

Guidelines for Purchasing Foreign Goods and Equipment

The following guidelines are intended to provide assistance for individuals purchasing goods or equipment from foreign vendors. The Purchasing/Contracting Department has made every effort to ensure that the guidelines are in compliance with University operating policies as well as with U.S. Customs and Border Protection policies. However, in the event of conflict between these guidelines and any operating policies, statutes or regulations, the policies, statutes and regulations shall prevail.

When purchasing goods and equipment from a vendor located outside of the U.S., the goods and equipment must be cleared with U.S. Customs and Border Protection before it can be delivered.

1. TTU has an assigned customs broker with ClearFreight. All requisitions for the acquisition of foreign goods and equipment that are shipping to the U.S. must be reviewed and cleared by the TTU broker before it will be approved and processed by Purchasing.
 - a. ClearFreight has Power of Attorney (POA) for TTU to clear all customs, duties, and charges of foreign shipments.
 - b. Departments choosing to purchase from a foreign vendor must provide the following information to Purchasing:
 - i. An acquisition statement (description of the product and how is it used); and
 - ii. A FOP to cover any expenses assessed by the customs broker that are in addition to the shipping charges
2. A detailed quote must be included with every foreign order for goods and equipment including the following:
 - a. Country of origin;
 - b. HTS code (harmonized tariff schedule);
 - c. Itemization of the goods and equipment being purchased (including quantity, catalog number, and price); and
 - d. Vendor name, address, phone number, and email address.
3. To help expedite the processing of the requisition, the vendor must identify the shipping carrier that will be used to ship the goods and equipment.
 - a. ClearFreight can be utilized to coordinate shipping as well as clearance requirements with customs.
 - i. ClearFreight can provide a quote for estimated shipping cost based on based on the goods and equipment being purchased.
 - b. If a vendor prefers to ship using a carrier such as FedEx, UPS, or DHL, they must specify on the shipment form that customs clearance will be handled by ClearFreight.
4. If TTU is purchasing chemicals, lasers, or restricted goods or equipment, ClearFreight will as also require (as applicable):
 - a. EPA (Environmental Protection Agency) and FDA (Food and Drug Administration) review and approval.

End of Guidelines