



## **International Shipment Fact Sheet**

When planning to ship your robot out of your home country, it is important for teams to know what paperwork is required by BOTH your home country and the country you are shipping to.

Every international shipment will require some additional work by the team which includes paperwork and filing requirements. The most commonly required forms are the:

- 1) Shippers Letter of Instruction (SLI)
- 2) Commercial Invoice
- 3) Packing Slip
- 4) Certificate of Origin (required only for some countries, can assist with fees)

Below you will find information about these important documents that MUST be sent with your shipment.

**Please Note:** Your home country might also have special instructions. Please see the specific requirements from your destination or home country at the end of this document.

### **1) Commercial Invoice:**

Each international robot shipment MUST have the required number of copies of a Commercial Invoice. Included with this document is an informational sheet called "How to Fill out a Commercial Invoice". A blank commercial invoice is also attached for your use. Here's what to do:

- a) Fill out one (1) original copy of the Commercial Invoice that is provided for you. DO NOT date or sign the form yet!
- b) Make four (4) additional copies of the Commercial Invoice. NOW date and sign each one.

### **2) Packing Slip:**

This form is required for ALL international shipments. Included with this document, is an info sheet called "How To Fill Out a Packing Slip". A blank packing slip is also attached for your use. Here's what to do:

- a) Fill out one (1) original copy of the Packing Slip that is provided for you stating what is included with your shipment.
- b) Make four (4) additional copies of the Packing Slip.
- c) Attach one (1) copy of the Packing Slip to each Commercial Invoice copy as noted above.



- d) The original and three (3) copies of BOTH the Commercial Invoice AND the Packing Slip should be placed with the robot crate upon shipping.
- e) The last copy is for your records.

**3) Shippers Letter of Instruction (SLI) – For FedEx Trade Network shipments only**

Similar to the International Air Waybill that Express uses. The form describes as much detail about the shipment, its transit, and the services required. Please fill out as much as possible from the information provided in the packet and present to the FedEx Trade Networks local office for final edits.

**4) Certificate of Origin – For certain countries where applicable**

Countries that these documents can assist have a Free Trade Agreement with the United States. Reach out to your local FedEx office for more information if this might be of assistance for you.

**EVERY COUNTRY/TEAM SHIPMENT:**

Make sure you keep a copy of all forms used to ship your teams robot. This is beneficial for many reasons. A copy will assist *FIRST* and FedEx in helping you if there are any complications. Also, providing the Commercial invoice from the original shipment of the Robot TO the event, will prove the temporary status of the robot returning FROM the United States.

**SPECIFIC COUNTRY REQUIREMENTS:**

Due to the nature of the *FIRST* Robotics Competition (FRC) and the differences in country requirements for shipping, we have included specific information below. Please follow the instructions for your country or category as listed in the next couple of pages.



## CANADIAN TEAM SHIPMENTS:

Teams will receive the following from *FIRST* Headquarters with their Kit of Parts at Kickoff to fill out for each upcoming shipment:

- 1) Shipping donation voucher (Bill of Lading or International Air Waybill)
- 2) Blank Packing Slip
- 3) Commercial Invoice

If you have received a voucher called Bill of Lading: **Book your shipment with FedEx Freight using the voucher called Bill of Lading. Call FedEx Freight with any questions or to book a shipment at 1-800-332-0807.**

If you have received a voucher called International Air Waybill: **Book your shipment with FedEx Express using the voucher called International Air Waybill. Call FedEx Express with any questions or to book a shipment at 1-800-247-4747.**

If your school or company is helping you with your shipment, ASK their shipping department or administrative department if they have a recognized customs broker who can assist you with processing international paperwork. Go over ALL paperwork requirements with them and fill out all your paperwork BEFORE you call FEDEX for a pickup.

FedEx Freight has provided FIRST a point of contact for questions and concerns doing shipments Internationally with Canada. Please first see if the standard 1 800 number can be of assistance, if not, then please contact:

**Cassidy E Cunningham**  
Sr Manager Operations Support  
Work number: 905-625-6376

### **Shipping home to Canada:**

When your robot is being shipped home FedEx Freight you will require having a Customs broker to process the shipment back into Canada. FedEx Freight will send your Customs documents to the broker you note on the Bill of Lading or will send it to FedEx Trade Networks and they can process the shipment for you. It is best to plan Brokerage BEFORE your robot leaves for the FRC events, NOT after when it is trying to come home.



