

# EXPORTING PROCEDURES

8:30 a.m. to 4 p.m. (1-hour lunch and two 15-min breaks)

Reference book Exporting Regulations Documentation Procedures



## I. STRUCTURING EXPORT SALES TO FOREIGN MARKETS

- Structuring Foreign Sales
- Export Order Process

## II. NEGOTIATING YOUR CONTRACT AND MEETING ITS TERMS

- What is a Contract?
- Contracts for International Sale of Merchandise
- Puerto Rico's Commercial Code
- Arbitration

## III. INCOTERMS® 2020, PRODUCT TRANSPORTATION & RISK OF LOSS (Cursory Overview)

- Incoterms® Rules Compared
- What can't Incoterms® Rules 2020 do?

## IV. FORMS OF PAYMENT (In book for reference but not covered in class)

## V. CUSTOMS & TARIFF PLANNING CONSIDERATIONS

- Tariff Classification
- Product Valuation
- Other Tariff Considerations

## VI. EXPORT CONTROLS

- Export Control Reform
- Applicability of the EAR
- Commerce Department Export Controls: Are You Subject to the EAR?
- Anti-boycott Regulations
- Penalties for Export Control Violations
- State Department Controls on Defense Articles and Services
- Office Foreign Assets Control

## VII. FREIGHT FORWARDERS, PACKING, TRANSPORTATION, AND INSURANCE

- Freight Forwarders
- Authorizing a Forwarder
- Transportation Costs
- Packaging
- Ocean Transportation
- Air Transportation
- Insurance and the Insurance Certificate

## VIII. REPORTING THE EXPORT

## IX. EXPORT DOCUMENTATION OF AIR AND OCEAN

- Documentation and the Details (Product Quotations, Counteroffer, Formal Quotation, Commercial Invoice, Packing List, Shippers Letter of Instruction (SLI), Certificates of Origin, Export report or Electronic Export Information, Bill of Ladings)