

Export Documentation & Procedures

This Export Operations seminar is geared to those participants with a working knowledge of exporting or those new to exporting. The topics will be presented from this perspective and will provide an in-depth understanding of all aspects of exporting. It will take you through the entire process from order inception to the delivery of goods to their destination with a focus on many of the more complicated aspects of an export transaction.

Global trade and logistics can be complex, even the most experienced exporter needs to refresh and expand their skills. Exporting, logistics & supply chain management is a process that is ever changing and becoming more complex.

HOW WILL PARTICIPANTS BENEFIT:

The program will cover:

- How to prepare an export quotation
- Basics of Export Controls
- Importance of Landed Cost
- Understanding of Incoterms 2020 & payment terms
- Determining country documentation requirements
- Commercial vs transport documentation
- Proforma vs commercial invoice
- How to prepare a complete and accurate commercial invoice
- How to prepare a proper packing list
- Understand non-preferential and preferential certificates of origin
- The role of the freight forwarder in preparing documentation
- Cargo Insurance vs Carriers Liability
- Basics of Air and Ocean freight
- Basics of HazMat
- Proper filing on an EEI
- And much more

Who Should Attend

- Exporters and professionals involved in the Sales, Marketing, Traffic, Logistics, Documentation or Credit Departments of firms doing business internationally
- Manufacturers and distributors who are looking to expand their markets abroad.
- Anyone new to global trade, logistics and supply chain management.