



How Do I Handle...

Customs/Import/Export Guidance 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:

AIRSCHOTT INC, PO BOX 17373, Washington, DC 20041-0373

General

sales@airschott.com

Air: 800-272-4688

Sea: 800-772-4688

Air Imports

Sotha Buon

Office: 703-471-7444

hbuon@airschott.com

Air Exports

Hyun Yoo

703-471-7444

hyun@airschott.com

Owner

Bob Schott

rjschott@airschott.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

| Service/Product Description | Unit of Measure | List/Published Price |
|--|------------------------|-----------------------------|
| | | |
| Custom Entry CF7101 | Per entry | 150.00 |
| Additional Commercial invoice | Per Add'l | 20.00 |
| Additional Tariff Class | Per HTS code | 7.50 |
| ISF / 10+ 2 Filing (Ocean only) | Per entry | 25.00 |
| Accounting (Disbursement) Fee Cash Advance 2% 10 min (+1.5%/Month Unpaid) | Per chk | 7.50 |
| Messenger fee | Per trip | 25.00 |
| Free Entry (CF7523,GEN HDNT 5, CR10.151 etc.) | Per entry | 75.00 |
| ATA Carnet Clearance | Per entry | 75.00 |
| Person Effect entry | Per entry | 150.00 |
| Preparation of Pro-forma Invoice | Per Invoice | 25.00 |
| FDA (including one product code) 25.00 min | Per entry | 25.00 |
| FDA Additional Product code | Per code | 5.00 |
| FDA Prior Notice Filing 25.00 min | Per entry | 25.00 |
| FDA Prior Notice Additional Product code | Per code | 5.00 |
| Warehouse Withdrawals | Per withdrawal | 75.00 |
| Delivery Verification Certificate | Per Cert. | 50.00 |



| | | |
|--|-----------|--------|
| BATF Form 6A 50.00 min | Per form | 50.00 |
| Invoice Extraction | Per Page | 35.00 |
| Other Agency Documentation | Per Doc | 40.00 |
| General Order Warehouse Service | Per entry | 150.00 |
| Foreign Trade Zone Entry | Per entry | 75.00 |
| Air Export Forwarding & Documentation | Per AWB | 75.00 |
| Ocean Export Forwarding & Documentation | Per OBL | 150.00 |
| Other Messenger/Courier Domestic | Per pack | 30.00 |
| Professional Service | Per Hour | 200.00 |
| Clerical Labor | Per Hour | 50.00 |
| Warehouse Labor | Per Hour | 40.00 |
| Overtime Clearance Outside of normal Business hours. | Per Hour | 150.00 |

Send any 'End User Forms' to the Office of Export and Secure Research (OESRC) for review. oesrc@vt.edu 540-232-8573

For Further Assistance

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

AGENTS' INSTRUCTIONS FOR CONSIGNMENTS TO THE USA



AIR SHIPMENTS

TO ANY DESTINATION AIRPORT IN THE USA

Consign MAWB to the appropriate airport, address the MAWB as follows:

AIRSCHOTT, INC.
23901 Cargo Drive
Washington Dulles Int'l Airport
Dulles, VA 20166-7639 / U.S.A.
Notify on arrival: +1-800-272-4688

Provide all pre-alert documents to:

airimport@airschott.com and/or **FAX: +1-703-471-4026**

Postal documents should be addressed to:

AIRSCHOTT, INC.
P.O. Box 17373
Washington, DC 20041-7373
U.S.A.



OCEAN SHIPMENTS

TO ANY DESTINATION SEAPORT OR INLAND PORT IN THE USA

72 hours prior to loading, you must provide SEASCHOTT with ISF / 10+2 data* sent to:
isf@seaschott.com

Consign MBL to the appropriate seaport or inland port, address the MBL as follows:

SEASCHOTT
402 Crain Highway North
Glen Burnie, MD 21061-3009 / U.S.A.
Notify on arrival: +1-800-772-4688

Please show **SEASCHOTT** as the "Notify Party", as well.

Provide all pre-alert documents to:

seaimport@seaschott.com and/or **FAX: +1-410-863-1444**

Postal documents should be sent to:

SEASCHOTT
402 Crain Highway North
Glen Burnie, MD 21061-3009
U.S.A.



* If you are not familiar with ISF / 10+2,
please contact SEASCHOTT immediately