



Product Classification Certification

DOWNLOAD TO YOUR DESKTOP BEFORE COMPLETING FORM

Please read the following in its entirety before completing the form

The University of Miami is requesting that you, the vendor/manufacturer of the item(s) being procured, supply the export classification as it pertains to the appropriate regulation (EAR¹/ITAR²) of each item on the invoice. Per [15 CFR 758.3](#), it is the responsibility of the manufacturer or supplier, not the buyer or freight forwarder, to identify the export classification of items being procured. This is because neither is in a position to understand the technical assessment of the item(s) and/or the original design intent (ODI) in order to determine the correct classifications. Please note that the University of Miami is not asking your company to apply for an ECCN, or license. UM is simply asking your company to identify the level of control associated with the product(s) you are selling, so that we may appropriately adhere to U.S. laws and regulations. This includes items that fall into the designation of "EAR99". If your organization is outside of the U.S., you may use the Wassenaar Arrangement³ guide for identifying the classification.

If your organization does not have export classification determinations within your product management system, the U.S. Department of Commerce has an online decision tool available to assist you called the "CCL Order of Review" (<https://www.bis.doc.gov/index.php/decision-tree-tools>). You may also contact a BIS Export Counselor at (202)482-4811 for guidance in determining your product's export control classification number.

We are also requesting that in addition to the export classification, the U.S. Harmonized Tariff Schedule (US-HTS) is provided. You may find an online resource called "HTS Code", to be of some assistance (<http://www.htscode.org>). Used in conjunction with the U.S. International Trade Commission's official HTS (<https://www.usitc.gov/>), you will be able to identify the complete 10-digit code easily.

The University of Miami's Director, Export Control Compliance is available to answer questions you may have and can be reached at exportcontrol@miami.edu, or by phone at (305)284-9558. You may also visit the University's Export Control Compliance website at <https://www.ora.miami.edu>, for additional guidance.

Please complete the form for all products that are being procured under the same requisition. You may attach an Excel spreadsheet if there are numerous items. This form is to be completed and returned to exportcontrol@miami.edu, together with supporting information (including a copy of approved export license(s), where applicable).



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Company Name:

Street Address:

City: State: Zip Code: Country :

Website Address:

Choose the appropriate answer: Will any of the funds your organization receives from the University of Miami for the purchase of the item(s) noted below be paid to a company or individual who is a foreign person, or resident listed on the U.S. Office of Foreign Assets Control ("OFAC") list of sanctioned countries⁴ (which includes, but may not be limited to Sudan, Syria, Iran, Cuba, and North Korea,) for which export is restricted, or otherwise prohibited? **Yes** **No**

If "Yes", identify the country(ies) that will receive the funds:

Please Note: "N/A", "None", or anything other than the 5-digit alphanumeric for EAR, or Roman numeral sequence for ITAR, is not an acceptable classification. If your product does not appear on the Commerce Control List, it is still controlled under the EAR and may fall into the designation of EAR99. Please **supply all 10-digits** of the US HTS Code strand.

Supplier Part/Catalogue Number	Detailed Description of Product (Please note if the item is Software or Technical Data) Attach Spec Sheet when possible	EAR or ITAR Classification Number	Harmonized Tariff Schedule (US-HTS)	Country of Origin
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DO NOT DUPLICATE: The shaded area below displays examples for **reference only** in completing this form.

ITEM 01-3456	EAR Example: Student Scheduling Software, version 10.2	5D992	1234.56.7890	USA
ITEM 02-7890	ITAR Example: Sonar Imaging Device	XII(d)	9876.54.3210	USA

Please read statement and choose the appropriate answer: "Our organization **is not registered** in the United States and thus is unfamiliar with the United States Export Administration Regulations (EAR) and the International Traffic in Arms Regulations (ITAR). We have supplied export control classifications as they pertain to our country." True False

I hereby certify that the information provided herein is accurate and complete to the best of my knowledge. A representative of the company will inform the University of Miami immediately of any subsequent changes to the information that has been provided.

Signature of Company Representative: Date:

Representative Name: Title:

Representative Phone: Representative eMail:

¹Export Administration Regulations (EAR) - BIS Website: <https://www.bis.doc.gov/index.php/licensing/commerce-control-list-classification/export-control-classification-number-eccn#qthree>

²International Traffic in Arms Regulations (ITAR)-DDTC Website: https://www.pmdtc.state.gov/?id=ddtc_public_portal_homepage

³Wassenaar Arrangement website: <https://www.wassenaar.org/introduction/index.html>

⁴DDTC list of embargoed & restricted countries: <https://www.bis.doc.gov/index.php/documents/regulation-docs/2255-supplement-no-1-to-part-740-country-groups-1/file>