A quick reference document for Shipping (Export)

1. Ensure the person/business/country is not on a restricted party list and the item/product can be shipped to them.

2. Make sure you have a description of your item. Know your item, product or technology. Do you know the ECCN? Or the HTS code? The BIS office has a helpful website.

3. Have your paperwork in order. Is this an MTA?

4. Gather important information. Determine which customs documents are required. Invoice, packing slip, certificate of origin, etc. Confused? Ask the Export Controls Office.

5. If you are hand carrying the item, you may need a Carnet.

6. Red Flags – Does something seem unusual about a request? Is someone asking you to ship to another person or address? Ask yourself, why?

7. Do it right. Your shipment is important to you and the person/company receiving it. Your Export Control office is here to help. Faculty, staff and students should understand their obligations under export control laws and regulations. Contact our office for guidance and assistance with compliance.

Questions?? - We are here to help. Use this link for contact information.