### Paper Title: Export Documentation & Procedure

**Code: FTM-502**

**Total Number of Lectures Allocated: 45**

**Credit: 3 Time: 3 Lecture Hours/Week**

**Objective:**

The course has been designed to impart the knowledge of the various documents involved in export as well as import business.

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| **Unit** | **Contents** | **Lectures** |
| **I** | **Export import documents:**  Importance and use of commercial invoices, bill of exchange, bill of lading, letter of credit, certificate of origin, mate’s receipt, bill of entry, certificate of origin, certificate of inspection, GR form, shipping bills, consular invoice. | **09** |
| **II** | **Export procedure:**  Preliminaries, confirmation of order, production and clearance of products for exports, shipment, negotiation of documents and realization of export proceeds, obtaining export incentives | **09** |
| **III** | **Import procedure:**  Determining market demand and purchase motivation, locating and negotiating with the sources of supply, securing physical distribution, arrangement for payments, delivery of goods. | **09** |
| **IV** | **Preshipment inspection and quality control:**  Clearing and forwarding agents and their role in export import  Cargo insurance: needs, kinds of perils, types of losses, types of policies, insurance claims. | **09** |
| **V** | **Shipment of export cargo:**  Introduction, Central excise formalities, customs clearance- objectives, legal framework, stages, procedure. | **09** |

**Essential Readings:**

1. Acharya & Jain , Export Marketing , Himalayan Publishing.
2. Export Import procedures and documentation, IGNOU IBO- 04.
3. Nabhis Export Manual.

**Reference Books:**

1. Francis Cherunilam : International Business.

2. B.K. Chaudhari and O.P. Agarwal : Foreign Trade and Foreign Exchange;

Himalayan Publishing.