



The University of Pittsburgh requests that you, as the vendor/manufacturer of the item(s) being procured, supply the U.S. Export Controls classification of each item listed on the quote or purchase order. Per 15 CFR 758.3, it is the responsibility of the manufacturer or supplier, not the buyer or freight forwarder, to identify the Export Controls classification of items being procured.

The classification of your item(s) shall pertain to the appropriate U.S. Export Controls regulations:

- Export Administration Regulations (EAR) – for export of dual-use items – administered by the U.S. Department of Commerce, Bureau of Industry and Security (BIS)
International Traffic in Arms Regulations (ITAR) – for import and export of “inherently” military items – administered by the U.S. Department of State, Directorate of Defense Trade Controls (DDTC)
NRC regulations – for import and export of nuclear equipment and material – administered by the U.S. Department of Energy, Nuclear Regulatory Commission (U.S. NRC)
ATF regulations – for import and export of alcohol, tobacco, firearms, explosives and arson items – administered by the U.S. Homeland Security, Bureau of Alcohol, Tobacco, Firearms and Explosives (BATFE)

If your organization is located outside of the U.S., you may use the Wassenaar Arrangement guide1 for identifying the classification.

If after reviewing the above regulations, you are unsure about the Export Jurisdiction of your item, you may request a Commodity Jurisdiction determination (CJ)2 from the Directorate of Defense Trade Controls (DDTC - Department of State) which will determine whether or not the item is covered under the ITAR.

If your item is not covered under the ITAR and you believe that your item pertains to the EAR but you are not able to assign a classification number, you may submit a Commodity Classification Request3 to BIS via the BIS-748P form.

We are also requesting that, in addition to the export classification, the U.S. Harmonized Tariff Schedule (U.S.-HTS)4 is provided.

To be completed by the Vendor

Please complete the form below for all products that are being procured under the same purchase order. You may attach an Excel spreadsheet to this form if there are numerous items. This form is to be completed and returned to the University of Pittsburgh, with supporting information (e.g., copy of commodity classification, approved export license(s), etc.).

Table with 2 columns: Field Name, Value. Fields include Company Name, Street Address, City, State, Zip Code, Country, Website.

Vendor (name and email address):

Table with 5 columns: Supplier Part/Catalogue #, Name and Description, Classification Number, US-HTS, Country of origin. Includes example rows for scheduling software and sonar imaging device.

1 http://www.wassenaar.org/introduction/index.html

2 http://www.pmddtc.state.gov/commodity\_jurisdiction/

3 http://www.bis.doc.gov/index.php/licensing/commerce-control-list-classification/classification-request-guidelines

4 For more information about HTS: http://export.gov/faq/eg\_main\_017509.asp#P34\_3324