



Module 5: Trade Operations and Documentations

Online Session 1/6 Step by Step Process of getting started in Export – Import

Six Months Certificate Training Program on “Agri-Export and Import Management”

Speaker: Dr Raosaheb R Mohite, Agri-Value Chain Expert - GFFM Group, Bangalore

Organized By: “Indo-German Cooperation Project on Agricultural Market Development”

Knowledge Partner: CCS National Institute of Agricultural Marketing

Supported by: Agricultural and Processed Food Products Export Development Authority

Date: 01 February 2023 | Time: 19:00 – 20:30 Hr



Module 5: Trade Operations and Documentations

Session 1 Step by Step Process of getting started in Export – Import

Session 2 Clear understanding of export – import documentation

Session 3 Drafting an export sales contract; Negotiating suitable INCO Terms

Session 4 Getting tuned to Operational issues in international business

Session 5 Procedure for clearance of export – import cargo; Duty assessment and payment of import cargo

Session 6 Export clearance and Incentive assessment

February 2023



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
			Module 5: Session 1 Step by Step Process of getting started in Export – Import		Module 5: Session 2 Clear understanding of export – import documentation	
5	6	7	8	9	10	11
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4

Focus States and Crops

Uttar Pradesh

- Mango
- Green Chilli



Rajasthan

- Cumin
- Coriander



Odisha

- Turmeric
- Ginger





A comprehensive, step by step guide to get started in export-import



Sole Proprietary firm/ Partnership
Company

1. Establishing an Organization



2. Opening a Bank Account

Current Account with a Bank authorized to deal in foreign exchange





3. Obtaining Permanent Account Number (PAN)

PAN card from Income Tax
Department





4. Obtaining Importer – Exporter Code (IEC) Number

IEC Code from DGFT

5. Registration cum Membership Certificate (RCMC)

RCMC from Export Promotion
Councils/ FIEO/ Commodity
Boards/Authorities





6. Selection of Product

Market size, Competition, Quality Requirements, Payment terms etc; export benefits like FTP etc

7. Finding of Buyers

Trade fairs/ Buyer – Seller Meets/ Exhibitions. B2B portals/ web browsing/ Indian Missiona overseas, Product catalogue etc



8. Sampling

Providing trade and technical samples





9. Pricing / costing

Selling at competitive price with maximum profit marking; Free on Board (FOB), Cost, Insurance and Freight (CIF)

10. Negotiation with buyers

Reasonable allowances/
Discount in price



11. Covering Risks through ECGC

Appropriate policy from
Export Credit Guarantee
Corporation (ECGC)

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12. Processing of an Export Order

Carefully examine an export order and enter into a formal contract with overseas buyer

12.A. Confirmation of Order



12.B. Procurement of Goods

After order confirmation go for procurement/ manufacture of goods





12.C. Quality control

Strict quality control; Pre-shipment inspection, Buyer standards/ specifications, inspection

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12.D. Finance

Pre-shipment and post-shipment finance from commercial banks at concessional rates (180 days); Packing credit-advance (for new exporters) 75% to 90% advances on value of export. Post-shipment 90% advances (180 days)





