

IMPORT-EXPORT AND CUSTOMS INFORMATION

How to Arrange for Freight Forwarding / U.S. Customs Brokerage Services for Imports and Exports

Departments should consult with the Purchasing Department prior to placing orders with foreign suppliers, or shipping items outside of the U.S. When merchandise is purchased outside the United States, an import duty is often imposed on the shipment by the Bureau of Customs and Border Protection (U.S. Customs). Generally, small purchases or shipments (valued at less than \$2,500) shipped via parcel post or an express carrier from foreign countries can be imported without assistance of a customs broker. But in some cases, it will be necessary to appoint a U.S. customs broker to file a formal customs entry.

For convenience, American Cargoservice, Inc. (ACS) (www.acssan.com) has been contracted to provide both freight forwarding and U.S. Customs brokerage services for NSHE. ACS has been granted a U.S. Customs Power of Attorney for NSHE and all component institutions to facilitate customs entries utilizing NSHE system-wide importation bond, and ACS has years of experience working with higher education institutions to facilitate both imports and export shipments.

If you are placing orders overseas, you should contact ACS (NSHE@ACSSAN.COM, 858-565-4125) as well as the Purchasing Department prior to placing the order with information about the product and obtain advice about the best shipping methods to use. To determine the best method for shipping and to estimate customs duty, the size, weight, and price are key factors, in addition to a description in layman's terms. NSHE and ACS have contracted set fees for their services. If a NSHE department does not wish to use ACS, the department must submit a Workday requisition to appoint a broker and pay the fee.

Express carriers like DHL, FedEx and UPS will normally employ internal brokers to have items clear both U.S. Customs and another country's customs. If any carrier requests that you sign a form which allows you to approve their customs broker, send the form to the Purchasing Department for approval. **This is important because these forms usually ask the NSHE to sign over its power of attorney to the customs broker.** Use of multiple customs brokers has resulted in numerous bonds active at the same time leading to confusion and wasted resources.

Some research materials, especially live biological specimens, bacteria, viruses or biologically active components like enzymes, may need special government permits to enter the U.S. or other countries. Departments should consult the office of Environmental Health & Safety for advice regarding such shipments. Commercial or industrial materials are subject to import tariffs based on their value. This includes items sent "free" to NSHE for evaluation.

If you receive a notice from the U.S. Customs Service, please forward it to the Purchasing Department and ACS immediately; do not attempt to resolve the issue yourself.

For more information regarding U.S. Customs and paying Customs Duty see: <http://www.cbp.gov/>.

Just as with imports from foreign countries, exporting to foreign countries presents unique problems that need to be considered before shipping or hand-carrying items out of the U.S. The institution's Export Control Officer should be consulted prior to exporting anything. If the size of the export is large, or the value is high, ACS can provide valuable advice and services before shipment or travel.

Duty-Free Entry for Scientific Equipment

Certain scientific equipment can be imported into the U.S. duty-free if the following criteria are met:

- The scientific instruments and apparatus must be used exclusively for educational purposes and scientific research, and
- The scientific instrument or apparatus, or its equivalent, is not manufactured in the United States.

Conditions that need to be fulfilled in order to import scientific equipment duty-free:

- An application for Duty-Free Entry needs to be completed and filed with U.S. Customs before placing the order with the supplier. If Customs approves the duty-free purchase, the purchase order must be issued to the supplier within sixty days.
- Duty on scientific equipment is usually substantial. Departments should apply for duty-free entry well in advance of initiating the purchase.
- For assistance in applying for duty-free entry of scientific equipment ACS should be consulted regarding the proper forms that need to be filled out and filed. If you have any questions concerning the submission of this form you can contact U.S. Customs directly at 202-482-0754.
 - If the equipment arrives in the USA prior to duty-free entry being approved, or if no Request for Duty-Free Entry was made prior to the purchase, the applicant can request a delay of liquidation (Customs classifies the equipment and assesses duty). A delay of liquidation is usually granted for up to 180 days, but may be extended.
 - If the equipment has been received, classified and assessed, and the duty paid, a Request for Duty-Free Entry application can still be filed. This application must be filed within ninety days from the date of liquidation.

Carnet Process

ATA Carnets (pronounced kar-nay) are international customs declaration forms that when used properly can provide duty-free and tax-free customs clearance for your temporary exports.

ATA Carnets contain a set of unified customs declaration forms that can be used at each border crossing along your shipping route. **The ATA Carnet can be used in over 100 countries and territories, but each country has its own rules and requirements.** While the carnet convention provides standard regulations, each participating country has the right to vary these as they see fit. Some carnet countries have unique timeframes that differ from the standard year to re-export. Some carnet countries require a singular reason for temporary importation. Some countries have special documentation or security amount requirements that accompany the ATA Carnet.

ATA carnets are only applicable to consumable goods that will return to the USA in the same condition they left.

Virtually all types of goods and equipment can be transported under a Carnet:

- Commercial Samples
- Professional Equipment (Tools of the Trade)
- Goods for Fairs & Exhibitions (limited to 6 months)

Process for Carnets:

- Traveler requests approval by Institution's responsible party
- Traveler and responsible party work with American Cargoservice (ACS) to complete Carnet request form and pay fees and disbursement charges
- ACS can provide application services to obtain a Carnet on behalf of the Institution
- Traveler obtains the physical Carnet document and uses it to either travel with the merchandise, or arrange shipment, either through ACS or another shipper
- ACS and responsible party follow up with traveler and ensure Carnet is returned and cancelled
- Possible claims against the Carnet are mitigated by ACS, the responsible party, and the traveler