

Tips for Shipping Robots Internationally

Below is a checklist of questions you need to answer about your shipment prior to departure to ensure everything goes smoothly.

- ✓ What are your incoterms?
- ✓ Who is your importer of record?
- ✓ Do you have all the proper documentation for customs?
- ✓ Who is your customs broker?
- ✓ Is your packaging compliant with the rules and regulations for international shipping?
- ✓ Does your shipment contain batteries? If so, do you have the proper labels?
- ✓ Does your shipment adhere to your local rules and regulations?

Select your Incoterm

It is important when setting up an international shipment that you have the correct shipping terms in place.

Who is paying for shipping? Who is paying the duties and taxes? Teams are responsible for covering their own freight, duties, and taxes unless other arrangements have been made with someone at the destination. Teams should not assume the local FIRST Regional Director or any local team will be able to take responsibility for these costs.

***** FIRST does not pay for any shipping of robots that are shipped to international events unless shipping to FIRST Championship using the donated FedEx voucher.***

Below are a couple of examples:

- DDP – Delivered, Duty, Paid. This means all of the freight, duties and taxes are to be paid by the shipper
- DAP – Delivered At place. The shipper pays the freight, The receiver arranges the customs clearance in the destination country and pays any applicable duties and taxes.
- EXW – Ex works. Receiver arranges and pays for all shipping and customs fees.

Establishing an importer of record.

When shipping internationally, there must always be a party in the destination country who will act as the importer of record. This party is ultimately the owner or responsible party of the shipment when it arrives.

- Importer of record must be a resident of the destination country and have either a social security number or tax identification number.
- The importer of record will be the party to notify once the shipment arrives. You **MUST** list their contact information on ALL paperwork.
- If a team would like to have a local team, or when possible, venue, be the importer of record, they can arrange that with the help of the [local Program Delivery Partner](#). Items shipped without notifying the recipient will not be the responsibility of *FIRST*, the local Program Delivery Partner, or the venue.

Customs paperwork:

You will need:

- Commercial invoice
- Packing slip
 - Commercial Invoice – Must include the item description, value, Country of origin and the HTS/Schedule B code.
 - If items were free of charge or donated, please use a fair market value for the value
 - Packing slip

Customs broker:

It is important that you already have an appointed customs broker in both the export country and import country prior to the shipment's departure. They will aid in ensuring the customs process goes smoothly and that all your paperwork is correct.

Packaging:

Please use our [Shipping Crate Construction Instructions](#) as a guideline when building your crate. It is important to note that when shipping internationally, packaging that is compliant with the rules and regulations is required.

- If shipping using a wood crate it MUST be heated treated wood with a heat-treated stamp

Proper labeling: A label should include a name with contact information for the receiver and a complete ship to address including the postal code.

Batteries:

A variety of batteries are regulated by the US department of transportation (DOT). If you need assistance in determining whether or not your battery shipment is regulated, please call the DOT hazardous materials hotline at 1-800-467-4922. Any device with batteries installed must have their on/off switch protected from being activated, or have the batteries removed with the terminals protected. Simple devices like flashlights or rechargeable drills can generate a dangerous amount of heat if accidentally activated.

We highly encourage teams to hand carry any batteries to prevent any potential delays that can be caused by including batteries in a shipment. If you do choose to include a battery in your shipment, please make sure the crate includes the proper labeling for the battery in which you are shipping.

Notes:

*The sealed lead acid 12V battery included in the Rookie Tote is not subject to regulation. However, you do need to include a "non-spillable battery" label on the outside of the crate.

* If shipping a laptop with a Lithium-Ion battery you will need to make sure that you have the following label:

