



YEP MED COURSE – OT2 – OT3

Administrative processes in International Trade

12-23 June 2023
ONLINE COURSE





The YEP MED Project

Digitalisation, environmental and sustainability are currently a priority for all ports and port logistics communities. Operations are also analysed from the point of view of their impact. New generations must understand the impact of their decisions on the environment and must be able to design sustainable logistics chains.” – Eduard Rodés, Director of the Escola Europea – Intermodal Transport

The YEP MED Project



The "Youth Employment in the Ports of the Mediterranean" (YEP MED in short) project, co-financed by the European Neighbourhood Instrument (ENI) Cross-Border Cooperation (CBC) Mediterranean Sea Basin (MED) Programme and led by the Escola Europea – Intermodal Transport (Spain), aims to develop port-logistics training and vocational (TVET) resources adapted to sector needs to strengthen youth employability; increase and upgrade local employment opportunities through the creation of real dual-learning programmes with job placements, strengthening the role of SME's operating in the port ecosystems for future employment creation; and setting up collaborative national and transnational partnerships between port-logistics associations, operators, SMEs, training centres and VET providers, whilst introducing a public-private partnership (PPP) co-management process.



Objectives & Participants' profile



Objective: To teach using the Simulated Practice Enterprise methodology

The Simulated Practice Enterprise is a methodological didactic strategy of "Learning by Doing". Its objectives are to:

- Promote the simultaneous and integrated development of functional competencies of organisational management (social, human and business) based on a methodological-didactic simulation device that allows for, within the framework of formal education, contextualized and experiential knowledge.
- Stimulate the responsible and autonomous development of the participant to become fluent in problem solving and decision-making in the event of unforeseen circumstances, incidents and conflicts produced by the dynamics of a company and its interactions with customers and suppliers.
- Develop a system that stays on top of current market developments and operations and adapts its contents to them, ensuring a seamless connection of the teaching-learning model with the local industry trends.
- Contribute to the occupational guidance of participants and the employability of unemployed through role-playing tests and specific tasks typical of the world of work.

PARTICIPANTS' PROFILE & REGISTRATION

Unemployed or people with risk of losing their job at a short term who have an administration background.



CONTENTS

- Freight Forwarding operations: from quoting to invoicing ERP for Freight Forwarders: introduction and case study
- Management of insurances
- Customer risk analysis
- Payment methods: letter of credit
- Invoicing and management of payments
- Tax treatment of international trade transactions





STRUCTURE OF THE TRAINING

The training is structured in the following activities:

- Lectures
- ERP Simulation teamwork:



PROGRAMME



Monday, 12th June 2023

14:15

14:30

16:00

16:30

Opening Ceremony

Presentation and explanation of the course

Mar Monzó

Freight Forwarding operations

Documentation aspects

Francesc Margalef

Break

Freight Forwarding operations:

