

UNIVERSITY OF WATERLOO EXPORT CHECKLIST

A Waterloo electronically generated barcoded Ship ticket must be printed and accompany all goods leaving the campus. To expedite the shipping process, please ensure that the following information is included on the 2Ship form:

- EXPORTER (name, department, extension, building and room number)
- SHIP TO (full name of company or person, address, country, and telephone number)
- NUMBER AND KIND OF PACKAGES (including internal packaging)
- DESCRIPTION OF THE GOODS (model number, serial number, what are the goods and what are they for, FCC ID number)
- END USE (teaching, research or administrative)
- MANUFACTURER OF THE GOODS (company name and address)
- COUNTRY WHERE GOODS WERE MANUFACTURED
- VALUE OF THE GOODS (for insurance and Customs purposes)
- COUNTRY OF FINAL DESTINATION
- REASON FOR EXPORT/RETURN
- RETURN AUTHORIZATION NUMBER (obtained from the vendor)
- EIN (OR FEDERAL TAX ID) NUMBER (obtained from the vendor)
- ORIGINAL UW PURCHASE ORDER NUMBER
- UW ACCOUNTING FLEXFIELD (for payment of shipping/brokerage charges)

FOR HAND-CARRY SHIPMENTS:

- HAND BAGGAGE? Yes No
- IF YES, CITIZENSHIP OF PERSON CARRYING THE GOODS
- HOME ADDRESS OF PERSON CARRYING THE GOODS
- HOME TELEPHONE OF PERSON CARRYING THE GOODS
- ADDRESS OF LOCATION PERSON WILL BE STAYING AT
- WHICH BORDER CROSSING WILL BE USED?

QUESTIONS/COMMENTS?

Phone Trevor Beatson in shipping at ext. 40510 or Chris Henderson in Procurement at ext. 32854.