KEY TERMS TO KNOW
As the purchaser of goods or services, your unit is the **importer of record (IOR)** and must pay the supplier, duties, and taxes.

MSU’s **broker**, Trans-Overseas, ensures the university meets federal requirements when importing goods and services.

The **Incoterms**, as contractually agreed, define the responsibilities of MSU and the supplier in an import transaction.  
*See examples and learn more at [trade.gov](http://trade.gov)*

PACKAGE REQUIREMENTS
Your purchase order (PO) number must be on all import documentation, including the shipping label and packing slip.

All imports to the East Lansing campus must route through Logistics at 166 Service Rd.

The final campus delivery address and PO # should be clear on the package and all import documentation.

COMMON IMPORT DOCUMENTATION

- **Permits**
  - IOR must send to the supplier before shipment

- **Power of Attorney**
  - Held by MSU’s broker, Trans-Overseas

- **Invoice**
  - Proforma for items not sold, commercial for sold items

- **Toxic Substance Controls Act**
  - IOR completes to verify import contents

CONTACT OUR BROKER
Trans-Overseas | (734) 946-8750
cargoteam@trans-overseas.com
jkalep@trans-overseas.com

ON-CAMPUS RESOURCES

- **Order initiation**
  - UPL: Procurement (517) 355-1700

- **Research + tech**
  - Innovation Center (517) 355-2186

- **Regulated items**
  - Env. Health + Safety (517) 355-0153

- **Receipt + delivery**
  - UPL: Logistics (517) 884-6082