

IMPORTING INTERNATIONAL PACKAGES – GENERAL US CUSTOMS CLEARANCE GUIDELINES

The methodology for importing a package into the US depends on who has agreed to cover the charges, the value of the item, and how the item is being shipped to Emory.

Shipper agrees to handle (and pay for) customs clearance responsibilities: If the shipping vendor agrees to handle customs clearance work and pay for applicable taxes and duties (often reflected as DDP, 'Delivery Duty Paid', Shipping Terms on the quote or Commercial Invoice), then Emory only plays a supporting role by providing the recipient's name, address, etc. Emory would not be responsible for customs clearance work.

Emory agrees to handle (and pay for) customs clearance responsibilities: If Emory is responsible for handling Customs Clearance work, as well as paying for the applicable tax duties, then Emory is responsible for submitting the appropriate documentation to facilitate the shipment through Customs Clearance. The following is required:

1. **In advance of the shipment:** Determine if a Free Trade Agreement exists between their country and the US. See the following Customs and Border Protection Site: <https://www.cbp.gov/trade/priority-issues/trade-agreements/free-trade-agreements> and ask the vendor.
2. **In advance of the shipment:** The Airwaybill or Tracking # (and ideally an image of it);
3. **In advance of the shipment:** A detailed Commercial Invoice (provided by shipping vendor), including:
 - a) Information regarding the importer of record noted (always) as and including the heading:
Importer of Record:
Emory University
1599 Clifton Rd, 3rd Floor
Atlanta, GA 30322;

Importer ID: 58-0566256
 - b) The Consignee and recipient address of the item noted as and including the heading:
Consignee/Delivery Address:
<Person's name receiving item>
Emory University <School of _____> (or <Department of _____>)
<Street Name, Suite #>
<City, State, Zip>
United States
 - c) The 'country of origin' aka 'country of manufacture' of items contained in the package. For example, if the package is shipping from Switzerland, but its contents were made in Italy, then Italy would be noted as the 'country of origin/manufacture. Switzerland would be the 'country of export,' and this would likely appear in the invoice's vendor name/address block. If shipping a biological sample, the 'country of origin/manufacture' would be the location where the materials were collected;
 - d) Detailed description(s) of each item found in the inbound package, including manufacturer name, catalog #, etc. Note as much detail as possible;
 - e) Detailed description(s) of the end use of each item.* If the item is being used for research, the specific research being conducted as well as on who/what it is being conducted. This information as well as the item descriptions are used to understand whether 'Other Governmental Agency' (OGA) approvals are necessary, such as the FDA, USDA, etc., which adds extra steps/time to clearance.
*If there isn't room on the commercial invoice for this information, attach it as a separate document;
 - d) The value being reported for each item (which can vary depending on the situation, e.g., a gift, an actual purchase, items previously owned but being returned from international repair, etc.). Nothing can be noted as \$0.00 value;
 - e) The applicable **10 digit (not 8 digit)** commodity code (HS ('harmonized system') code) for each item, which is used to determine applicable taxes and duties. If needed, the vendor can use the search

engine at the following link : <https://hts.usitc.gov/> to obtain these codes, by entering each item description in the top field of the search engine.

4. **In advance of the shipment:** as referenced on the notes about item descripts and use on the commercial invoice, understand whether anything being shipped to you will require 'Other/Partner Governmental Agency' (OGA or PGA) approval and/or permits, e.g., CDC, FDA, EPA, USDA, etc. Each of these Agencies will have advance permit requirements and reference numbers that will be necessary before clearance can occur. **If you are importing an item whose category would generally need OGA clearance, but your item is excluded from the requirement, attach a statement noting why it does not need clearance. Otherwise, the package will be held by these agencies for review.** For example, if importing a tissue sample, (if applicable) ensure that you note exceptions to USDA clearance, such as the fact the tissue is human (rather than animal) and that it is non-infectious (rather than infectious – to avoid CDC clearance), etc.

See the article at the link below for further information and a list of OGAs/PGAs that may be involved in an import. <https://www.cbp.gov/trade/basic-import-export/e-commerce/partner-government-agencies-import-guides>

See also the below specific links for most common OGAs/PGAs and general guidelines of what they investigate:

-Infectious items: [Import Permit Program | CDC](#)

-Impacted by intent of use of import, e.g. anything used to cure, treat, prevent or diagnose disease: <https://www.fda.gov/industry/import-program-food-and-drug-administration-fda>

-Chemicals not in end-use container, e.g. lighter fluid in a cigarette lighter is excluded; lighter fluid in a bottle for distribution which require permit <https://www.epa.gov/importing-exporting>

-Non-human tissue, and egg products (anything that could potentially make US plants/animals sick): <https://www.fsis.usda.gov/inspection/import-export/import-guidance>

5. **Upon Arrival:*** An 'Arrival Notice' (from shipping carrier) noting exact US entry location of package.

What entities can handle Customs Clearance Work for Emory University?

FedEx Trade Networks (FTN) and FedEx Express are the primary entities that are used for Brokerage Services.

