

Sales Practice Seminar Contracts and Contract Execution

Place:

Date:

Duration: Day 1: 9:00 a.m. to 16:30 p.m.
 Day 2: 9:00 a.m. to 15:00 p.m.

Day 1

1. Presentation of Participants
 - Expectations
 - Responsibility of each participant inside the company
2. Kinds of Contract
 - based on German BGB
 - based on general terms and conditions
 - negotiated contracts
3. The Enquiry
 - enquiry by phone or verbally
 - written enquiry
 - specification
4. The Tender
 - public tender according to EU regulations
 - tender of a private company
5. The Offer
 - which topics have to be addressed in an offer
 - the general part
 - the technical part
 - the functional specification
 - the scope of supply
 - the commercial part
 - clause by clause commentary
 - shipping and transfer of title (INCOTERMS 2010)
 - alternatives
 - options
6. Preparation of contract negotiations
 - Checklist

- evaluation of risks
 - strategy for negotiations
7. The Contract Negotiation
 - participants
 - chairmanship
 - price is not everything
 - room for negotiations
 - close the deal
 8. The Sales Contract
 - which points have to be ruled in a contract
 - frame contract
 - options
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Day 2

9. Claims
 - warranty
 - liability
 - serial defect
 - force mayor
10. Practical recommendations for contract execution
 - contract management
 - project management
 - claim management
 - warranty management
11. Summary
 - Feedback of participants
 - topics for further seminars

Hartmann, April 2017