



ESSENTIAL COMMERCIAL SKILLS

Import & Export - All you need to know

Certificate Course in Logistics and Supply Chain Management

25-Hour Course

A unique workshop to imbibe essential commercial skills.

Awareness of various payment options available and the precise terms to be used in Contracts.

Have you:

- ◆ Had payments delayed due to discrepant documents /unworkable LCs
- ◆ Got short changed due to ambiguities in the Sales Contract
- ◆ Lost money due to inflated Bank Charges

Do you want to

- ◆ Know how to draft a Sales / Purchase Contract to safeguard your interests
- ◆ Ensure secured and timely payments from customers
- ◆ Know of the different payment options, guarantees, LCs available and their pros and cons
- ◆ Learn how to check whether an LC is workable
- ◆ Minimise Bank Charges

This Workshop offers you the solution you need.

This workshop is specifically for all staff who need to acquire commercial skills to be able to conduct secured business deals . It has been structured with a practical orientation towards problems specific to the region.

At the end of the workshop you would find your staff better equipped to deal with day to day commercial dealings.

This highly interactive workshop will be full of practical real life examples.



KEY CONTENTS

Modes of Payment

- ◆ Different modes of payments available with an analysis of their respective pros and cons and the costs involved

Letters of Credit

- ◆ Types of Letters of Credit - their pros and cons. Which LC is best suited in each scenario.
- ◆ Confirmed LC's—what safeguards do they offer, what are the costs involved when should they be used.
- ◆ How to vet an LC to check it is workable
- ◆ Detect fraudulent LC's and documents
- ◆ Draft the right kind of LC to safeguard the purchases you make.
- ◆ How to spot hidden costs in LC's.
- ◆ Post UCP 600 scenario

Bank Guarantees

- ◆ Correct use of Bank Guarantees in different situations.
- ◆ Precise wording of Bank Guarantees.

KEY CONTENTS CONTINUED

Foreign Banks

- ◆ Points to take care in dealing with Foreign Banks that may not be well reputed.

IncoTerms

- ◆ Awareness of the latest Incoterms in use.
- ◆ Understand precise meaning of the terms.
- ◆ Use the right term in the right place.

Draft a foolproof Sales/Purchase contract

Commercial and Transport Documents

- ◆ Types of Shipping Documents
- ◆ Essential ingredients of documents - Invoice, Packing List, Bill of Lading etc.
- ◆ Legal effect of declarations/undertakings required to be made in Documents

WHO SHOULD ATTEND

All staff who are involved in Commercial dealings with Customer's or Supplier's.

- ◆ Sales Staff
- ◆ Logistics Staff
- ◆ Finance Staff
- ◆ Administration staff involved in drafting commercial documents

FACILITATOR

Zahoor N Dattu M. Com CDCS

Zahoor Dattu brings with him over 37 years of trade finance expertise.

A highly respected and well liked professional in business circles and the bankers fraternity, Zahoor is a lively speaker who enjoys sharing his rich experiences.

Starting his career in 1973 with Central Bank of India, Bombay, Zahoor moved to ANZ Grindlays Bank Dubai, in 1980 he has since held senior posts with Standard Chartered, Mashreq and Abu Dhabi Commercial Bank where he was Head of Trade Finance.

A M.Com. from Bombay University, Zahoor is a Certified Documentary Credit Specialist from the IFS (Institute of Financial Services) and IFSA (International Financial Services Association).

Zahoor was a faculty at Mashreq Learning Centre and is regularly invited to speak at the Emirates Institute of Banking and Financial Studies, UAE.

A contributing Editor to LC Monitor, a trade finance journal published from Canada,
