

EXCELLENT TRADE CONSULTANCY (IPO506453-A)



COURSE TITLE

PREPARATION OF SHIPPING DOCUMENTS – UNDER LETTER OF CREDIT

COURSE OBJECTIVES

On completion of the course you will have developed a good foundational understanding of preparation of shipping documents under Letter of Credit for firms and SMEs which operates their commercial business activities related to export and import Letter of Credit trade facility. This course also prepares you to develop excellent skills in identifying technical conditions and executing shipping documentation specifically using a Letter of Credit. You will learn to prepare zero free discrepancies in you required documents. You will be provided some case studies and expose you to interactive activities that provide you excellent knowledge. Further this course will assist you to acquire knowledge to execute your relevant required documents just in time.

LEARNING OUTCOMES

After the program, participants will be able to:

- Identify all required and technical conditions of a letter of credit, prepare and design a full set of shipping documents accurately.
- Manage and prepare zero defect shipping documentation and on a timely manner in order to meet the shipment schedule and customer requirement.
- Able and be well verse with terms, words, conditions, rules, regulations used in letter of credit and shipping documents domestically and internationally.

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TARGET AUDIENCE

Practitioners who engaged in Financial Institutions or Banks, Corporates Firms, Manufacturing, Export, Import, Shipping, Trade Finance, Credit, SMEs with an interest in executing shipping documentations.

LEARNING METHODOLOGY

Seminar, class participation and interaction, printed materials, face to face lecture, case studies and activities.

COURSE OUTLINE

DAY 1	CONTENTS COVERAGE
	<ul style="list-style-type: none">• The Holistic of Shipping Documents
	<ul style="list-style-type: none">• Letters of Credit-What is it?
	<ul style="list-style-type: none">• Identifications of Documents Used
	<ul style="list-style-type: none">• Checklist
	<ul style="list-style-type: none">• Checking, Drafting and Controlling
	<ul style="list-style-type: none">• Consulate Application and Trade Documents Endorsement
	<ul style="list-style-type: none">• Import and Export Trade Declaration Documentations
	<ul style="list-style-type: none">• Designing Your Documentation Template
	<ul style="list-style-type: none">• Case Study & Class Activities
DAY 2	CONTENTS COVERAGE
	<ul style="list-style-type: none">• UCP600 and Applications on Shipping Documents
	<ul style="list-style-type: none">• Applying the Suitable or Correct Incoterms 2010
	<ul style="list-style-type: none">• Import Documentation
	<ul style="list-style-type: none">• Export Documentation
	<ul style="list-style-type: none">• Parties to Shipping Documentation
	<ul style="list-style-type: none">• Handling Discrepancies Documents
	<ul style="list-style-type: none">• Structuring You Shipping Documents
	<ul style="list-style-type: none">• Pre & Post Shipment Documentation Handling
	<ul style="list-style-type: none">• Case Study & Class Activities