

## *Letters of Credit Operations*

This course is of key benefit to Finance, Credit Management, International Shipping, Customer Services, Order and Account Management personnel.

The course provides participants with practical knowledge of Export Documentation required for Letters of Credit which they will then be able to apply in their business to simplify the process.



### OBJECTIVES

- To equip participants with the updated knowledge of essential banking payment processes, important for higher risk markets.
- To help course participants understand the issues causing discrepancies on presentations to banks for payment.

### Upon completion of this course, participants will be able to understand:

- Banking processes and compliance requirements for Documentary Credit presentations.
- The structure and format of a letter of credit (L/C) and the relationships between L/Cs and the main documents, for example: Commercial & Transport documents, Bills of Exchange (Drafts) and other documentary requirements;

### COURSE BENEFIT ASSURANCE

⇒ A detailed review of your Letters of Credit issues will take place with a pre-course questionnaire review followed by ongoing support for one month after the course.

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### COURSE OUTLINE

- ▶ **Financial Risks inherent to Exporting**
  - Information sources
  - Incoterms 2010 developments
- ▶ **International Payment Criteria**
  - Bills of Exchange
  - Documentary Letters of Credit (L/C)
  - Types of documentary credits
- ▶ **Commercial Operations**
  - Terms and Conditions under L/C's
  - L/C applications to Banks
  - Parties to the contract
  - Assisting buyer to open the L/C
- ▶ **Letters of Credit (L/C's)**
  - Documentary Credit conditions explained
  - Understanding the Process
  - Advantages and disadvantages in shipping under Documentary Credits
  - Keywords in documentary credits
- ▶ **Negotiating L/C contracts**
  - Parties to the contract
  - Key Management Responsibilities
  - Role of Finance and Credit Management
- ▶ **Documentary Credit Cycle**
  - Application, Issuance, Shipments,
  - Planning and Organising the process
  - Improving LC processing effectiveness
- ▶ **Documents under L/C's**
  - Transport Documents
  - Commercial Documents
- ▶ **Procedures to improve the process**
  - Operating Procedures
  - Generating compliant documents
  - LC Control Register
  - LC Procedure Checklists.
  - Managing Deadlines and Critical Timescales
  - Practical application of UCP
- ▶ **Review**
  - Documentary exercises
  - Questions & Answers

## *Letters of Credit Operations Course*

Please return your booking to [training@export-edge.com](mailto:training@export-edge.com)

Total number of place(s) to be reserved with this booking: .....		€.....	
Company Name:			
Company Address:			
Telephone:		Fax:	
1 <sup>st</sup> Applicant	Name:		
	E-Mail:		
	Job Title:		
2 <sup>nd</sup> Applicant	Name:		
	E-Mail:		
	Job Title:		

\* Course fee payable 15 days in advance. Late cancellations within 7 days are subject to 50% administration fees.

Contact us for more information on (+353) 1 676 6894



Austin Rutledge initiated e-Learning product developments covering Letters of Credit, which have been successfully licensed to over ten thousand personnel within international banks and multinational trading groups globally. Export Edge syndicate partners include the International Chamber of Commerce (Paris), Deutsche Bank (London) and Coastline.

[Export Edge](http://www.export-edge.com) is an International Training and Consultancy company founded in 1992, who provide industry focussed training and services within the International Trade industry sector.

- Letters of Credit Contract negotiation and Export Compliance Documentation outsourcing /management services.
- International Credit and Payment management services. International Trade Finance Solutions, covering outsourcing and management services.
- Technical documentation and payment management services.
- Specialist Recruitment and Contract Staff Services.

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