

Export-Import Management and Opening LC & Documentation

Syllabus

The objective of export import management training is to discuss the issues on securing export import orders and ensuring timely shipment of goods as per prescribed norms of quality and other specifications including terms and conditions agreed to between the exporter and importer. In simple terms, export import management is the application of managerial process to the functional area of exports & imports. It is a form of management which is required to bring about coordination and integration of all those involved in an export import business. It is, thus, concerned with securing export- import orders and achieving their successful completion in time as per the requirement specified by the exporters and importers.

The aims and objectives of this qualification are to enable participants to:

- To discuss the operational procedures of Letter of Credit (LC) with proper documentation.
- To familiarize the participants with the basic concepts and issues of Export-Import Management.
- To improve the capacity of the participants that interested to boost up their profession in the trade service area.
- To acquaint them with the principles, laws, procedures and techniques adopted in payment and financing of export-import in Bangladesh.

Modules		Takeaways	Key Exercise/Quiz
Module 1 (Day 1-2)	Export-Import Management	<p>A. An overview on International Trade, Payment and Finance</p> <p>B. Basic Concept on Regulations:</p> <ol style="list-style-type: none"> Domestic: FERA, GFET, Export-Import Policy International: UCPDC, UCP, URC, URR, INCOTERM <p>C. Import Management</p> <ol style="list-style-type: none"> Concerned Authorities, Types of Import and Importer Details about different terminology of Import Issuance and Renewal Procedures of IRC Details about different types of Letter of Credit (LC) Methods and Instruments of Payment Time Duration of LC opening, Shipment, Payment Source of Finance for Settlement of Import Bill <p>D. Export Management</p> <ol style="list-style-type: none"> Concerned Authorities, Types of Exporter Details about different terminology of Export Issuance and Renewal Procedures of ERC Details about different types of Export LC Methodology of Scrutinizing Export Documents Details about Bill Payment, Discount and Purchase Time frame of Shipment, Collection of Export Proceeds Methods of different Export Finance for Exporters 	Review of the session
Module 2 (Day 2)	Opening LC and Documentation	<p>E. Opening Letter of Credit</p> <ol style="list-style-type: none"> Discussion about the steps and procedures for opening different type of Import LC Discussion about the cancellation of LC <p>F. Documentation of Letter of Credit</p> <ol style="list-style-type: none"> Discussion about the documentation for opening different type of Import LC Discussion about the delivery and endorsement of the shipping documents in respect of Export LC 	Review of the Session (Day-02) & Assessment