12.E. Labeling, Packaging, Packing and Marking

Label, Package and Pack as per Buyer instructions

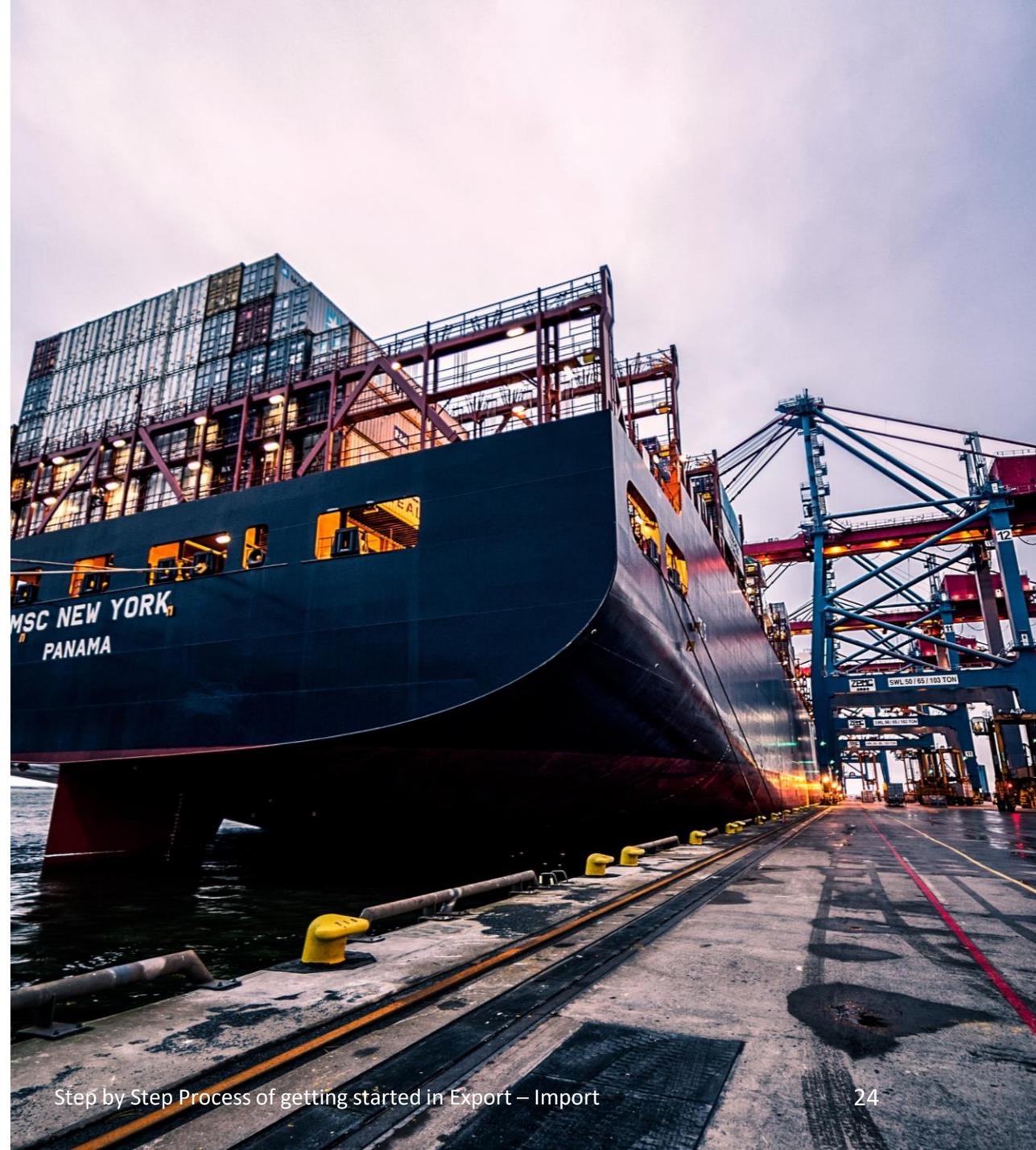
12.F. Insurance

Marine Insurance Policy covers loss/ damage during transit; In CIF the exporters takes Insurance and in C&F and FOB the Importer takes the Insurance.

12.G. Delivery

Fast and efficient delivery to meet delivery schedule.

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12.H. Customs and procedures

Get PAN based Business Identification Number (BIN) from Customs; Fill up relevant forms and as per formats



A photograph of two men in an office setting. On the left, a younger man with dark hair and a beard is looking towards the right. On the right, an older man with white hair and glasses is smiling and looking at a laptop screen. The background is a blurred wall with some decorative elements.

12.1. Customs House Agents

Customs House Agents are professionals licenced by the Commissioner of Customs who facilitate clearance of cargo from customs



12.J. Documentation

Mandatory documents: Bill of Lading/ Airway Bill, Commercial Invoice cum packing list, Shipping bill/ bill of export/ bill of entry..and other documents as per case.

13. Submission of documents to the bank

Within 21 days of shipment documents are required to be submitted to Bank for onward dispatch to foreign bank to arrange payment – Collection/ Purchase/ Negotiation under L/C.



