

## IBS110 - Export Trade Documentation and Payments

Faculty of Continuing Education, Winter - 2020

### Subject Title

Export Trade Documentation and Payments

### Subject Description

This course provides the student with the appropriate procedures to be used when moving goods across international boundaries. Exporters and traders must consider documentation, accuracy and time constraints as these are vitally important when preparing and presenting documents for overseas shipments. Qualifying goods for NAFTA by using rules of origin is an important aspect of compliance by the exporter.

### Credit Status

One full credit. (This course replaces EXM104 and EXM110)

### Learning Outcomes

Upon successful completion of this subject the student will be able to:

1. Explain the role of export documents in global trade and their usage depending on available methods of payment.
2. List the basic export documents and permits required for selling products globally.
3. Assess the various methods of payment available for settling international transactions.
4. Interpret and use a Letter of Credit.
5. Explain the tasks, cost, risk and responsibilities of the exporter in the application of Incoterms (R) 2010 rules.
6. Interpret Incoterms (R) 2010 in contracts for trade, sale and delivery of goods.
7. Describe the importance of NAFTA in the trade of goods.
8. Explain the NAFTA rules of origin and the importance of Annex 401.
9. Complete NAFTA certificates according to origin, transaction value, preference criterion and goods qualifications.

### Academic Integrity

Seneca upholds a learning community that values academic integrity, honesty, fairness, trust, respect, responsibility and courage. These values enhance Seneca's commitment to deliver high-quality education and teaching excellence, while supporting a positive learning environment. Ensure that you are aware of Seneca's Academic Integrity Policy which can be found at: <http://www.senecacollege.ca/about/policies/academic-integrity-policy.html> Review section 2 of the policy for details regarding approaches to supporting integrity. Section 2.3 and Appendix B of the policy describe various sanctions that can be applied, if there is suspected academic misconduct (e.g., contract cheating, cheating, falsification, impersonation or plagiarism).

Please visit the Academic Integrity website <http://open2.senecac.on.ca/sites/academic-integrity/for-students> to understand and learn more about how to prepare and submit work so that it supports academic integrity, and to avoid academic misconduct.

### Discrimination/Harassment

All students and employees have the right to study and work in an environment that is free from discrimination and/or harassment. Language or activities that defeat this objective violate the College Policy on Discrimination/Harassment and shall not be tolerated. Information and assistance are available from the Student Conduct Office at [student.conduct@senecacollege.ca](mailto:student.conduct@senecacollege.ca).

### **Accommodation for Students with Disabilities**

The College will provide reasonable accommodation to students with disabilities in order to promote academic success. If you require accommodation, contact the Counselling and Accessibility Services Office at ext. 22900 to initiate the process for documenting, assessing and implementing your individual accommodation needs.

### **Prerequisite(s)**

IBS605. This course cannot be taken concurrently with CTM107.

### **Topic Outline**

- Documentation
- Incoterms® 2010
- Methods of payment
  - Letters of credit
  - Documentary collection
  - Prepayment
  - Open account
- NAFTA

### **Mode of Instruction**

#### **In-Class**

A combination of teaching methods will be utilized which may include lectures, case studies, discussions, group and individual work.

### **Prescribed Texts**

Title: [Import/Export Practices, Shipping Terms, Collections, Letters of Credit](#)  
Author: John S. Gordon.  
Edition: 2012  
Publisher: Global Training Centre Inc. (tel: 1-800-860-5030)  
ISBN: 9781891249396

### **Reference Material**

Title: [Incoterms® 2020](#)  
Publisher: [https://2go.iccwbo.org/incoterms-2020-eng-config+book\\_version-Book/](https://2go.iccwbo.org/incoterms-2020-eng-config+book_version-Book/)  
ISBN: 978-92-842-0510-3

### **Required Supplies**

None.

### **Student Progression and Promotion Policy**

<http://www.senecacollege.ca/about/policies/student-progression-and-promotion-policy.html>

Grading Policy <http://www.senecacollege.ca/about/policies/grading-policy.html>

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A+	90% to 100%
A	80% to 89%
B+	75% to 79%
B	70% to 74%
C+	65% to 69%
C	60% to 64%
D+	55% to 59%
D	50% to 54%
F	0% to 49% (Not a Pass)
OR	
EXC	Excellent
SAT	Satisfactory
UNSAT	Unsatisfactory

For further information, see a copy of the Academic Policy, available online (<http://www.senecacollege.ca/about/policies/academics-and-student-services.html>) or at Seneca's Registrar's Offices. (<https://www.senecacollege.ca/registrar.html>).

### **Modes of Evaluation**

Assignments are due on the dates specified. Should extenuating circumstances arise, please contact your instructor prior to the assignment due date so that an appropriate course of action can be established. Late assignments may be subject to a penalty of up to 10% per week and will not generally be accepted beyond two weeks from the due date.

In cases of cheating or plagiarism, the College Academic Policy will prevail. Please ensure that all assignments and reports are properly documented.

Students are referred to the following website for Seneca College Library style guides, Academic Honesty Policy and Copyright guidelines: <http://senecacollege.ca/library>

Dates for evaluations are specified in the weekly schedule addendum to this outline. The evaluation process may include, but is not limited to, tests, exams, assignments or presentations. Any absences or missed submissions due to medical or other reasons must be supported by medical or other appropriate documentation within one (1) week of the due date. The faculty and program area must be notified immediately in the event of a missed evaluation. Upon acceptance of the documentation, the weighting of the missed deliverable will normally be applied to the final exam.

### **English Competency**

The ability to communicate effectively is essential for success in business. Therefore, you must demonstrate English competency in this course in both oral and written work. Ensure your written work includes correct sentence structure, spelling and punctuation. Always spell check, edit and proofread your work.

### **Grading is based on the following marking scheme:**

Quiz	10%
Mid-Term Test	30%
Assignment	20%
Final Exam	40%

**PLEASE RETAIN THIS COURSE OUTLINE DOCUMENT FOR FUTURE EDUCATIONAL AND/OR EMPLOYMENT USE.**

### **Academic Program Manager:**

**John Wong**

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Approved by: John Wong1, Danielle Mercier  
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Seneca College of Applied Arts and Technology