

## How Do I Handle ...

### *Export Guidance for Departments*

#### Description:

1. Office of Export and Secure Research Compliance (OESRC)
  - a. If you intend to ship or carry items outside of the United States, you must contact the Office of Export and Secure Research Compliance (OESRC) to see if an export license is required from the Commerce Department or State Department.
  - b. OESRC will assist in preparing shipping documents that involve commodity jurisdiction and classifications, export license preparation and submission, Electronic Export Information (EEI) preparation and submission, and obtaining ECCN, Schedule B and HTCS number.
  - c. OESRC is not a shipping department.
  - d. Once OESRC has completed their review of your export to assure compliance with export and sanction laws, and has correctly filed any appropriate export and shipping documentation, then the department is responsible for contacting a freight forwarder.
  
2. Virginia Tech Freight Forward

If a department is shipping outside of the United States, they can use Livingston International as the freight forwarder:

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

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It is critical that the department obtains the complete address of the recipient.

### 3. Customs/Duties/Fees/Taxes

- a. The department must ascertain from the vendor who will handle the customs/duties/fees/taxes in the country that the shipment is entering.
- b. If the vendor will handle the customs/duties/fees/taxes:
  - i. The department should tell Livingston.
  - ii. The vendor will pay the customs/duties/fees/taxes.
  - i. The shipment will be identified as DAT (Delivered At Terminal).
- c. If the vendor refuses to handle the customs/duties/fees/taxes:
  - i. The department should tell Livingston.
  - ii. The shipment will be identified as DDP (Delivered Duty Paid)
  - iii. The department will be responsible for paying Livingston to handle all import issues to get the item to the vendor.
- d. Note that if responsibility for customs clearance is not confirmed at the time of shipment, the department runs the risk that the item will sit in customs and may accumulate storage fees.
- e. Whether the department must pay customs/duties/fees/taxes on equipment owned and is just being repaired would depend on the country and their customs regulations. The department should contact the repair vendor/facility for the value to be used for Customs Purposes as well as any specific requirements they may have for returns for repair. Sometimes, the value for the return for Customs Purposes may not be the same as the commercial value.



- f. The department should ask the vendor if the item should go by air or by ocean transport. Note that Livingston has different agents for air transport and ocean transport.

#### 4. Freight Forwarder Invoicing

Once all final charges have been accrued, invoices are generated. This would occur according to the specific situation of delivery, either at the terminal or final address destination.

[Customs Website](#)

[Tariff Website](#)