

国际贸易实务

Chapter 2

General Procedures of Import and Export Transaction



Chapter 2 General Procedures of Import and Export Transaction Teaching Plan 4

Teaching Contents

Section Four. Import procedure

- 1.General Procedures of Import (FOB, Ocean Transport and L/C)**
- 2.The whole procedures of a foreign transaction (FOB, Ocean Transport and L/C)**

Teaching time: Two-class hour (90 minutes)

Learning Objectives

- 1.Master the general procedures of import (FOB, Ocean Transport and L/C)**
- 2.Master the whole procedures of a foreign transaction (FOB, Ocean Transport and L/C)**



Important Points:

- 1.The general procedures of export (CIF,Ocean Transport and L/C)**
- 2.the whole procedures of a foreign transaction (FOB, Ocean Transport and L/C)**
- 3.The main tasks of each procedure**
- 4.Application in foreign trade practice**

Difficult Points:

- 1.The main tasks of each procedure**
- 2.Application in foreign trade practice**

Teaching Methodology:

Questions and Answers; Presentation; Group discussion; case analysis

Teaching Aids:

PPT, blackboard, multimedia classroom



We have studied the procedure of export business, so it will be much easier to understand the procedure of import, because export and import are two sides of one coin. When handling an import trade, some trade conditions and terms are just the opposite of those we do in an export trade.

Under FOB contract with terms of payment by letter of credit, the procedure of import can be summarized as follows:



1.General Procedures of Import (FOB, Ocean Transport and L/C)

Step A preparation for importing:

1)market research, 2)import plan, 3)selecting the overseas sellers

Step B business negotiation:

1)sending enquiries to the sellers, 2)comparing the offers received, 3)making counter-offer, 4)sign a purchase contract

Step C performance of contract:

1) issuing a letter of credit,2) chartering and booking shipping space, 3)insurance, 4) examining documents and making payment, 5) customs clearance, 6)unloading and taking possession of the goods

Step D Follow-up (Closing work)

1.Relevant materials and documents in a file
2.Cancel after verification for import进口核销



General Procedures of Import (FOB, Ocean Transport and L/C)

- 1) Preparation before trade negotiation**
- 2) Trade negotiation and contract signing**
- 3) Opening L/C**
- 4) Chartering or booking shipping space**
- 5) Effecting insurance**
- 6) Documents examination and payment for documents**
- 7) Customs declaration and clearance for import**
- 8) Taking delivery and re-inspection**
- 9) Lodging claims**
- 10) Settlement of disputes**



2.The whole procedures of a foreign transaction (FOB, Ocean Transport and L/C)

1)Seller and buyer

Preparation before trade negotiation

Trade negotiation and contract signing

2)Seller

Asking for L/C

3)Buyer

Opening L/C

4)Seller

- **Examining and/or amending L/C**
- **Preparing goods for shipment**
- **Chartering or booking shipping space**
- **Customs declaration and clearance for export**
- **Effecting insurance**
- **Effecting shipment**
- **Documents preparation and presentation for payment**



5)Buyer

- **Documents examination**
- **Payment for documents**
- **Customs declaration and clearance for import**
- **Taking delivery and reinspection**
- **Lodging claims**

6)Both the seller and the buyer Settle the disputes



Every connection of import and export practice needs accurate and truthful reflections of the actual objective situation, which requires that all practitioners of import and export practice should adhere to the work style of seeking truth from facts, can proceed from the reality, can perform all the duties of foreign trade practitioners, and dare to adhere to the principles in their work.

The employees of international trade should also be devoted to their duties, love their work, can master all knowledge and skills required in the practice, and should stick to learn new knowledge and improve related skills in the future.





Thank You !