

Title	Demonstrate and apply knowledge of export business procedures and export documentation		
Level	5	Credits	12

Purpose	People credited with this unit standard are able to: demonstrate knowledge of exporting options; use international trade terminology; complete pricing, quotation, order and contract procedures; comply with regulations governing exports; determine requirements for product preparation; document export transactions; evaluate export risk management options; and organise despatch, clearance and delivery of exported products.
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Classification	Logistics > Freight Forwarding
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Available grade	Achieved
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Guidance Information

- 1 Definition
Incoterms are standard trade definitions used in international sales contracts. Refer to Incoterms 2000, International Chamber of Commerce publication 560 available at <http://www.iccwbo.org/incoterms/id3040/index.html>.
- 2 Assessment guidance
This unit standard can be assessed against in a work-based environment, or in a training or education environment if simulated marketing conditions are able to be provided, or in a combination of both environments.

Information regarding commonly used international transport and trade terminology is available through New Zealand Trade and Enterprise (NZTE) and Export New Zealand.
- 3 Legal and formal requirements to be complied with include – Contract and Commercial Law Act 2017, Customs and Excise Amendment Regulations 2018; Customs and Excise Act 2018.

Outcomes and performance criteria

Demonstrate knowledge of exporting options.

Performance criteria

1.1 Types of exporting organisations are assessed, and their areas of expertise are identified.

Range sole trader, partnership, private and public limited liability company, joint venture, marketing boards, export agents, export houses, 3PL companies (Third Party Logistics/Freight Forwarders).

1.2 Sources of information and advice to exporters are identified and their services are differentiated.

Range New Zealand Customs Service, Ministry of Foreign Affairs and Trade (MFAT), New Zealand Trade and Enterprise (NZTE), Export New Zealand, Chambers of Commerce, Business Development Boards, local and regional councils, financial institutions.

Outcome 2

Use international trade terminology.

Performance criteria

2.1 Incoterms are applied and interpreted correctly in export documentation and procedures.

2.2 Commonly used international transport and trade terms are applied and interpreted correctly in export trade documentation and procedures.

Outcome 3

Complete pricing, quotation, order and contract procedures.

Performance criteria

3.1 Pricing is computed and other agreed and required costs are established in accordance with the pricing base.

Range pricing basis takes into account – product margins, freight, insurance, tariff, customs, distribution.

3.2 Quotations that set out the details of the export offer are prepared.

Range product information, method of transport, insurance arrangements, packaging and labelling information, price terms, payment terms, currency terms, quotation acceptance terms.

3.3 Order procedures are established and orders that meet requirements of quotations are processed.

3.4 Sale contracts that specify the process for the passing of property, possession and risk in relation to the export order, and the rights of the buyer in relation to inspection of documentation and products are completed.

3.5 Sources of credit insurance are identified.

Outcome 4

Comply with regulations governing exports.

Performance criteria

4.1 Export procedures and documentation is completed to comply with New Zealand export and border control legislation, regulations, prohibitions and restrictions.

4.2 Export procedures and documentation is completed to comply with importing regulations of recipient country as these apply to New Zealand exports.

Outcome 5

Determine requirements for product preparation.

Performance criteria

5.1 Transit packaging is differentiated from consumer packaging and adequate and appropriate export packaging is selected.

5.2 Product marking requirements are established for export markets and export marking that fulfils market requirements is completed.

5.3 Unitisation and containerisation options are assessed and options that best fit export products and international transport options are selected.

Outcome 6

Document export transactions.

Performance criteria

6.1 The purpose, layout and requirements of commercial documentation for export transactions are identified and documents that meet these specifications are completed.

Range	packing list, customs invoice, certified invoice, certificates of value and/or origin, consular invoice, commercial invoice, inspection certificate/s, insurance documents, bill of exchange or draft, letters of credit.
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6.2 The legal and procedural aspects of commercial documentation are identified.

- 6.3 Methods of producing export documentation are identified and include manual systems, the Standard Aligned Export Documentation system and Electronic Data Interchange systems.

Outcome 7

Evaluate export risk management options.

Performance criteria

- 7.1 Options are identified and assessed for managing export trading risks and include insurance of export sales, product liability insurance, international transportation insurance, and assessment of transfer risks.
- 7.2 Options are identified and assessed for managing export credit risks and include assessment of credit risk, export credit guarantees, assessment of letter of credit options and bill of exchange or draft options, foreign currency and exchange rate protection options.
- 7.3 Recommendations are made for specific export transactions that minimise risk.

Outcome 8

Organise despatch, clearance and delivery of exported products.

Performance criteria

- 8.1 Domestic and international organisational resources are identified and assessed for completing despatch, clearance and delivery of exported products.
- 8.2 Export service providers are identified and the services they provide are assessed for completing despatch, clearance and delivery of exported products.
- Range freight forwarders, customs brokers, international transportation services, packing and storage services, financial services.
- 8.3 Despatch, clearance and delivery procedures are completed according to contract requirements.

Planned review date	31 December 2025
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	20 March 1995	31 December 2023
Revision	2	9 January 1998	31 December 2023
Revision	3	16 January 2001	31 December 2023
Rollover and Revision	4	21 May 2010	31 December 2023
Review	5	27 May 2021	N/A

Consent and Moderation Requirements (CMR) reference

0014

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact MITO New Zealand Incorporated info@mito.org.nz if you wish to suggest changes to the content of this unit standard.