13.A. Bill of exchange





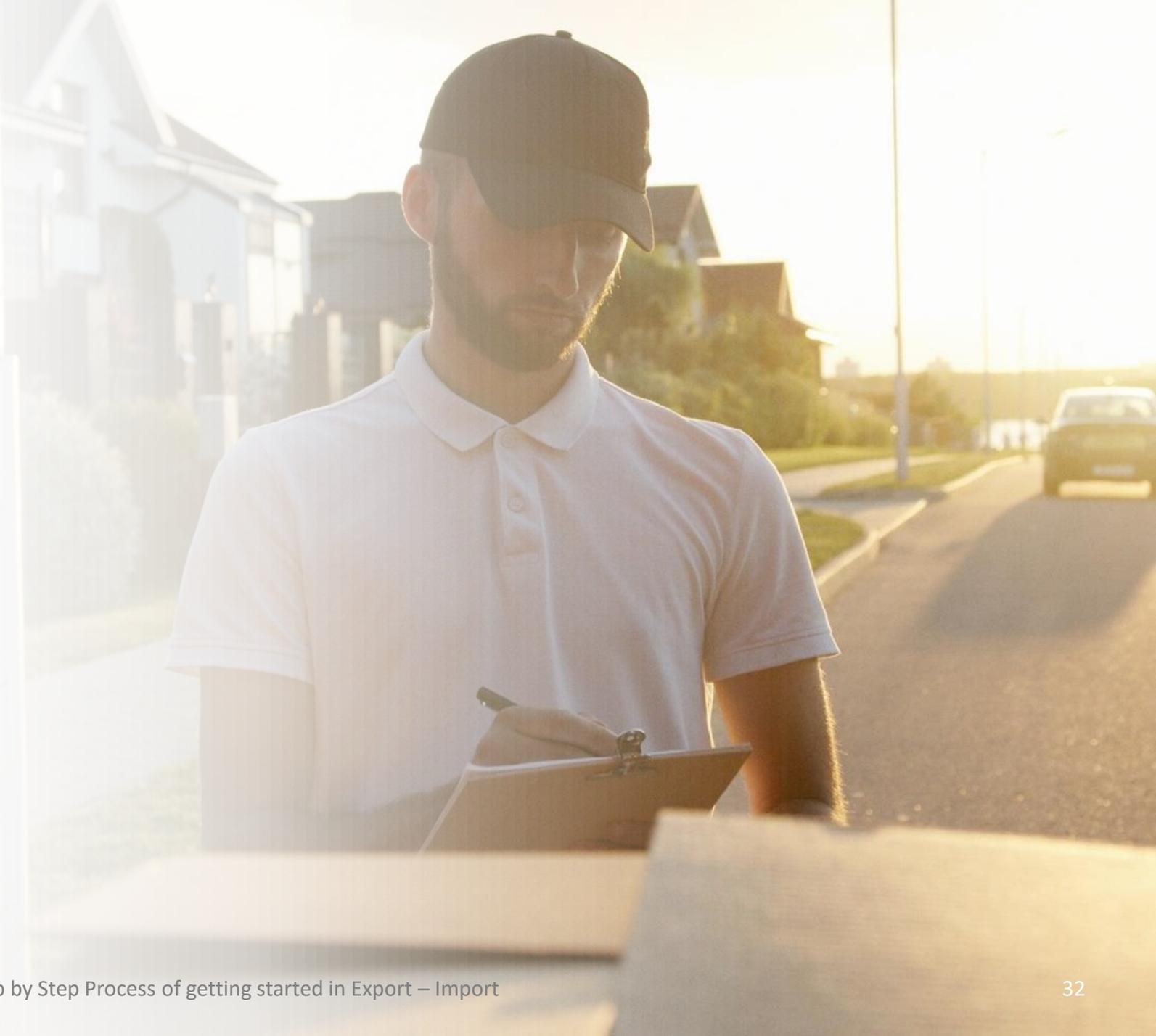
13.B. Letter of Credit (if shipment under L/C)



13.C. Invoice



13.D. Packing list



13.E. Airway Bill/ Bill of Lading



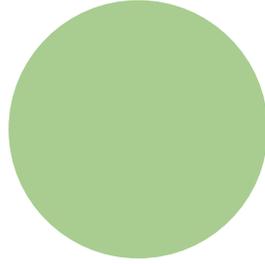
13.F. Declaration under Foreign Exchange



