



BIC Training Courses

Training for an empowered, informed book industry supply chain

December 2019





SUCCESSFUL SUPPLY CHAINS START WITH PEOPLE

Course Name:

Shipping Explained

Course Location:

UK port – TBC.

Purpose of the Course:

An understanding of international shipping is a vital skill for global book production and distribution professionals. Getting books printed is only half of the job – once they are made you need to deliver the books to your customers safely and cost effectively.

Benefits of attending:

Taught by industry experts and including a port tour, this course will show delegates up-close the sheer scale of the shipping industry, providing an understanding of how it works, its terminology, the documentation required and how to manage the process effectively. Delegates will see the supply chain in action and gain an understanding of the relationships of those in it, learn to speak the language of the shipping industry, and find out what to ask in order to make sure their books are shipped using the most appropriate method.

As the number of people allowed on to the port is severely restricted, the number of delegates for this course is limited to 4 only.

Course Level:

This course is aimed at those who are or would like to be in book production, and those within publishing for whom shipping is a key part of their job role. It is aimed at those with little or no prior knowledge of shipping.

Course Content:

This course has a practical emphasis and will ensure that all theoretical elements are accompanied by a practical application. We take a thorough look at sea, air and road freight, assessing their pros and cons and their most appropriate usage.

The topics covered will include:

- **Supply Chain** – how it works, the members of the supply chain and their relationships to each other, and how this is defined by the INCO terms.



- **Transit Times** – from printer, to delivery, to your door; why the times vary and what control you can have over it; the options available to you; the differences in cost and transit time for each method.
- **Definition of the terms** – the terminology for each method including INCO terms and illustrations of pallets / containers / teu's / vessels.
- **Container** – the pros and cons of full containers vs part-containers and consolidation.
- **Documentation** – the documents required and who should supply them.
- **National Requirements** – what you need to consider when shipping products around the world; the different rules / requirements depending on the departure and arrival points; VAT, Duty, taxes, anti-dumping duties, etc.
- **Packaging** – the packaging requirements of your customers and the destination.
- **Insurance** – what's covered by insurance and who is responsible.
- **What can go wrong?**
- **Economics** – what impacts the costs in this market; what you get for your money; how long costs are valid for; what surcharges are and how they are calculated; is your cost per CBM, kilo or copy?
- **New innovations** – super ships, The London Gateway Port, etc.
- **Communication** – how to get the information you need; purchase orders, order monitoring, consolidation, web tracking, end-to-end visibility; EDI transfer of information.
- **Environmental Consideration** – the environmental impact of each method and what you should consider when assessing them.
- **Pros and Cons** – the pros and cons and limitations of each method.
- **Combined Methods** – when it's appropriate to combine methods and the options available.
- **Books and Book Plus** – what to consider when shipping books and books Plus.
- **Importation into the UK/EU** – what to consider when importing into the UK, Customs, VAT, BTI codes, etc.

**Course Length:**

This is a full day course + travel.

Course Date for 2020:

This course will be scheduled for 2020 as soon as possible; for the latest updates, either email info@bic.org.uk or join the BIC Training Course mailing list by registering [here](#).

Register your interest in attending this course (on an unspecified date in future), [here](#).

N.B. this course may be postponed at short notice, as port tours are weather dependent. We will endeavour to give our delegates as much notice as possible should this course need to be postponed, and will reschedule the course as soon as we can thereafter.

Price:

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| <i>BIC Members</i> | <i>£240 + VAT</i> |
| <i>Friends of BIC</i> | <i>£280 + VAT</i> |
| <i>Non Members</i> | <i>£320 + VAT</i> |

Travel and accommodation costs are not included.



Course Trainers:

Sue Kelly – Operations Director, Publiship

Sue has been shipping books for 30 years. Originally managing imports and UK distribution, she became involved in the development of “Publiship” in 1995 and became a director of the company in 2005. In this role Sue looks after the needs of Publishers and Printers, guiding them through the different requirements of their shipping processes.



Sue is a member of the BIC Physical Supply Chain Committee, worked on the BIC Weights and Dimensions project, and is Vice Chair for the Liverpool region of the British International Freight Association.

Heather O’Connell – Consultant

Heather has more than 20 years’ experience in book publishing. Specialising in book production, she has held various positions including Production Director for Penguin UK and HarperCollins Publishers. Heather now runs a consultancy, using her passion for and knowledge of the industry to support a broad range of print and publishing clients and industry initiatives.

