



# International Trade Workshops



Web



Back



Forward



Page

## 2017 Programme



### Custom Procedures for Importers & Exporters

11th May • 7th November



### Dealing with Letters of Credit

7th February • 5th April • 27th June  
3rd October • 6th December



### Overview of Exporting

17th January • 15th March • 8th June  
5th September • 15th November



### Overview of Importing

9th March • 10th October



### The Power of Export Documents

21st February • 13th June  
13th September • 21st November



### Understanding Incoterms (half day course)

31st January • 26th April • 21st September



### Understanding Intrastat (half day course)

31st January • 26th April • 21st September

### Fees:



#### Full Day

Non-Members: £500 + VAT • Members: £375 + VAT

#### Half Day

Non-Members: £253 + VAT • Members: £190 + VAT

### Contact details:



For more information and to book call **01753 870560**  
or visit [www.thamesvalleychamber.co.uk](http://www.thamesvalleychamber.co.uk)



## Customs Procedures for Importers & Exporters



### Duration

**Please note this is a full day course**



### Why this course?

International traders need to understand legal requirements when they move goods over international frontiers. These obligations have been radically changed by the establishment of the European Union.

There are also many opportunities to avoid paying import duties and taxes if you understand the system properly. This course explains, in simple terms, the Customs documentation and procedures required for the international movement of goods. It also identifies the different obligations that arise when goods move across the ever-enlarging territory of the European Union.

At the end of the course you will understand your obligations, be aware of the terminology and documentation requirements and be alert to opportunities.



### Who should attend?

The course is appropriate for anyone who wishes to understand the mysterious world of Customs, Excise and VAT as it affects the international trader.

## What does it cover?

- Functions of Customs, Excise and VAT
- Statistical collection requirements – C88 outside the EC & Intrastat within the EC
- Free circulation status – T1 and T2 status
- Origin and preference
- VAT – export, import and intra-EC Supplies and Acquisitions
- Understanding the Tariff – Vols 1, 2 and 3
- Customs information sources
- Classification of goods
- The EC's trading partners
- Important codes on the Customs entry C88 (SAD)
- Good instructions to give to your agent
- Summary of the ways of avoiding duty – IPR, OPR, RGR End-use and Warehousing



## Benefits and outcome

The course will help you meet your legal obligations, consequently allowing you to gain preferential treatment from Customs.

Knowledgeable traders pay everything they have to, and nothing they don't, taking advantage of systems which will allow them to reduce their prices, or increase their profits.

## Contact details:



**For more information and to book call 01753 870560  
or visit [www.thamesvalleychamber.co.uk](http://www.thamesvalleychamber.co.uk)**



Web



Menu



Back



Forward



Page

## Dealing with Letters of Credit



### Duration

**Please note this is a full day course**



### Why this course?

Letters of Credit (L/Cs) allow successful trade with the riskiest of customers and countries, by providing a bank's guarantee of payment; however, they can prove a minefield for the uninitiated. You enter a curious world where all that matters is a set of export documents, and errors can prove disastrous. This course explains the mechanics, terminology and sequence of events.

Understanding this will considerably improve your success rate.

At the end of the course you will be able to influence the setting up of manageable L/Cs and to process them with increased confidence and accuracy.



### Who should attend?

Whether you are facing your first Letter of Credit transaction, or you know how tricky they can be, this course will prove invaluable.

## What does it cover?

- Defining the Letter of Credit (L/C) – what is it and how does it work?
- Who does what? – the people and functions involved
- Differences between irrevocable and confirmed Letter of Credit
- Different types of L/Cs
- Advantages and disadvantages
- Bills of Exchange and where they fit in
- Why the documents are so important, and practical steps if things go wrong
- Improving the content of L/Cs
- The governing rules – the ICC's 'UCP' publication 600
- Anticipating the cost of L/Cs
- Examination of examples



## Benefits and outcome

Understanding how Letters of Credit can work successfully will improve your success rate, leading to a 'right-first-time' presentation of documents, reduced bank charges and, above all, increased customer satisfaction.

## Contact details:



**For more information and to book call 01753 870560  
or visit [www.thamesvalleychamber.co.uk](http://www.thamesvalleychamber.co.uk)**



Web



Menu



Back



Forward



Page

## Overview of Exporting



### Duration

**Please note this is a full day course**



### Why this course?

If you need to understand the total flow of export work, from receipt of the enquiry to successful delivery of goods and payment, this is the course for you.

It explains the internal functions in the exporting company, the support network available to help and the full export process, with basic mechanics and terminology unravelled.

At the end of the course you will be equipped to set up a good export deal.



### Who should attend?

Ideal for beginners but this course will also help more experienced exporters understand the whole export process.

