

## **Study On Export Documentation Process In Logistics**

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### **Abstract:**

India is amongst the world's top 20 nations with respect to the export of merchandise. With the increased liberalization of trade by the Indian Government, there's an abundant opportunity for establishing a profitable export business. For undertaking an export business, an entrepreneur should have a clear understanding of the rules and regulations along with the documentation pertaining to these export transactions.

**Key words:** Merchandise;  
Liberalization, Entrepreneur.

### **Introduction:**

Exports are governed by Foreign Trade (Development & Regulation) Act, 1992 and Export Import (EXIM) Policy.

Directorate General of Foreign Trade (DGFT) is the primary governing body responsible for the export and import policies in the country. Since an export trade has to follow a specific set of procedures from receiving inquiries to completion of the transaction, exporters need to get themselves registered with these authorities for ensuring all the legal formalities as required by them are met and also for receiving incentives which are allowed under the export promotion schemes. The Reserve Bank of India (RBI) guidelines have to be met by the exporter. An exporter also requires an Import-Export Code Number from the concerned regional licensing authority.

### **Research design:**

The research design is intended to provide an appropriate framework for a study. A very significant decision in research design process is the choice to be made regarding research approach since it determines how relevant information for a study will be obtained; The company, the research design process involves many interrelated decisions.



This study employed a mixed type of methods. The first part of the study consisted of a series of The company structured questionnaires (for management, employee's representatives, and technician of industries) and semi-structured interviews with key stockholders (government bodies, ministries, and industries) in participating organizations. The other design used is an interview of employees to know how they feel about safety and health of their workplace, and field observation at the selected industrial sites was undertaken.

### **Sample size:**

Taking to account the nature and extend of study. Along with the constraints of time a sample of 25 employees were surveyed with J.S shipping

### **Sampling method:**

The simple random sampling technique was followed The company. In this process visit customers directly and collected the data and also through mail

### **Questionnaire design:**

**1.Open ended questions-**One of the most significant decisions that can affect how people answer The company questions is whether the question is posed as an open-ended question,

**2.Closed ended question-** where respondents provide a response in their own words, or a closed- ended question

**3.yes/no question-** The respondent answers with a “yes” or “no”.

**4.scaled questions-** At their most essential, they ask for a single-select response with a limited set of options representing a range, scale or continuum. Scale questions are designed to capture the survey taker's opinion or sentiment. The units in the scale vary.

In this post, The Company helps to determine the right units to use for Their Likert scales depending what factor trying to measure.

### **Period of Study**

The period of study from 13/FEB/ 2023 to 12/APRIL/2023

**Method of Data Collection:**

The data needed for the research study The Company collected by two sources primary sources and secondary sources.

**Primary data:**

The Primary data is collected from JS shipping employees, using methods like surveys, interviews, or experiments. It is collected with the research project in mind, directly from primary sources.

**Secondary data:**

The term is used in contrast with the term **secondary data**. Secondary data is data gathered from studies, surveys, or experiments that have been run by other people or for other research.

**Data Analysis & Interpretation**

The data collected from the employees regarding the present documentation process was taken and analyzed. The following pages detail on the analysis done based on percentage calculation and weighted average method

**Table 1: The Classification of Respondents**

Sl. NO	AGE	NO.OF. RESPONDENT	PERCENTAGE
1	20-30	10	40
2	31-40	5	20
3	41-50	5	20
4	Above 50	5	20

The above table and figure shows that out of 25 respondents the 40% of employee is include in 31- 40ages. The 30% of employees include in 41-50 ages. The 20% of employees are include in 20-30. Others are above 50 years.

**Table 2: Gender Classification of Respondents**

Sl. NO	GENDER	NO.OF. RESPONDENT	PERCENTAGE
1	MALE	15	60
2	FEMALE	10	40

The above table shows that out of 25 respondents The 60% of employees are male and rest 40% are female.

**Table 3: Classification of Respondents Based On Experience**



SL. NO	EXPERIENCE	NO. OF RESPONDENT	PERCENTAGE
1	BELOW 3 YRS	5	20
2	4-7 YRS	10	40
3	8-10 YRS	5	20
4	ABOVE 10 YRS	5	20

The above graph the experience of the employees working in the company 40% of the employees have 4-7 years' experience and other three categories of respondents 20% each.

