



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Import Merchandise for Wholesale and Retail Outlets

Services / Wholesale and Retail

Unit Standard 252247 · NQF Level 5 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to import merchandise effectively for wholesale and retail outlets. It covers the entire import process, from identifying suppliers to clearing goods through customs, ensuring compliance with South African regulations.

Category	Services
Subfield	Wholesale and Retail
Unit Standard	252247
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Identify and evaluate potential international suppliers for wholesale and retail merchandise.
- Apply relevant South African import regulations, customs procedures, and tariff classifications.
- Analyze the total landed cost of imported goods, including duties, taxes, and logistics.
- Complete import documentation and arrange transportation and insurance for shipments.
- Demonstrate procedures for clearing goods through customs and managing delivery to the warehouse.

WHO SHOULD ATTEND

- This course is designed for procurement officers, retail buyers, wholesale managers, and entrepreneurs involved in importing goods for resale in South Africa.

COURSE OUTLINE

Day 1: Introduction to Import Merchandise and the Supply Chain

- Overview of the import process for wholesale and retail.
- Key players: suppliers, freight forwarders, customs brokers, retailers.
- Documentation basics: commercial invoice, packing list, bill of lading.
- Introduction to SARS Customs and import duties.
- Incoterms 2020: EXW, FOB, CIF, DDP.
- Case study: a typical import transaction.

Day 2: Regulatory Compliance and Customs Procedures

- South African import regulations: ITAC, DAFF, NRCS.
- Tariff classification using the Harmonized System.
- Customs valuation methods (transaction value).
- Duties, VAT, and other taxes.
- Customs clearance process and documentation.
- Role of a clearing agent.
- Practical exercise: classifying a product and calculating duties.

Day 3: Supplier Identification and Negotiation

- Finding suppliers: trade fairs, B2B platforms, trade missions.
- Supplier evaluation criteria: quality, capacity, compliance.
- Negotiation strategies for importers.
- Key contract terms: price, payment terms, delivery, warranties.
- Payment methods: L/C, T/T, open account.
- Quality control: pre-shipment inspection, samples.
- Role play: negotiating with a supplier.

Day 4: Logistics, Shipping, and Insurance

- Modes of transport: sea freight, air freight, multimodal.
- Freight cost components and Incoterms.
- Shipping documents: bill of lading, airway bill, certificate of origin.
- Cargo insurance: types, coverage, claims process.
- Logistics providers: freight forwarders, consolidators.
- Tracking and managing shipment delays.
- Practical: completing a bill of lading.

Day 5: Import Costing and Pricing Strategies

- Components of landed cost: FOB, freight, insurance, duties, VAT, handling.
- Exchange rate considerations and risk mitigation.
- Pricing strategies: cost-plus, market-based, value-based.
- Break-even analysis and profit margins.
- Using spreadsheets for cost calculation.
- Case study: costing a sample product.

Day 6: Inventory Management and Warehousing

- Inventory management principles: FIFO, LIFO, JIT.
- Setting reorder points and safety stock.

- Warehouse layout and storage considerations.
- Receiving process: inspection, documentation.
- Inventory accuracy: cycle counting, reconciliations.
- Introduction to inventory management systems.
- Practical: calculating reorder quantities.

Day 7: Risk Management, Ethics, and Course Integration

- Risk assessment and management strategies.
- Fraud prevention: verifying suppliers, secure payments.
- Ethical sourcing: labor standards, environmental compliance.
- Trade compliance and anti-corruption.
- Developing an import business plan.
- Final group project: present an import plan for a product.
- Course review and assessment.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 29,600.00	R 29,600.00
1	In-House	R 38,500.00	R 38,500.00
1	On-Campus (Pretoria)	R 44,400.00	R 44,400.00

UPCOMING SESSIONS

Start	End	Method	Venue
07 Aug 2026	17 Aug 2026	On-Campus	Johannesburg, South Africa
10 Aug 2026	18 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	19 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	20 Aug 2026	On-Campus	Pretoria, South Africa
13 Aug 2026	21 Aug 2026	On-Campus	Abu Dhabi, UAE
14 Aug 2026	24 Aug 2026	On-Campus	Durban, South Africa
14 Aug 2026	24 Aug 2026	On-Campus	Mauritius
17 Aug 2026	25 Aug 2026	On-Campus	Dubai, UAE

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 252247) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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