FedEx Trade Networks (FTN): If the item imported is not being shipped using FedEx Express or has a higher dollar value than FedEx Express can clear, then we generally use FTN to handle customs clearance work for us. This is the only entity with whom we have a Bond. To use FTN, email FTN_ATL_Brokerage@fedex.com alerting them that you are expecting an incoming package for Emory University and need them to handle customs clearance work. You will then provide the information above as much in advance of the shipment as possible. Likewise, to avoid Arrival Notice delays, ensure that your international shipper provides the FTN's email to their shipping carrier, and instructs them to email the Arrival Notice to FTN as soon as the item reaches the US.

FTN charges Emory a fee for their customs clearance services and for reimbursement of any taxes or duties paid by them at the US border, any transfer fee imposed by the originating shipping carrier and/or storage fees paid by them (if the items were held at the border longer than allowed for standard clearance). If Emory University at the 1599 Clifton Rd address and EIN# stated above is presented as the Importer of Record, then FTN will bill for their services through Emory University's central FTN account (which we advise) and be paid by Accounts Payable. You would then need to email the appropriate speedtype to cover the charges to Emory.FSC@emory.edu with details surrounding your shipment.

FedEx Express: If the item is being imported using FedEx Express as the carrier, then FedEx should be able to clear items under \$500k in value. Ideally, documentation noted above would be electronically attached to the shipping label at the time of creation. If supporting documentation is incomplete at the time of shipment, documentation can be supplemented by emailing paperwork@fedex.com (FedEx Express only), with the requirement that the FedEx tracking number (with no dashes) be noted in the subject line of the email. Documentation will otherwise not associate with the intended package. Because FedEx Express's policy allows them to return an uncleared package to the original shipper after 5 business days if they've unsuccessfully attempted to obtain necessary clearance information via 3 call/contacts attempts, it is critical that documentation is considered in advance and provided to them in a timely manner.

If shipping and import services are being handled using your departmental FedEx account (rather than by the vendor's FedEx account), FedEx Express will pay the customs tax and duties for you and send one invoice for the package shipping costs and a second invoice requesting reimbursement for the Customs duty or tax. These invoices will be submitted by and paid to FedEx in the manner that is customarily associated with your departmental FedEx account.

DHL – Though Emory does not have a contract or account with DHL, we have executed a Power of Attorney with them to allow them to clear items through US Customs for us. However, they do generally automatically notify FTN for larger items. If desiring for DHL to clear package directly, please email fedexrequest@emory.edu for a copy of the needed Power of Attorney form. Like FTN, they would also charge fees for their services, but they would request payment via credit card for the needed duties and taxes before clearing the package for Emory University, if you do not utilize your own personal DHL account. They also frequently won't clear items that flag for OGA/PGA clearance and/or permits.

Supply Chain Solutions - Though Emory does not have a contract or account with DHL, we have executed a Power of Attorney with them to allow them to clear items through US Customs for us. Payment for services would be handled directly by the importing department, and arrangements would be agreed upon between the importing department and Supply Chain Solutions.

Nelson Duque DBA Floridian Customs Broker - Though Emory does not have a contract or account with DHL, we have executed a Power of Attorney with them to allow them to clear items through US Customs for us. Unlike our other POA Agreements, Emory University's Importer of Record address is listed as 201 Dowman Dr, Atlanta, GA 30322. Payment for services would be handled directly by the importing department, and arrangements would be agreed upon between the importing department and Supply Chain Solutions.

Other Carriers – If attempting to use other Customs Brokers, they will generally request that a Power of Attorney be completed. However, only specific individuals have the executive authority needed to complete a Power of Attorney, and these requests should be declined, in lieu of using one of the vendors noted above.

EXPORTING PACKAGES – GENERAL US CUSTOMS CLEARANCE GUIDELINES

The international Customs requirements in each country can vary significantly in terms of commercial invoice content as well as additional items required for entry. It is the responsibility of the U.S. party that is shipping the item to adhere to all statutes and regulations. For this reason, work closely with the recipient of your shipment to understand how to navigate foreign export. Typically, the receiving party handles and pays for the Customs Duty/Taxes process in their own country.

Note that when Emory is the shipper and exporting specialized lab instruments, supplies, technology, chemicals, samples, biological materials, and prototypes, these may require an export license to be exported outside the U.S. and are the responsibility of the shipper (Emory). Violations of US policies can be severe. Please visit the Emory Export Control website for further information: [Click Here](#)

If Emory is responsible for handling the Customs process for the exported item:

If using FedEx:

Contact FedEx's international customer service at 1-800-247-4747 for assistance. FedEx's international resource page can be found at the following URL: https://www.fedex.com/en-us/shipping/international.html?cmp=KNC-1001816-11-10-950-1110000-US-US-EN-BDZ0001ZGNZINTL&&gclid=CjwKCAjwloynBhBbEiwAGY25dMjEKzrGDyMEGmKQCZm8czapIZki1wNaWQA9WsFsZD6MGMcO1WQxTRoCPLAQAvD_BwE&gclsrc=aw.ds.

If using World Courier:

Emory often uses World Courier for international export in many circumstances. The cost may exceed DHL or FedEx, but coverage in remote areas is often better than other carriers. Always remember to request a quote before shipping to understand approximate costs.

To use World Courier, you must create an account under Emory's Master Account. Contact Ken Moore at World Courier at kmoore@worldcourier.com to receive enrollment instructions as well as an enrollment form. World Courier will send invoices to the email address provided at the time of enrollment, and it can then be paid via Emory Express check request.