



# UC San Diego

## Policy & Procedure Manual

---

[Search](#) | [A-Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

### RECEIVING & SHIPPING

#### Section: 524-6

Effective: 12/01/1992

Supersedes: 04/05/1979

Review Date: TBD

Issuance Date: 12/01/1992

Issuing Office: [Material Support Services](#)

---

### U.S. CUSTOMS AND CUSTOMHOUSE BROKER

#### I. POLICY

The University contracts for a customhouse brokerage service for the clearance of foreign import and export shipments passing through U.S. Customs. The brokerage service contract is a Planned Purchasing Systemwide, mandatory contract. Service fees are covered in a contract pricing schedule.

#### II. PROCEDURES

##### A. Exports

##### 1. Documentation

All shipments of material destined for foreign countries is processed through the University Broker. Shipping information obtained from the UCSD Shipping Memo, Exhibit A, will be furnished to U.S. Customs at the time the shipment is made. (Exceptions are courier shipments containing non-dutiable items such as documents, medical samples and specimens etc. These items are not processed through a Custom House Broker.)

##### 2. Selection of Carrier

The Shipping Coordinator uses contract carriers to obtain the best rates and direct routing. Broker coordinates booking of all foreign shipments with carriers.

##### 3. Registration of Foreign Origin Material

Material that is manufactured in foreign countries and is being shipped overseas for scientific research or other reasons must be registered at U.S Customs Barge Office. A Treasury Department Certificate will be issued and must be attached to the UCSD Shipping Memo prior to shipping. Contact Shipping for information regarding registration. Equipment not registered that is going to be returned to the USA is subject to U.S. Customs duties.

##### 4. Carnet

A Carnet provides for the temporary free entry of material into and out of a foreign country. Thirty days notice, (minimum of two weeks), is required to process a Carnet. Call Shipping at 536-3248 for more information on Carnets.

**B. Imports**

1. Notice of Arrival

The University Broker advises Receiving when incoming material is received via surface or air from foreign countries.

2. Customs Clearance

The two types of entries for importation of foreign goods is informal and formal. Departments are contacted by Receiving or the Broker when goods arrive.

a. Informal Entries

Informal entries are cleared by department personnel or by the Broker. Furnishing an index number and designating a delivery point to Receiving ensures proper delivery. The Broker clears and forwards material to UCSD Material Distribution (Receiving). Material is then delivered to end user.

b. Formal Entries

All formal shipments are cleared by the customhouse broker. These shipments are picked up by departments immediately after clearance if required or are forwarded to UCSD Material Distribution (Receiving) for delivery to end user. An index number and proper delivery address is required.

3. Invoice for Service

Invoices for brokerage service cover cost of transportation, duty assessed, special clearance fees and brokerage fees. The invoice is processed by Material Distribution supported by documentation and mailed to Accounting for payment.

4. Purchase of Foreign Goods

When placing an order for the purchase of foreign goods, (equipment and high dollar value items), the buyer or department completes a request to the U.S. Customs Service for duty free entry and forwards to Material Distribution for processing. Call Material Distribution at 536-2752 for instructions on submitting a Duty Free application.

5. U.S. Customs Documentation

Material Distribution processes U.S. Customs documentation for the duty free return of U.S. goods from scientific research parties. Registration forms as well as Export Licenses obtained by departments are forwarded to the Material Distribution office with copies to the customhouse broker.



# UC San Diego

## Policy & Procedure Manual

[Search](#) | [A-Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

### RECEIVING & SHIPPING

Section: 524-6 EXHIBIT A

Effective: 12/01/1992

Supersedes: 04/05/1979


Review Date: TBD

Issuance Date: 12/01/1992

Issuing Office: [Material Support Services](#)

### EXHIBIT A

### UCSD SHIPPING MEMO

 <b>SHIPPING MEMO</b> UNIVERSITY OF CALIFORNIA, SAN DIEGO 9555 Production Ave. San Diego, CA 92121 (619) 536-3248		SM REQUEST # 200615 DATE _____ INDEX # _____
Ship To: _____  Attention: _____ PH ( ) _____ Reason for shipment: _____	Ship Via: _____ Air <input type="checkbox"/> Urgent <input type="checkbox"/> Truck <input type="checkbox"/> Prepaid <input type="checkbox"/> UPS <input type="checkbox"/> Collect <input type="checkbox"/> U.S. Mail <input type="checkbox"/> Routine <input type="checkbox"/> Ocean <input type="checkbox"/> Vendor Pickup <input type="checkbox"/>	
TO RETURN DAMAGED OR INCORRECT MERCHANDISE:		Required delivery date: _____ Amount of insurance required: _____
PURCHASE ORDER NO. [ _____ ] PO ITEM NO. _____	CHECK ONE <input type="checkbox"/> RETURNED FOR REPLACEMENT <input type="checkbox"/> RETURNED FOR CREDIT <input type="checkbox"/> OTHER _____ PLEASE EXPLAIN	
QUANTITY SHIPPED (Cartons, Boxes, Etc.)	DESCRIPTION OF CONTENTS DRY ICE <input type="checkbox"/> _____ LBS	ITEM VALUE
VENDOR RETURN GOODS NUMBER _____		
CHECK ONE: _____ University property being shipped on official business. _____ Government property being shipped on official business. _____ Personal property being shipped on official business. (If checked, explain briefly on the reverse side.)		SHIPMENT AUTHORIZED BY (PRINT NAME AND SIGN) _____ Title No. ( ) _____ Mail Code: _____
<b>BELOW TO BE COMPLETED BY SHIPPING.</b> The right is reserved to examine all outgoing and incoming shipments on which the University of California, San Diego, has paid or will be billed for the freight charges.		
Shipped Via: _____ Bill No. _____ Date: _____		
PO 3088 (REV. 6/92)	SHIPPING DIVISION  ACCOUNTING	