



global training center

# EXPORT

## Documentation and Procedures Seminar

8:30 a.m. to 4 p.m. (1 hour lunch and two 15 min breaks)

Reference book Exporting Regulations Documentation Procedures

### I. STRUCTURING EXPORT SALES TO FOREIGN MARKETS

- Structuring Foreign Sales
- Export Order Process

### II. NEGOTIATING YOUR CONTRACT AND MEETING ITS TERMS

- What is a Contract?
- Contracts for International Sale of Merchandise
- Puerto Rico's Commercial Code
- Arbitration

### III. INCOTERMS® 2010, PRODUCT TRANSPORTATION & RISK OF LOSS ( cursory overview)

- Terms for Any Mode
- Maritime Terms

### IV. FORMS OF PAYMENT (In book for reference but not covered in class)

### V. CUSTOMS & TARIFF PLANNING CONSIDERATIONS

- Tariff Classification
- Product Valuation
- Other Tariff Considerations

### VI. EXPORT CONTROLS

- Export Control Reform
- Applicability of the EAR
- Commerce Department Export Controls: Are You Subject to the EAR?
- Anti-boycott Regulations
- Penalties for Export control Violations
- State Department Controls on Munitions Exports
- Office Foreign Assets Control

### VII. FREIGHT FORWARDERS, PACKING, TRANSPORTATION AND INSURANCE

- Freight Forwarders
- Authorizing a Forwarder
- Transportation Costs
- Packaging
- Ocean Transportation
- Air Transportation
- Insurance and the Insurance Certificate

### VIII. REPORTING THE EXPORT

- Reporting the Export Shipment

### IX. EXPORT DOCUMENTATION

- Documentation and The Details (Quotations in Practice, Counteroffer, Formal Quotation, Commercial Invoice, Packing List, SLI, Certificates of Origin, The Electronic Export Information, Bill of Lading)
- Documentation For An Ocean Freight Shipment