

# INTERNATIONAL TRADE CENTRE



## IMPORT PROCEDURES

This one day course will lead delegates through the procedures and documentation required to successfully complete an import transaction. Delegates will learn about the import process from initial contact with potential supplier to the import customs clearance process to ensure receipt of goods in time and within budget.

### **COURSE PROGRAMME:**

Understanding purchasing of goods from overseas – what is an import?  
What should be considered before importing  
Understand the content of an import purchase order and instructions to the supplier  
Cost implications  
Arriving at the landed cost  
What documentation is required to ensure import customs clearance  
Understand what determines how much duty and VAT is payable  
Be able to identify customs regimes and import controls  
Awareness of duty and VAT suspension regimes which benefit the importer  
Applying for approval to use Inward Processing (IP)

### **COURSE OUTCOME:**

Delegates will understand the procedures and documentation required to ensure the import transaction is successful and avoid any possible problems.

### **WHO SHOULD ATTEND?**

This course is suitable for companies new to importing and established companies who need to update their current procedures. It is ideal for those working in Purchasing, Import Administration, Finance, Shipping Administration and Customer Services.

**This course is accredited by the British Chambers of Commerce and upon completion of a written revision paper, delegates will receive a BCC accredited certificate, subject to a pass mark of 50%, plus one credit towards the Foundation Award in International Trade. You will need to achieve 6 credits to be awarded with the Foundation Award, a nationally recognised qualification.**

For further information or to book on to this course, please contact Lorraine Holt at [l.holt@hull-humber-chamber.co.uk](mailto:l.holt@hull-humber-chamber.co.uk)

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IN PARTNERSHIP WITH



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