

## **Items to Consider When Shipping Internationally: Shipment Preparation**

### **1. Does the shipment need a license to leave the US?**

The shipment may require a license from the Commerce Department depending on the following items:

- the shipment
- who will receive it
- in what country
- how they will use it

It is illegal to conduct business with individuals and companies that are blocked by the US Government. The Office of Research Compliance and Assurance conducts restricted parties screening to make this determination.

To determine if the shipment needs a license, start by using the [International Shipment Request Form](#) (found on the Research Compliance, [Export Control Page](#)) and submit to [aswilliams@southalabama.edu](mailto:aswilliams@southalabama.edu). The Office of Research Compliance and Assurance will apply for export licenses or other authorizations required for university exports.

### **2. Customs**

shipments. There are some restrictions (for instance, some FedEx services will not handle carnets for temporary import).

The following companies provide international package/freight delivery network service:

- FedEx Express International
- FedEx Freight International
- DHL
- UPS Global Trade

#### **4. Packaging and labeling**

Some items will require special packaging to protect the contents (e.g., biological samples packaged with dry ice). Other items will require special packaging and labeling to protect the transport system (e.g., hazardous biological, chemical, or radioactive materials). If you are shipping biological substances, you must complete the online CITI training module “Shipping and Transport of Regulated Biological Materials”. Additional information can be found [here](#).

#### **5. Documentation**

Complete and accurate documentation helps a shipment leave the US legally and enter the destination country smoothly. This is even more important if the item is intended to be a temporary import that will return to the U.S.

A carrier or forwarder/broker can help with documentation, but remember that the shipper of record (referred to as the "Principal Party in Interest" or PPI) is responsible for what the documentation says, that the carrier or forwarder may not have the familiarity with the item that is being shipped to determine the correct export control classification or tariff code, and that errors can lead to delays, expense, or legal issues. It will be necessary to provide the shipment address, item descriptions (including export classification, tariff code, and value), and the purpose of the shipment, export control authorization, and declaration control statement.

**International documentation:** a commercial invoice (for sales) or pro forma invoice (for shipments not related to a sale, but containing essentially the same information) is the central document that typically accompanies an international shipment.

**US government documentation** is required through an Electronic Export Information (EEI) filing to the Automated Export System (AES) if certain criteria are met, including:

1. **If** an export license is required
2. **If** the Strategic Trade Au.004Fc 0.00 (a)4(t)-2 (i):

The key elements of a typical commercial invoice, pro forma invoice, or EEI (AES) filing are listed below:

- Date
- Sender
- Recipient
- Destination port of entry (*not required for EEI*)
- Waybill number (*not required for EEI*)
- Item description
  - o Example, do not indicate “Cells”-indicate the type of cells
  - o Example Incorrect: cells. Correct: – human liver cells
- Item quantity (accurate number of each piece shipping)
- Item country of origin (*not required for EEI*)
- Item value
- Item tariff code (Schedule B or Harmonized Tariff Schedule)
- Export Control Authority (*not required for commercial or pro forma invoice*) for EEI: license, exception, or NLR; ECCN may be required
- Destination control statement (DCS) for all items except EAR99. According to 15 CFR 758.6: At a minimum the DCS must state, “*These commodities, technology, or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. law is prohibited*”.
- Shipper representation of compliance (*not required for commercial or pro forma invoice*)
- When no EEI is required, the following statement needs to be noted on the invoice: “*No EEI required - no individual Schedule B number valued over \$2,500*”

## **6. Insurance**

Generally, items that are university owned should be covered by the university’s insurance. It is recommended to purchase additional insurance provide by the shipping company. If you have questions about insurance, please contact the

The ATA Carnet can be a very powerful tool to avoid all custom duties by taking advantage of laws protecting temporary imports.

All countries have procedures allowing for the temporary importation of goods across their

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[Export Control International Shipping Guidelines](#)

[International Shipment5HTØVW Form](#)