

## How to Ship Internationally

With current networking systems, it becomes common that your business might get customer from another country. It first might sound complicated, however, with current infrastructure and rapid growth of world markets, nowadays, international shipping is getting so much easier. It just involves a few more steps than shipping a package within the United States.

There are several shipping companies that provide international shipping services such as UPS, DHL, FedEx and others. Among these companies, as of 2016, UPS has the best rating for services as it can ship a variety of items and also has sophisticated international tools called UPS TradeAbility International Tools. To enable this tool, you will need to have My UPS online account.

### How to Create My UPS online account:

1. Go to [ups.com](http://ups.com), and click 'Register Now.' Enter your full name, email address, preferred user ID and password to log in. Check the technology agreement to continue to the next step.
2. Fill in 'Profile Address' information. Type in your complete address, company name and telephone number. Once it is completed, you will receive an email confirmation.

Moreover, to expedite the overall process of shipping including international shipping, it is recommended to set up UPS account number.

### How to Get UPS Account Number

1. Go to 'Shipping' and select 'Open a UPS account.'
2. Fill in 'Your Needs' information:
  - What is your primary reason for opening a UPS account? You can choose either starting a new business, occasional shipping needs or currently using another carrier.
  - Select any of alcoholic beverages or tobacco products, hazardous materials and lithium batteries you will be shipping. Leave it unchecked if you ship none of these items.
  - Select the purpose of this account, you can choose either business or personal use. For business use, enter additional information such as the type of industry best describes your business, how many employees in your specific location and also estimation on how many letters/packages will you ship weekly.

- Select the billing preference. You can choose either bill my shipping and non-shipping goods and services to my account or bill only my shipping charges to my account.
  - Set up email receipt preferences if you would like to receive e-mail receipt.
3. Verify your ship/pickup from location address.
  4. Set up pickup schedule. You can request for various pick up options such as daily pickup, day-specific pickup, or no schedule pickup needed when you prefer to drop it off in one of UPS offices.

Once you complete all the steps, UPS will process all the information to check your eligibility to open this account. The process may take 1-2 business days before your account is activated.

### **Before getting started**

Each country has their own regulation, be sure to check the regulation of your country destination before getting started to avoid customs delays or holds impacting delivery.

To check, go to [https://www.ups.com/ga/CountryRegs?loc=en\\_US](https://www.ups.com/ga/CountryRegs?loc=en_US).

On that page, you can find tool to find country-specific facts and regulations that may affect your international shipping.

***The regulation topics includes:***

- Import documentation
- Export documentation
- Clearance Information
- Area Served
- Billing Options
- Commodity Specific Stipulations
- Gift Exemptions
- Invoice Requirements
- Items Classified as Documents
- Prohibited or Restricted Commodities
- Saturday Delivery
- Service Options
- Special Clearance Requirements
- Value Limits
- Weight and Size Limits

Also, make sure that your items you will ship are not restricted or prohibited in your country of destination. You also can check a list of globally restricted and prohibited items from the link below:

[https://www.ups.com/content/us/en/resources/ship/imp\\_exp/reference/verify\\_export.html](https://www.ups.com/content/us/en/resources/ship/imp_exp/reference/verify_export.html)

## UPS TreadAbility International Tools

In UPS.com homepage, go to 'Shipping,' then select 'Use International Tools.' Here, you will find free tools that will help you manage the movement of goods internationally in a timely, efficient, and compliant manner. It is recommended to use these tools before you actually start shipping.

### 1. Find Harmonized Codes

Harmonized codes or tariff code is a product-specific code as documented in the Harmonized System maintained by the World Customs Organization (WCO). Enter the country of destination and keywords or product category. Once you find the code best describes your product, then click 'Add'. Click 'Save my tariff codes to my product list' and create a new product in your Product List to save the tariff codes you found. The product information includes product name, product description, product country of origin, weight, weight unit, price per unit, currency, product ECCN number (optional), and product APP rate (optional).

### 2. Estimate Landed Cost

You can estimate the cost to ship internationally, including duties, taxes, and transportation charges. Select your country of destination and country where you will ship from. Click 'Next' and enter more information about your shipment in the next page. Here you can select either using air or ground transportation mode. Select a currency to be used in the estimation results. Then, select the product you saved earlier on My Product List and then click 'Next' to view the cost estimation.

### 3. Screen for Denied Parties

Select 'screen by country' and choose the country of your destination to find out if there is any denied party found. If denied party was not found, it may mean that shipping to that country is permissible.

### 4. Detect Export Licenses

To detect export licenses, simply select your country of destination and enter the product information. You will need Product ECCN number to process the request. Click 'Search for ECCN' to get your product ECCN number. Once completed, click 'Submit' to view the result.

### 5. Check Import Compliance

Select your country of destination and enter the product information to check import compliance. Read the description in the results page to learn if there is any import compliance for your product shipment.

Once you are ready to ship, select 'Begin Your Shipment' button in which you can find on the bottom of each International tools.

**Next Steps**  
Repeat the transaction above or make another TradeAbility service request by selecting an option from the drop-down menu below.

Next Steps Options:

Begin Your Shipment 

To create a shipment, you will need to complete all the information below:

**1. Where is this shipment going?**

Provide complete address of your shipping destination, email address and valid phone number to ensure timely delivery.

**2. Where is this shipment coming from?**

Make sure you provide complete address where you ship from for undeliverable return purposes. This will automatically have filled in if you have UPS account set up.

**3. What are you shipping?**

Enter the product details including description of goods, number of package, packaging type and package declared value.

**4. How would you like to ship?**

Select services that fits your schedule and budget. You can add more services with additional fees such as receive confirmation of delivery, direct delivery only or offset the climate impact of this shipment.

**5. Would you like to add reference numbers to this shipment?**

UPS gives you the option to track your shipments using references that you define.

**6. How would you like to pay?**

You can set bill shipping charges to one of this options:

- Bill another third party
- Bill the receiver
- Use UPS Account Number
- Use Credit Card
- Use PayPal account

Here, there will be an option to set payment on bill duties and taxes. You can choose either to pay with UPS account number (registration required), bill another third party, or bill the receiver. To bill another party or the receiver, you will need to provide receiver UPS Account Number.

**7. Would you like to schedule a pickup?**

You can either drop off the package to any nearest UPS office or schedule for a pick up for some additional fees. Be sure that you pack the package properly to avoid any damages during the shipping process.

Review your shipping information before complete the shipping order. Once you submitted, UPS will create your shipping label, commercial invoice and other customs forms you will need. Print the shipping label and all the documents required. When you have the package ready, you can either drop off the package to any nearest UPS office or schedule for a pick up.