### MEXICAN TEAM SHIPMENTS:

Teams will receive the following from *FIRST* Headquarters with their Kit of Parts at Kickoff to fill out for each upcoming shipment:

- 1) Shipping donation voucher (International Air Waybill)
- 2) Blank Packing Slip
- 3) Commercial Invoice

Mexican Teams shipping to U.S. and Canada events ship:

- INTO the U.S. using [FedEx Express<sup>2</sup>](#); and
- HOME TO Mexico using [FedEx Express<sup>2</sup>](#).

<sup>2</sup>**Book your shipment with [FedEx Express](#) using the voucher called [International Air Waybill](#). Call FedEx Express with any questions or to book a shipment at 1-800-247-4747.**

If your school or company is helping you with your shipment, ASK their shipping department or administrative department if they have a recognized customs broker who can assist you with processing international paperwork. Go over ALL paperwork requirements with them and fill out all your paperwork BEFORE you call FEDEX for a pickup. FedEx also has representatives that are able to assist with documentation if you call in advance.



## SHIPMENTS FOR TEAMS THAT RESIDE OUTSIDE OF CONTINENTAL NORTH AMERICA USING FEDEX TRADE NETWORKS (FTN):

Teams will receive the following from *FIRST* Headquarters with their Kit of Parts at Kickoff to fill out for each upcoming shipment:

- 1) Shippers Letter of Instruction (SLI)
  - 2) Commercial Invoice
  - 3) Packing Slip
- You will be shipping with **FedEx Trade Networks (FTN)** unless (due to time restraints) you receive permission to ship FedEx Express from *FIRST* Headquarters.
  - *How will my team know if we are to ship with **FedEx Trade Networks (FTN)**?* A cover letter will be included in the shipping voucher packet you receive at Kickoff. If you are unsure if your team is shipping via FTN, please contact FRC Team Support at 1-800-871-8326 ext. 400 or [frclogistics@usfirst.org](mailto:frclogistics@usfirst.org)
  - If your school or company is helping you with your shipment, ASK their shipping department or administrative department if they have a recognized customs broker who can assist you with processing international paperwork. This will be an enormous benefit for teams using **FedEx Trade Networks** when leaving and coming back into your home country.

An additional resource provided to international teams is access to help from the **FedEx Trade Network (FTN)** offices around the globe. These offices will be a source of education and confirmation of shipping requirements.

To find an FTN office, please visit: <http://ftn.fedex.com/us/locations/index.shtml>.

Directions for the website: On the left hand side of the page, you will find links to almost every area/country where there is a *FIRST* team. If there is no office in your country and you require assistance please contact *FIRST* Team Support at 1-800-871-8326 ext. 400 or email [frclogistics@usfirst.org](mailto:frclogistics@usfirst.org) Only the team's designated Shipping contact (as noted in TIMS) should contact the FTN offices. It is important to have only **ONE** point of contact between your team and FTN. This contact will need to reach out to the FTN office that is closest to your team's home location.

- Consult with **FedEx Trade Networks** office for guidance or questions with shipping regulations.
- Call your local office of **FedEx Trade Networks** to arrange pick up of your shipment.



- When your designated team contact calls, they will need to provide information to the office showing they are associated with *FIRST*. Below are possible statements to help your team's contact with the initial phone call to **FedEx Trade Networks**:
  - “Hello, I represent an educational group of students that will be shipping internationally for a United States robotics competition called *FIRST*.”
  - “In preparation for these multiple shipments we will be working with you to coordinate and book shipments internationally, and would appreciate your guidance.”
  - “For more information about this project please contact:  
Chris Avent – FedEx Trade Networks Transportation Manager  
Memphis, TN 38118 USA  
901-363-3133 ext. 211  
[Christopher\\_avent@ftn.fedex.com](mailto:Christopher_avent@ftn.fedex.com)”
  - “Once you talk with Mr. Avent, please let me know so we can consult with you.”  
(provide your phone and/or email contact)
- The local FTN office will need time to confirm with the U.S. office (which may take a couple of days) to understand what this project is and who is managing it. You can then work with that office on the paperwork required for your home country. This office is most likely going to be where your shipment is booked out of.
- On your second phone call you should do the following:
  - Confirm requirements for shipments from your home country;
  - Confirm requirements for shipments returning to your home country;
  - If you are moving your assembled robot into the United States please tell the local FTN representative that the **terms of sale are EXW**;
  - If you are moving your assembled robot back to your original destination after the competition please tell the local FTN representative that the **terms of sale are DAP**;

Still have questions? Contact [frclogistics@usfirst.org](mailto:frclogistics@usfirst.org) for help.