## What does it cover?

- Essential elements of a good export deal – the necessary contracts
- Who does what? – the functions of sales, finance and shipping
- Dealing with enquiries – selecting profitable leads
- Understanding contracts
- Building a quotation and costing, using Inco-terms as a foundation
- The critical importance of delivery in a sale of goods
- Summary of the main payment options and the contribution of the banks
- Introduction to the core documents
- How the freight forwarder fits in and who else is there to help you



## Benefits and outcome

This course provides a good overview of the main events, procedures and parties involved in a typical export transaction. The outcome will be improved confidence and export success.

## Contact details:



For more information and to book call **01753 870560**  
or visit [www.thamesvalleychamber.co.uk](http://www.thamesvalleychamber.co.uk)



Web



Menu



Back



Forward



Page

## Overview of Importing



### Duration

**Please note this is a full day course**



### Why this course?

Successful importing involves negotiating the very best deal with your supplier, moving the goods over the Customs borders efficiently, meeting all your legal obligations, while paying as little as you can! This course explains how this can be done.

You will look at the internal functions in the importing company as well as the critical role of your clearing agent. The full import process will be explained, with basic mechanics and terminology unravelled.

At the end of the course you will be equipped to set up a good import deal, knowing how to use any Customs concessions to your advantage.



### Who should attend?

It is aimed at both beginners and those wishing to extend their existing knowledge of the import process.

## What does it cover?

- Definition of an import and the impact on customers when goods move from both non-EC and EC countries
- Who does what? – the functions of purchasing, finance and the clearing agent
- Sourcing goods – selecting profitable leads
- The impact of Incoterms to the buyer
- Normal methods of payment for importers
- Reading the Tariff book to advantage
- How to check and understand the import entry plain paper (C88)
- Valuing goods for payment of duty
- Ways of saving money – possible preferences and duty reliefs



## Benefits and outcome

You will understand the way imports are handled and the work done in a typical import office. With the ability to source goods more knowledgeably, you will know what instructions to give to your clearing agent and how to avoid paying unnecessary charges.

## Contact details:



**For more information and to book call 01753 870560  
or visit [www.thamesvalleychamber.co.uk](http://www.thamesvalleychamber.co.uk)**



## The Power of Export Documents



### Duration

**Please note this is a full day course**



### Why this course?

Perhaps you have yet to discover the immense power of the export paperwork. Or maybe you are perplexed at just how disastrously wrong documentation can delay delivery of your exports. Good documentation is the essential key to successful movement of goods to happy customers. Documents are also at the very heart of every export payment.

This course helps you to identify the key documents and to understand their mechanics and completion. At the end of the course you will be able to identify the appropriate documents for any given export transaction and to explain their proper distribution.



### Who should attend?

Sales, commercial and finance people all need to understand the vital role that documents play in the export game. This course helps both newcomers and the more experienced to unravel the apparent mysteries of documents.

## What does it cover?

- Explanation of the functions of the main documents
- Identifying the document requirements
- Overview of the range of documents
- Selecting documents and predicting difficulties
- The invoice – types (Proforma, Commercial & Shipping)
- Completing a good export invoice
- Examining the main documents – transport documents (Bill of Lading, Air Waybill)
- Certificates of Origin (EC, Arab and EUR1 movement certificate)
- The different rules of origin – for politics and preferences
- Insurance documents



## Benefits and outcome

You will understand the importance and function of the main export documents and improve the selection & distribution of the paperwork in your organisation. The outcome will be improved export success, smoother movement of goods through Customs & effective payment.

## Contact details:



**For more information and to book call 01753 870560  
or visit [www.thamesvalleychamber.co.uk](http://www.thamesvalleychamber.co.uk)**



## Understanding Intrastat



### Duration

**Please note this is a half day course**



### Why this course?

Companies who have significant trade with the EC are legally obliged to declare the statistics of the movement of their goods to Customs. This must be done in a specific format and in a timely way. Penalties (significant fines) can be imposed if this is not done satisfactorily. As the EC expands, more companies become included in this requirement.

The half day course explains these legal obligations in a simple way, making this necessary bit of bureaucracy as painless as possible!

At the end of the course you will be able to handle your necessary Intrastat obligations in as efficient a way as possible.



### Who should attend?

The course is aimed at all those responsible for the correct and timely submission of Intrastat data.

## What does it cover?

- The Intrastat environment – who is affected?
- Who is responsible for making declarations?
- Your legal obligations
- The Intrastat data elements
- The links with VAT
- Dealing with the curious and complicated
- Classification issues and the low-value goods concession
- The EC sales list
- The rules for supplying Intrastat declarations



## Benefits and outcome

This course makes clear whether you are affected by Intrastat obligations, what you must do and when you must do it. This will result in your company meeting its essential legal requirements in the most efficient way, at the lowest cost to your company.

