

INTERNATIONAL TRADE Documentation, Paperwork & Payments



Held at the Hull Chamber Training Office
34-38 Beverley Road, Hull, HU3 1YE.

Thursday 13th October 2011
9.15am - 4.00pm

THE COURSE

This one day course examines the documents needed in International Trade and pieces the jigsaw together, providing an understanding of What, Why, Where and When. We examine issues from both the Importer's view and the Exporter's view so both have an understanding of the complete process thus ensuring better understanding and hopefully trouble free contracts.

The programme will include: -

- The paperwork - enquiry to payment summarised
- Brief introduction Sitpro etc
- Customs Entry (New Export System)
- Shipping Methods, Insurance & Terminology
- Movement Documents - Road - Rail - Air - Sea
- Terms of Payment - Security of Payment
- Checking the credit - check list example
- VAT Import Regulations & Duty Deferment
- Documents examined in detail under each heading - EU/EFTA etc documents - EUR1 - ATR 1 - C88 - Certificates of Origin - EU - Arab
- Incoterms 2000 - Main points summarised
- Enquiries, Quotations Proforma invoice & Purchase Orders
- Costings - Export costing sheet example, Import costing sheet example
- Cash with Order - Documentary Collection - Letters of Credit - Open Account
- Bills of Exchange - ICC publication 522, Letters of Credit - UCP 600
- Exporters - Getting the credit you want - tips and example letter
- Importers - Getting agreement for the credit you want - tips and example letter
- Doctrine of strict compliance w Presentation of documents
- INTRASTAT & VAT returns w Import Controls & Procedures
- Export controls and Import Restrictions
- Freight forwarder's role
- Customs entry - Imports
- Harmonised System
- VAT and the EU
- Directory
- Inward Processing Relief (IPR)
- VAT & INTRASTAT • Directory

THE PRESENTER

The course will be presented by Mike Strawson MIEA AIBC, a Global Advisory Board Member of The International Import-Export Institute, JETS Accredited Trainer.

FEES

The fee, which includes lunch, refreshments and course notes will be:-

Chamber members: £140.00 plus VAT

Non Chamber members: £180.00 plus VAT

CTHL Students: £70.00 plus VAT



***For further details and bookings, please contact: Carol Gill on 01482 611896
or email c.gill@chambertraining.com***