

# EXPORT BOOT CAMP – KICK START YOUR Knowledge on EXPORTS in 2 days!

UA SALES & RANDBURG CHAMBER OF COMMERCE  
& INDUSTRY

**Report for duty: 24 & 25 APRIL 2017**

This two-day workshop will kick start your learning process by providing all the necessary training to ensure that the learner has an understanding of best inter-processes, South African government statutory requirements and how to export!

The content of this course covers the real-world application of how to effectively handle the technical aspect of export procedures. It is highly practical and will also highlight potential problems that could arise from not understanding processes and how to evade the pitfalls relating to exports!

Practical exercises and the necessary documents are included in this workshop which will provide delegates with the need-to-know information and practical skills which can be easily implemented in the work-place.

*Proudly brought to you by:*

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SALES

**RCCI** Randburg Chamber  
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**BOOT CAMP**



## Boot Camp highlights:

- The **International Trade Cycle** & understanding how goods move globally and who is who in the zoo of global trade including: The South African Reserve Bank, SARS, Customs and Excise, Freight Forwarders, Clearing Agents, Transporters, Marine Insurance providers, Banks and Independent Inspection Agencies
- The **Incoterms® 2010**, understanding the risk, cost and responsibility for both the seller and buyer with every Incoterm – an overview
- The **statutory requirements** for SARS and the SARB to ensure compliancy and avoidance of fines. This includes the latest SARS R316 revision and how to ensure that your company is compliant
- **Documents Drive Trade!** This session will provide all the necessary documentation and provide completed examples of each, for in-house implementation
- **Transportation** – comprehending how goods move from one country to another including insurance requirements
- **Payment & VAT** – the essentials to ensure payment and South African Reserve Bank and South African Revenue Services requirements for VAT

## ICC Accreditation:

The **International Chamber of Commerce (ICC)** is the largest, most representative business organization in the world. Its' hundreds of thousands of member companies in over 120 countries have interests spanning every sector of private enterprise.

Linda Holtes is the Master Trainer for the International Chamber of Commerce for Africa on the Incoterms® 2010 rules. On conclusion of the two-day workshop, certificates will be issued to attending delegates.



## About UA SALES:

In an environment as dynamic and complex as Exports, it is important that your staff are trained professionals to keep in touch with industry trends, best practices and technological advancements in order to maintain an optimal and competitive supply chain.

UA Sales is an innovative services company delivering international trade information services to the logistics, manufacturing and supply chain service industry.

Our focus is to provide learners with tailored training that will allow them to keep informed and up-to-date with the latest industry trends. Our workshops, conferences and roundtables bring together industry experts and seasoned practitioners to share their knowledge, experience and insight in interactive learning environments.

Although content is always based on sound academic principles, we have a strong focus on sharing fresh perspectives and practical solutions to the business challenges that supply chain executives encounter daily.

The Export Guide A – Z is an online industry publication now in its fourth year, it continues to provide a valuable platform for industry news and pertinent information.

The Export Guide A – Z is available online at:

# Day 1: First steps (to Export Efficiency)

**08h00 Registration and Coffee**

**08h30 The International Trade Cycle**

This first session is an overview of the two day programme and provides insight into the complexities relating to exports including:

- the complexities of moving goods from one continent to another
- understanding the roles of the various local and international service providers,
- government authorities and how to ensure compliancy
- overview of the entire export process
- registering as an exporter
- receipt of goods by the buyer
- the necessary steps to ensure the smooth movement of cargo

**09h45 Coffee**

**10h00 Incoterms ® 2010**

The Incoterms ® 2010, provide the basis for all international trade contracts. The terms are a need to know in every exporting organization and exporters need to understand the risk, cost and responsibility associated with each of these 11 crucial trading terms: EXW, FAS, FOB, FCA, CFR, CPT, CIF, CIP, DAT, DAP & DDP.

This interactive session will ensure that

- delegates fully comprehend how to implement these terms in their contracts of sale
- and what difficulties to be aware of when negotiating contracts and or completing export documentation

**12h20 Lunch**

**13h20 Transportation**

Moving goods globally requires knowledge and an understanding of the documentation and transportation process. Learners will be exposed to the various modes of transport, the risk relating thereto and the role of the freight forwarder in the supply chain.