**Table 4: Classification of Respondents Based On Income Level**

SL. NO	PARTICULAR	NO. OF RESPONDENT	PERCENTAGE
1	BELOW 5000	5	20
2	5000-10000	15	60
3	10000-15000	2	8
4	ABOVE 15000	3	12

The above table shows 60% of employees have more than 15000 level of income and the 8% of employees have an income of 10000-15000 and the 60% of employee have an income level of 5000-10000 and remaining the 20% of employees have below 5000

**Table 5: Respondents Opinion on the Mode of Freight Used**

SEA FREIGHT IN %	AIR FREIGHT IN %	TOTAL
70	30	100

The above table shows 60% of employees have more than 15000 level of income and the 8% of employees have an income of 10000-15000 and the 60% of employee have an income level of 5000-10000 and remaining the 20% of employees have below 5000

**Table: 6 Respondents Opinion on the Requirement of Separate Export Import Department**

SL. NO	PARTICULAR	NO. OF RESPONDENT	PERCENTAGE
1	STRONG AGREE	10	40
2	AGREE	5	20
3	NEUTRAL	4	16
4	DISAGREE	3	12
5	STRONG DISAGREE	3	12
	TOTAL	25	100

The above table shows that the 40% of the respondents strongly agree that they require a separate export import department. However the 20% of them agree for the same. The 16% of them are neutral in their view. A minimum of the 12% disagree and another 12% strongly disagree for this. So it is understood that a separate export import department is required.

**Table: 7 Respondents Opinion on the Requirement of Qualified Person Are Required To Handle Export Import Transaction**



SL.NO	PARTICULAR	NO OF RESPONDENT	PERCENTAGE
1	STRONG AGREE	15	60
2	AGREE	2	8
3	NEUTRAL	1	4
4	DISAGREE	3	12
5	STRONG DISAGREE	4	16
	TOTAL	25	100

The above table shows that the 60% of the respondent strongly agree that qualified persons are required to handle export import transaction. The 8% of them are agree. The 8% of them are neutral in their view. A minimum of 12% disagree and another 16% strongly disagree for this. So understood that qualified person handle export import transaction.

**Table: 8 Respondents Opinion on the Requirement of Up To Date Knowledge Is the Need of Hour**

SL. NO	PARTICULAR	NO OF RESPONDENT	PERCENTAGE
1	STRONG AGREE	18	72
2	AGREE	5	20
3	NEUTRAL	2	8
4	DISAGREE	0	0
5	STRONG DISAGREE	0	0
	TOTAL	25	100

The above table shows that 72% of the respondent strongly agree that up to date knowledge is needed. The 20% of them are agree the 8% of them are neutral in their view. And the 0% are disagree and strong disagree. So understand that up to date knowledge is the need of hour.

**Table: 9 Respondents Opinion on the Requirement of the Document Process are very unique**

SL. NO	PARTICULAR	NO OF RESPONDENT	PERCENTAGE
1	STRONG AGREE	4	16
2	AGREE	2	8
3	NEUTRAL	16	64
4	DISAGREE	2	8
5	STRONG DISAGREE	1	4
	TOTAL	25	100

The above table shows that 16% of the respondent strongly agree that document process are unique. The 8% of them are agree. The 64% of them are neutral in their view. And 8% are disagree and 4% strong disagree. So understand that document process are unique.

### **Suggestion:**

As maximum of 40% of the work force are between the age group 31-40,



- ii. It is clear the organization has an effective team at middle age.
- iii. The company can take the views of such employees in future.

Also the employees under the age group can be used for crucial decision making

- iv. The 40% Of employees have experienced, at the same time only 20% of the employees are having less experienced.
- v. As the company is developing, these employees can give adequate knowledge and training to their new employees.
- vi. Also the salary of the new employees are quoted very low, this should be improved

### **Conclusion:**

The export process at Uniroyal marine export limited is a major function of the Ds shipping company. The company's export documentation can be revived the company for more effective Processing. Through the study it is clear that the employees are comfortable in the present export

documentation. Also the company's future plans for imports can be implemented with the existing employees and by forming a separate department for imports. The study reveals the export import process in efficient because of the qualified employees and the process is well defined with the organization for future challenges.

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