



## 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](mailto:sales@airschott.com)

Air: 800-272-4688

Sea: 800-772-4688

#### Air Imports

Sotha Buon

Office: 703-471-7444

[hbuon@airschott.com](mailto:hbuon@airschott.com)

#### Air Exports

Hyun Yoo

703-471-7444

[hyun@airschott.com](mailto:hyun@airschott.com)

#### Owner

Bob Schott

[rjschott@airschott.com](mailto: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

<b>Service/Product Description</b>	<b>Unit of Measure</b>	<b>List/Published Price</b>
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](mailto: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](mailto: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](mailto: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](mailto: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