

# Incoterms 2010 – how to use International Commercial Terms in Procurement

## Incoterms® 2010



### Programme Aim

The aim of this course is to provide participants with:

- The capability to plan, implement and evaluate a logistical exercise and select International Commercial Terms appropriate to the value/risk of the goods being procured and transported

### Learning Outcomes

By the end of the programme, participants will be able to:

- Understand allocation of tasks, costs, and risks to buyer/seller according to Incoterms 2010
- Use appropriate logistical arrangements for a range of requirements
- Understand the pros and cons of using different Incoterms
- Understanding of the need for and types of insurance
- Incorporate contract management clauses, containerization, pre-shipment inspection, payment terms
- How to reduce the risk of loss and damage

### Programme Topics

- Incoterms 2010 and their appropriate use
- Modes of transportation
- The structure and classification of Incoterms
- How to use the different E, F, C & D terms
- Seller and buyer obligations and costs
- Packing and marking
- Loss prevention
- Customs clearance procedures and documentation
- Need for insurance and different types of coverage
- Institute cargo clauses
- Liability limitations
- Processes of insurance claims

### Target Audience

This course is designed for those working in the public sector interested in gaining a comprehensive overview of appropriate use of Incoterms 2010 and logistical arrangement. Specifically, it is relevant to those working in the procurement function, logistics, contract management and who are either new to the work or have worked in the function for some time, but have not previously undertaken formal training.

### Duration

2 days (check the website for locations and dates).

On-line course registration:

[www.undp.org/procurement/training](http://www.undp.org/procurement/training)

### Cost

US\$ 1,275