IMPORT-EXPORT PROCUREMENT & LOGISTICS COORDINATION



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Introduction

An import or export order succeeds or fails at the handovers: supplier to forwarder, forwarder to carrier, carrier to customs, customs to warehouse. Each handover carries documents, deadlines, and liability, and a single missing certificate or wrong Incoterm can hold goods for weeks. This Import-Export Procurement & Logistics Coordination Training Course gives procurement, logistics, and shipping professionals a complete method to coordinate cross-border shipments end to end. Participants learn how to place international orders, select and brief freight partners, prepare compliant documents, clear customs, and track cost and risk at every stage. Furthermore, the course connects coordination discipline to landed cost and delivery reliability.

Import-Export Procurement & Logistics Coordination Course Objectives

- Plan international purchases with delivery dates, lead times, and milestones.
- Apply Incoterms 2020 correctly and match them to transport mode and control needs.
- Select freight forwarders, carriers, and customs brokers against clear criteria.
- Prepare commercial invoices, packing lists, and certificates of origin accurately.
- Arrange customs clearance, duty payment, and release procedures.
- Choose transport modes and consolidate shipments for cost and speed balance.
- Manage cargo insurance, liability, and claims when damage or loss occurs.
- Track shipments and communicate status across procurement, supplier, and customer.
- Calculate landed cost and compare sourcing and routing options.
- Control documentation risk, record-keeping, and post-shipment audit exposure.

Course Methodology

- Facilitated sessions built on real shipping documents, invoices, and tracking logs.

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- Case workshops on held shipments, documentation errors, and cargo claims.
- Exercised comparison of transport modes, Incoterms, and landed cost options.
- Documentation review labs using shipping checklists and customs forms.
- Group exercise on a shipment coordination plan with risk and contingency steps.

Who Should Take This Course

- Import and export coordinators and administrators.
- Procurement and purchasing officers handling international orders.
- Logistics, shipping, and freight forwarding staff.
- Warehouse and receiving supervisors managing inbound cargo.
- Customs and trade compliance assistants.
- Finance staff processing freight invoices and landed cost.

Import-Export Procurement & Logistics Coordination Course Outlines

Day 1: International Order Placement and Coordination

- The import and export order cycle from enquiry to delivery.
- Purchase order terms for international supply: specifications, dates, and packing.
- Lead time planning: production, booking, transit, clearance, and delivery.
- Order confirmation, proforma invoices, and advance payment arrangements.
- Communication routines with suppliers, agents, and internal teams.
- Export packing, marking, and shipping marks standards.
- Coordination roles and escalation paths.

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Day 2: Incoterms, Contracts of Carriage, and Insurance

- Incoterms 2020 rules and the risk transfer point of each.
- Matching Incoterms to mode, control needs, and cost responsibility.
- Bill of lading, sea waybill, air waybill, and CMR documents.
- Freight booking, container selection, and load planning.
- Cargo insurance types, coverage limits, and claim procedures.
- Carrier liability limits and when insurance matters most.
- Freight rate structures, surcharges, and demurrage risk.

Day 3: Documentation and Customs Clearance

- Commercial invoice, packing list, and their accuracy requirements.
- Certificates of origin, inspection certificates, and licences.
- Harmonized System classification and its effect on duty and controls.
- Customs declaration, valuation, and duty and tax calculation.
- Clearing agents, pre-clearance, and release procedures.
- Special regimes: temporary admission, transit, and free zones.
- Handling holds, queries, and customs inspections.

Day 4: Transport Modes, Tracking, and Cost Control

- Mode selection: sea, air, road, rail, and multimodal comparison.
- Consolidation, groupage, and container fill optimisation.
- Transit time reliability and buffer planning.
- Shipment tracking, milestone monitoring, and exception alerts.
- Demurrage, detention, and storage charge avoidance.

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- Landed cost build-up and routing option comparison.
- Freight invoice audit and charge verification.

Day 5: Risk, Records, and Continuous Improvement

- Supply chain risk in international shipping and mitigation options.
- Cargo claims, loss documentation, and recovery steps.
- Record retention, evidence packs, and post-clearance audit readiness.
- Incoterm and supplier term negotiation for better control.
- Service level measurement for forwarders and brokers.
- Coordination KPIs: on-time delivery, clearance time, and cost per shipment.
- Building an international shipping coordination improvement plan.

Conclusion

By successfully completing the Import-Export Procurement & Logistics Coordination Training Course, participants will have acquired a solid working knowledge of international order placement, Incoterms application, freight and insurance arrangements, customs documentation and clearance, transport mode selection, landed cost calculation, and shipment risk control. They will leave able to coordinate shipments that arrive on time, with documents that clear first time, at a landed cost they can explain and defend. Gentex Training Center delivers this programme with procurement and logistics practitioners who coordinate international shipments in live operations.

FAQs for the Import-Export Procurement & Logistics Coordination course

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Q1 What is the "Import-Export Procurement & Logistics Coordination" course about?

It is a five-day programme on coordinating international shipments from order to delivery. It covers order placement, Incoterms 2020, freight and insurance, customs documentation and clearance, transport mode selection, landed cost, and shipment risk control.

Q2 What are the key benefits of the "Import-Export Procurement & Logistics Coordination" course?

Participants cut clearance delays and held shipments through accurate documentation, avoid avoidable demurrage and storage charges, and know their true landed cost per shipment. They also gain forwarder and broker performance measures that improve delivery reliability over time.

Q3 What skills will I gain from the "Import-Export Procurement & Logistics Coordination" course?

You will gain international order planning and coordination, Incoterms and freight arrangement management, customs documentation and clearance control, and transport mode, landed cost, and shipment risk management.

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Q4 What tools, methods, or standards are covered in the "Import-Export Procurement & Logistics Coordination" course?

The course works with purchase order and packing specification standards, shipping marks and export packing rules, Incoterms 2020 rules, bills of lading, sea and air waybills and CMR consignment notes, cargo insurance policies and claim procedures, carrier liability limits, freight rate and surcharge structures, commercial invoice and packing list requirements, certificates of origin and inspection certificates, Harmonized System classification, customs declaration and valuation procedures, temporary admission, transit and free zone regimes, shipment tracking and milestone monitoring, landed cost models, and freight invoice audit methods.

Q5 How is the "Import-Export Procurement & Logistics Coordination" course applied in real-world practice?

Teams apply it when placing an international order and agreeing Incoterms, booking freight and consolidating loads, preparing documents before shipment, clearing a consignment through customs, chasing a delayed container, and auditing a freight invoice against the agreed rate. It also guides forwarder performance reviews.