

A Study on Analyzing The Problems And Procedure of Documentation In Apparel Industries

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Abstract- Export documentation plays a vital role in Garment industries for doing the international business as it facilitates the smooth flow of goods and payments thereof across national frontiers. A number of documents accompany every shipment of goods from one place to another. These documents must be properly and correctly filled according to the procedure implemented in the garment industry. Export documentation is however, complex as the number of documents to be filled-in is large, so also is the number of concerned authorities to whom the relevant documents are to be submitted. Incorrect documents may lead to non-delivery of goods to the importer which leads to get the correct documents after some time but in the meantime storage charge may have to be paid. Advisable to take the help of shipping and forwarding agents who will obtain and fill out the documents correctly as well as arrange for transportation. But every exporter should have adequate knowledge about export documents and procedures of Garment Industries.

In this article the procedures and problems of documentation is analyzed and the suitable suggestions given to make the document more efficient.

Keywords- Export, Marketing, Documentation, Export Procedure, Shipping.

I. INTRODUCTION

Documentation in export trade of Garment industries plays a significant role from the very beginning when an exporter gets an order from a foreign buyer to the final stage when the exporter seeks cash assistance and other incentives offered by the government. Documentation facilitates the smooth flow of physical goods and payment thereof across national frontiers.



Fig-1

At every step during exporting, one or the other document is required. The exporter cannot move any further without documents. A distinguishing feature of international trade is the complex paperwork. Therefore many small exporters are frightened by the extent and complexity of documentation.



Fig-2

Export documentation plays a vital role in international business as it facilitates the smooth flow of goods and payments thereof across national frontiers. A number of documents accompany every shipment of transferring the goods.

II. OBJECTIVE OF THE STUDY

- To identify the different procedure relating to export of goods.
- To know the various documents used for shipment.
- To explicitly state the steps in documentation.
- To identify the various problems involved in filling documents.

III. REVIEW OF LITERATURE:

Thomas A. cook (1994) says, “One of the major pitfalls in an international sale is the quality of supporting the transaction. A mistake in spelling, execution, language or number of copies will cause substantial delays in obtaining clearance and require additional expenditures to complete the process. Many potential exporters shy away from exporting due to the fear of the potential headaches caused by export documentation. In reality, while the process is complicated and has a steep learning curve, with the right approach and support from several resources the process can be simplified and the inherent obstacles lifted.



Fig-3

Breach (2014) Most of the necessary documents required for an export transaction are the invoice⁴, packing list, export declaration and the bill of lading. Other documents that may be required include: payment instruments (letters of credit, sight drafts), health/sanitary certificates, certificates of origin, export/import licenses, inspection certificates, carnets customs passes, certificates of insurance and required import documents. In addition knowing the specific documents, the exporter will need to know language, the number of copies required signatories, format, notarization, consularization, and the shipping instructions”.

IV. RESEARCH METHODOLOGY

A research design is the arrangement of condition for collection and analysis of data in a manner that aims to combine relevance to the research purpose with economy in procedures”. This study deals with the documentation in Garment industries. Secondary data are used to study. Official records, textbooks, booklets, review matters of the concern, audit reports and annual reports are used, Apart from the personal discussions with the officials of the concern were also undertaken to carry out of the study.

V. DATA COLLECTION

- The primary data collection with well structure Questionnaire is prepared. The primary data are those which are collected a fresh and for the first time, are thus happening to be original in character.
- The secondary data on the other hand, are those which have already been collected by someone else and passed through the statistical process.

Nature of study

The study is of descriptive, nature regarding the different types of documents used for the Garment Industries and also the procedure followed by them in the export. It also includes what are the benefits& constrains while using these export documents.

Analysis and Interpretation:

Number of documents required for the respondents in each Small scale garment industry.

S.NO	GARMENT INDUSTRY	KNITTING	DYEING	PRINTING	PRODUCTION	BUYING OFFICE
1	NUMBER OF DOCUMENTS	16	30	35	30	10

Inference:

The table are show that 16 documents of respondents are in the knitting Department , 30 documents of respondents are in the dyeing, 35 documents are in the printing department , 30 documents are in the production department , 10 documents are respondents are buying office.

Suggestion:

- The company should check the exchange rate before entering into particular market which will help in achieving more profit.
 - As only certain documents are put in use, the others documents have no power in the company which will be supportive to reduce the export procedures.
 - As many of the documents are part in the use of documentation and procedures which may delay and tend to loss the customers.
 - The company has to speed up the paper work.
 - Update of available export incentives.
 - The company can improve its sales by improving it is quality and promotional activities.
 - The company can improve their infrastructure facilities which will increase the exports.
 - If all the processing units are brought under one roof, it will reduce the processing time of goods and it will lead to timely delivery of good to the customer.
 - Try for is certificate which will value the company higher.
 - Require more knowledge on the incentives offered by the government.
- [5] Export Documentation made easy2, Laurel Delaney

VI. CONCLUSION

The study was conducted to know the process involved in an apparel firm and to study about the t various departmental functions which coordinates complete the export cycle. The export procedures of the firm has been seen clearly and others related aspect has been known. From the analysis it is found that the performance of the company is to improve the efficiency in documentation , but the company is facing problem regarding excess of document which causes delay in transportation. There for necessary step should be taken to limit the number of document so that company can make distribution at right for the company and it helps the company to the competitive advantage over it is competitors.

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