

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. The Office of Research Compliance and Assurance will apply for export licenses or other or

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

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

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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 borders. Such importations are generally valid for up to one year.

Export Control International Shipping Guidelines

International Shipment 5HTXVW Form