How Do I Handle…

*Customs and Import Issues with Department Orders*

**Description**

1. The Department may receive a call from UPS/FedEx/DHL/Other Shipper
   a. Stating that there are customs issues with a purchase order placed by the department under their authority
   b. These companies may ask the department to sign a Power Of Attorney (POA) so that the shipper can get the item cleared through customs
   c. **YOU DO NOT HAVE AUTHORITY TO SIGN A POWER OF ATTORNEY FOR VIRGINIA TECH**
   d. Contact Virginia Tech’s freight forwarder for assistance

2. Virginia Tech Freight Forwarder

   The Virginia Tech customs broker is:
   Livingston International, 300 East Main Street, Ste 1200, Norfolk, VA 23510

   **Service Coordinator for Imports**
   Sue Paris
   757-446-1575
   eparis@livingstonintl.com

   **Manager of Service Delivery**
   Beth Osborne
   757-446-1568
   eorbome@livingstonintl.com

   **Regional Director**
   Katie Carney
   757-620-7216
   kcarney@livingstonintl.com

3. **Freight Forwarder Invoicing**
   Once all final charges have been accrued, invoices are generated. This would occur according to the specific situation of delivery.
Estimated Fees Import
- Livingston customs clearance fee: $127.40
- Courier Fee $20.62 (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)
- Duty/Tax Disbursement Fee 3% of outlay or minimum of $10.00;
- Freight Disbursement Fee of 3% of the outlay or minimum of $10.00;
- Fees subject to change.

Estimated Fees Export
- AES: $75
- BOL and Documentation: $75
- Any other documentation would be priced separately.

Wording for Purchase Order when import agent required

“Import Agent Information for Virginia Tech:
Consign to: Virginia Tech
Notify: Livingston International, Sue Paris, eparis@livingstonintl.com
757-446-1575, Livingston International will need:
- Port of entry information
- Copy of invoice”

Send any ‘End User Forms’ to the Office of Export and Secure Research Compliance (OESRC) for review.

For Further Assistance
For further assistance contact the Procurement Department at (540) 231-6221.