to understand and work through the procedures and paperwork involved with conducting international trade.

Correct documentation is vital in international trade and directly impacts on one's prospects of securing payment. Good customs compliance is also vital, and can save costs and increase profitability. This practical course provides an overview of the main documentation and procedures involved in a typical trade transaction and will demonstrate how these benefits can be achieved.

## DESIGNED FOR

Suitable for those with little export experience who want to understand the basic terminology and activities involved in exporting. It is also a good refresher for those returning to export.

## TOPICS COVERED

### Introduction

- The four key export contracts

### The Key Export Documents

- Commercial functions of documents
- Typical export documents
- What determines which documents are raised?
- Learn a formula to predict document requirements
- How and why documents are used
- Understanding the export cycle

### Checking Documentation

- Understand how to check shipping documents for accuracy
- Learn how to complete a good export invoice
- Recognise the differences between pro-forma, commercial and shipping invoices

### Payment Methods and How the Documents Fit In

- Overview of the four main payment methods
- Open account
- Cash in advance
- Documentary collections
- Documentary letters of credit
- How the documents fit into the payment methods

### Typical Transport Documents

- Bills of lading
- Airway bills
- Understand the difference between negotiable and non-negotiable instruments

### Marine Insurance

- When to insure and who insures?
- Understand the governing principles
- The certificate of insurance

### Customs Procedures and Requirements

- The functions of Customs and Excise
- Traders' obligations and the law
- Customs controls
- Statistical collection (using SAD and Intrastat) and your responsibilities
- Collection of customs duties and taxes
- Customs procedures for GCC and non-GCC countries
- Examine opportunities for saving costs
- Using customs concessions to commercial advantage



## EXTRA NOTES

*An equivalent course is available in Arabic. Please call us for details.*