

Module No.	Subject	Duration (Hours)	Date
01	Introduction of Import & Export	01	Day 1
02	Trade Documentation of Int'l Trade	08	Day 1, 2, 3

Content...	
1	Trade Documents
2	List of Trade Documents
3	Main Steps in International Trade
4	Proforma Invoice (P/I)
5	Specimen of Proforma Invoice (P/I)
6	Specimen of Purchase Order (P/O)
7	Packing List / Weight Note
8	Importance of Packing List / Weight Note
9	Specimen of Packing List / Weight Note
10	Commercial Invoice (C/I)
11	Importance of Commercial Invoice (C/I)
12	Specimen of Commercial Invoice (C/I)
13	Bill of Lading (B/L)
14	Importance of Bill of Lading (B/L)
15	Specimen re of Bill of Lading (B/L)
16	Bill of Lading (B/L) (Special Terms)
17	Air Way Bill (AWB)
18	Importance of Air Way Bill (AWB)
19	Specimen of Air Way Bill (AWB)
20	What are the Main features of Master Air Way Bill (MAWB)..?
21	What are the Main features of House Air Way Bill (HAWB)..?
22	Differences between Master Air Way Bill & House Air Way Bill
23	Specimen of MAWB and HAWB
24	Specimen of Courier Air Way Bill
25	Certificate of Insurance
26	Specimen of Certificate of Insurance
27	Letter Of Credit (L/C)
28	Importance of Letter Of Credit (L/C) for the Exporter (Seller)
29	Importance of Letter Of Credit (L/C) for the Importer (Buyer)
30	Specimen of Letter Of Credit (L/C)
31	Certificate of Origin (COO)
32	Specimen of Certificate of Origin (COO)

33	Customs Documents
34	Specimen of CUSDEC
35	Certificate of Analysis (COA)
36	Identifying of Certificate of Analysis (COA)
37	Importance of Certificate of Analysis (COA)
38	Specimen of Certificate of Analysis (COA)
39	Certificate of Phytosanitary
40	Importance of Certificate of Phytosanitary
41	Specimen of Certificate of Phytosanitary
42	The Health Certificate
43	Specimen of The Health Certificate

<u>Annexures (Specimens...)</u>	
1	Proforma Invoice
2	Purchase Order
3	Packing List
4	Commercial Invoice
5	Bill of Lading
6	Air Way Bill
7	Master Air Way Bill
8	House Air Way Bill
9	Courier Air Way Bill
10	Insurance Certificate
11	Letter of Credit (L/C)
12	Certificate of Origin (COO)
13	CUSDEC (filled) – I Page
14	CUSDEC (filled) – I & II Pages
15	Certificate of Analysis (COA)
16	Certificate of Phytosanitary
17	Health Certificate
18	Special Notes....

