



Guidelines for Purchasing Foreign Goods and Equipment

This guideline is only applicable to foreign purchases made on a purchase order in TechBuy. Foreign purchases on the PCard are prohibited unless approved in writing and upon proper review. When purchasing goods and equipment from a vendor located outside of the U.S., the goods must be cleared with [U.S. Customs and Border Protection](#) before they can be delivered. Goods and equipment imported from foreign countries may be subject to various fees, duties, or taxes. The department making the purchase is responsible for all charges associated with the purchase.

1. TTU retains the services of **Gallantry Global Logistics (“Gallantry”)**, a combined customs broker and designated freight-forwarding vendor to assist with imports. All purchase requisitions for acquiring foreign goods and equipment that are to be imported to the U.S. should be reviewed and cleared by Gallantry before the order is approved and processed by TTU Strategic Acquisitions.

While departments are not required to engage a specific customs broker; to avoid fines, penalties, incorrectly paying duties, and loss or confiscation of shipments, the TTU Office of Procurement Services **strongly recommends** that departments work with Gallantry. Gallantry will also advise on various import regulations and requirements.

- a. Departments choosing to purchase goods, materials, or equipment from a foreign vendor **must provide the following information to TTU Strategic Acquisitions** on the submitted requisition in order to coordinate the customs broker services:
 - i. Quote (in English) including the following information:
 - a. Country of origin;
 - b. Itemization of the goods, materials, and equipment being purchased (includes quantity, complete description, catalog number, price);
 - c. Vendor name, address, phone number, and email address;
 - d. No shipment fees added (these will be invoiced separately by the customs broker); and
 - e. Estimated lead time.
 - ii. A statement explaining the **purpose of the purchase** and **how the items will be used**.
2. Upon the submittal of the requisition, TTU Strategic Acquisitions will confirm that the requested purchase complies with TTU Operational Policies and Procedures and allow the Office of Export Controls to review (unless the acquisition is deemed low risk).
 3. TTU Strategic Acquisitions will then confirm with the vendor that they agree to comply with the shipment terms and any customs requirements. **Once the vendor has confirmed compliance, the purchase order will be approved and sent to the vendor.**
 4. Once the order is ready to be shipped, the vendor must provide the completed foreign import worksheet, commercial invoice, and any required certifications/permits for Gallantry to arrange the shipment. When TTU Strategic Acquisitions has received all completed information, the shipment information will be sent to Gallantry to coordinate the shipment. The foreign vendor is responsible for safely and properly packaging the order for shipment in compliance with all federal and foreign laws, unless otherwise instructed. Failure to comply with directives of Gallantry may result in additional charges and delays.
 - a. If the shipment contains any goods, materials, and equipment that will need additional information or approvals for customs clearance, Gallantry will work with TTU Strategic Acquisitions to obtain the necessary documents and information.
 - i. The U.S. Customs and Border Protection prohibited and restricted items:
<https://www.cbp.gov/travel/us-citizens/know-before-you-go/prohibited-and-restricted-items>
 Additional information about customs charges can be found at:
[Harmonized Tariff Schedule](#)
 5. Gallantry will send an estimated quote for the shipment fees and customs duties. Once approved by the requesting department, Gallantry will contact the foreign vendor and arrange the shipment.

NOTES:

- ❖ Acquisitions from some countries may be prohibited by Texas Executive Order GA-48. Strategic Acquisitions will coordinate the proper review by various TTU departments for allowability. [EO-GA-48 Hardening State Government FINAL 11-19-2024.pdf](#)
- ❖ The U.S. Customs and Border Protection Agency **will hold any items that do not have proper certifications for inspection**. A **fee is charged for each day** the items remain at the customs facility. All fees associated with the purchase are the ordering department's responsibility.
- ❖ The department is responsible for any and all charges for charges related to customs management and shipping.

Contact Strategic.acquisitions@ttu.edu for questions and assistance with foreign orders.