Export Operations

Francesc Magalef

17:30

19:00

Exercise – ERP practice

Nuria Tobella

End of day 1



PROGRAMME



Tuesday, 13th June 2023 ERP Platform: Click & Cargo

14:30

Case of Study
Nuria Tobella

16:00

Break

16:30

ERP Practice
Nuria Tobella/Águeda Capafons

19:30

End of day 2



PROGRAMME



Wednesday, 14th June 2023

14:00

From Quoting to Invoicing
Francesc Magalef

15:30

Break

16:00

Tax treatment of international trade transactions
Nuria Tobella

17:30

Tax treatment of international trade transactions
Nuria Tobella

19:00

End of day
4



PROGRAMME



Thursday, 15th June 2023

15:00

Tax treatment of international trade transactions

Nuria Tobella

16:30

Break

1730

**Administrative management
in Freight Forwarders
Companies**

Nuria Tobella

20:00

End of day 3



PROGRAMME



Friday, 16th June 2023

14:00

Payment Methods
Águeda Capafons

16:00

Break

16:30

Payment Methods
Águeda Capafons

17:30

Payment Methods
Águeda Capafons

19:00

End of day
5



PROGRAMME



Monday, 19th June 2023

14:30

Administrative management in Freight Forwarders Companies

Nuria Tobella

16:00

Break

16:30

Administrative management in Freight Forwarders Companies

Nuria Tobella

17:30

Administrative management in Freight Forwarders Companies

Nuria Tobella

19:30

**End of day
7**



PROGRAMME



Tuesday, 20th June 2023

14:00

Management of Insurances
Águeda Capafons

16:00

Break

16:30

Management of Insurances
Águeda Capafons

17:30

Customer risk analysis
Águeda Capafons

19:00

End of day
7



PROGRAMME



Wednesday, 21 June 2023

14:00

16:00

16:30

19:00

Freight Forwarding operations Import Operations.
Francesc Magalef

Break

Teamwork ERP practice



PROGRAMME



Thursday, 22 June 2023

14:00

16:00

16:30

19:00

Airfreight
Operations

Francesc Magalef

Break

Teamwork ERP



PROGRAMME



Friday, 23rd June 2023

09:00

Door to door offers and final presentations & debate

12:00

Break

12:30

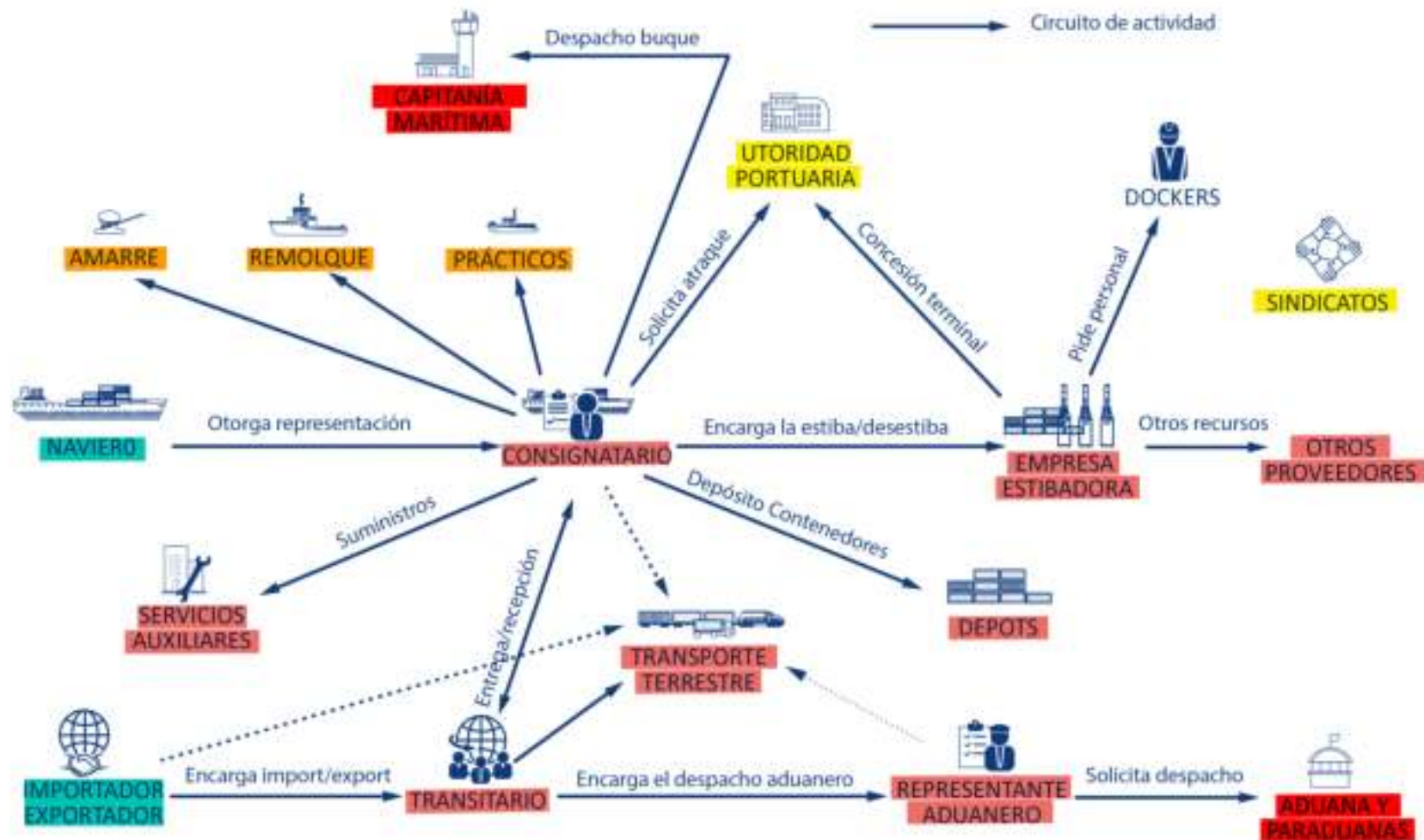
