

# **BOOK NOW for one of ITRISA's popular import / export training courses !**

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## **EXPORT / IMPORT TRAINING SCHEDULE: JULY - DECEMBER 2018 (Public Courses)**

**Enquiries : E-mail [info@itrisa.co.za](mailto:info@itrisa.co.za) or tel. 011 807 5317 or fax. 011 807 5321**

### **I. FOR EXPORTERS & the EXPORT SERVICE INDUSTRY** (See page 5 for courses for importers & the import service industry)

<b>Course/Workshop title</b>	<b>Johannesburg</b>	<b>Durban</b>	<b>Cape Town</b>	<b>Port Elizabeth</b>
<p><b><u>Complete Export-Import Administration Course (*5 days/3 modules)</u></b></p> <p><i>*Offered as a continuous 5-day course OR as 3 separate modules</i></p> <p><b>1. <u>The Import Export Process, Delivering Goods Internationally, Incoterms® 2010 and Costing, Quoting &amp; Indents. (2 days)</u></b></p> <p><i>Covers the import/export procedure flow charts; international transportation (road, rail, sea and air) and related documentation; Incoterms® 2010; marine/cargo insurance; export and import costing; sales enquiries, feasibility studies, indents, quotations and proforma invoices.</i></p>	<p><b>Mon 3 – Tues 4 September</b></p> <p><b>Mon 3 – Tues 4 December</b></p>	<p><b>Thurs 16 – Fri 17 August</b></p> <p><b>Mon 12 – Tues 13 November</b></p>	<p><b>Mon 15 – Tues 16 October</b></p>	<p><b>Mon 17 – Tues 18 September</b></p>
<p><b>2. <u>Import/Export Customs Procedures (2 days)</u></b></p> <p><i>Covers customs registration procedures; the Harmonised System (HS) of product classification; the SA Customs tariff and schedules; ordinary import and export customs procedures; customs procedures pertaining to samples; duty refunds, rebates and drawbacks; bonded warehouses.</i></p>	<p><b>Wed 5 – Thurs 6 September</b></p> <p><b>Wed 5 – Thurs 6 December</b></p>	<p><b>Mon 20 – Tues 21 August</b></p> <p><b>Wed 14 – Thur 15 November</b></p>	<p><b>Wed 17–Thurs 18 October</b></p>	<p><b>Wed 19 – Thurs 20 September</b></p>
<p><b>3. <u>International Trade Risk Management, Payment Procedures, and VAT &amp; Exports (1 day)</u></b></p> <p><i>Covers the financial risk elements of export-import; international payment methods (UCP 600, URC 522) and their documentary requirements; foreign exchange transactions; export credit insurance and VAT &amp; exports.</i></p>	<p><b>Fri 7 September</b></p> <p><b>Fri 7 December</b></p>	<p><b>Wed 22 August</b></p> <p><b>Fri 16 November</b></p>	<p><b>Fri 19 October</b></p>	<p><b>Fri 21 September</b></p>
<p><b><u>Getting Ready for Exports/Imports (1 day)</u></b></p> <p>A broad overview of the export import process for the beginner: early considerations, the export/import sequence, the export enquiry and the indent, customs issues (including registration), transportation, commonly used trade terms (Incoterms® 2010), payment methods, export assistance programmes and the export/import service industry.</p>	<p><b>Mon 10 September</b></p> <p><b>Thurs 22 November</b></p>	<p><b>Mon 2 July</b></p>	<p><b>Fri 12 October</b></p>	<p><b>Fri 14 September</b></p>

