

## EXPORT CLINIC

**TRAINING TITLE** : PREPARATION AND ISSUANCE OF EXPORT DOCUMENTS IN INTERNATIONAL TRADE  
**DATE** : 12 & 13 NOVEMBER 2018 (MON & TUE)  
**VENUE** : MEA TRAINING CENTRE, PUCHONG

### OBJECTIVES

- Familiarizing the types of export documents
- Understanding the roles of each document
- Enabling the drafting and finalizing the document

### LEARNING OUTCOMES

- Able to chart the export flow of document
- Able to incorporate the aims and objectives of document
- Able to protect and neutralize risky document

### TARGET PARTICIPANTS

All personnel from Sales Marketing, Finance Costing, Order Planning, Logistics Supply Chain, Contract and Risk Management

### METHODOLOGY

Lectures, briefing, case studies, group discussions, group projects

### COURSE OUTLINE

#### **Module 1: Pre-Transaction Documents: - Quotation**

- Seller Quotation, Supplier Quotation, Carrier Quotation, Forwarder Quotation
- SELLER BUYER ORDER
- Purchase Order, Sales Order, Confirmation Order, Shipping Order
- INVOICE
- Proforma Invoice, Commercial Invoice, Freight Invoice

#### **Module 2: On Transaction Documents: - Consignment Note**

- Bill of Lading, Airway Bill, Seaway Bill, Mate Receipt, Marine Insurance, Shipping Notification
- CUSTOMS Declaration
- Import Customs 1, Export Customs 2, Transhipment Customs 8, Certificate Origin

#### **Module 3: Post Transaction Documents: - Releasing Order**

- Shipment Notification Order, Shipping Delivery Order, Cargo Receipt Order
- STATUTORY NOTE
- Survey Note, Inspection Note, Cargo Verification Note

#### **Module 4: Agreement Documents: - Contractual**

- Sales Contract, Supply Contract, Delivery Contract, Purchase Contract

## **PARTICIPATION FEES**

**Fee: RM1,200 per pax**

SBL claimable (Inclusive of lunch, tea breaks, notes)

## **TRAINER'S PROFILE**

**Stephen Kum Foong Sang** graduated with Master of Business Administration from Newport University, United States. He is a fellow of the Institute of Freight Forwarders (UK), The Institute of Logistics & Transport (UK), The Institute of Business Administration (UK), Professional Member of Logistics & Supply Chain Management Society and former Vice Chairman of Persatuan Logistik Selangor.

He has more than 28 years of hands-on experience in the field of international trade, global procurement, freight and logistics supply chain management. His consultancy expertise relates to implementing logistics strategy, criteria in selection of carriers, supply chain integration and Incoterms contracts.

He held various senior positions as Managing Director of a global logistics service provider with regional offices in United Kingdom, United States, Australia and Asia. On contractual appointment, he was the Country Manager with Esprit Shipping (HK), Sales Director with Karl Schroff Associate (US) and Regional Manager with Port Cargo Ltd (UK). His affiliation includes Cambridge International College (UK) as their Logistic Program Examiner and Durham Logistics College (UK) as their Program Consultant. Currently, a Resident Consultant for SCS Consultation Services (UK) and TPL Global Chains Management (US).

He has been involved in corporate training and development since 2002 for manufacturers, multinational companies, trade associations and trade and tourism divisions of foreign embassies. He has developed various freight forwarding programs for Institute Technology Multimedia, logistics programs for Sentral City Institute and post graduate programs in supply chain management for Camden University and export trade management for Metropolitan University.