ABOUT THE COURSE

COURSE NAME:	EXIM DOCUMENTATION
TOTAL DURATION:	45 Hrs
MODE OF DELIVERY	PHYSICAL CLASSROOM TRAINING AT RESPECTIVE COLLEGES
TRAINER TO STUDENT RATIO:	1:50
TOTAL MARKS:	75

TABLE 1	
OVERALL COURSE OBJECTIVE:	● Create export-import documentation requirements, including preparation, verification, and submission procedures. ● Explore international trade regulations, including export controls, customs requirements, and trade sanctions, to ensure compliance with legal and regulatory frameworks. ● Organize, manage, and controlling export-import documents to facilitate smooth and efficient trade transactions. ● Develop strong communication and collaboration skills to interact effectively with internal teams, external stakeholders, and regulatory authorities involved in EXIM documentation processes. ● identify potential documentation-related risks and issues, and develop strategies to mitigate risks and resolve problems efficiently to prevent disruptions to trade operations.
LEARNING OUTCOME:	At the end of the course, the students are able to ● Evaluate the accuracy and completeness of EXIM documents to facilitate smooth customs clearance and shipment processing. ● Develop and implement export compliance procedures and training

programs to mitigate the risk of export violations.
- Implement document control processes to ensure the security, confidentiality, and integrity of import-export documents.
- Analyze trade data and trends to monitor compliance with trade regulations and identify potential compliance risks.
- Prepare and verify customs documentation, such as import declarations, duty calculations, and clearance forms, in accordance with customs regulations and procedures.

TABLE 2: MODULE WISE COURSE CONTENT AND OUTCOME				
SL.NO	MODULE NAME	MODULE CONTENT	MODULE LEARNING OUTCOME	DURATION (HRS)
1	**Introduction to Export and Import**	Overview of International Trade - Importance and Benefits of Exporting and Importing - Key Players in Global Trade - Basic Concepts in Exporting and Importing - Risks and Challenges in Export-Import Business.	An introductory overview of export and import operations, covering key principles, regulations, and practices essential for conducting international trade efficiently and compliantly.	5
2	**Prepare documents for Export and Import processing including EDI filing.**	Essential Documents for Export and Import Transactions - Export – Import	Upon completion, students will proficiently create and manage export and import documentation,	5

		Declarations - Customs Clearance - Role of Electronic Data Interchange (EDI) in Trade Processing - Advantages and Challenges of EDI in Export-Import Processes - EDI Filing Procedures and Standards - EDI Integration with Supply Chain Management Systems	including Electronic Data Interchange (EDI) filing, ensuring compliance and efficient processing within international trade contexts	
3	**Plan and arrange for cargo movement**	Freight and Transportation Modes - Factors Influencing Cargo Transportation Selection - Cargo Planning and Scheduling - Packaging and Labelling Requirements for Different Modes of Transport - Documentation and	Students will acquire the skills to effectively plan and arrange for the movement of cargo, including coordinating logistics, transportation, and documentation, ensuring smooth and efficient delivery across various supply chain networks	5

		Compliance in Cargo Movement - Customs Clearance and Border Control Procedures - Role of Technology in Cargo Tracking and Management - Efficient Route Planning and Optimization Techniques		
4	**Perform customs clearance field activities**	Roles and Responsibilities of Customs Clearance Agents - Documentation Requirements for Customs Clearance - Preparing Customs Declarations and Forms - Inspections and Examination Processes at Customs - Tariffs, Duties, and Taxation in Customs Clearance - Handling Restricted and Prohibited	Participants will demonstrate expertise in performing customs clearance field activities, including documentation handling, compliance checks, and liaison with customs authorities to facilitate efficient and lawful import/export processes	5

		Goods Technology - Resolving Customs Issues and Discrepancies		
5	**Digitalization and Technology in EXIM Documentation**	The Role of Digitalization in EXIM Documentation - Evolution of Technology in International Trade - Advantages of Digitalization in EXIM Documentation - Digital Tools for Document Preparation and Verification - Cloud-Based Solutions - Blockchain - Cybersecurity Measures - Integration of AI and Machine Learning in Document Management	The course explores the integration of digitalization and technology in EXIM documentation, emphasizing the use of digital tools and platforms to streamline documentation processes, enhance accuracy, and expedite international trade transactions	5
6	**Practical projects and case studies**			20
	Total			45

TABLE 3: OVERALL COURSE LEARNING OUTCOME ASSESSMENT CRITERIA AND USE CASES		
LEARNING OUTCOME	**ASSESSMENT CRITERIA**	**USE CASES**
At the end of the course, the students are able to ● Prepare Comprehensive Export and Import Documents ● Execute Efficient Cargo Movement Planning for EXIM Operations ● Manage Customs Clearance Procedures Effectively ● Uphold Ethical Standards in EXIM Documentation Practices ● Demonstrate Compliance with Legal Requirements in EXIM Processes ● Implement Electronic Data Interchange	● Multiple Choice questions ● Projects ● Case studies	**Case Study 1:** The manual preparation of export documents, including commercial invoices, packing lists, and certificates of origin, is prone to errors and time-consuming. The company experiences delays in customs clearance and faces penalties due to documentation inaccuracies. **Case Study 2:** Implement a centralized cargo planning system that considers factors such as inventory levels, production schedules, and transportation modes.

(EDI) Filing for EXIM Operations		

TABLE 4: LIST OF FINAL PROJECTS (5 PROJECTS THAT COMPREHENSIVELY COVER ALL THE LEARNING OUTCOME) TOTAL HOURS - 20

SL.NO

FINAL PROJECT

1

Bill of Lading: This project serves as a foundational structure for a Bill of Lading. The students should fill the Bill of Lading (Model) related to regulatory requirements governing the goods tracking.

2

Checklist for Cargo preparations and tracking: Students Should create detailed checklists to ensure the completeness and accuracy of Cargo preparations. These checklists should cover all essential elements required before initiating tracking.

3

Post Tracking Report: The students should create standardized Cargo post-tracking performance evaluation reports.

4

Tracking log template: The students should develop a tracking log template that captures essential data points throughout the tracking process of cargo.

5

Glossary of EXIM terms: The students should write the meaning / glossary of terms (given below) used in export and import documentation.