

Import Agent Guidelines

(Shipments to Departments from Outside of the United States)

United States Customs (U.S. Customs). also known as Customs and Border Protection (CBP)

United States Customs (U.S. Customs), also known as Customs and Border Protection (CBP) is the governmental body that controls cross-border trade into the United States.

Among other responsibilities, U.S. Customs is tasked with the following duties:

- Assessing and collecting customs duties, excise taxes, fees and penalties due on imported merchandise;
- The right to deny access, to search, to seize or to request additional information on all goods imported into the United States commerce;
- Maintaining profiles on all U.S. importers (residents and non-residents). The profile will impact the importer's ability to participate in special U.S. Customs initiatives designed to either simplify or speed up customs clearance;
- Preventing illegal trade practices, including provisions related to quotas and the marking of imported merchandise, the Anti-Dumping Act, patents and trademarks.
- Enforcing import restrictions and prohibitions;
- Collecting accurate import and export data for compilation of international trade statistics.

Virginia Tech Responsibilities:

Virginia Tech, as an importer, is responsible for:

- **All duties and taxes to United States Customs, as appropriate. Duty rates are the fees paid to Customs as tariffs on the imported goods. These rates are based on the classification of the goods being shipped;**
- **Providing accurate information to United States Customs;**
- **Keeping records to substantiate what goods were imported into the United States, including the quantities, the prices paid, and the origin of goods. These records must be kept in either paper or electronic format or five years after the goods enter the United States.**

Customs Broker:

Virginia Tech utilizes a customs broker. The customs broker is a company licensed by United States Customs to act as an intermediary between the United States government and importer. The importer has to provide Customs with a legal document called the United States Power of Attorney (POA), authorizing the broker to act as the agent. Customs brokers are responsible for keeping up-to-date on new regulations that may affect the importer and to deal with any customs related issues. Customs brokers provide the following services:

- Prepare and present the necessary customs release documents or data required by Customs and Participating Government Agency (PGA);
- Facilitate the release of goods from United States Customs custody;
- File Entry data/documents with United States Customs on behalf of the importer;
- Pay duties on the importer's behalf;
- Pay carrier charges on the importer's behalf.

The Virginia Tech customs broker is: Livingston International, 532 N. Regional Rd, Ste D, Greensboro, NC 27409. The Virginia Tech import analyst agent is: Angela Herbert, LCB (Client Solution Center, 336-665-9685; AHerbert@livingstonintl.com ; fax 336-668-0677; Team email: USCST40@livingston.com

Department Responsibilities:

- **If the purchase is not handled by the Procurement Office, contact Livingston International whenever an order is placed outside of the United States.**
- **If the department is contacted by another importer requiring a signature on a POA, contact Livingston International immediately for assistance.**
- **Process invoices from Livingston International promptly. The department is responsible for the Livingston Customs Clearance Fee and any out-of-pocket expenses incurred to deliver the item to the department. Livingston International will provide receipts, as appropriate.**

Estimated Fees (subject to change):

- **Livingston customs clearance fee: \$127.40**
- **Courier Fee: \$25 (if applicable)**
- **Import Service Charge: \$40-\$100 depending on airline**
- **Delivery Charges: depends on weight of shipment and delivery destination**
- **Handling Fee: \$50-\$95 charged by the forwarding agent (if applicable)**

- **Customs Duty: depends on commodity and duty rate;**
- **PGA Filing: \$25 (applies to any Partner Government Agency Shipments)**
- **PGA Disclaim: \$1.00 (applies to any Partner Government Agency Shipments)**
- **Fees subject to change.**