

---

# 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/>

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>

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](mailto: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

**Accounting Codes**

Department	Account String	Sub Account	Cost Type	Fund Type	Award Type	Award End Date Within 90 Days	Award End Date	Account Group Code
PHYS PHYSICS DEPT	GRNT-IJFL1J-8- 444063-59290	3 S&E	SUP SUPPLIES & EXPENSES	13 FEDERAL FUNDED 100%	2 CONTRACT	N	04/09/2020	no value

**Notes and Attachments**

**Internal Notes and Attachments**

Internal Note *no value*

Internal Attachments [Add](#)

**Supplier Notes & Attachments**

**Equipment Management**

**Equipment Information**

Inventorial Equipment? *no value*

Custody Code *no value*

Title Vests With? *no value*

**Additional Order Details**

**Restricted Items**

Restricted Items *no value*

Restricted Items2 *no value*

SB First *no value*

**Edit Additional Order Details**

**Restricted Items**

Restricted Items

Restricted Items2

SB First

SB First Waiver Justification Attached?

Prevailing Wage Applies

Fair Work/Fair Wage

**Work Order Information**

---

# GATEWAY REQUEST continued

---

- Attach:
  - International shipment questionnaire
  - UCSB commercial invoice
- Send a comment to Brian McCurdy through Gateway to please review.
  - 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](mailto: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
  - Watch PO and signal physics purchasing department when shipment is eligible for a label