

Export Documentation

In today's busy exporting environment, few exporters have the time to consider the why, the where and the when questions surrounding documentation. Errors and omissions can result in delays or sometimes Customs penalties. This one day course is designed to give delegates formal training in most of the documents they need to complete on a daily basis.

WHO SHOULD ATTEND?

This one day course is suited to delegates relatively new to exporting, and have received little or no formal training. It is ideally suited for sales, accounts, shipping or dispatch personnel. Customer service staff who process export orders, but are not responsible for the administration of the documents, may find some aspects of this course useful.

WHAT WILL YOU LEARN?

The main objective is to help each delegate understand why they are creating the paperwork and the legal significance of the forms. The course will also consider some of the export shipping processes and procedures and help exporters understand the time management requirements.

COURSE CONTENT

- ✓ Export invoicing / declarations
- ✓ Certificates of Origin - Arab and EU
- ✓ NES Export Declarations
- ✓ Intrastat Declarations
- ✓ EUR 1/ATR Movement Certificates
- ✓ Export Licences
- ✓ Bills of Lading
- ✓ Air Waybills
- ✓ Aviation Security Declarations
- ✓ CMR Notes
- ✓ Certificates of Shipment

TRAINER

Mark Burgess is a graduate member of the Institute of Export and a JETS accredited Institute trainer. He has been providing export/import courses for over 14 years and has worked with the DTI, Sitpro, various Chambers of Commerce and Productivity Associations as well as many major manufacturing companies.

COURSE INFORMATION

Venue: Chamber of Commerce, 53 Bugle Street, Southampton
Duration: 9.15am - 4.30pm

Lunch and course materials provided

RELATED COURSES