**15h30 Workshop closure**



## Day 2: On the home straight (Final processes)

08h00 Registration and Coffee

08h30 **Export Documentation – Documents Drive Trade!**

This first session is an overview of the export documentation that drive the trade process – this is a need to know covering:

- The contract of sale – Proforma invoice
- The demand for payment – Commercial Invoice & difference between the Proforma and the Commercial invoice
- Statutory documents such as the freight forwarders instruction and the SAD500 - government requirements and how to ensure compliancy
- overview of the entire export process documentation flow chart
- Transport documentation such as the Bill of Lading – Ocean freight, the Air Waybill and the Road Manifest
- Certificate of Origin, including the SADC, EUR1 and the GSP Form A certificates
- Other negotiable documents such as: Beneficiary Certificate, Clean Bills of Finding, Notarized Invoices and the Packing List.

10h00 Coffee

### Trade Agreements

Fully comprehending the various trade agreements (multilateral agreements), to which South Africa is signatory to. This includes how to register and complete the various documents required by SARS in order to benefit from these agreements

- SADC – 11 of the 14 SADC members – comprehending the benefits provided to South African manufacturers
- TDCA – The European Union benefits offered to South African manufacturers
- GSP – General System of Preferences offered by Canada, Japan Turkey and Russia to South African manufacturers

12h30 Lunch

13h00 **Methods of Payment – Ensuing payment globally!**

Every exporter should have a secure method of payment in place prior to dispatching any goods globally, this is not only good business sense but a statutory requirement of the South Africa Reserve Bank

- How to generate and implement the UCR Number ofr SARB & SARS
- Cash in advance payments
- Letters of Credit – including the understanding of the roles of the various banks
- Bank Collections and the Bills of Exchange and the risks relating to Bank Collections
- Open Account methods of payment and the SARB requirements
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15h30

Closure of Workshop and issuance of attendance Certificates



## Workshop Presenter



Linda Holtes is the Master Trainer for International Chamber of Commerce for Africa on the Incoterms® 2010 rules.

Linda worked extensively in Africa, Asia and Europe and has been consulting to companies, government agencies and the United Nations on all aspects of international trade for over 38 years.

Linda is an accredited facilitator and assessor with the Institute of Marketing Management South Africa and with the United Nations as an international trade specialist. She has developed training courses for both Government and the private sector both locally and internationally and has numerous publications to her name.


Over the years Linda Holtes has come to be regarded as the South African expert on all aspects of international trade, education and training.

## Workshop Cost

The cost the workshop is **R3450.00 excluding VAT**. For two days including meals, parking and Workbook.

Payment 50% upfront the balance prior to commencement of the course

 **0872877291 or 0828512143**

 [linda@uasalesonline.com](mailto:linda@uasalesonline.com)

## Recent Delegates:

The course was excellent and planning to be sending my subordinates through on the next one .I have learnt so much and I am much more aware from an exportation perspective of the do's and don'ts. I am more cautious around documentation, regulations and operations in general as you have triggered the sense of thorough checking and understanding of what has been documented. With my minimum exposure to dealing with VAT & DUTIES, this course has rounded / summed up my knowledge and "buffed" my expertise in Imports / Export Freight Forwarding. Thank you Linda.

p.s. If you could please share next course dates so to send my team.

Pugiso NTSELE (Mrs.) Imperial Group  
Manager FFL International Operations

I found the course of huge benefit to me, I have been running the export operation for some 5 years and have a good understanding of the general requirements and your course just cemented the processes and gave me the confidence that I was lacking to confront my internal and external customers as to what the correct requirements are when handling an export.  
With Kind Regards Lloyd Watermeyer  
Group Head of Logistics Dunlop Industrial Products (Pty) Ltd

I've found your course very fruitful and I have learned a lot about Logistics. Having no prior knowledge and being able to understand the procedures shows that a lot of dedication were put into the preparation of the lectures. There are chances for interaction and for each student to give their opinion. You are an absolute expert in your field and I would recommend your course as a must for all companies dealing with logistics in my personal opinion.  
Sakata Seeds Ananda Van Wyk Accountant

REGISTRATION FORM:

FULL NAME OF DELEGATE: \_\_\_\_\_ OTHER NAME: \_\_\_\_\_

ID NUMBER: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

INVOICING ADDRESS: \_\_\_\_\_

COMPANY REGISTRATION NUMBER: \_\_\_\_\_ VAT NUMBER: \_\_\_\_\_  
RANDBURG CHAMBER OF CHAMBER & INDUSTRY

NEDBANK ACC NO.109 -332-4032

Current account

**DATE OF COURSE: 24 & 25 APRIL 2017**

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