Garnet
Garnet Global Training Center

GGT-SC-129

Supply Chain, Procurement & Logistics

Import & Export Documentation

مستندات الاستيراد والتصدير

Duration	Language	Formats	Hours	Level
5 or 10 days	**English or Arabic**	**Classroom, online, in-house**	**35 / 70**	**Intermediate (practitioner)**

Overview

Import & Export Documentation turns established good practice into step-by-step methods that participants rehearse in exercises and then apply at work. Buy better, hold less stock and keep materials moving when supply gets disrupted. You can join a public session in one of 20 cities or live online, in English or Arabic, or bring the course in-house with examples from your own operations.

What you will be able to do

- Apply the methods and standards of Import & Export Documentation to real tasks.
- Follow safe, compliant and documented work practices.
- Avoid the mistakes that most often cause rework or failure.
- Share good practice with your team.
- Use the right tools, checks and calculations step by step.

Who should attend

Procurement, contracts, warehouse, logistics and materials management professionals. Practitioners with one to five years of experience benefit most.

Key topics

- Category and sourcing strategy
- Total cost of ownership
- Inventory policies and service levels
- Supplier performance and risk
- Incoterms and logistics contracts
- ERP data and spend analytics

Formats and fees

5-day classroom	**USD 4,750**
5-day online	**USD 2,950**
10-day classroom	**USD 8,950**
10-day online	**USD 5,450**
In-house	**Quotation per group**

Fees per participant, excluding VAT.

Register or ask

WhatsApp: +971 56 674 7382

Email: info@garnettrainings.com

Training: training@garnettrainings.com

Web: garnettrainings.com

Sharjah Publishing City Free Zone, Sharjah, UAE

Certificate

Participants who attend at least 90% of sessions and complete the final assessment receive a certificate of completion stating 35 contact hours (5-day) or 70 contact hours (10-day).

5-day outline

Day 1 Import & Export Documentation: principles and standards

- Supplier performance and risk
- Group discussion and peer review

Day 2 Methods and tools in practice

- Incoterms and logistics contracts
- ERP data and spend analytics

Day 3 Diagnosis and problem solving

- Category and sourcing strategy
- Measurement and reporting

Day 4 Quality, safety and documentation

- Total cost of ownership
- Hands-on workshop on a workplace challenge

Day 5 Workshop, assessment and action plan

- Inventory policies and service levels
- Common mistakes and how to avoid them

10-day outline

Day 1 Import & Export Documentation: principles and standards

- Supplier performance and risk
- Group discussion and peer review

Day 2 Methods and tools in practice

- Incoterms and logistics contracts
- ERP data and spend analytics

Day 3 Diagnosis and problem solving

- Category and sourcing strategy
- Measurement and reporting

Day 4 Quality, safety and documentation

- Total cost of ownership
- Hands-on workshop on a workplace challenge

Day 5 Workshop, assessment and action plan

- Inventory policies and service levels
- Common mistakes and how to avoid them

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Regional and international case studies

Day 7 Digital tools, data and automation

- Analysis tools and software
- Using AI in this field

Day 8 Benchmarking against international practice

- Global performance benchmarks
- Checklists and templates to take away

Day 9 Capstone project

- Analyse a real challenge from your organisation
- Build the solution and implementation plan

Day 10 Presentations, final assessment and certificates

- Project presentations and review
- Final exam and certificate award

Schedule 2027–2030

Dates	Format	City	Language	Fee (USD)
18–22 Apr 2027	5-day classroom	Doha	English	4,750
5–9 Jul 2027	5-day online	Live online	Arabic	2,950
20 Sep – 1 Oct 2027	10-day classroom	Istanbul	English	8,950
7–11 Nov 2027	5-day classroom	Amman	English	4,750
21–25 Feb 2028	5-day classroom	Geneva	English	4,750
3–7 Jul 2028	5-day classroom	Dubai	Arabic	4,750
20 Nov – 1 Dec 2028	10-day classroom	Barcelona	English	8,950
11–22 Dec 2028	10-day online	Live online	Arabic	5,450
19–30 Mar 2029	10-day classroom	Barcelona	English	8,950

Dates	Format	City	Language	Fee (USD)
18–22 Jun 2029	5-day classroom	Dubai	English	4,750
9–13 Jul 2029	5-day online	Live online	Arabic	2,950
14–18 Oct 2029	5-day classroom	Riyadh	English	4,750
11–15 Feb 2030	5-day classroom	Vienna	English	4,750
14–25 Apr 2030	10-day classroom	Doha	English	8,950
19–23 Aug 2030	5-day classroom	Abu Dhabi	Arabic	4,750
14–25 Oct 2030	10-day online	Live online	English	5,450

Customised and in-house versions of this course are available on request. garnettrainings.com/en/customise/