## I. FOR EXPORTERS & the EXPORT SERVICE INDUSTRY..... contd

Course/Workshop title	Johannesburg	Durban	Cape Town	Port Elizabeth
<p><b><u>Getting Ready for Exports (1 day)</u></b></p> <p>A broad overview of the export process for the beginner: early considerations, the export sequence, customs issues, transportation, commonly used Incoterms®, payment methods, export assistance programmes and the export service industry.</p>	* Offered on request	N/A	N/A	N/A
<p><b><u>Complete Export Administration Course (*5 days/3 modules)</u></b></p> <p><b><i>*Offered as a continuous 5-day course OR as 3 separate modules</i></b></p> <p><b>1. <u>The Export Process, Delivering Goods Internationally and Incoterms® 2010 (2 days)</u></b></p> <p><i>Covers the export sequence, the handling of export enquiries, international transportation (road, rail, air, sea), transport document'n, marine insurance (principles, policy types and claims procedures) and Incoterms® 2010.</i></p>	Mon 5 - Tues 6 November	N/A	N/A	N/A
<p><b>2. <u>Customs Procedures for Exports (1 day)</u></b></p> <p><i>Covers the structure of the Harmonised System of Classification, ordinary customs procedures for export, the export of samples, the SA Customs Act, the SA Tariff Book, duty refunds, rebates and drawbacks, rebate stores and bonded warehouses.</i></p>	Wed 7 November	N/A	N/A	N/A
<p><b>3. <u>Costing, Quoting, International Risk Management, VAT &amp; Exports and Payment Procedures (2 days)</u></b></p> <p><i>Covers export costing, reacting to trade enquiries, working with foreign currencies, financial risk elements, VAT &amp; exports, international payment methods, export credit insurance, forward exchange contracts and CFC accounts.</i></p>	Thurs 8 – Fri 9 November	N/A	N/A	N/A
<p><b><u>VAT and Exports (1/2 day) (8h30 – 12h30)</u></b> <b>(*Price: R1 600 per person + VAT)</b></p> <p>Designed to ensure that you do not fall foul of the taxman, this briefing covers the South African VAT Act as it pertains to exports and the VAT Incentive scheme: zero rating vs standard rating, salient interpretation notes, direct vs indirect exports, timelines and documentary requirements. Delegates are given practical examples of documents that are not VAT-compliant and are required to identify reasons for non-compliance.</p>	Tues 17 July  Fri 23 November	* Offered on request	* Offered on request	* Offered on request

## I. FOR EXPORTERS & the EXPORT SERVICE INDUSTRY.... contd

Course/Workshop title	Johannesburg	Durban	Cape Town	Port Elizabeth
<p><b><u>Understanding Letters of Credit (1 day)</u></b></p> <p>A practical, case study-based workshop, covering different forms (irrevocable, and irrevocable and confirmed) and types (transferable, back-to-back, revolving, red clause, standby) of documentary credit (L/C) and their application.</p> <p>Attention is paid to the UCP 600, i.e its effect on the use of documentation, while examples of simple to complex L/Cs, and their specific requirements, are explored.</p>	<p><b>Mon 19 November</b></p>	<p><b>* Offered on request</b></p>	<p><b>* Offered on request</b></p>	<p><b>*Offered on request</b></p>
<p><b><u>The Correct Usage of Incoterms® 2010 (1 day)</u></b></p> <p>Covering the impact of the ICC's 'Incoterms® 2010' on import/export costing, transaction risk evaluation, and party (seller and buyer) obligations pertaining to consignment delivery.</p> <p>Apart from the withdrawal of four of the old Incoterms® and the introduction of two new terms, the Incoterms® 2010 revision also instituted changes to continuing terms such as FOB, CFR and CIF. Some insights into Incoterms ® 2020 will also be provided.</p>	<p><b>Tues 20 November</b></p>	<p><b>* Offered on request</b></p>	<p><b>* Offered on request</b></p>	<p><b>*Offered on request</b></p>
<p><b><u>Product Classification Workshop (1 day)</u></b> <b><i>(Bring your copy of Schedule 1 of the SA Customs Tariff with you!)</i></b></p> <p>Correct product classification can prevent delays in the customs clearance of goods and, where duties are payable, often results in lower clearance costs.</p> <p>This workshop takes delegates step-by-step through the HS classification process as prescribed by the World Customs Organisation and the SA Customs and Excise Act, providing many examples and practical exercises to ensure that when they leave, delegates are familiar with the process.</p>	<p><b>*Offered on request</b></p>	<p><b>*Offered on request</b></p>	<p><b>*Offered on request</b></p>	<p><b>*Offered on request</b></p>
<p><b><u>Warehousing &amp; Distribution (1/2 day) (8h30 – 12h30)</u></b> <b><i>(*Price: R1 600 per person + VAT)</i></b></p> <p>Covers logistics in business today; the role of warehousing in the logistics system; functions of warehousing; trends in materials handling; cargo stowage principles; product packing and marking; international transportation modes, and the role of documents in the movement of cargo internationally</p>	<p><b>*Offered on request</b></p>	<p><b>*Offered on request</b></p>	<p><b>*Offered on request</b></p>	<p><b>*Offered on request</b></p>

