

SUCCESSFUL IMPORTING AND EXPORTING

IN-HOUSE TRAINING

WHAT'S INCLUDED

AstroTech Training will provide:

- > A detailed manual/workbook and electronic copy of course material
- > Professional presentation of the course content, case studies and practical exercises
- > One month of free telephonic and e-mail support included
- > Certificate of completion
- > Delivery of course material *(unless otherwise arranged)*
- > Travel and Accommodation for the Facilitator *(if required)*

PLEASE WILL YOU PROVIDE:

- > A suitable training venue with data projector
- > White Board and/or Flip Chart and markers
- > Lunch and refreshments daily

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★ COURSE OVERVIEW

There is a lot more to international trade than placing an order! For your company to thrive in the growing global economy and reap the benefits of the lucrative international trade arena, you or your staff need to gain the skills and knowledge to enter the marketplace both quickly and economically. Behind the glitter lies a maze of complicated regulations and ever increasing competition. In order to assist businesses to gain the necessary skills and knowledge to operate successfully, AstroTech is running a training course on "Successful Importing & Exporting".

The course includes the following key topics:

- > The Importing and Exporting Process
- > Import and Export Requirements
- > International Trade Terminology
- > Government Regulations
- > Tips for Importers and Exporters!
- > International Banking and Foreign Exchange
- > Shipping Methods
- > Pre-shipment Inspection Procedures
- > Payment Terms and the Letter of Credit
- > Documentary Letters of Credit
- > Costing for Export Requirements
- > Cultural issues when Exporting
- > Developing an Export Plan
- > Desk and Field research for Exporting
- > Ensuring that you have a good Export Strategy
- > Registering as an Exporter
- > Freight Forwarders and their Roles
- > The International Freight Forwarder
- > Export Quotations
- > Pro-forma Invoices
- > International Purchase Orders
- > Customers documentation and Procedures
- > The Harmonised Tariff System
- > Exporting to Africa and Internationally
- > Transport and Harbour documents
- > Exchange Control documents and Import documents
- > INCOTERMS 2000
- > The Role of Customers and Import Control
- > Custom Tariffs, Import Duty and Bills of Entry
- > VAT and it's application in Transport costs
- > The Local Clearing Agent
- > Value for Duty Purposes
- > Customs and Import Control
- > Customs Clearance and Delivery
- > Breakbulk, FCL & LCL Shipments
- > Cargo Release after Customs Clearance
- > Rebates, Drawbacks and Refunds
- > Claims relating to Undelivered or Damaged Cargo
- ... AND MUCH MORE!



COURSE INFORMATION

★ WHO SHOULD ATTEND

- Export and Import managers and staff
- Shipping managers and staff
- Sales managers operating in International markets
- Forwarding representatives and sales staff
- Buyers and procurement managers
- Anyone else with an interest in import and/or exporting

★ TAKE HOME TOOLS

- A detailed manual/workbook and electronic copy of course material
- A notepad & pen
- One month of free telephonic and e-mail support included

★ OUTCOMES

After attending this course attendees should:

- Understand the complete Import and Export Process
- Ensure that you have a workable Import/Export plan and strategy
- Ensure awareness of the many factors involved when Exporting and Importing
- Understand the documentation requirements for Exporting and Importing
- Network with other professionals with a similar interest

★ TERMS & CONDITIONS

- **PAYMENTS:**
Payment terms are **30** (thirty) days from date of course completion. The final invoice will be based on the **confirmed minimum number of delegates** provided as follows:
COURSES INSIDE GAUTENG: At least **SEVEN** working days prior to the course
COURSES OUTSIDE GAUTENG: At least **TEN** working days prior to the course
Absent delegates are charged for.
- **POSTPONEMENTS:**
POSTPONE WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 25% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
Once you have postponed, you **cannot** subsequently **cancel** without being liable for the **FULL** course fee.
A new date convenient to both parties will be agreed upon, however all postponements need to be utilised within **SIX** months of the original scheduled course date.
- **CANCELLATIONS:**
CANCEL WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 50% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
- **PRESENTERS:**
Should it be necessary, AstroTech Training reserves the right to substitute the presenter.
- **VENUE:**
If you have chosen to use the AstroTech Conference Centre as the venue for your training, the terms and conditions specific to Conferencing will be provided separately for your acceptance and signature.
- **COMMUNICATION:**
When a person registers on the AstroTech website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise from AstroTech and/or its business partners.
- **DISCLAIMER:**
AstroTech Training will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.