

Advance Certificate Programme on International Trade Operations & Documentation (Online)



Introduction:

International Trade Operations is the core to successful global marketing and generally is referred as soul of foreign trade. An international company has to take care of ensuring that export and import operations result in satisfaction of commercial requirement of the trading partners as well as legal necessity of the transactions. Trade procedures and documentation play a vital and important role in dealing with such related issues. The main objectives of the course are to enable the participants to organize and carry out the internal functions, documentation and financial procedures, which are necessary for effective and profitable exports and imports.

Course Objective:

The overall objective of the course is to understand a process & procedure of exports-imports including the various licenses & approvals that a trader has to take in order to successfully engage in international trade transactions. The specific course objectives are:

- To explain the various regulatory formalities which the firm has to complete for getting started in international trade.
- Understanding the role of trade documentation & procedure in international trade transactions.

Target Audience: Middle Level and Senior Level Management, Entrepreneurs.

Pedagogy: Live Online-Interactive sessions, Case Study Analysis, Assignments and Assessment.

Relevant Industry: Logistics Industry, Export Import Business, Customs.

Reference Materials:

1. Export and Import Management: Text and Cases by Ram Singh
2. Foreign Trade Policy 2015-20
3. Hand Book of Procedure Revised Edition 2008
4. Custom Manual

Session Plan:

Session Plan (Each Unit : 1.5 Hours)				
S No.	Module No.	Session No.	Topics	Readings / Case Study
Module 1	Getting started in international trade	1st, 2 nd , 3 rd	Importance of International Trade; Importance of International Trade to Exporter; International Trade and Global Marketplace Regulatory Requirement For Getting Started; Targeting The Markets; Risks in International Trade; HS Code	Export and Import Management: Text and Cases by Ram Singh
Module 2	Understanding INCOTERMS 2020	4 th , 5 th , 6 th	What Are Incoterms Purpose And Scope Of Incoterms	ICC Publication 2020
Module 3	Mode of payments & export credit risk management	7 th , 8 th , 9 th , 10 th	Introduction to Methods of Payments; Various Methods of Payments; UCPDC 600, ECGC Policies for Risk Coverage	Export and Import Management: Text and Cases by Ram Singh
Module 4	International trade documentation	11 th , 12 th , 13 th , 14 th	Legal Framework of Documentation; The Major Documents Used In International Trade; Commercial Documents In International Trade; Regulatory Documents In International Trade	Export and Import Management: Text and Cases by Ram Singh
Module 5	INTERNATIONAL SALES CONTRACT	15 th	International Sales Contract	Export and Import Management: Text and Cases by Ram Singh
Module 6	MARINE INSURANCE POLICY	16 th	Risks in International Trade – Marine Insurance Policy Clauses	Export and Import Management: Text and Cases by Ram Singh
Module 7	Customs Procedure	17 th	Concept and Rationale; Monitoring Authority; Types and Rate; Mechanism of Rate Fixation Settlement of Claims, including under EDI	Export and Import Management: Text and Cases by Ram Singh

Module 8	Availing Incentives – Duty drawback and Foreign Trade Policy	18 th , 19 th , 20 th	Advance Authorisation, Duty Drawback, EPCG Schemes in FTP 2015-20	Foreign Trade Policy 2015-20
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Learning Outcomes:

At the end of the course, the participants will be able to:

- Able to identify key “social /political/economic and other factors” in the international business environment and develop an ability to integrate international perspectives in decision making.

Programme Details:

Commencement Date: First week of May 2023

Schedule of Classes: Saturdays & Sundays

Mode of Delivery: Online Sessions through MS Teams Platform.

Cost per Participant: Rs. 20,000/-

Course Duration: 30 hrs. (20 sessions)

Course Credits: 3 Credits

How to Apply:

- Participants are requested to fill the online form through the mentioned link.
- Last date to apply: **15-April-2023.**
- Please ensure that all details are filled including the E-mail address. Incomplete applications will not be accepted.
- Tuition fee needs to be paid in two Instalments:

Instalment	Amount	Date of Payment
First Instalment	Rs. 12000/-	15th April 2023
Second Instalment	Rs. 8000/-	21st May 2023



Contact for query:

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