## I. FOR EXPORTERS & the EXPORT SERVICE INDUSTRY..... contd

Course/Workshop title	Johannesburg	Durban	Cape Town	Port Elizabeth
<p><b><u>Export Costing and Documentation Workshop (3 days)</u></b></p> <p>A case study-based workshop providing delegates with practical skills in export costing (according to the ICC's Incoterms®), the preparation of export quotations and proforma invoices, and the completion of documents (instruction, transport, exchange control, customs, etc.) used in effecting the export of a consignment via different modes of transport.</p>	<p><b>Tues 24 – Thurs 26 July</b></p>	<p><b>*Offered on request</b></p>	<p><b>*Offered on request</b></p>	<p><b>*Offered on request</b></p>
<p><b><u>Claiming Duty Refunds, Drawbacks and Rebates (1 day)</u></b></p> <p>Covering all forms of rebates (industrial, miscellaneous and export), drawbacks (both permanent and temporary) and refunds (miscellaneous and export), this one-day workshop explores the circumstances in which each is used, the application requirements, the role of Customs vis-à-vis ITAC in their administration, and the documentary procedures and calculations for each. It concludes with a practical case study exercise.</p>	<p><b>Fri 28 September</b></p> <p><b>Wed 21 November</b></p>	<p><b>*Offered on request</b></p>	<p><b>*Offered on request</b></p>	<p><b>*Offered on request</b></p>
<p><b><u>How to Access Government Incentive and Other Assistance Programmes (1 day)</u></b></p> <p>The government both directly and indirectly (via other organisations) offers a number of incentives and other forms of assistance to companies (primarily SMEs and BEE) to both improve their competitiveness and assist in the development of export markets.</p> <p>This one-day programme covers some of the government offerings currently available (e.g. the Automotive Investment Scheme (AIS), the Critical Infrastructure Programme, the Capital Projects Feasibility Programme, the Support Programme for Industrial Innovation, and the Export Marketing and Investment Assistance Scheme) and how to access them.</p>	<p><b>*Offered on request</b></p>	<p><b>*Offered on request</b></p>	<p><b>*Offered on request</b></p>	<p><b>*Offered on request</b></p>
<p><b><u>Export Readiness and Marketing Planning (2 days)</u></b></p> <p>Covers the differences between selling locally and selling abroad; determining export readiness; selecting foreign markets; analysing export opportunities; identifying potential buyers; the international marketing mix; maximising value-addition from trade missions, trade fairs and one-on-one meetings; and how to put together an effective marketing plan.</p>	<p><b>*Offered on Request</b></p>	<p><b>*Offered on request</b></p>	<p><b>*Offered on request</b></p>	<p><b>*Offered on request</b></p>

