

Import Orders



Imported Orders Defined



FedEx Trade Networks Transport & Brokerage, Inc. 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/) and view the [Export Compliance Manual](#).

Ordering Imported Products



A quote from Boston University's contracted customs broker, FedEx Trade Networks Transport & Brokerage, Inc., must be received before purchasing with your PCard or submitting a Purchase Requisition (PR).

Information to Provide to Fedex Trade Networks

- Shipment pick-up address
- Delivery address
- Number of packages in the order
- Size (dimensions) of packages
- Weight of packages
- Type/commodity of shipped products (e.g., lab consumables, biological material)
- Dollar value of item being shipped*
- If rush service is required

- ❖ **Payment Methods:** University PCard or PR.
- ❖ The product quote* and a customs quote must be attached to a Non-Catalog PR.

FedEx Trade Networks Transport & Brokerage, Inc. Representative Contact:

Domenic Giusto, Account Executive
Phone: 617 716 9489
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* Product prices should be provided by the supplier to the Requisitioner before contacting FedEx Trade Networks Transport & Brokerage, Inc. for a customs quote.