



**Course Title:** Export –Import Documentation & Logistics

**Course Code:** IB203

**Credit Units:** THREE

**Level:** UG

L	T	P/S	SW/F W	TOTAL CREDIT UNITS
3	0	0	0	3

**Course Objectives:** Trade procedures and documentation formalities are a critical part of international business management.

This subject aims at imparting knowledge of trade procedures and documentation formalities with a view to enable the participants to develop a systematic approach in handling trade transaction and incidental paper work (export and import documentation).

To make students able to:

- Evaluate and justify the various documents for processing export and import orders.
- Evaluate the legal implications in the area of exports and imports
- Assess the various terms and conditions of export finance
- Develop the ability to critically examine the EXIM policy framework

**Prerequisites:**

The student opting for this course should have successfully completed the course basic management & international business. The student is expected to combine the learning across specialization courses including IB & Management.

**Student Learning Outcomes:**

- The student who completes the course successfully will be able to outline, relate and classify the impact of EXIM policy on International trade.
- The student will be better positioned to discover and demonstrate different concepts of International Business, especially for Export & Import.
- The course will help the student appraise, assess and choose documents & logistics services and identifying markets for international trade .

**Course Contents/Syllabus:**

	<b>Weightage (%)</b>
<b>Module I Introduction to International Business</b>	<b>20</b>
<ul style="list-style-type: none"><li>• Meaning</li><li>• Features of External Trade</li><li>• Importance of External Trade</li><li>• Types-Contract manufacturing, Licensing, Franchising, Joint Ventures, Subsidies, Import &amp; Export.</li><li>• Export Procedure</li><li>• Import Procedure</li></ul>	
<b>Module II Foreign Trade – Institutional Framework &amp; Basics</b>	<b>15</b>
<ul style="list-style-type: none"><li>• WTO &amp; Trade Liberalization ( WTO, UNCTAD, World Bank/ IMF)</li><li>• Role of Government &amp; Semi- Government Agencies in Export Promotion ( Export Incentive Schemes, EPZs, SEZs, Etc..)</li><li>• India's place in World's Business</li></ul>	
<b>Module III Export Procedure &amp; Documents for export and import</b>	<b>20</b>
<ul style="list-style-type: none"><li>• Principal documents used in Export Procedure</li><li>• Auxiliary documents used in Export Procedure</li><li>• Important documents used in Import Procedure</li><li>• Important terms used in Export &amp; Import</li><li>• Processing an Export Order</li><li>• Negotiation of Documents</li><li>• Role of bank in an Export- Import Transaction</li></ul>	
<b>Module IV Methods &amp; Instruments of Payment &amp; Pricing And Methods of Financing Exports</b>	<b>20</b>
<ul style="list-style-type: none"><li>• Methods of Payment</li><li>• Financing Exporters &amp; Importers</li><li>• Instruments of Payments</li><li>• Pre-shipment finance</li><li>• Post-shipment finance</li></ul>	
<b>Module V Export- Import Strategies &amp; Practices And Export Marketing</b>	<b>15</b>
<ul style="list-style-type: none"><li>• Export Strategy Formulation</li><li>• Import Strategy ( Sourcing Strategy)</li><li>• International Marketing</li><li>• Export Marketing- Going Global</li><li>• Globalization ( History of GATT &amp; Understanding of different levels of International Integration)</li><li>• Forms of International Trade ( International consumer behavior, Selecting Markets for Exporters, Selecting Channels of Distribution, Selecting prospective buyers)</li></ul>	
<b>Module VI Customs Clearance of Import &amp; Export Cargo</b>	<b>10</b>
<ul style="list-style-type: none"><li>• Clearance of Import Cargo</li></ul>	

<ul style="list-style-type: none"> <li>• Clearance of Export Cargo</li> <li>• Customs Valuation</li> <li>• The Harmonized System</li> <li>• Carnets</li> </ul>	
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**Pedagogy for Course Delivery:**

This class will be taught using a mix of theory and the case method. In addition to assigning the case studies, the course instructor will spend considerable time helping you understand the concept of FTP, its impact, its framework, documentation, logistics and analysis.. We encourage the students to take-up a project with a leading export house together with this course to put theory to practice.

**Assessment/ Examination Scheme:**

Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
30	NA	70

**Theory Assessment (L&T):**

Continuous Assessment/Internal Assessment					End Term Examination
Components (Drop down)	Mid-Term Exam	Project	Field visit ( Export House)	Attendance	
Weightage (%)	10	10	5	5	70

**Text & References:**

- Khurana P K, 2007, Export Management, Galgotia Publications, 7<sup>th</sup> edition.
- Justin Paul & Rajiv Aserkar, 2013, Exort Import management, Oxford Publication.
- Notes of Amity Distance Education Course for EIDL

- E. Johnson, **Export/Import Procedures And Documentation (Export/Import Procedures & Documentation, 2002)**
- Thomas A. Cook, **The Ultimate Guide To Export Management, 2001**
- Michael B. Stroh, **A Practical Guide To Transportation And Logistics, 2006**
- Donald F. Wood, Anthony Barone, Paul Murphy, And Daniel L. Wardlow, **International Logistics, 2002**

**Any other Study Material:**

- **[www.eximguru.com](http://www.eximguru.com)**
- [www.iift.org.in](http://www.iift.org.in)
- [www.commin.nic.in](http://www.commin.nic.in)
- [www.tdctrade.com](http://www.tdctrade.com)
- [www.intracen.org](http://www.intracen.org)