Closing Ceremony

14:00

End of the Training



Aspectos a tener en cuenta





<https://www.playforwarding.com/about-us>

Play-Forwarding-Rechner
 Published: 15.12.2017
 1875078575 (Germany)
 1875078575



COMMERCIAL INVOICE

INVOICE NUMBER:	INVOICE DATE:	INVOICE TO:
3401234567	15.12.2017	ABC COMPANY GMBH

REF.	DESCRIPTION	COUNT OF UNITS	QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT	TAX
1001	ABC COMPANY GMBH - 100-000000000	SPRINK	27 000	m	EUR 1,30	EUR 35 100	
1002	DEF COMPANY GMBH - 100-000000000	SPRINK	22 075	m	EUR 1,30	EUR 28 699	
TOTAL INVOICE						EUR 63 799	

Supplier: ABC COMPANY GMBH, 1234567890, 10000
 Buyer: DEF COMPANY GMBH, 0987654321, 10000
 Payment Terms: Cash on Delivery

VAT NUMBER: DE123456789 | BUSINESS CONT. NUMBER: 33743232000107343423



PLAYFORWARDING AG
 Route de Fribourg, 71
 1700 Fribourg, Switzerland

PACKING LIST

REF.	DESCRIPTION	QUANTITY	UNIT	TOTAL WEIGHT	VOLUME
1	ABC COMPANY GMBH - 100-000000000	27 000	m	27 000 kg	27 000 m³



VAT NUMBER: DE123456789 | BUSINESS CONT. NUMBER: 33743232000107343423





Mi cliente me pide una cotización...

¿Por

dónde

empiezo?



Aspectos a tener en cuenta



Incoterms® 2020
remigipalmés

	ÁREA DE ORIGEN						TRANSPORTE PRINCIPAL		ÁREA DE DESTINO			
	Embalaje, verificación, control	Licencias, autorizaciones, otras formalidades	Carga en el camión o contenedor en fábrica o grúa	Transporte interior país de origen. De fábrica a puerto, a aeropuerto o a terminal, o a transportista.	Formalidades aduaneras: exportación.	Costes manipulación terminal: origen. Puerto, aeropuerto, tr. tren, etc.	Transporte principal internacional	Seguro mercancía Seguro transporte	Costes manipulación terminal: destino. Puerto, aeropuerto, tr. tren, etc.	Formalidades aduaneras: importación. Aranceles, impuestos, tasas y especiales, y trámites	Transporte interior país de destino. De puerto, aeropuerto o terminal a fábrica u operador logístico.	Descarga
	1	2	3	4	5	6	7	8	9	10	11	12



