How to Complete an International Shipment Summary

1. Get an International Shipment Summary form.

If you need a copy of the form, print out the International Shipment Summary (PDF).

2. Complete the top part of the International Shipment Summary.

- On the left side of the International Shipment Summary, fill in the Ship To box:
  - Company/ individual name
  - Full street address (post office box deliveries are not permitted)
  - City, state, and ZIP code
  - Attention: name of contact person
  - Phone number of contact person
- On the right side of the International Shipment Summary:
  - Fill in the date.
  - List the Shipping Memo number.
  - Indicate your choice of transportation:
    - Air
    - Truck
    - UPS
    - FedEx
    - Ocean
  - Leave the UCSD License # field blank
  - Print the name of the person authorizing the shipment.
  - Print the name of your department.

3. Complete the middle part of the International Shipment Summary.

- For each container you're shipping, list:
  - Container number
  - Container dimensions
  - Container weight
- For each item in a container, list:
  - Description of contents (list each item in each container on a separate line)
  - Serial # (if not known, leave blank)
  - Department UCID number

- o   Value (in U.S. dollars)

- o   Origin (where the item was manufactured)

4. Complete the bottom part of the International Shipment Summary.

- • List the total number of containers in your shipment.

- • Indicate the total weight of your shipment.

- • Indicate the total value of your shipment in U.S. dollars.

- • Have the form signed by the person authorizing the shipment.

- • List the authorizing person's phone number.

5. Attach the International Shipment Summary to the Shipping Form.

Find the International and/or Hazardous Outbound Shipment form in the Logistics Portal (VPN and Login Required).