

## Course Introduction

Staff involved in Customer Service, Order processing. Finance and Accounting staff in charge of A/Cs Receivables, Shipping & Logistics staff, Credit Analysts and Credit control staff. Sales & Marketing Staff involved in Sales Contract negotiations. Freight forwarders and shipping company staff. Any Company intending to export regionally and globally.

## Course Outlines

**Topic 1. Overview of Methods of Payment and Trade Facilities in international Trade.**

**Topic 2. Trade Documents commonly used in International Trade - Bills of Exchange, Bills of Lading, Invoices, packing List, Insurance, Cert of origin etc.**

**Topic 3. Trade terms commonly used in International Trade - FOB, CFR, CIF, FCA, CIP, CPT, EXW, FAS, DDP, (DAT, DAP replaces DDU, DAF, DES, DEQ).**

**Topic 4. Step by Step detailed flowcharts and Samples on how various types of Letter of Credit works**

**Topic 5. Cost Saving Areas in LC transactions which your bankers will never tell you.**

**Topic 6. Why payments are often delayed in LC transactions and how to overcome this.**

**Topic 7. Date of Issue, Shipment, Presentation; Date and Place of Expiry.**

**Topic 8. Role and Liability of Banks and Rights of Recourse**

**Topic 9. Practical pointers when applying for a Letter of Credit (Importer).**

**Topic 10. How to prepare and check documents to avoid discrepancies.**

**Topic 11. Discussion on Discrepancies - Why; How To Resolve.**

**Topic 12. Practical pointers for Exporters when presenting documents under a Letter of Credit.**

**Topic 13. Common LC Discrepancies checklist**

**Topic 14. Detailed checklists for Exporters and Importers**

**Topic 15. Concept of Confirmed LC and "Silent Confirmation LC"**

**Topic 16. Advantage & Risks of using "LC - TT/SWIFT Reimbursement Allowed" to both exporter & Importers**

**Topic 17. Application of UCP 600 in Letter of Credit.**

**Topic 18. Back to Back LC and Transferable LC.**

**Topic 19. Practical exercises/case studies**