Incoterms® 2020 ICC - REGLAS PARA CUALQUIER MODO O MODOS DE TRANSPORTE

Incoterm	Descripción	Coste	Riesgo	1	2	3	4	5	6	7	8	9	10	11	12
EXW	Ex works. En fábrica	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
FCA	Free carrier. Franco porteador.	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
CPT	Carriage paid to. Transporte pagado hasta.	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
CIP	Carriage and insurance paid to. Transporte y seguro pagados hasta.	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
DAP	Delivered at place. Entrega en lugar.	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
DPU	Delivered at place unloaded. Entregado en lugar descargado.	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
DDP	Delivered duty paid. Entregado derechos pagados.	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue



Incoterms® 2020 ICC - REGLAS PARA TRANSPORTE MARÍTIMO Y VÍAS NAVEGABLES INTERIORES

www.remigipalmés.com

Incoterm	Descripción	Coste	Riesgo	1	2	3	4	5	6	7	8	9	10	11	12
FAS	Free alongside ship. Franco al costado del buque.	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
FOB	Free on board. Franco a bordo.	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
CFR	Cost and freight. Coste y flete.	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
CIF	Cost, insurance and freight. Coste, seguro y flete.	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue

■ Vendedor


■ Comprador

■ El vendedor debe proporcionar la documentación necesaria para las aduanas de exportación e importación a petición, riesgo y a expensas del demandante.

■ Dependiendo del lugar de entrega pactado

★ Obligatorio ICC-A
✳ Obligatorio ICC-C

Aspectos a tener en cuenta

TIPO	EXTERIOR			INTERIOR			CARGA MAXIMA	VOLUMEN
	A	B	C	A	B	C		
20' (6m)	2,59m	6,05m	2,43m	2,39m	5,90m	2,35m	28.260Kg	33,20m ³
40' (12m)	2,59m	12,19m	2,43m	2,39m	12,03m	2,35m	28.860Kg	67,7m ³
20' OpenTop	2,59m	6,05m	2,43m	2,35m	5,90m	2,35m	28.180Kg	32,23m ³
40' OpenTop	2,59m	12,19m	2,43m	2,35m	12,03m	2,35m	26.680Kg	66,5m ³



¿Qué Documentos necesito?



Valenciaport | SOLICITUD DE RESERVA DE CARGA

Solicitud de Reserva de Carga

Destino: Origen:

Partes involucradas

Parte	Nombre	Contacto
Exportador	WALSH VINCI JV	WALSH VINCI JV
Operador de transporte	WALSH VINCI JV	WALSH VINCI JV
Operador logístico	WALSH VINCI JV	WALSH VINCI JV

Documentos de Control EXPORT

Transporte Merchant Vaulage
ESTADO ADUANERO AL IMPORTE (R00000)

REMITENTE / CARGADOR (Remetent):
RAMNATRAS CASTELLON, S.L. (T168) (9100004)
Estar Vía Tarrago Montalbano, 243 (Polígono Industrial Las Cerezas) CONTACTO:
33388 Castellón de la Plana Tel.

PROVEEDOR EQUIPAMIENTO (Equipment): MEDITERRANEAN SHIPPING COMPANY ESPANA,
Línea: MEDITERRANEAN SHIPPING CO. (Depositar) (MCC) CONTACTO:
Tel.

OPERADOR DE TRANSPORTE (Transportista (Estimado)): TRANSPORTES LOPEZ ODEA S.L. (T)
Avda. España 80 Nº Autoria
46480 SILLA CONTACTO
Tel: 96330

TRANSPORTISTA:
Nº Autoria
CONTACTO
Tel.

OPERADOR LOGÍSTICO (Exportador): RAMNATRAS CASTELLON, S.L.
Estar Vía Tarrago Montalbano, 243 (Polígono Industrial Las Cerezas) CON
33388 Castellón de la Plana Tel.