13.G. Certificate of Origin/ GSP

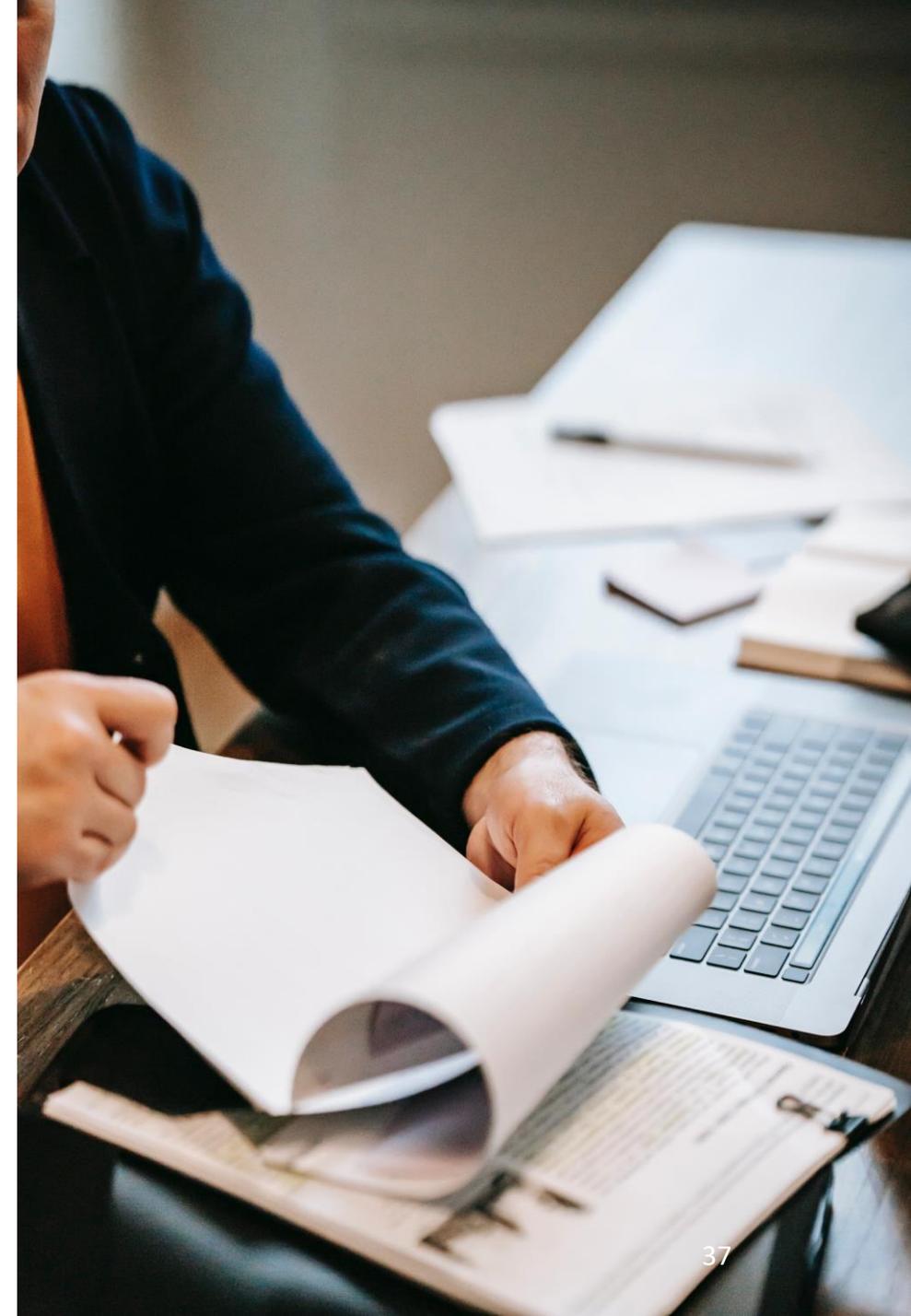


13.H. Inspection Certificate (wherever necessary)



13.I.

Any other document as required in the L/C or by the buyer or statutorily



14. Realization of Export Proceeds

Export proceeds should be realized in 9 months; export contracts and invoices shall be denominated in freely convertible currency of Indian Rupees, except for export to Iran



Thank you

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