

	Office of Export Controls and Customs	SOP Number:	SHP002.0
	Standard Operating Procedure for:	Implementation Date:	JAN-31-2019
	International Shipments (Imports)	Last Revision Date:	JAN-31-2019
		Related Policy Number:	REG01.15.08
	Related Policy Name	Export Controls and Customs Compliance	

PURPOSE

Describe the process for International Shipments inbound to East Carolina University from foreign destinations.

Multiple government agencies regulate the shipment or transfer of physical materials, items or software to ECU and from foreign entities or individuals outside of the United States. This SOP establishes the responsibilities of ECU faculty, staff, and students who engage in international shipments related to their role within the university.

SCOPE

RELEVANT ACTIVITES

RELEVANT AUDIENCE

International shipments (imports) where the shipment or transfer of materials, items or software supports or is related to the individual's ECU-related role	Faculty, Staff, Students
OUT OF SCOPE: Routine admissions-related documents Routine student transcript or student account documents	Staff

RESPONSIBILITIES

TASK	RESPONSIBLE PARTY	WHEN
Notification of intent to import physical material, item or software from foreign individuals or entities where the item or software is related to the person's role within ECU.	Faculty, Staff, Students	Prior to inbound shipping
Ensure that all shipments or transfers to a member of the ECU community from a foreign individual or entity is reviewed with the purpose of facilitating a shipment that is compliant with U.S. Customs and Border Protection regulations, as well as any applicable Partner Government Agency regulations.	Office of Export Controls & Customs	Prior to inbound shipping

TASK	RESPONSIBLE PARTY	WHEN
Provide executed Customs Power of Attorney, if required	Office of Materials Management	Upon request from OECC

DEFINITIONS/ACRONYMS

ACRONYM or TERM	DEFINITION
CBP	U.S. Customs and Border Protection; the U.S. government agency responsible for enforcing customs-related import regulations and procedures.
Customs Broker	A person or entity that possesses a license from U.S. Customs and Border Protection and that is allowed to coordinate and submit import customs entry data to U.S. CBP.
Customs Duty	Used here to represent the duties, taxes, or fees assessed for goods declared on a Customs Entry.
Customs Entry	Import Entry; the formal declaration of goods to U.S. Customs; the Customs Entry contains data required for U.S. Customs to determine admissibility into the U.S. customs territory.
Customs POA	Customs Power of Attorney (POA) provides the legal authority for a Customs Broker to act on the Importer's behalf. In this context, the POA provides for a Customs Broker to act on ECU's behalf so that the Customs Broker may submit the Customs Entry.
Foreign Person	A natural person, or a company or institution not incorporated in the U.S. In this context, individuals, companies or institutions physically located outside the U.S. customs territory.
HTSUS	Harmonized Tariff System of the United States, a 10-digit number in the format NNNN.NN.NNNN that tells U.S. Customs what an item is, what PGA requirements apply, as well as what duty rate applies to the importation.
Import License or Permit	A specific authorization provided by a government agency authorizing the import or activity that is subject to certain regulations.
Importer of Record	The entity that bears the legal responsibility for the compliance with U.S regulations of an international shipment inbound to the U.S.
International Shipment	The physical transfer of an item or software from a Foreign Person to ECU.
OECC	ECU Office of Export Controls & Customs. Responsible for creating, implementing, and maintaining processes and procedures that facilitate and demonstrate ECU's compliance with federal import and export regulations; also promotes topic awareness and provides training to relevant audiences.
Partner Government Agency	PGA; U.S. agencies who partner with and usually rely upon U.S. CBP to collect data during the U.S. import process. The PGA may process data at the time of import and may be required to provide release prior to CBP providing customs release, or the PGA may process data after importation.
Release	Refers to CBP's formal release of an import from U.S. Customs and Border Protection's custody. Formal release is required in order for a shipment to be physically delivered to ECU.

PROCEDURES

Sequence	RESPONSIBLE PARTY	DESCRIPTION
1	Importer (ECU Faculty or Staff member, Student)	Notify the OECC with information regarding the proposed import into the United States.
2	Importer (ECU Faculty or Staff member, Student)	Determine with the foreign shipper who will pay for and arrange transportation, including who will be the official Importer of Record (and therefore responsible to pay for U.S. Customs clearance and any associated duties, taxes, fees, and customs brokerage costs), as well as any other known import requirements. Communicate this information to OECC at the earliest available time.
3	OECC	If ECU is to be Importer of Record, reviews proposed import shipment and determines any known requirements, including <ul style="list-style-type: none"> • Customs Brokerage POA, if required • Partner Government Agency (PGA) requirements, if known • Coordinates import license or permit with Importer, if required
4	OECC	If ECU is to be the Importer of Record, requests Customs Brokerage POA form from designated Customs Broker and asks Materials Management to complete the POA, including signing the POA.
5	Materials Management	Executes Customs Brokerage POA, generally valid for imports for up to 1 year after the date of signature by Materials Management.
6	Importer (ECU Faculty or Staff member, Student)	If ECU is to be the Importer of Record, work with foreign shipper and ECU's OECC to ensure accurate Customs Value and Customs Classification (also referred to as the HTSUS, Harmonized Tariff System of the United States) are provided on the shipment's invoice. Where no commercial transaction occurs, such as where a sponsor is providing the material or item free of charge, an accurate Customs Value must be provided. Contact OECC for the correct valuation methodology if you are uncertain; arbitrary values are not allowed.
7	OECC	If ECU is to be the Importer of Record, assists Importer with correct Customs Value determination, as well as correct Customs Classification determination.
8	Importer (ECU Faculty or Staff member, Student)	If ECU is to be the Importer of Record, ask the foreign shipper to correctly include the Customs Value and Customs Classification on the shipment's invoice.
9	Importer (ECU Faculty or Staff member, Student), or Customs Broker	If ECU is Importer of Record and Customs Entry documents are received directly from Customs Broker, provide a copy of Customs Entry documents to OECC. Else, the Customs Broker should send these documents to OECC.
10	OECC	Provides copy of Broker's Invoice and any supporting documents to Materials Management

Sequence	RESPONSIBLE PARTY	DESCRIPTION
11	OECC	Reviews Customs Entry documents for correct Customs Value and correct Custom Classification
12	OECC	Provides recordkeeping in compliance with U.S Customs and Border Protection's requirements
13	Materials Management	Coordinates with relevant parties the payment of broker's invoice charges

OECC SERVICE LEVEL TARGET

SERVICE PERFORMED	TRIGGER EVENT	TARGET Turn-Around-Time
Analyze international shipment (import) requests for import compliance implications and/or requirements.	Importer (ECU Faculty/Staff member or Student) notifies OECC regarding intent to import materials, items or software from a foreign individual or entity.	Within 3 business days of request receipt

REFERENCES

REFERENCE DESCRIPTION	LOCATION
ECU Export Control Policy	http://www.ecu.edu/prr/01/15/08

CREATION/REVISION/APPROVAL HISTORY

Create Date	Owner	Approver	Comments
Jan-30-2019	Tony Rowe	Tony Rowe	First Release
Revision Date	Owner	Approver	Significant Revisions
Not Applicable	Not Applicable	Not Applicable	Not Applicable

END OF PROCEDURE