EXPORTADOR:

CLOSING TIME: 21/06/2019 06:00
ESTADO REALIZADA

Nº PIBS OUT: T1680000000000000000
REF. EMISOR: EUIP
Nº PCE IT ASOC:
REF. EMISOR IT ASOC:
EXPEDIENTE DL- UE / EUIVA
BOOKING NUMBER: 0000100000000
BILL OF LADING:

MAERSK LINE

TRANSPORTES LOPEZ ODEA S.L. (Remetente)
AVDA. ESPAÑA 80, 46480 SILLA (Valencia)

TRANSPORTES LOPEZ ODEA S.L. (Depositar)
AVDA. ESPAÑA 80, 46480 SILLA (Valencia)

TRANSPORTES LOPEZ ODEA S.L. (Exportador)
AVDA. ESPAÑA 80, 46480 SILLA (Valencia)

TRANSPORTES LOPEZ ODEA S.L. (Operador de transporte)
AVDA. ESPAÑA 80, 46480 SILLA (Valencia)

TRANSPORTES LOPEZ ODEA S.L. (Operador logístico)
AVDA. ESPAÑA 80, 46480 SILLA (Valencia)

COMUNIDAD EUROPEA

DECLARACIÓN DE EXPORTACIÓN / EXPORTACIÓN

1 Declaración: EX A

2 Fechas: 16ES0046111 173070 8

3 Partidos: 1

4 Total bultos: 23

5 Número de referencia: EX160007806SDC

6 Destinatario: WALSH / VINCI JV, Estados Unidos

7 País de origen: ES

8 País de destino: US

9 País de origen: ES

10 País de destino: US

11 Valor: USD 605.366,70

12 P.A.C:

13 Descripción de los bienes: PROSPECT

14 Descripción de los bienes: PROSPECT

15 Descripción de los bienes: PROSPECT

16 Descripción de los bienes: PROSPECT

17 Descripción de los bienes: PROSPECT

18 Descripción de los bienes: PROSPECT

19 Descripción de los bienes: PROSPECT

20 Descripción de los bienes: PROSPECT

21 Descripción de los bienes: PROSPECT

22 Descripción de los bienes: PROSPECT

23 Descripción de los bienes: PROSPECT

24 Descripción de los bienes: PROSPECT

VERIFI

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17 Descripción de los bienes: PROSPECT

18 Descripción de los bienes: PROSPECT

19 Descripción de los bienes: PROSPECT


20 Descripción de los bienes: PROSPECT

21 Descripción de los bienes: PROSPECT

22 Descripción de los bienes: PROSPECT

23 Descripción de los bienes: PROSPECT

24 Descripción de los bienes: PROSPECT



Mi cliente me pide una cotización
**¿A qué naviera le pido
cotización?**

<https://www.sdglines.com/>



HAULIER SERVICES
haulier digital game



CUSTOMS AGENT
customs agent digital game



PLAY TTCIRCLE
INSURANCE DIGITAL GAME





<https://playforwarding.clickandcargo.com/>

Usuario: **YEPMED**
Contraseña: **Click@2021**



<https://webmail.nominalia.com/>





Correo electrónico	Nombre del alumno	Apellidos del alumno	Equipo
karla+B3:E21.c.lucero@gmail.com	Karla	Coronel Lucero	Ambar
svit587@yahoo.es	Svitlana	Baydak	Ambar
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emejiurbano@gmail.com	Emanuel	Mejía Urbano	Cherry
pacovidcau@gmail.com	Francisco Javier	Vidal Causanillas	Cherry
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yeray.serneguet@gmail.com	Yeray	Serguenet	Garnet
LASCHAIMA33@GMAIL.COM	Chaima	Lasfar Rhaim	Garnet
isabelcamanes.72@gmail.com	Isabel	Camañes	Honey
ana_marco93@hotmail.com	Ana	Marco	Honey
balbifd@gmail.com	Balbina	Farga	Honey





- Ofrecer los servicios de Play Forwarding
- Tipos de transporte utilizados
- Cotización CIP: Desglose y Margen
- Descripción detallada de la operación (fecha de recogida de la mercancía, fecha de embarque...)
- Valor añadido de vuestra compañía: Digitalización, respeto por el medio ambiente...
- Tenéis 7-8 minutos por equipo.





MORE INFORMATION:

Valencia: Mar Monzó
mmonzo@fundacion.Valenciaport.com

