

INTERNATIONAL WORKSHOPS



Presented by

**First National Bank
Omaha**

And Co-Sponsored by

Sioux Falls Area Chamber of Commerce

and

U.S. Commercial Service,
Department of Commerce



“EXPORT DOCUMENTATION & PROCEDURES” and “INCOTERMS”

Thursday, July 24, 2008

8:30 am – 4:30 pm

(registration beginning at 8:15)

“INTERNATIONAL PAYMENT TERMS” (LETTERS OF CREDIT)

Friday, July 25, 2008

8:30 am – 4:30 pm

(registration beginning at 8:15)



ABOUT THE WORKSHOPS AND WHO SHOULD ATTEND

“Export Documentation and Procedures”

Learn the “in’s and out’s” of exporting, the necessary export documentation, the U.S. export requirements (including how to complete a U.S. Export Declaration), how to prepare a Proforma Invoice, foreign country requirements, labeling, packing, and shipping requirements, etc. This workshop is for the novice as well as the experienced exporter wanting to learn more about what is involved with an international shipment.

“International Payment Terms” (Letters of Credit)

This workshop is a must for persons involved in all areas of export sales, import sales, contract negotiations, documentation preparation, purchasing, order fulfillment, order quoting, shipping, forwarding and transportation, credit and finance, logistics, legal, insurance, and consulting. Any company who is looking to expand their sales and marketing opportunities internationally, or purchasing from overseas vendors, should consider sending someone to this informative and educational workshop. This workshop will give an insight into the world of international trade transactions by providing a working knowledge of methods of payment, including documentary collections and particularly letters of credit. (It is helpful when attending this workshop to have previously attended an “Incoterms” workshop).

“Incoterms”- (Terms of Sale -FOB, CIF, CPT, DDU, etc.)

Very important for anyone working in international trade to have a good working knowledge of Incoterms. Incoterms define the role of the buyer in the sales transaction and they identify where the sellers risks end and the buyers risks begin. This workshop is a must for persons involved in all areas of export sales, import sales, contract negotiations, documentation preparation, purchasing, order fulfillment, order quoting, shipping, forwarding and transportation, credit and finance, logistics, legal, insurance, and consulting. Whether you are an experienced veteran in international transactions and just a little rusty on your knowledge of Incoterms, or you are new to the international arena and want to learn more about Incoterms, this workshop will help you gain a better understanding of what Incoterms are, and how to use them correctly in your international transactions (both import and export transactions – regardless of the payment terms). It is advisable to take this workshop before taking the "International Payment Terms" workshop.



WORKSHOP TOPICS

Day one AM – Export Documentation and Procedures

- Challenges in export trade
- Developing an export strategy
- Trade partners
- Factors to consider when choosing a rep or distributor
- Contract negotiation
- Quotations (proforma invoices)
- Packaging and Labeling
- U.S. Export requirements
- Export documentation and shipping
- Export management system
- Loaners/demos, N/C items and repairs
- Import clearance and customs at the foreign port
- Returns

Day one PM – Incoterms (terms of sale)

- What are Incoterms and how are they used
- How to know which Incoterm to use when
- Commonly used (and misused) Incoterms
- Incoterms and the Proforma Invoice
- Incoterms and Insurance (General Average)
- Carriage contracts
- An in-depth look at all the Incoterms
- Hoops and Hurdles and the “Big Payoff”

Day two – International Payment Terms

- Credit Considerations - methods of payment, country risk, and credit risk
- Documentary Collections as an alternate payment term
- Initiating the Letter of Credit
- The Letter of Credit Application Form
- INCOTERMS 2000 - how they are used in letters of credit
- UCP600 - the guidelines and rules for L/C transactions
- The specific roles of the different banks involved in the L/C process
- The review process - what to do once you have received the L/C
- Documentary implications - creating and presenting credit compliant documents (including samples and examples)
- Discrepancies - the impact for both exporters and importers
- Case studies - real life application of the topics covered in the workshop

THE INSTRUCTOR

Laura Pedersen,

Laura Pedersen, International Trade Services Officer for First National Bank, has over 28 years in the international arena, and holds one of the few CDCS (Certified Documentary Credit Specialist) certifications in the Midwest. For over 18 years, Laura managed the international department of a large manufacturing company, and has spent the last 9+ years in international banking.

Laura has also holds a “Certified International Credit Professional” certification from FCIB (Finance, Credit and International Business – an arm of NACM – National Association of Credit Managers). Laura is a past president, and an active member, of the Midwest International Trade Association. Laura regularly presents seminars and workshops, throughout the Country, on international topics, and publishes a quarterly newsletter.

WORKSHOP MATERIALS

Attendees will receive useful handouts
and sample documents.

COST AND REGISTRATION

Day One
“Export Documentation &
Procedures” and
“Incoterms”
\$90.00 per person*

Day Two
“International Payment
Terms”
\$90.00 per person*

Both Days
A package rate of
only \$150.00 per person*

Lunch will be included both days.
Registration begins at 8:15 each day.

QUESTIONS

Call Laura Pedersen at
888-464-7804
or email at
lpedersen@fnni.com

“The information provided in these workshops and the corresponding workshop material is intended for general information purposes only and does not constitute tax, accounting, or legal advice. Although the information is generally accurate, because of the rapidly changing nature of the law, it cannot be guaranteed. You should consult your attorney before relying on this information to make a law related decision.”

PLEASE NOTE

Due to limited space, we cannot accept registrations without payment. Payment by check, money order, or credit card must accompany the registration form.

REGISTRATION FORM

Company Name _____

Does Your company Export__ Import__ Both__

Address _____

City, State, Zip _____

Phone _____ Fax _____

E-mail _____

Name(s) of Individuals attending:

Name _____

Day One _____ Day Two _____ Both _____

Name _____

Day One _____ Day Two _____ Both _____

Name _____

Day One _____ Day Two _____ Both _____

Name _____

Day One _____ Day Two _____ Both _____

Total amount enclosed: \$ _____

Make Checks payable to First National Bank of Omaha

Credit Card Information (Please indicate one)



AMEX _____

Card Number _____

Expiration Date _____

Card Verification Code _____

Name and Billing Address w/ Zip Code
(if different than above)

REGISTRATION DEADLINE

July 21, 2008

Checks and registration forms should be sent to:

First National Bank of Omaha

Attn: Laura Pedersen

134 S 13th Street

Lincoln NE 68508

Cancellation must be made 48 hours before workshop for a refund.

Workshop Location

SIOUX FALLS AREA
CHAMBER OF
COMMERCE

200 N Phillips Avenue
Sioux Falls SD

