



INTERNATIONAL TRADE SERVICES

HELPING YOUR BUSINESS
TO TRADE OVERSEAS

Import Plan Guideline



Greater Manchester
Chamber of Commerce





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How to use this guide



- This guide was created to help businesses assess their international trade capabilities for import *via* a series of guidelines and questions.
- The different themes included in the guide (financing, marketing, market research, etc.) will help you plan a basic import strategy, whether you've never imported before or you're looking to import from a new market.
- You can use this guide as a first approach to an import strategy, which you can then use to get in touch with your local Chamber of Commerce.
- You will then be able to create an in-depth import plan and start buying products overseas with the certainty you're paying the right amount of duty and VAT, while being insured for credit risks.

Greater Manchester Chamber of Commerce includes an award-winning International Trade Team delivering a wide range of high quality and cost effective international trade services, aimed at supporting companies from all sizes and at different stages in their internationalisation journey, succeed in new markets. Whether your company is looking to export, import or investing overseas, our team is on hand to help.

Contact our international trade team

Email: exportbritain@qmchamber.co.uk

Phone: 0161 393 4350 / 4355

For more information, visit our website
qmchamber.co.uk/international-trade



Company overview



Contact

Contact:

Job title:

Products/services

Sector:

Industry:

Product(s)/service(s):

HS codes for products:

Company information

Number of employees:

Trading for (years):

Turnover (last 2 years):

International trade

Export or import
experience:

Share of turnover overseas:



Getting started



Have you identified the best markets for expanding your overseas supply chain? Have you considered ease of doing business, logistics costs, insurance and other costs?

Are these goods or services available in the UK market? If they are, have you considered the costs of import (e.g. customs, duties, shipping insurance, etc.) and find it profitable to import them?

Have you checked export requirements at your sourcing market and importing ones here in the UK? Are the goods subject to special requirements?

How Import Ready Are You?

GMCC offers a free **International Trade Readiness Assessment** which can help you understand where your business are in terms of going global. You will get a free report and can have up to 30 min free consultation.

Find your next import market

GMCC offers a **Market Identification Service**, helping businesses find the best market to export to with



Planning for success



In the following table, tick each box that corresponds to your company's capabilities. This will allow you to understand any weaknesses exist that may impact your exports.

| | | |
|--------------------------|---|--------------------------|
| | You can reliably translate necessary documents | <input type="checkbox"/> |
| Language | You can communicate with your supplier without any misunderstandings | <input type="checkbox"/> |
| | You are ready to make payments in different currencies | <input type="checkbox"/> |
| Payment | You can cover extra costs when making payments | <input type="checkbox"/> |
| | You can manage the risk of upfront payments | <input type="checkbox"/> |
| | You can complete due diligence with ease | <input type="checkbox"/> |
| Legal | You can deal with legal complexities | <input type="checkbox"/> |
| | You know what Incoterm will be used, and the responsibilities it entails | <input type="checkbox"/> |
| Logistics | You know the shipping insurance you need | <input type="checkbox"/> |
| | You know if you need the assistance of a freight forwarder | <input type="checkbox"/> |
| | You have an EORI number or know how to get one | <input type="checkbox"/> |
| | You know what import licences you need, if any | <input type="checkbox"/> |
| Customs procedure | You know when and how to pay VAT, customs or duties | <input type="checkbox"/> |
| | You can complete the relevant documentation, and know if you need the guidance of a third party | <input type="checkbox"/> |
| | Your staff is up to date with customs procedure | <input type="checkbox"/> |

Learn more about customs procedures

GMCC offers **training courses** on a range of **international trade** topics such as: Import Procedures, Customs and Documentation, and many more.



Planning for success

Is your Business aware of the changing rules post-Brexit?



As the UK has now officially left the EU and continues signing new Trade Agreements, it is imperative businesses understand the changes regarding exports, imports, movement of people, etc. The below is a brief checklist to what you need to consider:

| Key Areas | |
|---|--|
| EORI Numbers needed (e.g. GB, EU and/or XI) | |
| Incoterms (e.g. DDP, ExW, CIF, etc) | |
| Export Requirements for your specific commodity code (e.g. Proof of origin, duties, VAT , special certifications, permits, etc) | |
| Import Requirements at your export destination? (e.g., special permits, certifications, etc) | |
| Using Special Customs procedures (e.g. inward processing, outward processing, customs warehousing, etc) | |
| Transport – using freight forwarders, parcel operators? Need Transit? | |
| Customs Declarations | |

Make sure you're Brexit-ready with GMCC

Check our Brexit Hub, full of useful guidance from HMRC, BEIS, DIT, EU, British Chambers of Commerce, GMCC, GMCC's Strategic Partners and Members. Visit us at www.gmccbexithub.com

Need tailored advice? Try our [Bespoke Advice, Audits or Compliance Advisory Services.](#)



Making connections

Finding Overseas Partners



How do you plan on finding your supplier? Do you already have connections in the market?