## Contact details:



**For more information and to book call 01753 870560  
or visit [www.thamesvalleychamber.co.uk](http://www.thamesvalleychamber.co.uk)**





Web



Menu



Back



Forward



Page

## Understanding Incoterms



### Duration

**Please note this is a half day course**



### Why this course?

This is a half day course which examines the relevance of Incoterms to your business and explains the delivery terms which are defined in the latest edition – Incoterms 2010.



### Who should attend?

International sales and purchasing managers – the crucial 'deal-makers' will find the course invaluable, as will sales and purchasing staff who process and administer international sales contracts and the finance personnel, who need to know whether and when to issue and pay invoices.

## What does it cover?

- Introduction to Incoterms – What is it, what does it clarify, how widely is it used and how may we apply the Incoterms?
- Terms applicable to domestic sales and trade across a Single Market
- Classifications to reflect appropriate modes of transport
- Introduction to Incoterms – What is it, what does it clarify, how widely is it used and how may we apply the Incoterms?
- Security issues – seller's and buyer's clearance obligation
- Structure and layout – reading the terms to your advantage
- The relevance of Incoterms to electronic procedures
- The relevance of delivery and the passing of risk
- Analysing the most commonly-used terms and discussion of the implications to your business
- Incoterms 2010 – the 11 terms
- Incoterms case studies



## What are the benefits to your Company?

This course introduces the eleven current Incoterms, providing an easy understanding of the contractual implications of the terms that are in daily use (but often misinterpreted!). It will allow your company to choose appropriate terms to set up sound deals. It explains the critical importance of the event of delivery in a sale or purchase of goods, preparing your company successfully to resolve commonly encountered disputes.

## Contact details:



**For more information and to book call 01753 870560  
or visit [www.thamesvalleychamber.co.uk](http://www.thamesvalleychamber.co.uk)**



Web



Menu



Back



Page

For further information contact  
your local team:



## Slough

150 Edinburgh Avenue, Slough, Berks, SL1 4SS

**Tel:** 01753 870 560

**Fax:** 01753 870 547

**Email:** [export@tvchamber.co.uk](mailto:export@tvchamber.co.uk)



## Heathrow

Regus, Bath Road, 450 Bath Road, Longford, Heathrow, UB7 0EB

**Tel:** 0208 564 6300

**Fax:** 0208 897 6811

**Email:** [heathrow@tvchamber.co.uk](mailto:heathrow@tvchamber.co.uk)



## Banbury

Cherwell Site 2, Middleton Close, Banbury, Oxon, OX16 4RS

**Tel:** 01295 275 400

**Fax:** 01295 275 300

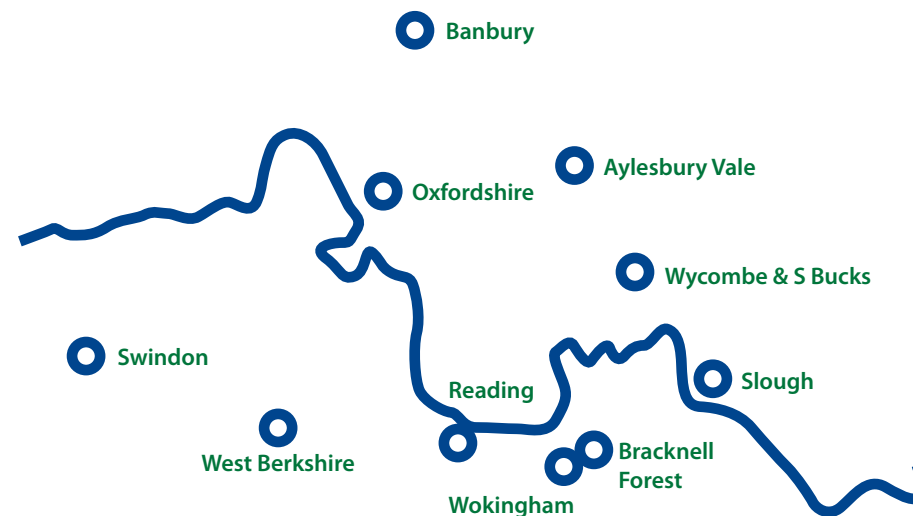
**Email:** [banbury@tvchamber.co.uk](mailto:banbury@tvchamber.co.uk)



[www.twitter.com/TVC\\_GlobalTrade](https://www.twitter.com/TVC_GlobalTrade)

[www.thamesvalleychamber.co.uk/international](http://www.thamesvalleychamber.co.uk/international)

We cover Berkshire, Buckinghamshire, Heathrow,  
Oxfordshire & Swindon



## Contact details:



For more information and to book call 01753 870560  
or visit [www.thamesvalleychamber.co.uk](http://www.thamesvalleychamber.co.uk)