

## University Customs Clearance and Freight Forwarding Information

THIS INFORMATION IS GIVEN AS GUIDANCE WHEN PURCHASING GOODS THAT REQUIRE CUSTOMS CLEARANCE AND FREIGHT FORWARDING SERVICES.

**Purpose:** When the University of Washington (“University”) purchases goods in which customs clearance or freight forwarding services are required, it is the responsibility of the UW department to ensure the Shipper, (company who goods are being purchased from) is aware of the University’s process.

**University of Washington Contracted Supplier:** The University contracts with Expeditors International of Washington, Inc. for customs clearance and freight forwarding services. It is recommended all shipments requiring customs clearance be cleared by Expeditors. Invoices from Expeditors are due Net 30 days from receipt.

If Expeditors is not utilized for customs clearance or freight forwarding services, it is the responsibility of the University Department to work with the Shipper on shipment details to obtain goods purchased.

The information below can be provided to the Shipper.

**Documentation:** All shipping documents (including invoices, packing slips, bill of lading, etc.) must include the University of Washington purchase order number, which is to be provided by the Shipper at time service is requested.

### University of Washington Information:

**TYPE OF BUSINESS:**

Higher Education Institution, State University

**SHIPPING ADDRESS:**

To be supplied by Purchaser at time of order

**BILLING ADDRESS:**

If not paid by Shipper then,  
University of Washington

**(INVOICES, STATEMENTS, VENDOR PAYMENTS: MUST  
INCLUDE PURCHASE ORDER NUMBER)**

Accounts Payables,  
4300 Roosevelt Way NE  
Seattle, WA 98105

**UNIVERSITY CONTACTS:**

Primary: To be provided by Shipper at time of order  
Secondary: University Procurement Customer Service  
[pcshelp@uw.edu](mailto:pcshelp@uw.edu)  
Direct: 206-543-4500

**EXPEDITORS CONTACTS:**

Primary, UW-CHB  
[UW-CHB@expeditors.com](mailto:UW-CHB@expeditors.com)  
Main: 206-826-4100