Imported Orders

Sourcing & Procurement
Imported Orders Defined

Bolloré is Boston University’s contracted customs broker.

Imported Orders include all shipments to or from the University that cross United States borders subject to U.S. Customs laws and regulations.

**Variables to consider:**

- Complex, large, or unusual shipments may have duty fees or requirements that may significantly impact the cost of your transaction.
- Failure to comply with Customs regulations can result in significant civil and criminal penalties to the University or the individual.
- Boston University has a contracted Customs Broker to handle all imported orders on your behalf.

For more information about import orders, please visit the Export control website: [bu.edu/researchsupport/compliance/export-control/](bu.edu/researchsupport/compliance/export-control/)
Ordering Imported Products

A quote from Boston University’s contracted customs broker, Bolloré, must be received before submitting a shopping cart for the purchase.

<table>
<thead>
<tr>
<th>Information to Provide to Bolloré</th>
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<tbody>
<tr>
<td>• Shipment pick-up address</td>
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<tr>
<td>• Delivery address</td>
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<tr>
<td>• Number of packages in the order</td>
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<td>• Size (dimensions) of packages</td>
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<tr>
<td>• Weight of packages</td>
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<tr>
<td>• Type/category of shipped products (e.g., lab consumables, biological material)</td>
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<tr>
<td>• Dollar value of item being shipped*</td>
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<td>• If rush service is required</td>
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</table>

❖ The product quote* and a customs quote must be attached to a Free Description

*Bolloré Representative Contact:

Eileen Hennessy, Import Manager LBC
Phone: 781-928-2312
Email: Eileen.hennessy@bollore.com

* Product prices should be provided by the supplier to the shopper before contacting Bolloré for a customs quote.
Sourcing & Procurement
Additional Resources

Ordering Information
Sourcing & Procurement:
Website: www.bu.edu/sourcing
Email: sourcing@bu.edu

Invoice Payment Information
Accounts Payable:
Website: www.bu.edu/ap/resources
Email: invoices@bu.edu