INTERNATIONAL SHIPPING:

Paperwork will require classification of materials.

**Harmonized Tariff Codes** tell customs officials about duties and taxes on materials and are used worldwide. [https://hts.usitc.gov/](https://hts.usitc.gov/)
It is the shipper’s responsibility to provide these numbers after appropriate search.

**Electronic export information (EEI)** is a requirement imposed by the US Census Bureau. These numbers can be found in the Schedule B list [https://www.census.gov/foreign-trade/schedules/b/index.html](https://www.census.gov/foreign-trade/schedules/b/index.html)
It is the shipper’s responsibility to provide these numbers after appropriate search.

*FedEx and other shippers change requirements for EEI frequently. Paperwork that went smoothly a few months ago may suddenly no longer satisfy.*

**Collaboration with UCSB export control office is necessary to determine ECCN.**

Brian McCurdy is our liaison: mccurdy@research.ucsb.edu

Brian will review what is intended to be shipped using the codes above, possibly after discussion with your lab if international shipping is expected to be frequent or there are questions about materials. Brian will inform the shipper of the ECCN classification.

**Export Control Classification Numbers (ECCN)** identify US exports. Depending on the destination, some items may need a license for shipping. Some shipments are of few materials and fall under the exception Low Value Shipments (LVS). It would be improper to use this repeatedly to stay under license requirement.
**REQUIREMENTS FOR GATEWAY:**

International shipping questionnaire [see additional attachment].

Commercial invoice on UCSB letterhead.  
Contains **item description, country of origin, quantity**, and **customs value**.  
See example [see additional attachment].

Recipient’s name, address, AND phone number
GATEWAY REQUEST

- Start a FedEx requisition in Gateway.
  - Goal to have shipping materials and weight known at this point.
- Indicate export control requirement
  - Scroll down past accounting codes and edit “Restricted Items.”
  - Under Restricted Items use the blue arrow to search for “International Purchases – Export” (can be found on p.2 of possibilities)
- This step is Brian’s preference to keep UCSB export authorization tied to Gateway authorization
• Attach:
  o International shipment questionnaire
  o UCSB commercial invoice
• Send a comment to Brian McCurdy through Gateway to please review.
  o If Brian is personally unavailable or there's a tight timeframe consider contacting
    the export control group as a whole via exportcontrol@research.ucsb.edu
• Export control approval continues and is documented in Gateway
• Physics Gateway approval continues
• FedEx label is created after approval / FedEx pickup scheduled
  o Watch PO and signal physics purchasing department when shipment is eligible for
    a label