



KEY TERMS TO KNOW



As the purchaser of goods or services, your unit is the **importer of record (IOR)** and must pay the supplier, duties, and taxes.



MSU's **broker**, Trans-Overseas, ensures the university meets federal requirements when importing goods and services.



The **Incoterms**, as contractually agreed, define the responsibilities of MSU and the supplier in an import transaction.

See examples and learn more at [trade.gov](https://www.trade.gov)

PACKAGE REQUIREMENTS

Your purchase order (PO) number must be on all import documentation, including the shipping label and packing slip.



All imports to the East Lansing campus must route through Logistics at 166 Service Rd.



The final campus delivery address and PO # should be clear on the package and all import documentation.

COMMON IMPORT DOCUMENTATION



Permits

IOR must send to the supplier before shipment



Power of Attorney

Held by MSU's broker, Trans-Overseas



Invoice

Proforma for items not sold, commercial for sold items



Toxic Substance Controls Act

IOR completes to verify import contents



CONTACT OUR BROKER

Trans-Overseas | (734) 946-8750
cargoteam@trans-overseas.com
jkalep@trans-overseas.com

ON-CAMPUS RESOURCES

Order initiation
Procurement
(517) 355-1700

Research + tech
Innovation Center
(517) 355-2186

Regulated items
Env. Health + Safety
(517) 355-0153

Receipt + delivery
Logistics
(517) 884-6082