

SUCCESSFUL IMPORTING AND EXPORTING

COURSE OVERVIEW

There is a lot more to international trade than placing an order! For your company to thrive in the growing global economy and reap the benefits of the lucrative international trade arena, you or your staff need to gain the skills and knowledge to enter the marketplace both quickly and economically. Behind the glitter lies a maze of complicated regulations and ever increasing competition. In order to assist businesses to gain the necessary skills and knowledge to operate successfully, BizTech is running a training course on "Successful Importing & Exporting". The course includes the following key topics:

- The Importing and Exporting Process
- Import and Export Requirements
- International Trade Terminology
- Government Regulations
- Tips for Importers and Exporters!
- International Banking and Foreign Exchange
- Shipping Methods
- Pre-shipment Inspection Procedures
- Payment Terms and the Letter of Credit
- Documentary Letters of Credit
- Costing for Export Requirements
- Cultural issues when Exporting
- Developing an Export Plan
- Desk and Field research for Exporting
- Ensuring that you have a good Export Strategy
- Registering as an Exporter
- Freight Forwarders and their Roles
- The International Freight Forwarder
- Export Quotations
- Pro-forma Invoices
- International Purchase Orders
- Customers documentation and Procedures
- The Harmonised Tariff System
- Exporting to Africa and Internationally
- Transport and Harbour documents
- Exchange Control documents and Import documents
- Incoterms® 2010
- The Role of Customers and Import Control
- Custom Tariffs, Import Duty and Bills of Entry
- VAT and it's application in Transport costs
- The Local Clearing Agent
- Value for Duty Purposes
- Customs and Import Control
- Customs Clearance and Delivery
- Breakbulk, FCL & LCL Shipments
- Cargo Release after Customs Clearance
- Rebates, Drawbacks and Refunds
- Claims relating to Undelivered or Damaged Cargo

COURSE DATE
29 - 31 October 2012

COURSE DURATION
3 days - 08:30 to 16:30 daily

COURSE FEES
R10 570 (excl. VAT) per delegate

5% discount
for enrolment 2 weeks
prior to course date

WHAT'S INCLUDED

- Dynamic and knowledgeable facilitators
- Training file and a CD
- Certificate of Attendance
- High quality training venue
- Lunch and refreshments
- Parking
- Quality folder, notepad and pen

REGISTRATION DEADLINE

Registration Confirmation must be sent prior to the start of the scheduled course.



WHO SHOULD ATTEND

- Export and Import managers and staff
- Shipping managers and staff
- Sales managers operating in International markets
- Forwarding representatives and sales staff
- Buyers and procurement managers
- Anyone else with an interest in import and/or exporting

OUTCOMES

After attending this course attendees should:

- Understand the complete Import and Export Process
- Ensure that you have a workable Import/Export plan and strategy
- Ensure awareness of the many factors involved when Exporting and Importing
- Understand the documentation requirements for Exporting and Importing
- Network with other professionals with a similar interest

TAKE HOME TOOLS

- Training manual
- Training CD
- A quality folder, notepad and pen
- All delegates receive one month of telephonic support relating to course content

SETA ACCREDITATION

BizTech is accredited as a Training Provider with the Services SETA (No. 3880) Make sure that you complete your Workplace Skills Plan, and you can claim back the relevant percentage of your Skills Development Levies!

IMPROVE YOUR BBBEE SCORECARD

BizTech is proudly Level 1 BBBEE compliant. This means that by sending your staff on our training, you can count 135% of the cost of the course as part of your Skills Development spend - and also boost your rating for Preferential Procurement at the same time!

THE VENUE

The course will be held at the AstroTech Conference Centre, in Parktown, which boasts the unusual combination of an upmarket business venue, security and convenience, in a setting which captures the historic grace and style of Johannesburg's golden era.

Centrally situated, with easy access to both the M1 North & South, and approximately 1.8km from the Gautrain station in Rosebank, we are just around the corner from the Killarney Mall.

For a list of accommodation options nearby, visit www.astrotechconf.co.za/accommodation



TERMS & CONDITIONS

- If the course is not held for any reason, BizTech's liability is limited to the refund of the full course fee.
- Should course expectations not be met for any reason, delegates are given the opportunity to leave before lunch on the first day, and receive a full refund of the course fee.
- Payment is due before the start of the course, unless other terms form part of our Supplier/Client agreement.
- Failure to pay on time does **not** constitute cancellation of the booking, and the Terms and Conditions applicable to Cancellations and Postponements as set out below will apply.
- To avoid possible additional costs, **WRITTEN NOTICE** of any changes to your booking must be received at training@biztech.co.za within the following timeframes:
- **CANCELLATIONS:**
 - CANCEL WITHOUT COSTS:** If you advise us BY EMAIL at least **SEVEN** calendar days before the course
 - PAY 50% OF THE COURSE FEE:** If you advise us BY EMAIL less than **SEVEN** calendar days, but more than 24 hours before the course
 - PAY 100% OF THE COURSE FEE:** If you advise us BY EMAIL less than **24 hours** before the start of the scheduled course, OR if the delegate is **ABSENT** without notification
- **POSTPONEMENTS:**
 - WITHOUT COSTS:** If you advise us BY EMAIL more than **THREE** working days before the course
 - WITH ADDITIONAL FEE (R1,430 PER DELEGATE):** If you advise us BY EMAIL **THREE or less** working days before the course starts, or if the delegate is **ABSENT** without notification, but still wants the option of postponement
- The invoice for the training remains due and payable as at the scheduled start date of the original course booked, and payment terms are not extended for postponements or exchanges to future courses.
- Postponements must be utilised within a maximum of **SIX** months from the scheduled date of the original course booked, or the course fee will be forfeited.
- Once you have postponed, the **CANCELLATION** terms above **no longer apply** to the future course, and you cannot subsequently cancel the booking without being liable for the full course fee.
- **PRESENTERS**
Should it be necessary, BizTech reserves the right to substitute the presenter.
- **COMMUNICATION**
When a person registers on BizTech's website, is registered on an BizTech course or sends an email to BizTech, that person consents to receiving communications electronically or otherwise by BizTech and/or its business partners.
- **DISCLAIMER**
BizTech will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by BizTech to the client.



