



Instructions - Shipping Parts to UAG for Repair and Return

1. Create a commercial invoice. A commercial invoice (or commercial purchase order/ repair order) must be included with your shipment. This should include an accurate part number(s), quantity, description, value and country of origin, a statement that the part(s) are being imported for repair and return/reexport, and the full name and phone number of your company. The value used will be the full value of the part. If the item(s) you are sending are not controlled/licensable by a U.S. Federal agency, skip to step 3.
2. Include License exemption/exception statement on commercial invoice (only for licensed items being returned for repair)
 - License exception 22 CFR § 123.4(a)(1) allows us to temporarily import into the U.S. an ITAR-controlled article for service or repair and return it to you without a license. On your commercial invoice/purchase order, it must be notated “This shipment is being imported in accordance with and under the authority of 22 CFR 123.4(a)(1). It is being imported for repair and return/reexport”.
 - License exception 15 CFR § 740.10 allows us to temporarily import items “subject to the EAR”. On your commercial invoice/purchase order, it must be notated “This shipment is being imported in accordance with and under the authority of 15 CFR § 740.10. It is being imported for repair and return/reexport”.
 - ******A UAG customer support team member will let you know which of the above two statements would apply, when applicable. ******
3. When completing form 7501 (DEPARTMENT OF HOMELAND SECURITY U.S. Customs and Border Protection Entry Summary Form), be sure to use the following HTS code:
 - **9801.00.1012** – Temporary imports for maintenance: articles reimported for repair and expected to be re-exported
 - ******note that often the freight forwarder or other carrier such as UPS/FedEx/DHL may complete form 7501 on your behalf. They must be instructed to use the above HTS code on form 7501 per your Shippers Letter of Instruction (SLI). ******