

# **Freight Forwarding**

## **Preface**

This comprehensive guide is designed to provide aspiring freight forwarders, logistics professionals, and enthusiasts with a solid foundation in the field of freight forwarding. Whether you are new to the industry or looking to enhance your existing knowledge, this handbook will serve as an invaluable resource.

Freight forwarding plays a crucial role in global trade, facilitating the movement of goods across borders and ensuring the smooth functioning of supply chains. It involves a wide range of activities, from managing documentation and customs clearance to coordinating transportation and optimizing logistics operations. With the constant evolution of international trade and logistics, it is imperative to stay updated on the latest trends, regulations, and best practices in the field.

In this handbook, we have compiled a wealth of information and practical insights to help you navigate the complex world of freight forwarding. Each chapter is carefully crafted to cover key aspects of the industry, including modes of transport, freight documentation, customs procedures, risk management, and logistics optimization. Practical case studies and examples are incorporated throughout to provide you with a deeper insight of the concepts and their application in practice. We have also included self-assessment questions at the end of each chapter to reinforce your learning and gauge your progress.

We hope that this handbook will serve as a valuable companion in your journey towards becoming a proficient freight forwarder. By mastering the concepts and techniques presented here, you will be equipped to tackle the challenges of the industry and contribute to the efficient movement of goods on a global scale.

## **Course Objectives:**

**The objective of the course is to**

- † Offer an industry relevant, application-oriented skill development course to students
- † The boundaries of freight forwarding roles and the impact on those with adjacent roles and responsibilities
- † The general and specific options and procedures for the movement of goods including, Road, Rail, Air and Sea
- † The hazards and risks to health and safety from the movement of goods
- † The principles of insurance and their applications to the movement of goods

- † The elements of an invoice, commercial and legal implications of different payment methods
- ❖ Methods for identifying, labelling, and transporting sensitive, urgent, and hazardous goods.

**Key Learning Outcomes:**

*At the end of this module, the participant will be able to*

1. To Develop Practical experience on supply chain logistics and its key components.
2. Analysing the importance of effective logistics management.
3. Analysing the role of freight forwarders in transportation coordination.
4. Identifying the benefits of using freight forwarders in logistics.
5. Conceptualising freight forwarding services and their significance.

**Freight Forwarding Contents:**



## **Freight Forwarding Chapter with Sub-Topics:**

### **Unit 1 - Introduction to Supply Chain Logistics and Importance of Freight Forwarding**

Supply Chain Logistics: Meaning; Importance and Scope - Recognizing the critical role of supply chain logistics in business operations - Explaining how logistics contributes to overall supply chain performance - Freight Forwarding: Meaning; Modes; Roles; Significance and Importance - Responsibilities and functions of freight forwarders - Benefits of using freight forwarders in supply chain logistics - Case Studies and Practical Examples

### **Unit 2 - Exim documentation for freight forwarding.**

EXIM Documentation – Introduction and importance - Role of Freight Forwarders in EXIM Documentation - Export Documentation in Freight Forwarding - Import Documentation in Freight Forwarding - Transportation and Logistics Documentation - Customs Documentation - Documentation for Special Situations - Document Management and Record-Keeping - Documentation Challenges and Solutions - Case Studies and Practical Examples

### **Unit 3 - Freight forwarding Office Activities and Field Activities and Verification of GST Invoices and e-Waybills**

Office Activities in Freight forwarding - Field Activities in Freight forwarding - Coordination between Office and Field Activities - Challenges and Solutions in Office and Field Activities - Best Practices in Freight Forwarding - GST Invoices and e-Waybills – Introduction and importance - Role of Freight Forwarders in Verifying GST Invoices and e-Waybills - Technology and Automation for GST Invoice and e-Waybill Verification - Case Studies and Practical Examples

### **Unit 4 - Cargo movement – Planning, Arranging and Transshipment**

Cargo Movement in Freight Forwarding – Introduction; Role and Importance - Factors Influencing Cargo Movement - Planning and Arranging Cargo Movement – Transshipment – Documents required for Import/Export/Transshipment of goods - Technology Solutions for Cargo Movement in Freight forwarding - Cargo Security and Compliance – Case Studies and Practical Examples

## **Unit 5 - Compliance to Health, Safety, Security Norms and Ethics**

Health, Safety and Security Norms – Introduction and Importance - Role and Responsibilities of Freight Forwarders in Ensuring Compliance - Key Challenges and Risks in Health, Safety, and Security - Health and Safety Regulations and Compliance - Compliance with International Trade and Customs Regulations - Hazardous Materials and Dangerous Goods Handling - Insurance and Liability Considerations – Integrity and Ethics in Freight Forwarding – Importance and Challenges - Code of Conduct and Professionalism - Case Studies and Practical Examples

### **Course Assessment and Marks Distribution:**

#### **Assessment:**

- Marks: 70% weightage for practical assessment.
- 30% weightage for online assessment.
- The course will be embedded as a part of the student's curriculum and evaluation will be done jointly by the college faculty and the Training Partner