ENROLMENT FORM

COURSE NAME: **Successful Importing and Exporting** COURSE CODE: **SIEX 20121029**

COURSE DATE: **29 - 31 October 2012**

DURATION: **3 DAYS**

COURSE FEE: **R10 570.00 excl. VAT (per delegate)**

Qualify for a **5% discount**, if we receive your form before: **15 October 2012**

DISCOUNTED FEE: **R10 041.50 excl. VAT (per delegate)**

TOTAL NUMBER OF DELEGATES
TO BE ENROLLED:

DELEGATE DETAILS (Substitutions may be made at any time prior to the start of the training course)

1 First Name and Surname

Position _____ Special Diet:

E-mail _____

Cell No. Office Tel No.

2 First Name and Surname

Position _____ Special Diet:

E-mail _____

Cell No. Office Tel No.

TO REGISTER ADDITIONAL DELEGATES, PLEASE COMPLETE THE INFORMATION ON THE NEXT PAGE.

DIETARY REQUIREMENTS (Insert total no. of DELEGATES requiring special meals PER CATEGORY- meal fees below are **additional** to course fee)

KOSHER: R450 (excl. VAT) per day HALAAL: R305 (excl. VAT) per day VEGETARIAN: Always available at no cost

OTHER: (e.g. allergies, etc) Please specify: _____

Special Needs (e.g. wheelchair, visual disability, etc) _____

COMPANY / ORGANISATION DETAILS (Please supply company details as required for a SARS compliant Tax Invoice)

Company Name _____

Department/Division _____

Postal Address _____ Postal Code

Company VAT Registration No.

Main Company Switchboard No. Fax No.

PAYMENT (Payment is required prior to the start of the training course. **NB:** Use your invoice number as reference on your deposit/EFT)

Purchase Order No. (to be incl. on Invoice if applicable) _____

Do you require separate invoices for each delegate? YES NO

Payment Contact Person _____

Office Telephone No.

E-mail _____

AUTHORISATION

Name _____

Position _____

Office Telephone No. Cell No.

E-mail _____

Authorising Signature:

Date / /

Your booking is confirmed as soon as we receive your completed enrolment form, which you can e-mail to training@biztech.co.za or fax to **011 582 3301**. If you need any assistance whatsoever, please call us on **011 582 3333**.

Submission of this enrolment form constitutes acceptance of our Terms and Conditions, and also serves as confirmation of your authority to make the booking and ensure payment on behalf of your Organisation.



COURSE NAME: **Successful Importing and Exporting** COURSE CODE: **SIEX 20121029**

> DELEGATE DETAILS

<p>3 First Name and Surname</p> <p>Position _____</p> <p>E-mail _____</p> <p>Cell No. <input type="text"/></p>	<p>_____</p> <p>_____ Special Diet: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>_____</p> <p>Office Tel No. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>
<p>4 First Name and Surname</p> <p>Position _____</p> <p>E-mail _____</p> <p>Cell No. <input type="text"/></p>	<p>_____</p> <p>_____ Special Diet: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>_____</p> <p>Office Tel No. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>
<p>5 First Name and Surname</p> <p>Position _____</p> <p>E-mail _____</p> <p>Cell No. <input type="text"/></p>	<p>_____</p> <p>_____ Special Diet: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>_____</p> <p>Office Tel No. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>
<p>6 First Name and Surname</p> <p>Position _____</p> <p>E-mail _____</p> <p>Cell No. <input type="text"/></p>	<p>_____</p> <p>_____ Special Diet: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>_____</p> <p>Office Tel No. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>
<p>7 First Name and Surname</p> <p>Position _____</p> <p>E-mail _____</p> <p>Cell No. <input type="text"/></p>	<p>_____</p> <p>_____ Special Diet: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>_____</p> <p>Office Tel No. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>
<p>8 First Name and Surname</p> <p>Position _____</p> <p>E-mail _____</p> <p>Cell No. <input type="text"/></p>	<p>_____</p> <p>_____ Special Diet: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>_____</p> <p>Office Tel No. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>
<p>9 First Name and Surname</p> <p>Position _____</p> <p>E-mail _____</p> <p>Cell No. <input type="text"/></p>	<p>_____</p> <p>_____ Special Diet: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>_____</p> <p>Office Tel No. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>
<p>10 First Name and Surname</p> <p>Position _____</p> <p>E-mail _____</p> <p>Cell No. <input type="text"/></p>	<p>_____</p> <p>_____ Special Diet: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>_____</p> <p>Office Tel No. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>
<p>11 First Name and Surname</p> <p>Position _____</p> <p>E-mail _____</p> <p>Cell No. <input type="text"/></p>	<p>_____</p> <p>_____ Special Diet: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>_____</p> <p>Office Tel No. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>

