UNIVERSITY SHIPPING & RECEIVING

A Guidebook for International and Domestic Shipments

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The University of North Carolina at Chapel Hill

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How do I use this guide?

Identify your shipment based on whether it is outgoing or incoming, and whether it is domestic or international. Once you've categorized your shipment, you must comply with all applicable requirements listed prior to your shipment leaving its departure location.

Outgoing: Shipping from UNC-Chapel Hill

International Shipping ("Export" - Recipient is located outside of the U.S.)

*Requirements for **all** outgoing international shipments:*

- Fill out the **International Shipment/Hand-Carry Request** and receive approval from the Export Compliance Office **before** shipping. It is advised that this form be submitted at least 30 days before the planned date of shipment.

- Utilize your University FedEx Account or another University courier account to ship your item.
  Note: FedEx should be used for shipments. If you are unsure whether you have an existing University FedEx account, please check with Ammar Yameen (yameen@email.unc.edu) before following the instructions in Appendix 1 to set one up. If FedEx is not a viable option, use a courier with whom the University has an account. Please check with your unit business officer for more information.
  Additional resource: eCommerce webpage on Domestic and International Shipping

Additional requirements based on shipment type (more than one category may apply):

- For shipment of **equipment to other institutions**, refer to the UNC-Chapel Hill Procedures on Transfer of Equipment to Other Institutions.
- For shipment of **research materials**, refer to the Office of Technology Commercialization Material Transfer Agreement (MTA) webpage for information regarding MTAs.
- For shipment of **biological materials, chemicals, or potentially high-risk equipment** contact the Environment, Health and Safety Office.
- For shipment of **nuclear materials and equipment**, contact the Radiation Safety Office.
- For shipment of **live animals**, contact the Division of Comparative Medicine (DCM) transport office.

Outgoing: Shipping from UNC-Chapel Hill

Domestic Shipping (Recipient is located in the U.S.)

*Requirements for **all** outgoing domestic shipments:*

- Utilize your University FedEx Account or another University courier account to ship your item.

  Note: FedEx should be used for shipments. If you are unsure whether you have an existing University FedEx account, please check with Ammar Yameen (yameen@email.unc.edu) before following the instructions in Appendix 1 to set one up. If FedEx is not a viable option, use a courier with whom the University has an account. Please check with your unit business officer for more information.

  Additional resource: eCommerce webpage on Domestic and International Shipping

Additional requirements based on shipment type (more than one category may apply):

- For shipment of **equipment to other institutions**, refer to the UNC-Chapel Hill Procedures on Transfer of Equipment to Other Institutions.
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- For shipment of **biological materials, chemicals, or potentially high-risk equipment** contact the Environment, Health and Safety Office.
- For shipment of **nuclear materials and equipment**, contact the Radiation Safety Office.
- For shipment of **live animals**, contact the Division of Comparative Medicine (DCM) transport office.

Incoming: Receiving at UNC-Chapel Hill

International Shipping ("Import" - Sender is located outside of the U.S.)

*Requirements for **all** incoming international shipments:*

- UNC-Chapel Hill should be listed as the "Importer of Record." This will allow UPS to clear the shipment if a customs broker is required when the shipment enters the U.S. UPS Supply Chain Solutions is currently the only entity authorized to act as customs broker for the University.

  Important: Using a different shipper or not listing UNC-Chapel Hill as the "Importer of Record" will cause your shipment to be delayed or to be held at U.S. Customs for an indefinite period of time.

- If Sender has already used a different shipper or has not listed UNC-Chapel Hill as the "Importer of Record," please check with Ammar Yameen (yameen@email.unc.edu) to determine whether UPS Supply Chain Solutions can assist with the shipment.

- If 1) Sender used a different shipper, 2) UPS Supply Chain Solutions has determined it cannot assist with customs clearance, and 3) Sender sent you a Customs Power of Attorney, contact the Office of University Counsel for guidance.

- Executing a new Customs Power of Attorney (POA) specific to your shipment should be avoided as the negotiation and execution process will take multiple weeks. In addition, the University has multiple Customs POAs which should be utilized prior to requesting execution of a Customs POA with a new customs broker.

