



Export Documentation and International Shipping Compliance

Duration: 5 Days

Language: en

Course Code: IND09-109

Objective

By the end of this course, participants will be able to:

- Understand the full export documentation workflow.
- Prepare essential export documents accurately and efficiently.
- Apply Incoterms® rules correctly in contracts and shipping documents.
- Navigate international shipping compliance, customs procedures, and duties.
- Identify and mitigate risks related to export controls and sanctions.
- Coordinate effectively with freight forwarders, carriers, and customs brokers.
- Ensure proper packaging, labeling, and insurance of export cargo.

- Improve documentation processes to avoid shipment delays or non-compliance.

Audience

This course is ideal for:

- Export and logistics officers.
- International sales and trade operations staff.
- Freight forwarders and customs brokers.
- Procurement and supply chain professionals.
- Compliance and risk managers in global trade.
- SMEs and entrepreneurs involved in cross-border commerce.

Training Methodology

The training uses a combination of instructor-led sessions, real-life document samples, compliance checklists, and group exercises. Participants will complete mock export documentation, review customs scenarios, and receive templates to apply in their daily work.

Summary

International trade success hinges not only on products and pricing but also on accurate documentation and strict compliance with global shipping regulations. This comprehensive course equips trade professionals with the knowledge and skills required to manage export documentation processes and ensure compliance with international shipping laws and customs regulations.

Participants will explore the end-to-end export process, from preparing commercial invoices and certificates of origin to understanding incoterms, export controls, and freight forwarding requirements. Through real-world case studies and document simulations, the course provides actionable insight into reducing delays, avoiding penalties, and improving cross-border shipment efficiency.

Course Content & Outline

Section 1: Fundamentals of Export Documentation

- Overview of export procedures and global trade flow.
- Key documents: Commercial invoice, packing list, certificate of origin.
- Documentary requirements by country and industry.
- Digital documentation and e-certificates.
- Role of banks and financial documentation (LCs and drafts).

Section 2: Incoterms® and Shipping Terms

- Introduction to Incoterms® 2020: Purpose and importance.
- Detailed review of terms (EXW, FOB, CIF, DDP, etc.).
- Choosing the right Incoterm for your export contract.
- Risk transfer and cost implications across terms.
- Drafting Incoterm clauses in sales contracts and documentation.

Section 3: Export Compliance and Legal Considerations

- Understanding export controls, embargoes, and sanctions.
- Dual-use goods and restricted items.
- Licensing requirements and end-use certificates.
- Penalties and enforcement: Lessons from violations.
- Ethics and corporate responsibility in export trade.

Section 4: International Shipping and Customs Clearance

- Steps in international shipping: Booking, packing, documentation.
- Working with freight forwarders, carriers, and consolidators.
- Customs procedures and duties.
- Harmonized System (HS) codes and tariff classification.
- Preparing for inspections and avoiding shipment holds.

Section 5: Cargo Handling, Insurance, and Risk Management

- Export packaging and labeling requirements.
- Choosing between air, sea, and multimodal transport.
- Marine insurance and cargo liability.

- Risk mitigation strategies for lost, damaged, or delayed goods.
- Claims handling and dispute resolution in global shipping.

Section 6: Improving Documentation Efficiency

- Common errors in export paperwork and how to avoid them.
- Leveraging technology: Trade management systems and automation.
- Auditing export documentation for compliance readiness.
- Creating internal export compliance manuals.
- Continuous improvement in export and logistics workflows.

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by The CPD Certification Service (CPD), and are certified under ISO 9001 and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

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