# KTI SEMINAR

# TRADE PROCEDURES AND FINANCING

**TARGET AUDIENCE:** Government Officials, Directors, Development Managers, Exporters, Importers, Business Officials, Financial Managers, Financial Institutions, Law Practitioners, Individuals, Contract Managers, Project Managers, Team Members, Trade Finance Institutions, Individuals, ETC

## COURSE DESCRIPTION

Understanding Trade Procedures and Financing helps businesses in maximizing profit and maintaining steady growth. Whether you are interested in local purchasing and supply or international export and import, it is advised to get yourself familiarized with the processes involved in these transactions so as to avoid mishaps because any form of hitches in the processes can cause you a great deal of trouble. Trade financing provides funds to support businesses in international trade, covering expenses such as: goods, shipping, and its related services. It also offers: credit management, risk management, fraud prevention and theft, to facilitate successful international transactions.

Engaging in the right trade procedure fuels economic growth, improves relationships amongst parties involved, creates jobs in the sector, expands product variety, encourages global investments and bridges the gap in international trade.

This workshop develops one's ability to effectively transact business in the local and international market, ensure that the terms and conditions of a commercial contract are met and help mitigate the risk of cashless trade undertakings.

## COURSE OBJECTIVES

This intensive workshop emphasizes on the tools, skills and techniques required by Practitioners to strengthen awareness and interest in trade financing, widely used and recommended in the import and export industry. At the end of the workshop participants should be able to:


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1. Understand the processes involved in the Import and Export Trade Industry.
2. Identify client expectations and involvement to facilitate a smooth trade.
3. Create, document and share trade records.
4. Familiarize with import and export regulations.
5. Identify certain International Commercial Terms (Incoterms)
6. Create supplier selection criteria and follow a structured approach to short-listing and selecting suppliers
7. Strengthen your negotiating techniques to achieve "win-win" outcomes
8. Monitor and control supplier performance, to ensure requirement standards are met
9. Understand all risks involved in trade financing
10. Amend contracts and manage changes that occur during the trade processes
11. Maintain productive working relationships with suppliers
12. Reduce the potential for disputes and legal action

**MODE OF WORKSHOP (DELIVERY)**

PowerPoint presentation, Case study, Discussions, Training manual, Workshops/Exercises.

**COURSE OUTLINE**

**MODULE 1**

- **Trade Procedures**
    i. Import/Export Regulations
    ii. Trade Agreements
    iii. International Commercial Terms (Incoterms)
    iv. Letter of Credit
    v. Bill of Lading
    vi. Customs Clearance
    vii. Insurance


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**MODULE 2:**

- **Trade Financing**
    i. Letter of Credit
    ii. Supply Chain Finance
    iii. Export Credit Insurance
    iv. Trade Finance Loans
    v. Work Capital Financing
    vi. Factoring
    vii. Forfaiting

**MODULE 3**

- **Some Highlights of the Trade Procedure and Financing Laws**
    i. International Investment Promotion Centres
    ii. Foreign Exchange
    iii. Consignment
    iv. Trade Finance Law
    v. Trade Policies

**MODULE 4**

- **Improving Trade Financing**
    i. Cost Savings Means and Opportunities


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ii. Engaging in faster transactions
iii. Engaging in Cash Flow activities
iv. Records Management
v. Ensuring due diligence and an equitable process

**MODULE 5**

- **Parties involved in Trade Financing and the roles they play**

i. Banks
ii. Trade Finance Companies
iii. Importers and Exporters
iv. Insurers
v. Export Credit Agencies

**MODULE 6**

- **Contract Planning and Risk Management**

i. Developing the overall management plan for the contract of trade
ii. Aligning contract planning with established organizational systems
iii. Evaluating risks
iv. Using contracts as effective risk management tools and developing strategies for mitigating risk that arise from contracts
v. Commencing the contractual process
vi. Relationship building


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