



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

International Purchasing Functions for Importers

Services / Transport, Operations and Logistics

Unit Standard 252269 · NQF Level 4 · 7 Credits · 4 Days

COURSE OVERVIEW

This course equips learners with the skills to perform international purchasing functions effectively, including sourcing suppliers, negotiating contracts, and managing logistics for imported goods. It focuses on the practical application of procurement principles within the context of South African import regulations and global supply chain best practices.

Category	Services
Subfield	Transport, Operations and Logistics
Unit Standard	252269
Accreditation	SAQA Accredited · NQF Level 4 · 7 Credits
Duration	4 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply international purchasing procedures to source and select appropriate suppliers.
- Analyze import documentation and compliance requirements to ensure legal adherence.
- Evaluate supplier proposals and negotiate terms that align with organizational objectives.
- Implement logistics and shipping arrangements for efficient international procurement.
- Demonstrate the ability to manage currency exchange risks and payment terms in cross-border transactions.

WHO SHOULD ATTEND

- This course is designed for procurement officers, supply chain managers, and entrepreneurs involved in importing goods into South Africa.
- It is also suitable for professionals seeking to enhance their knowledge of international purchasing operations.

COURSE OUTLINE

Day 1: Foundations of International Purchasing

- Introduction to international purchasing functions
- Overview of the import process and stakeholders
- Key documentation: purchase orders, invoices, bills of lading, certificates of origin
- Regulatory compliance: customs, tariffs, and trade agreements
- Incoterms 2020: classification and application
- Payment methods: letters of credit, documentary collections, open account
- Ethical sourcing and corporate social responsibility
- Case study: basic import transaction walkthrough

Day 2: Supplier Selection and Contract Management

- Supplier identification and prequalification
- Request for quotation (RFQ) and tender processes
- Evaluation criteria: quality, cost, delivery, and reliability
- Contract types: fixed-price, cost-plus, and framework agreements
- Negotiation techniques for cross-cultural contexts
- Supplier performance metrics and scorecards
- Managing supplier risk: financial, operational, and geopolitical
- Practical exercise: drafting a simple international purchase contract

Day 3: Logistics, Customs, and Risk Management

- Modes of transport: sea, air, road, and multimodal
- Freight forwarding and consolidation
- Customs procedures: documentation, valuation, and classification
- Duties, taxes, and trade preference programs
- Risk identification: delays, damage, theft, and currency fluctuation
- Insurance: marine cargo insurance and liability coverage
- Claims management and dispute resolution
- Practical exercise: completing a customs declaration form

Day 4: Strategic Purchasing and Integration

- Strategic sourcing vs. tactical purchasing
- Total cost of ownership (TCO) analysis
- Category management and supplier segmentation
- Technology in purchasing: ERP systems, e-procurement, and data analytics
- Key performance indicators (KPIs) for purchasing
- Continuous improvement: lean purchasing and sustainability initiatives
- Capstone exercise: developing an international purchasing plan
- 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 **7 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 20,500.00	R 20,500.00
1	In-House	R 26,600.00	R 26,600.00
1	On-Campus (Pretoria)	R 30,800.00	R 30,800.00

UPCOMING SESSIONS

Start	End	Method	Venue
11 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	20 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	20 Aug 2026	On-Campus	Pretoria, South Africa

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 252269) 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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