## II. FOR IMPORTERS & the IMPORT SERVICE INDUSTRY

Course/Workshop title	Johannesburg	Durban	Cape Town	Port Elizabeth
<p><b><u>Complete Export-Import Administration Course</u> (*5 days/3 modules)</b></p> <p><i>*Offered as a continuous 5-day course OR as 3 separate modules</i></p> <p><b>1. The Export Import Process, Delivering Goods <u>Internationally Incoterms® 2010 and Costing, Quoting &amp; Indents</u> (2 days)</b></p> <p><i>Covers the import/export procedure flow charts; international transportation (road, rail, sea and air) and related documentation; Incoterms® 2010; marine/cargo insurance; export and import costing; sales enquiries, feasibility studies, indents, quotations and proforma invoices.</i></p>	<p>Mon 3 – Tues 4 September</p> <p>Mon 3 – Tues 4 December</p>	<p>Thurs 16 – Fri 17 August</p> <p>Mon 12 – Tues 13 November</p>	<p>Mon 15 – Tues 16 October</p>	<p>Mon 17 – Tues 18 September</p>
<p><b>2. <u>Import/Export Customs Procedures</u> (2 days)</b></p> <p><i>Covers customs registration procedures; the Harmonised System (HS) of product classification; the SA Customs tariff and schedules; ordinary import and export customs procedures; customs procedures pertaining to samples; duty refunds, rebates and drawbacks; bonded warehouses.</i></p>	<p>Wed 5 – Thurs 6 September</p> <p>Wed 5 – Thurs 6 December</p>	<p>Mon 20 – Tues 21 August</p> <p>Wed 14 – Thur 15 November</p>	<p>Wed 17–Thurs 18 October</p>	<p>Wed 19 – Thurs 20 September</p>
<p><b>3. <u>International Trade Risk Management, Payment Procedures and VAT &amp; Exports</u> (1 day)</b></p> <p><i>Covers the financial risk elements of export-import; international payment methods (UCP 600, URC 522) and their documentary requirements; foreign exchange transactions; export credit insurance and VAT &amp; exports.</i></p>	<p>Fri 7 September</p> <p>Fri 7 December</p>	<p>Wed 22 August</p> <p>Fri 16 November</p>	<p>Fri 19 October</p>	<p>Fri 21 September</p>
<p><b><u>Getting Ready for Exports/Imports</u> (1 day)</b></p> <p>A broad overview of the export import process for the beginner: early considerations, the export/import sequence, the export enquiry and the indent, customs issues (including registration), transportation, commonly used trade terms (Incoterms® 2010), payment methods, export assistance programmes and the export/import service industry.</p>	<p>Mon 10 September</p> <p>Thurs 22 November</p>	<p>Mon 2 July</p>	<p>Fri 12 October</p>	<p>Fri 14 September</p>
<p><b><u>Warehousing &amp; Distribution</u> (½ day) (8h30 – 12h30)</b> <b>(*Price: R1 600 per person + VAT)</b></p> <p>Covers logistics in business today; the role of warehousing in the logistics system; functions of warehousing; trends in materials handling; cargo stowage principles; product packing and marking; international transportation modes, the role of documents in the movement of cargo internationally.</p>	<p><b>*Offered on request</b></p>	<p><b>*Offered on request</b></p>	<p><b>*Offered on request</b></p>	<p><b>* Offered on request</b></p>

## II. FOR IMPORTERS & the IMPORT SERVICE INDUSTRY

Course/Workshop title	Johannesburg	Durban	Cape Town	Port Elizabeth
<p><b><u>Getting Ready for Imports (1 day)</u></b></p> <p>A broad overview of the import process for the beginner: early considerations, the import sequence, customs issues, the indent, transportation, commonly used Incoterms®, payment methods, and the import service industry.</p>	Tues 3 July	N/A	N/A	N/A
<p><b><u>Complete Import Administration Course (*5 days/3 modules)</u></b></p> <p><b>* Offered as a continuous 5-day programme OR as 3 separate modules</b></p> <p><b>1. <u>The Import Process – From Compiling Enquiries, Selecting Incoterms® and Costing, to Arranging Transport and Insurance, and Dealing with Defective Cargo Receipts (2 days)</u></b></p> <p><i>Covers an overview of a typical import transaction (parties involved, documents and sequence of steps), international transportation (road, rail, sea, air, &amp; transport documentation), dealing with deficient cargo, import enquiries (feasibility studies, the indent) Incoterms® 2010, import costing and cargo insurance (principles, policy types &amp; claims).</i></p>	Mon 9 - Tues 10 July	N/A	N/A	N/A
<p><b>2. <u>Import Customs Procedures (2 days)</u></b></p> <p><i>Covers general customs considerations, South Africa's trade relationships, the Harmonised System of Nomenclature (HS); the SA Customs Tariff &amp; Schedules and import control; standard customs procedures for import; bonded warehouses.</i></p>	Wed 11 - Thurs 12 July	N/A	N/A	N/A
<p><b>3. <u>Payment Methods for Imports (1 day)</u></b></p> <p><i>Covers financial risk dimensions, different international payment methods (bank collections &amp; documentary credits [L/Cs]), bills of exchange, reasons for bank rejection of documents under an L/C, currencies used in international trade, UCP 600 and URC 522, the workings of the foreign exchange market and different types of foreign exchange transaction.</i></p>	Fri 13 July	N/A	N/A	N/A
<p><b><u>Import Costing and Documentation Workshop (3 days)</u></b></p> <p>Provides delegates with practical skills in accurately costing an import consignment to the point at which it has been delivered, customs cleared, at the importer's premises. Also covers all the documents (instruction, customs, transport, etc.) used in effecting the import of a consignment by air, sea or multi-modal transport; dealing with the receipt of discrepant cargo, and the releasing of payment for the goods. This workshop is heavily case study-based with delegates expected to complete the documents required to effect delivery in different circumstances.</p>	*Offered on request	*Offered on request	*Offered on request	*Offered on request

