



## Items to Consider When Shipping Internationally: Shipping Preparation

### 1. Does the Shipment Need a License to Leave the United States?

The shipment may require a license and/or documentation depending on the following:

- The item being shipped
- Who will receive it
- The country of destination
- How it will be used
- Who will use it

It is illegal to conduct business with individuals and entities that are blocked by the United States Government. The Office of Research Protections conducts restricted parties' screenings to make this determination. To determine if the shipment needs a license, start by completing the [International Shipment Request form](#) and submitting it to [exportcontrol@utep.edu](mailto:exportcontrol@utep.edu). The Office of Research Protections will apply for an export control license or other authorization when required for University exports.

### 2. Customs in the Destination Country

Any export from the United States will be an import to the destination country. Animals, plants, pathogens, genetic material, drugs, radioactive materials, and electronic devices with encryption may be restricted (by requiring prior approval, quarantine, or inspection) or prohibited outright.

- Plan to meet the destination country's requirements.
- Contact the export control office for guidance concerning the destination country's requirements.
- Ensure the shipping paperwork addresses the destination country's requirements.

### 3. Shipping Logistics

Packages (up to 150 pounds) and freight (over 150 pounds) can be handled by the international networks of delivery services like FedEx Express International, FedEx Freight International, DHL or UPS.

If you use an international package/freight delivery network, the freight forwarding and customs brokerage roles are bundled into the service. A freight forwarder/customs broker can assemble the right combination of carriers, clearances, and documentation for more complicated 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 contact



Environmental Health and Safety (EH&S) at [eh&s@utep.edu](mailto:eh&s@utep.edu) and complete the online CITI training module “Shipping and Transport of Regulated Biological Materials.” Please contact [utepresearchtraining@utep.edu](mailto:utepresearchtraining@utep.edu) for assistance.

## 5. Documentation

Complete and accurate documentation is required and ensures a shipment leave the United States legally and enters the destination country without issue. This is even more important if the item is intended to be a temporary import that will return to the United States.

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 description (including export classification, tariff code, and value), 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.

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

- **If** an export license is required
- **If** the Strategic Trade Authorization (STA) license exception is being used
- **If** the value is over \$2,500.00 USD under a single tariff code (Schedule B or Harmonized Tariff Schedule)

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
  - Example, do not indicate “Cells” – indicate the type of cells
  - Example incorrect: cells. Correct: human liver cells
- Item quantity (*accurate number of each item shipped*)
- 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 (No License Required): 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 forms 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 \$2,500.00.*”



## 6. Temporary Exports

If you are planning a trip to a foreign country and you are planning a temporary importation of equipment to a foreign country that will be returned to the United State in less than one year, you may wish to consider shipping your goods under a [U.S. ATA Carnet](#). The ATA Carnet can be a very powerful tool to avoid all customs duties by taking advantage of laws protecting temporary imports.

All countries have procedures allowing for the temporary importation of goods across their borders. Such importations are generally valid for up to one year. Importers may choose from three options when considering temporary importation:

- ATA Carnet see [atacarnet.com](http://atacarnet.com)
- Temporary Importation under Bond (TIB)
- Duty Drawback

The ATA Carnet provides the best option for university scientists shipping field research equipment internationally. The other options are logistically cumbersome and financially prohibitive. The ATA Carnet is an international customs document used worldwide to facilitate temporary imports into member countries. ATA Carnets:

- May be used for unlimited exits from and entries into the United States
- Are valid for one year
- Are accepted in over 55 countries
- Eliminate payment of value added taxes (VAT) and duties
- Simplify customs procedures

ATA Carnets can be utilized for nearly all goods, including computers, tools, cameras and video equipment, industrial machinery, automobiles, jewelry, and apparel. Carnets cannot be utilized for consumable goods (food and agriculture products), disposable items, or postal traffic.

## 7. Tax

The shipment will be subject to duty and possibly tax (e.g., VAT) on entering the destination country. Some tariff codes have a 0% rate, and many countries allow duty-free importation of temporary imports.

- Research and estimate the duty and VAT if it's a concern
- For temporary exports, get a carnet, plan on posting a temporary import bond, or plan to drawback the import when the item is returned.