



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 Transaction Administration Procedures

Services / Transport, Operations and Logistics

Unit Standard 252263 · NQF Level 4 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips learners with the practical knowledge and skills required to administer import transactions effectively within a South African corporate environment. Participants will gain a thorough understanding of the processes, documentation, and regulatory compliance necessary for successful import administration. The course ensures that learners can manage the full lifecycle of an import transaction, from order placement to final delivery and payment.

Category	Services
Subfield	Transport, Operations and Logistics
Unit Standard	252263
Accreditation	SAQA Accredited · NQF Level 4 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the correct procedures for processing import documentation, including bills of lading, invoices, and customs declarations.
- Implement compliance measures in accordance with South African customs and trade regulations.
- Analyze import transaction data to ensure accurate costing, duty calculations, and exchange rate applications.
- Evaluate the effectiveness of import procedures and recommend improvements for efficiency and risk mitigation.
- Demonstrate the ability to coordinate with relevant stakeholders, such as freight forwarders, customs brokers, and internal departments.
- Design a systematic approach to record-keeping and reporting for import transactions.

WHO SHOULD ATTEND

- This course is designed for procurement officers, logistics coordinators, supply chain administrators, and trade compliance specialists who are responsible for managing import transactions.
- It is also suitable for anyone seeking to enhance their understanding of import administration procedures in a corporate setting.

COURSE OUTLINE

Day 1: Foundations of Import Transaction Administration

- Overview of South African import legislation (Customs and Excise Act, International Trade Administration Act)
- Key stakeholders: SARS, ports authority, freight forwarders, clearing agents
- Essential import documents: commercial invoice, bill of lading, packing list, certificate of origin
- Basics of tariff classification (HS codes) and customs valuation
- Introduction to Incoterms 2020 and their application in import contracts
- Overview of import permits and licences (ITAC, DAFF)
- Compliance requirements: rules of origin, anti-dumping duties
- Record-keeping and audit trails for import transactions

Day 2: Procedures, Risk Management and Costing

- Detailed customs clearance workflow: submission, assessment, release
- Calculation of duties: ad valorem, specific, and compound rates
- VAT on imports: Section 16(2) and Section 17 of the VAT Act
- Landed cost model: freight, insurance, duties, handling, storage
- Customs bonds, guarantees, and the deferred payment scheme (DPS)
- Documentary credits (L/C) and other payment methods in import transactions
- Risk areas: misdeclaration, undervaluation, prohibited goods
- Dealing with customs audits and penalties

Day 3: Advanced Topics, System Integration and Practical Application

- Special customs regimes: rebate provisions, temporary imports, inward processing
- Bonded warehouses and free trade zones: procedures and benefits
- Electronic data interchange (EDI) and customs systems (e.g., SARS e-filing)
- Post-clearance verification and customs audits
- Customs dispute resolution: appeals, reviews, and alternative dispute resolution
- Integration of import procedures with ERP and supply chain management
- Case studies: end-to-end import transaction scenarios
- Review and assessment preparation

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 **6 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,900.00	R 17,900.00
1	In-House	R 23,300.00	R 23,300.00
1	On-Campus (Pretoria)	R 26,800.00	R 26,800.00

UPCOMING SESSIONS

Start	End	Method	Venue
05 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
05 Aug 2026	07 Aug 2026	On-Campus	Johannesburg, South Africa
10 Aug 2026	12 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	12 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	13 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	13 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	14 Aug 2026	On-Campus	Mauritius

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 252263) 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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