

International Documentation Seminar

June 5th, 2013 ~~~ 8:30 am to 4:00 pm

Program Overview: How many times have you just filled out a document not knowing what all the required fields meant and copied it from a prior document simply because that has all been how things are done? Have you ever been told that your shipment is “stuck” in customs because of lack of information or a document that is missing or not filled out correctly?

This program will go through each document, step by step, and you will know where to go and what to look for in your own documents to be able to fill them out accurately and know when they are required. Many companies are exposing themselves unnecessarily to shipment delays, customs audits and demurrage charges because there is incomplete or inaccurate documentation for the shipment. Why not learn what documents you should be filling out and how to do it accurately so you can keep your customers, distributors and company ahead of schedule.

Topics covered:

- Understand how to correctly fill out: Commercial Invoices, Packing Lists, Bills of Lading, SED’s, Certificate of Origin, Dock receipts and Fish & Wildlife.
- Shippers Export Declaration- (SED) – Understanding every field and how you are required to fill out each form.
- How to minimize delays in Customs by having all of the information the first time.
- What other documents can be used to reduce delays, eliminate demurrage and shorten your product cycle.
- Why you should be using a DCS statement on all of your invoices both domestic & international.
- Understanding which countries still require a wood certificate.
- What does legalization of documents mean and for which countries is this required.
- Pre-Shipment Inspection’s – Who requires them and how should they be done?
- NAFTA Certificates of Origin – Common errors, when you should/shouldn’t fill one out.

Who should attend? Traffic managers, purchasing managers, shipping/receiving personnel, compliance officer, sales managers, customer service managers, and anyone involved/concerned with international shipments.

About the presenter: Mike Allocca of Allocca Enterprises went through the accelerated executive MBA Program at the University at Albany and worked as a freight forwarder for 10 years. He has conducted hundreds of on-site and public training seminars across the US and the globe.

International Documentation Registration Form - Deadline to Register: May 24th, 2013

Company Name		Street Address/City/State/Zip	
Attendee Name 1	Email	Attendee Name 2	Email

Cost: FREE however; registration is required to attend, no exceptions!
(includes: breakfast, lunch & training materials)

Where: Casino at Lakemont Park - 300 Lakemont Park Blvd., Altoona, PA 16602

Make checks payable to: SAP&DC **Mail to:** SAP&DC | Attn: Tina Taylor
3 Sheraton Dr., Altoona, PA 16601

Questions: Tina Taylor 814-949-6517 or email: ttaylor@sapdc.org



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814-949-6500 Fax 814-949-6505
3 Sheraton Dr., Altoona, PA 16601-9343
www.sapdc.org