



## **Shipping Internationally – Import/Export/Customs Compliance**

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Major shipping companies provide international shipping and trade guidance, including assistance with customs laws compliance, classification according to the Harmonized Tariff Schedule (HTS), valuation of goods being imported or exported, and a variety of other topics. While there are self-help options available, each company also provides more involved international trade services for an additional charge. The following is a guide for each of the major companies' websites.

### **Fed Ex ([www.FedEx.com](http://www.FedEx.com))**

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**FedEx.com** provides general international shipping information, handbooks, and news. Find this information by visiting **[www.FedEx.com](http://www.FedEx.com)** and following the commands below:

- ✓ Begin by choosing US
- ✓ Next click on the drop down menu labeled ***International Tools***
- ✓ By clicking on ***Obtain Regulatory Information***, you can sign up for a monthly international shipping news e-bulletin on the right hand side of the screen or see what FedEx has posted directly on the website
- ✓ By clicking on ***International Resources*** from the same ***International Tools*** drop down, you can choose International Shipping resources, a reference guide, and checklists

FedEx Trade Networks provides customs compliance assistance. The service is not free and the cost for each individual company varies depending on the size and complexity of shipments. This service helps companies:

- Join Customs-Trade Partnership Against Terrorism (C-TPAT) and other government programs that make international trade shipping more efficient

- Determine the appropriate HTS classification numbers for products shipped
- Provide training for you and your staff on HTS classification
- Comply with the North American Free Trade Agreement (NAFTA)
- Prepare for Customs & Border Protection (CBP) compliance audits
- Use free trade zones
- Provide the proper valuation information for shipped items
- Use various import and export compliance techniques

Find this information by visiting **FedEx.com** and:

- ✓ Begin by choosing US
- ✓ Next click on the *customer support* link on the upper right hand side of the home page
- ✓ Then choose the drop down under *FedEx Trade Networks* for *read FAQ's about*
- ✓ Clicking on *General Information* will lead to a screen with access to all of the subjects listed above
- ✓ To speak to customer service about any of these services call **1-800-249-2953**.

**To find shipping information:**

- ✓ Go to the FedEx home page
- ✓ Click on “Freight Services”

This link on the FedEx site will provide you with helpful tips for shipping artwork. It includes a “White Glove Service” section for shipping to museums. FedEx also has a section on temperature control for shipping. This allows the artist to choose from a variety of temperatures to ensure there is no damage to the artwork in transit.

## **DHL ([www.dhl-usa.com](http://www.dhl-usa.com))**

**dhl-usa.com** provides general international shipping and regulatory information. Find this information by visiting **www.dhl-usa.com** and:

- ✓ Begin by clicking on *International Shipping* under *Tools* near the bottom left-hand side of the screen and you will reach the DHL International Trade Center.
- ✓ Next click on *Learn More* under *Need help with international shipping?* for a step by step guide

**dhl-usa.com** provides services similar to Fedex.com’s Trade Networks for an additional fee. Import Express guides companies through the international trade process and customs compliance. Find information about Import Express by visiting **www.dhl-usa.com** and:

- ✓ Begin by clicking on ***International Shipping*** under ***Tools*** near the bottom left-hand side of the screen and you will reach the DHL International Trade Center.
- ✓ Next click on ***Learn More*** under ***DHL Import Express***

**dhl-usa.com** also provides the Trade Automation Service (TAS) for no extra charge. TAS includes:

- An interactive service that will give the proper HTS classification number when information including country, code type, and key words describing the shipment is entered
- A library of international trade and shipping documents
- A glossary of trade terms

Find this information by visiting **www.dhl-usa.com** and:

- ✓ Begin by clicking on ***International Shipping*** under ***Tools*** near the bottom left-hand side of the screen and you will reach the DHL International Trade Center.
- ✓ Next click on ***Learn More*** under ***Trade Automation Service***
- ✓ To speak to customer service about any of these services call **1-800-CALL-DHL (1-800-225-5345)**.

## UPS ([www.ups.com](http://www.ups.com))

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**ups.com** provides general step-by-step international shipping information, a downloadable reference guide, and a time and cost calculator. Find this information by visiting **www.ups.com** and:

- ✓ Begin by choosing ***United States***
- ✓ Next click on ***International Shipping*** under ***Quick Links*** near the center of the screen and you will reach UPS's Global Advisor.
- ✓ Next click on ***Step-by-Step Guide to Shipping Internationally*** under ***Ship Internationally with UPS*** in the top left hand corner of the screen
- ✓ There is a link on the left hand side of the screen to ***Download UPS International Shipping How-To Guide***
- ✓ There is a link on the right hand side of the screen to ***Calculate Time and Cost***

**ups.com** also provides a variety of levels of service for additional fees, from faster delivery to customs clearance. Find information about these services by visiting **www.ups.com** and:

- ✓ Begin by choosing ***United States***

- ✓ Next click on ***International Shipping*** under ***Quick Links*** near the center of the screen and you will reach UPS's Global Advisor.
- ✓ Next click on ***UPS International Shipping Services*** under ***Ship Internationally with UPS*** in the top left hand corner of the screen
- ✓ International Services are listed by level of complexity and organized by import or export

**ups.com** also provides additional resources for international shipping and trade. Some of these are unique to UPS. They include:

- A database of countries, individual trade requirements, and international holidays
- Business resources and how-to guides for importers and exporters
- A library of forms
- Global maps, time zone information, and even a metric converter

Find this information by visiting **www.ups.com** and:

- ✓ Begin by choosing ***United States***
- ✓ Next click on ***International Shipping*** under ***Quick Links*** near the center of the screen and you will reach UPS's Global Advisor
- ✓ Choose which of the above services you are interested in and click
- ✓ UPS also offers a variety of ways and ideas to ship artwork, also available on the "Shipping How To" guide

Another useful website for artists is Wingedblue ( [www.wingedblue.com](http://www.wingedblue.com))

- ✓ From the homepage, click on ***Art Articles***.
- ✓ Scroll down to ***Logistics of Art*** and click on the link for shipping information.

There is a wealth of different topics covered, from shipping to galleries, to packing artwork. Also under Logistics of Art is some basic information about copyrighting and insuring your work. Please note that this site is maintained by an artist who received a degree in Fine Arts, not an attorney. If you have specific questions about copyright, insurance, shipping, or other arts-related legal issues, please contact NJVLA at [info@njvla.org](mailto:info@njvla.org).

*\*NJVLA does not ship or pack artwork for clients, but offers these sites for information only.*

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