  Additional Resources:

  University Logistics and Receiving

  Purchasing Services

  Policy on Foreign Source Purchases

IMPORTANT NOTE: Sender must properly declare and label the items. False declaration and mislabeling may result in violation of import regulations, Customs seizure, and Government enforcement action against the UNC-Chapel Hill and individuals involved.

Additional requirements based on shipment type (more than one category may apply):

- For shipment of **equipment to other institutions**, refer to the UNC-Chapel Hill Procedures on Transfer of Equipment to Other Institutions.
- For shipment of **research materials**, refer to the Office of Technology Commercialization Material Transfer Agreement (MTA) webpage for information regarding MTAs.
- For shipment of **biological materials, chemicals, or potentially high-risk equipment** contact the Environment, Health and Safety Office.
- For shipment of **nuclear materials and equipment**, contact the Radiation Safety Office.
- For shipment of **live animals**, contact the Division of Comparative Medicine (DCM) transport office.

Incoming: Receiving at UNC-Chapel Hill

Domestic Shipping

*Requirements for **all** incoming domestic shipments:*

- University Logistics and Receiving
- Purchasing Services

Additional requirements based on shipment type (more than one category may apply):

- For shipment of **equipment to other institutions**, refer to the UNC-Chapel Hill Procedures on Transfer of Equipment to Other Institutions.
- For shipment of **research materials**, refer to the Office of Technology Commercialization Material Transfer Agreement (MTA) webpage for information regarding MTAs.
- For shipment of **biological materials, chemicals, or potentially high-risk equipment** contact the Environment, Health and Safety Office.
- For shipment of **nuclear materials and equipment**, contact the Radiation Safety Office.
- For shipment of **live animals**, contact the Division of Comparative Medicine (DCM) transport office.

Appendix 1: Setting Up a New FedEx Account Quick Reference Card (QRC)

UNC | FINANCE AND OPERATIONS

Setting Up a New FedEx Account

Submitting the Request

Departments can submit a request to create a new FedEx account by completing and submitting the FedEx FEP Account Request form. Follow these steps to access, download, complete, and submit the form:

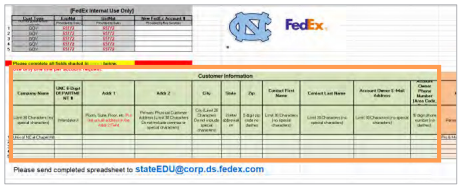
1. Open your internet browser and navigate to the Finance and Budget eCommerce webpage (finance.unc.edu/services/ecommerce).

   Result: The document will download and appear at the designated location. This location will vary depending on the type of internet browser you are using.

2. Open the downloaded file.

   Result: The Excel file FedEx FEP Account Request form will appear.

3. Complete the green Customer Information section.



   Note: Use one line for each account request.

4. Save the completed form to a designated location on your computer.

5. Email the saved file as an attachment to govtsupport@fedex.com
   Result: You will receive an email confirmation four to seven days after submitting the request. The message will also include the department's new FedEx account number and additional information.

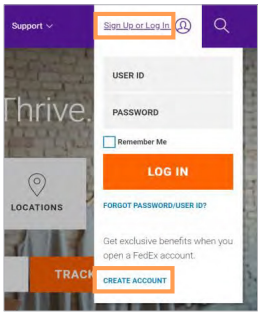
Linking the Account Prior to Use

After you receive the confirmation email you must link the account prior to use. Follow these steps to link the account:

1. Open your internet browser and navigate to FedEx.com.

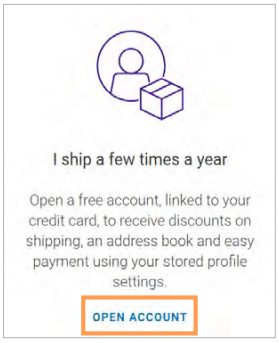
2. Click the **Sign Up or Log In** link.

3. Click the **Create Account** link.



   Result: You will be redirected to the Create an Account page.

4. Click the **Open Account** link.



   Result: You will be redirected to the FedEx.com Registration online form.

See online version