# INSTITUTE OF EXPORT & INTERNATIONAL TRADE

**Updated: February 2022**

# Training courses

Gain an understanding of key trade and customs processes to grow your business and ensure you trade compliantly and with confidence

# Introduction to importing

Importing goods and supplies from around the world can give your business a competitive edge in your domestic market or make your production costs more cost-effective.

This one-day seminar will consider the basic procedures, terminology and documentation involved in importing, giving you the knowledge needed to trade with confidence.

## Key information

- This course costs £499 + VAT for IOE&IT members
- £599 + VAT for non-members
- It will be delivered by one of the IOE&IT's pool of expert trainers – more information here

- This course contributes 10 points in the IOE&IT CPD programme
- On completion of your course, you will earn a digital certificate
- Timings: 09:45 – 16:00; dates available on export.org.uk/training

## Full list of learning outcomes

- Background to importing
- Balance of trade
- Indirect and direct importing
- Role of clearing an agent
- Evaluations of risks - supplier due diligence
- Processing an import order - the contract of sale
- Key documentation
- The role of HMRC
- Import duties
- Import VAT

- Import landed cost calculation
  - Valuation methods for imports
- Tariff codes
- The import process
  - CPC codes - A brief explanation of what they are
  - SAD C88 Form - an overview
- Incoterms - Application and impact on imports

## Who should attend?

- Customer services
- Shipping
- Purchasing
- Accounts & finance
- Import administration
- Logistics

- Logistics
- Production planning
- Technical support
- Quality and standards

## ➕ Membership

- **IOE&IT membership** gives exclusive access to expert guidance via a technical helpline and discounts on training

- For more information visit our website **www.export.org.uk**
- Or call us on 01733 404400