

Buying Manual

Subject: Shipping and Receiving Procedures
Title: U.S. Customs Clearance / Duty Free Entry

Number: 802

Issued: February 9, 2009

Revised: March 1, 2012

U.S. Customs Clearance / Duty Free Entry

Customs Agent

Mohawk Global Logistics has been assigned Power of Attorney to act as Cornell's agent in expediting and clearing shipments entering the United States. Their address and contact information are as follows:

Mohawk Global Logistics
P.O. Box 3065
Syracuse, NY 13220-3065

Web address: <http://www.mohawkglobal.com>

Phone: 315-455-3003

Fax: 315-455-3032

E-mail: info@mohawkglobal.com

General Guidelines for US Custom Clearance

1. When a department orders equipment from a foreign source, the following phrases need to be included in the requisition:

*"Send equipment in bond for clearance by:
Mohawk Global Logistics
152 Air Cargo Road, Suite 303
Syracuse Hancock Int. Airport
North Syracuse, NY 13212"*

Please list "Syracuse, NY" as airport of destination on Airway bill.

2. Generally, small shipments (valued at less than \$1,200) shipped via parcel post from foreign countries can be imported without assistance of a Customs Broker.

3. If a Cornell employee purchases equipment while out of the country, the shipment should be sent to Cornell University, Care of Mohawk Global Logistics to the address above for customs clearance.

4. If equipment is being shipped out of the country on a temporary basis, contact Mohawk Global Logistics prior to shipment for advice on required registration documents. This will preclude duty assessment upon the return of goods (in original state).

5. Mohawk Global Logistics' fee will vary based on the type of import and services required, such as document preparation. In addition, there will be a freight charge from Syracuse to Ithaca.

6. Mohawk Global Logistics' main office is located in Syracuse, NY. The company has branches in Rochester and Albany as well.

Duty-Free Entry

Foreign purchases made by Cornell are subject to the payment of government-imposed duty. However, on scientific equipment, for which there is no domestic equivalent, it is possible to have duty charges waived.

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The process involved in avoiding duty charges is complex and takes a substantial amount of time to accomplish. Requests must be filed with the **United States Custom Service, ATTN: Disclosure Law Branch, Washington, DC 20229.**

Because of the highly technical nature of the information required, the department should prepare the responses with assistance from the seller of the equipment. The duty-free entry request does not need to be made at the time an order is placed, but it is desirable. The US Customs and Border Protection Form No. ITA-338P is available at <http://ia.ita.doc.gov/sips/appform.html>. When considering the purchase of foreign-made scientific equipment, review the form in advance of placing the equipment order.