



Export Procedures & Documentation

This course provides the exporter with a valuable introduction to International Trade Documentation and Exporting Processes, which covers the Import and Export Functions.

A myriad of import/export regulations face the company involved in international trade, including difficulties with export documentation, delays on shipment or getting paid, not to mention penalties for non-compliance.

Objectives

This one day course will guide you to learn about the export/import procedures for growth markets. Participants will achieve practical experience of Export Terms and Documents in International Shipping and Trade.

Course Benefit Assurance

A detailed review of your trade issues will take place with a pre-course questionnaire review followed by ongoing support for the week following the course.

Target Audience

This course is a must for those supervisory and key personnel expanding their markets worldwide and for those planning to trade with new international markets.

Course Outline

- **International Trade Risk Assessment**

- **Managing Export Contracts**
 - Fulfilling Customer needs
 - Assessing International Market Opportunities and Risks

- **ICC INCOTERMS**
 - Applying new International Commercial Terms (ICC INCOTERMS 2010)

- **Commercial Documents**
 - Agreeing Pro-Forma Invoice and Export Documentation requirements
 - Designing your Export Quotations
 - Pro-Forma Invoice
 - Commercial Invoice

- **Modes of Distribution**
 - Air, Sea, Road & Rail
 - Transport Documents
 - B/L, AWB, CMR, etc

- **Shipping Case Study**
 - Planning and Organising
 - Financial costing issues
 - Case Discussions

- **Customers and Transport Partners**
 - Shipping Instructions
 - Documentary issues
 - Third Party issues.

- **Insurance**
 - Marine Cargo Insurance

- **Questions and Review**



Booking Form

COURSE VENUE: 11 Merrion Square North, Dublin 2

Lunch & refreshments, plus Intensive lectures & practical exercises are included. Course certificate will be awarded upon completion.

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

* Course fee payable latest 21 days in advance. (Refunds: prior to 14 days 90%, 7-14 days 50% refund. Less than 7 days no refund, substitutions welcome).

Return this booking form to training@export-edge.com

Export Edge is an International Training and Consultancy company founded in 1992, which 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.*

Recognised by



Export Edge Training

11 Merrion Square - Dublin 2 - Ireland | training@export-edge.com |
+353 (1) 676 6894