Part 1

- **Introduction**
- **Part 1: Export Transaction Basics**
  - What is an Export Transaction?
  - Marketing U.S. Products
  - Establishing Responsibilities between Buyer and Seller
  - Methods of Payment
  - Identifying and Handling Dangerous Goods
  - Determining the Method of Transportation
  - Preparing Cargo for Export
  - Documentation
- **Conclusion**

Part 2

- **Review of Part 1**
- **Part 2: U.S. Export Regulatory Requirements**
  - U.S. Government Agencies that regulate exports
  - Mode of Transport Specific Agencies
  - Export Data Collection Agency
  - Foreign Trade Regulations
  - EEI Filing Requirements in AES
  - Directorate of Defense Trade Controls (DDTC)
  - DDTC (ITAR) Licenses
  - ITAR: Mandatory EEI Filing/DCS
  - ITAR: Destination Control Statement (DCS)
  - Bureau of Industry and Security (BIS)/EAR
  - Destination Control Statement
  - Anti-Boycott
  - Office of Foreign Assets Control (OFAC)
  - Customs and Border Protection (CBP)
  - Other Government Agencies (OGAs)
  - Restricted Party Screening
  - Department of Commerce – Bureau of Industry and Security
  - Department of State
  - Department of the Treasury – Office of Foreign Assets Control
  - Summary
- **Conclusion**

Part 3

- **Review of Part 2**
- **Part 3: Responsibilities of the Parties to the Export Transaction**
  - Parties to the Transaction – Definitions
  - Types of Transactions
  - Shipper Routed Transaction
  - Consignee Routed Transactions
  - "Certain" Routed Export Transactions
  - Responsibilities of Parties to the Export Transaction
  - Authorization to file EEI
  - Authorization: Standard Export Transaction
  - Authorization: Routed Export Transaction
  - USPPI Responsibilities
  - FPPI Responsibilities
  - Forwarder Responsibilities
  - Summary of Responsibilities
- **Conclusion**

Part 4

- **Review of Parts 1-3**
- **Part 4: The Forwarder Process**
  - Forwarder Process Steps
  - Sales
  - Quotations
  - On-Boarding New Customers
  - Bookings
  - Arranging and Confirming Transportation
  - Documentation
  - Collections
  - Record Keeping
  - Summary
- **Course Conclusion**