**Tips for Placing Foreign Orders Yourself:**

- Ask the shipper to include your name and phone number on the shipping label.
- Include information about our customs broker for the UW who may need to assist with the importation of any goods.
- Your department is responsible for your order, including any resolution of invoicing or vendor issues.
- Be aware that import charges may accrue for foreign purchases. However, many shippers such as UPS and FedEx, are also customs brokers and will usually clear their shipments through Customs.
- If a broker is required, the UW has a contract with Expeditors International of Washington for this and other import/export services. US Customs and the Port of Seattle are aware of this and will generally notify Expeditors if something comes in for the UW and requires Customs clearance.
  
  - Expeditors will require a purchase order number to perform the clearance or delivery services. You may use the same purchase order number as for the ordering of the goods themselves.
  
  - If the goods were purchased by credit card, a 6-digit purchase requisition must be generated by the department to pay Expeditors (who does not accept credit cards).
- Prior to placing any order with a foreign vendor, you must first verify the company you are dealing with does not have sanctions placed on it by the US Government (which makes it a federal offense to do business with them):

  → To check for foreign terrorist countries:  

  → To check for foreign terrorist persons or entities:  