Do you need the guidance of a third party to make sure your supplier is reliable (for example through credit or 'health' checks)?

Have you conducted due diligence?

Connect to Advise and Partners

GMCC holds numerous **international trade events** throughout the year, allowing businesses understand business opportunities and make connections with experts as well as potential partners overseas.

Market Entry Services

GMCC has a Global Business Network of over +600 connections here in the UK and overseas. We work with approved partners, suppliers and associates who can provide a wide range of **market entry services** ranging from identifying partners, trade visits and trade missions, event launches, overall cultural and business aspects of doing business in your selected markets, incubator services and much more.



Financing and getting paid



Which payment method will you use ? Is it the same method than the one you use in your domestic market? Have you used this payment method before?

Trading with a new partner presents risks, especially overseas. Have you considered the possibility of making payments and the goods not arriving? Do you need to consider credit insurance?

Have you considered the extra costs when making payment overseas (exchange rates, banking administrative charges, etc.)? Do you need a foreign exchange service to minimise these costs?

Getting Paid

GMCC offers a wide range of services to help you ensure you will get paid and/or access export finance. From UK & International credit checks to full on due diligence/ debt recovery to Foreign Exchange, we work with partners to help you with your global cash flow. Click [here](#) for more info.



Customs and Documentation



Helping your goods move across the world

Consider the different shipping methods that are available to you to receive your products. Which ones seem the most appropriate?

| | | | |
|--------------------------|--------|--------------------------|-----|
| <input type="checkbox"/> | Rail | <input type="checkbox"/> | Air |
| <input type="checkbox"/> | Road | <input type="checkbox"/> | Sea |
| <input type="checkbox"/> | Other: | <input type="text"/> | |

What are the reasons behind this choice? Is it a question of cost, speed of delivery (i.e. next-day delivery), convenience for your company, habit, etc?

What Incoterms seems the most appropriate to use when buying your product overseas?

| | | | |
|--------------------------|---------------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | EXW (Ex Works) | <input type="checkbox"/> | CIF (Cost, Insurance and Freight) |
| <input type="checkbox"/> | FAS (Free Alongside Ship) | <input type="checkbox"/> | FOB (Free on Board) |
| <input type="checkbox"/> | DAP (Delivered at Place) | <input type="checkbox"/> | DDP (Delivery Duty Paid) |
| <input type="checkbox"/> | Other: | <input type="text"/> | |
| <input type="checkbox"/> | I don't know what Incoterms are | | |



Customs & Documentation



Do you have a EORI number? GB, EU and/or XI - pending on what incoterms are you using?

Are your goods able to access the market(s) under a Preferential Trade Agreement or WTO terms?

What export documentation do you need (certificate of origin, export documentation, international trade contract, etc)? Do you know how to complete this documentation correctly or do you need guidance from a third party?

Who is doing customs declarations on your behalf in the UK and your customers' overseas?

Do you need additional insurance to make sure the goods you export are covered? What are your liabilities and obligations?

Customs & Documentation Services

GMCC is an HMRC trained approved **customs intermediary** offering export and import customs declaration agent services. We also can help with export transit documents and GB-NI movement of Goods.

GMCC is the leading provider of **documentation** services in the North West, working with over 2,000 exporters a year, contributing to £1bn in the local economy.



Next steps



- Greater Manchester Chamber of Commerce has all the resources you need to start importing products from overseas.
- Whether you're a member or non-member of GM Chamber, our different services are made to support businesses in international trade, whatever their size.
- Access a Global Business Network composed of like-minded businesses, Overseas Chambers, Embassies and Approved Suppliers.
- Work with our selected partners to provide you a wide range of advice and services to help you trade globally – FX, VAT, Debt Collection/Due Diligence, and more.
- Find out more by visiting our “useful links” web page:
www.gmchamber.co.uk/international-trade/useful-links/

Contact our international trade team

General Export/Import queries:

exportbritain@gmchamber.co.uk

Chamber Customs – Export Declarations:

chambercustoms@gmchamber.co.uk

Export Documentation:

exportdocs@gmchamber.co.uk

For more information, visit our website

gmchamber.co.uk/international-trade