## II. FOR IMPORTERS & the IMPORT SERVICE INDUSTRY ..... contd

Course/Workshop title	Johannesburg	Durban	Cape Town	Port Elizabeth
<p><b><u>Customs Valuation and the Calculation of Duties (1 day)</u></b></p> <p>Covering the South African valuation process in detail (including regulations relating to the customs valuation of containerised goods as per the Revenue Laws Amendment Act 60 of 2008), the programme includes the various means by which duties are calculated in South Africa and incorporates a number of practical exercises to consolidate delegates' understanding of the various procedures involved.</p>	*Offered on request	*Offered on request	*Offered on request	*Offered on request
<p><b><u>Claiming Duty Refunds, Drawbacks and Rebates (1 day)</u></b></p> <p>Covering all forms of rebates (industrial, miscellaneous and export), drawbacks (both permanent and temporary) and refunds (miscellaneous and export), this one-day workshop explores the circumstances in which each is used, the application requirements, the role of Customs vis-à-vis ITAC in their administration, and the documentary procedures and calculations for each. It concludes with a practical case study exercise.</p>	<p>Fri 28 September</p> <p>Wed 21 November</p>	* Offered on request	* Offered on request	*Offered on request
<p><b><u>Understanding Letters of Credit (1 day)</u></b></p> <p>A practical, case study-based workshop, covering different forms (irrevocable; and irrevocable and confirmed) and types (transferable, back-to-back, revolving, red clause, standby) of documentary credit (L/C) and their application. Attention is paid to the UCP 600, i.e. its effect on the use of documentation, while examples of simple to complex L/Cs, and their specific requirements, are explored.</p>	<p>Mon 19 November</p>	* Offered on request	* Offered on request	*Offered on request
<p><b><u>The Correct Usage of Incoterms® 2010 (1 day)</u></b></p> <p>Covering the impact of the ICC's 'Incoterms® 2010' on import/export costing, transaction risk evaluation, and party (seller and buyer) obligations pertaining to consignment delivery. Apart from the withdrawal of four of the old Incoterms® and the introduction of two new terms, the Incoterms® 2010 revision also instituted changes to continuing terms such as FOB, CFR and CIF. Some insights into Incoterms ® 2020 will also be provided.</p>	<p>Tues 20 November</p>	*Offered on Request	*Offered on Request	*Offered on Request
<p><b><u>A Guide to International Purchasing (1 day)</u></b></p> <p>The case for international purchasing; the link between purchasing and the supply chain; why companies source from abroad; the changing nature of the international business environment; import options; identifying foreign sources.</p>	*Offered on request	*Offered on request	*Offered on request	*Offered on request

## FEES

**Standard fee for full-day course/workshop: R2 800 + VAT = R3 220.00 per person per day** (inclusive of refreshments, all support documentation, assessment and certification). Mornings only courses, e.g. VAT and Exports: R1 600 + VAT = R1 840.00 per person per day. **If more than 1 delegate** books on a particular course/workshop from the same company, **each additional delegate will be entitled to a 10% discount**, i.e. on a full day course, he/she will pay R2 520 + VAT = R2 898.00 per person per day. On a morning only course, he/she will pay R1 440.00 + VAT = R 1 656.00.

