Import/Export Documentation & Procedures

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Geneva (Switzerland)

UK Trainig
PARTNER



Import/Export Documentation & Procedures

Ref: 20228739_226-176 Location: Geneva (Switzerland) Fees: 5200 GBP

Why This Course

In an increasingly globalized market, efficient management of import and export operations is vital for business success.

Understanding the procedures, documentation, and regulatory requirements of international trade ensures compliance, minimizes risks, and enhances competitiveness.

This program provides participants with practical knowledge and tools to manage the full import and export cycle. It covers trade documentation, customs clearance, Incoterms®, logistics coordination, and international regulatory compliance — all critical elements for efficient and legally sound cross-border transactions.

What You'll Learn and Practice

By joining this program, you will:

- Understand the end-to-end process of international trade operations.
- Learn how to prepare, verify, and manage import/export documentation.
- Gain clarity on customs procedures, tariffs, and international regulations.
- Strengthen skills in risk management, logistics coordination, and compliance.
- Apply global best practices to improve trade efficiency and minimize delays.

The Program Flow

Day 1: Fundamentals of International Trade Operations

- Overview of global trade principles and supply chain integration.
- Key trade participants: exporters, importers, freight forwarders, and customs brokers.
- The import/export process flow — from order to delivery.
- International trade agreements and governing bodies WTO, WCO, ICC.
- Workshop: mapping the import/export process for your organization.



Day 2: Export Procedures and Documentation

- Preparing export documentation: Commercial Invoice, Packing List, Bill of Lading, and Certificate of Origin.
- Export licensing, permits, and regulatory requirements.
- Export control compliance and restricted goods management.
- Understanding Incoterms® 2020 and their impact on cost and risk allocation.
- Practical exercise: completing a full set of export documents for a sample shipment.

Day 3: Import Procedures and Customs Clearance

- Import documentation requirements and procedures.
- Customs classification and valuation — HS Codes and tariff determination.
- Duties, taxes, and exemptions under trade agreements.
- Role of customs brokers and electronic filing systems.
- Case study: managing a customs clearance process efficiently.

Day 4: Logistics, Transportation, and Risk Management

- Selecting modes of transport: air, sea, road, and multimodal options.
- Freight forwarding and cargo insurance essentials.
- Managing shipment delays, claims, and disputes.
- Understanding trade finance tools — Letters of Credit, Bills of Exchange, and Bank Guarantees.
- Simulation: designing a logistics and documentation workflow for an international shipment.

Day 5: Compliance, Best Practices, and Digital Transformation

- Trade compliance programs and audit readiness.
- Managing documentation accuracy and record retention.
- Leveraging digital tools for trade documentation and e-customs systems.
- Sustainability and security in global trade C-TPAT, Authorized Economic Operator.
- Action workshop: developing an import/export documentation improvement plan.

Individual Impact

- Gain a complete understanding of import/export documentation and compliance.
- Strengthen the ability to manage international trade operations confidently.
- Enhance analytical and problem-solving skills for customs and logistics challenges.
- Learn to reduce costs, delays, and regulatory risks.
- Build professional credibility in global trade and supply chain management.



Work Impact

- Improve accuracy and compliance in trade documentation processes.
- Enhance operational efficiency and supply chain reliability.
- Reduce customs penalties, delays, and financial risks.
- Strengthen relationships with logistics partners and government authorities.
- Support sustainable and compliant global trade operations.

Training Methodology

This program emphasizes hands-on, practical learning using real trade documentation and case studies from global operations.

Learning methods include:

- Step-by-step document preparation and verification exercises.
- Case studies from successful import/export organizations.
- Group discussions on regulatory and logistical challenges.
- Interactive workshops on Incoterms® and customs compliance.
- Trade templates, checklists, and toolkits for immediate application.

Beyond the Course

Upon completion, participants will be equipped to handle import and export operations with professionalism and precision.

They will leave with the knowledge, skills, and confidence to manage trade documentation, ensure compliance, and optimize international business performance in an increasingly competitive global environment.

