The growing complexities of international trade, globalization of the markets, internet and stiff competition require every entrepreneur to have a thorough knowledge of the theory and practice of international trade. Keeping in view the major problems one faces either as a beginner or as a trainer with respect to locating foreign market, product sourcing, pricing, payment, financing procedures and documentation, buyer search, export promotion etc. The programme explains all that you wanted to know about exports. In short, the course not only helps the beginner to enter exports but also impart in depth knowledge to trainer to handle various aspect of export-import trade.

The programme combines theory with practice in simple way making the overall subject easy to understand. The course is specially designed for students, working executives, entrepreneurs and trainers.

Export trade is not difficult but complex. Chapter wise chapter study not only minimizes the complex nature of this trade but will also boost your confidence to enter in this trade.

The curriculum of the MDP on Export Procedure & Documentation is divided into six inter related Module ( in addition to study visit, case study, project work & class room exercises as follows :-

**Module One**

- Overview of Foreign Trade Policy **2009-14**
- International Environment, WTO, ICC, ITC, EU, NAFTA, SAFTA, SARRC..
- Govt. benefits to Exporter (Duty Draw Back, Advance Licence)
- Motivation to Export
- Domestic V/s International Trade.
- **Formation of Export firm (IEC)**
- Regn. With Sales Tax, Excise, & Service Tax
- Membership of Export Promotion Council
- Institutional support to Export
- **Selection of Product & Product Sourcing**
- Trading V/s Manufacturing.
- Cross Country Culture
- Exercise & Country Presentation

**Module Two**

- **Locating Foreign Markets.**
- **Communication in Foreign Trade**
- Company Profile
- Regulation to send Free Sample
- Role of International Chamber of Commerce
- Incoterms 2010 (FOB, C&F, CIF, ... DDP)
- Terms of Payments i - Part – 1 Advance Payment, D/A, D/P, Consignment basis

**Module Three**

- Terms of Payments in Foreign Trade (Contd)
- Letter of Credit (L/c ) Type of L/c.
- Role of Website & Internet Marketing
- E-Commerce

**Module Four**

- Export Finance, Pre & Post shipment loan & Documentation
- FEMA (Role of RBI) & role of GR/SDF
- Packaging & Packing, Labeling, Bar Coding, Environment Regulation
- International Channel of distribution
- Logistics of Air, Sea, Road Transportation
- Export Credit Guarantee Corporation (ECGC) Payment Assurance

**Module Five**

- Export Pricing & Profit in Export Trade?
- Custom Clearance, Air Way Bill, Bill of Lading (B/L), Shipping Bill
- Documents for Custom,
- Documents to Bank / Payment
- Documents to Buyer
- Documents for claiming Govt. Benefits

**Module Six**

- Import Procedures, Import Duties Assessment & Custom Clearance.
- Export Promotion
- Trade Fair Participation
- Foreign Visit
- Order through Buying Houses/Agent
- Preparing Documents under L/c (Exercise)
- How to process an Export Order.
- Valedictory & Certificate distribution.