**See BOOKING FORM attached.**

For **more information**, contact ITRISA on: **e-mail: [info@itrisa.co.za](mailto:info@itrisa.co.za)** or **tel: 011 807 5317** or **fax: 011 807 5321**

*(Bookings should be made using the attached booking form and payment received at least six working days prior to the commencement of a course. Only bookings accompanied by full payment will be accepted thereafter. Bookings for which payment has not been made by the due date will be deemed to have been cancelled by the booking party.)*

**NOTE: No course will run unless a minimum of 5 delegates has made confirmed bookings at least five days prior to the commencement date of the course.** It is therefore important to **book well in advance** to avoid the disappointment of a course having to be cancelled due to insufficient numbers.

**Looking for an alternative to public short courses? ITRISA also offers the following specialised services:**

- **customised, industry-specific in-company training** on a wide range of export/import subjects
- a comprehensive **distance learning programme in international trade** which leads to **nationally and internationally accredited qualifications**
- **consultations** to both public and private sector organisations on international trade and international trade education matters.





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 Web [www.itrisa.co.za](http://www.itrisa.co.za)

**ITRISA's International Trade Training Programme**

**SHORT COURSE BOOKING FORM**

(Please PRINT CLEARLY in block capitals)

Company .....

Postal address ..... Postal code .....

Tel ..... Fax ..... Industry sector (e.g. Mining, Food) .....

Company's VAT registration number, if applicable (for invoicing purposes) .....

**PLEASE BOOK THE FOLLOWING PERSON/S ON THE COURSE\* INDICATED:**

Name of course .....Date/s .....

1. Delegate's first & last names ..... Designation .....M/F? .....

E-mail ..... Direct tel nr ..... Special dietary needs .....

2. Delegate's first & last names ..... Designation ..... M/F? .....

E-mail ..... Direct tel nr ..... Special dietary needs .....

\* A separate booking form should be completed for each course on which delegates are being booked.

**For a booking to be CONFIRMED, full payment is required at least 6 working days PRIOR to the commencement of a course** so that the necessary administrative arrangements can be made. Until such payment is received, a booking – as evidenced by ITRISA simply receiving this booking form by FAX - is only PROVISIONAL (which means that no arrangements will be made to accommodate the individual/s concerned on the specified course/s, e.g. catering, printing of support materials, etc.). Payment can be made in one of two ways:

(1) by **cheque deposit** (cheque to be made out to 'International Trade Institute of Southern Africa') OR

(2) by **electronic transfer**

into ITRISA's bank account (First National Bank, Rosebank Branch, Account No. 50371106467, Branch Code 253305)

A **copy of the bank deposit or transfer slip evidencing payment must be FAXED to ITRISA** (fax number 011 807 5321) **along with a copy of this booking form** once payment has been effected. Please specify the name of the company or individual (if the latter is attending the course in his/her personal capacity) in the 'Reference' section of the deposit/transfer slip.

Payment method chosen (please tick):

Direct deposit (cheque)  Electronic transfer

**Total amount: R** .....

**NOTE:** In the event of a confirmed booking being cancelled by the company/delegate concerned within **6 working days** of the start of a particular course or a delegate simply failing to turn up on the appointed day/s, a fee of **100%** of the course fee will apply. Should the company/delegate concerned decide to book forward to the next scheduled date/s for that course, **100% of the course fee** will still apply to the previous course, but the **forward booking course fee** will be **discounted by 50%**. All cancellations must be **in writing**. While ITRISA endeavours to hold courses on their published dates, it reserves the right to withdraw or postpone a course at any time. ITRISA also reserves the right to alter the content and fees of its courses at any time.

Contact person (first name & surname) ..... Direct tel nr .....

Signature ..... Date .....

ITRISA will acknowledge a booking made (provided this booking form is used) within two days of receipt. **If no such acknowledgement is received** within this period (because, for example, the booking form was not received in the first place due to a fax transmission error), kindly follow up with ITRISA on tel. 011 807 5317.