

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.