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# INTERNATIONAL TRADE SERVICES

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HELPING YOUR BUSINESS  
TO TRADE OVERSEAS

Import plan guidelines











Greater Manchester  
Chamber of Commerce  
Chamber of the Year 2017/18





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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](mailto:exportbritain@qmchamber.co.uk)

Phone: 0161 393 4350 / 4355

For more information, visit our website  
[qmchamber.co.uk/international-trade](http://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



What goods or services do you need to import? Do any restrictions apply, such as prohibitions or limitations?

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?

What market would you import your goods or services from? Did you consider the ease of doing business in this particular market? Are there any known pitfalls when it comes to trading with this country?

### Meet importers at our Trade Forums

Our quarterly **International Trade Forums** are the perfect opportunity to learn more about importing. You will also be able to meet others who are already importing and share best practices.

For more information, visit our website [gmchamber.co.uk/international-trade](http://gmchamber.co.uk/international-trade)



# 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"/>
<b>Language</b>	You can communicate with your supplier without any misunderstandings	<input type="checkbox"/>
	You are ready to make payments in different currencies	<input type="checkbox"/>
<b>Payment</b>	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"/>
<b>Legal</b>	You can deal with legal complexities	<input type="checkbox"/>
	You know what Incoterm will be used, and the responsibilities it entails	<input type="checkbox"/>
<b>Logistics</b>	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"/>
<b>Customs procedure</b>	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 procedure

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

For more information, contact our International Trade team



# Planning for success



## Is your business Brexit ready?

In the eventuality of the EU and the UK government not reaching an agreement regarding the UK's departure of the European Union before 29 March 2019, EU law will immediately cease to apply in the UK. Making sure your business is 'Brexit-ready' is thus paramount.

After March 2019 (or 2021 in case an agreement is reached) and the end of EU law in the UK, international supply chains could be greatly disturbed. Are there any EU-based companies in your supply chain? Are you part of the supply chain of a EU-based company?

Are any of your workforce from EU countries? If so, what can you do to support your staff applying for the EU Settlement Scheme?

You can find our 'Business Brexit Checklist' on the following link:

[www.gmchamber.co.uk/international-trade/  
planning-for-success/international-trade-audit/](http://www.gmchamber.co.uk/international-trade/planning-for-success/international-trade-audit/)

### Make sure you're Brexit-ready with GMCC

Our **International Trade Audit service** can help companies assess how prepared they are for a **post-Brexit environment**. After a one-to-one meeting with one of our Associates, you will receive a comprehensive report, guidelines and advice to get ready for Brexit—with preferential rates for members.

For more information, contact our International Trade team



# Making connections



## Finding the right supplier

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?

### Meet new partners with GMC

GMCC holds numerous international trade events throughout the year, allowing businesses to make new connections from specific markets.

Find the perfect overseas supplier with our **reverse market entry service**, powered by our international business network.

GMCC can also provide you with an in-depth **credit check** and financial report on any overseas company to minimise risk when working with a new supplier.

For more information, visit our website [gmchamber.co.uk/international-trade](http://gmchamber.co.uk/international-trade)





## 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?

### Credit insurance and foreign exchange

GMCC works with partners CRS for credit insurance and AFEX for foreign exchange services; these experts can help you with international payment solutions.

For more information, visit our website [gmchamber.co.uk/international-trade](http://gmchamber.co.uk/international-trade)



# Delivery and documentation



## Shipping and delivery methods

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		



# Delivery and documentation



## Documentation and insurance

What documents are necessary (certificate of origin, import documentation, international trade contract, etc.)? Do you have the ability to complete this documentation correctly or do you need guidance from a third party?

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

### Logistics support with GMCC

Enjoy a 50% discount on your **export shipments** for your first year of exporting with our partner DHL, as part of your GMCC membership.

GMCC also works with a logistic expert who can advise you on **best routes to markets** and their costs, and A&B Insurance to help you purchase **cargo insurance** instantly and online.

For more information, visit our website

[gmchamber.co.uk/international-trade](http://gmchamber.co.uk/international-trade)



## 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 such as AFEX (foreign exchange), CRS (credit insurance), A&B insurance (cargo insurance) and many others, and enjoy discounts on premium services.
- Find out more by visiting our "useful links" web page:  
[www.gmchamber.co.uk/international-trade/getting-started/useful-links](http://www.gmchamber.co.uk/international-trade/getting-started/useful-links)

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