

## Product Classification Form

The University of Cincinnati is requesting that you, the vendor/manufacturer of the items(s) being procured, supply the export classification as it pertains to the appropriate regulation (EAR<sup>1</sup>/ITAR<sup>2</sup>) of each item on the invoice. Per [15 CFR 758.3](#), it is the responsibility of the manufacturer or supplier, not the buyer or freight forwarder, to identify the export classification of items being procured. The University of Cincinnati is not asking your company to apply for an ECN or license; we are asking you to identify the level of control associated with your product (s). Even if the item is "EAR99", we will need to appropriately adhere to U.S. laws and regulations. If your organization is outside of the U.S. you may use the Wassenaar Arrangement<sup>3</sup> guide for identifying the classification.

If your organization does not have export classification determinations, the U.S. Department of Commerce has an online decision tool available to assist you with the "**CCL Order of Review**" (<http://www.bis.doc.gov/index.php/decision-tree-tools>).

Additionally we are requesting that the export classification code, the U.S. Harmonized Tariff Schedule (US-HTS) is provided. You can find an online resource called HTS Code at (<http://www.HTScode.org>). Used with the U.S. International Trade Commission's official HTS (<http://www.usitc.gov/tata/hts>), you can identify the 10-digit code easily.

For assistance contact our Export Control Office: (<http://researchcompliance.uc.edu/ExportControls/ExportControls.aspx>).

Please complete the form below for all products that are being procured under the same requisition. You may attach and Excel spreadsheet for numerous items. This form is to be completed and returned to the University of Cincinnati, together with supporting information (including a copy of approved export license(s), where applicable).

<b>Company Name:</b>			
<b>Street Address:</b>			
<b>City, State, Zip Code:</b>	<b>Country:</b>		
<b>Website Address:</b>			

<b>PLEASE ANSWER:</b> Will any of the funds your organization receives from the University of Cincinnati for the purchase of the item(s) noted below be paid to a company or individual who is a national or resident listed on the U.S. Office of Foreign Assets Control ("OFAC") list of sanctioned countries <sup>4</sup> (which includes, but may not be limited to Sudan, Syria, Iran, Cuba, and North Korea,) for which export is restricted or otherwise prohibited?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
If "YES", please identify the country(ies) that will receive the funds:	

Please note that "N/A", or "None" **is not an acceptable classification**. If your product does not appear on the Dept. of Commerce Control List, it is still controlled under the EAR and may fall into the designation of EAR99. Please supply all 10 digits of the HTS Codes.

Supplier Part/Catalogue Number	Detailed Description of Product (Please note if the item is Software or Technical Data) Attach Spec Sheet when possible	EAR or ITAR Classification Number	Harmonized Tariff Schedule (US-HTS)	Country of Origin
<b>DO NOT DUPLICATE - This shaded area displays examples for reference only in completing form – DO NOT DUPLICATE</b>				
ITEM 01-3456	EAR Example: Student Scheduling Software, version 10.2	5D992	1234.56.7890	USA
ITEM 02-7890	ITAR Example: Sonar Imaging Device	XII(d)	9876.54.3210	USA
<input checked="" type="checkbox"/> <b>Check the box on the left only if this statement is TRUE: "Our organization is not registered in the United States and thus is unfamiliar with the United States Export Administration Regulations (EAR) and the International Traffic in Arms Regulations (ITAR). We have supplied export control classifications as they pertain to our country."</b>				

I hereby certify that the information provided herein is accurate and complete to the best of my knowledge. A representative of the company will inform the University of Cincinnati immediately of any subsequent changes to the information that has been provided.

<b>Signature of Company Representative:</b>		<b>Date:</b>	
<b>Representative Name:</b>		<b>Title:</b>	
<b>Representative Phone:</b>		<b>email:</b>	

<sup>1</sup> Export Administration Regulations (EAR) - BIS Website: <http://www.bis.doc.gov/index.php/licensing/commerce-control-list-classification/export-control-classification-number-eccn#othree>

<sup>2</sup> International Traffic in Arms Regulations (ITAR) – DDTC Website: [http://pmddtc.state.gov/regulations\\_laws/itar\\_official.html](http://pmddtc.state.gov/regulations_laws/itar_official.html)

<sup>3</sup> Wassenaar Arrangement website: <http://www.wassenaar.org/introduction/index.html>

<sup>4</sup> DDTC list of embargoed & restricted countries: [http://www.pmddtc.state.gov/embargoed\\_countries/index.html](http://www.pmddtc.state.gov/embargoed_countries/index.html)