

NOAO Shipping Procedures to Chile  
As of October 16, 2008  
(Edited on April 13 2010)

- 1) All shipping documents are to be addressed as follows:
  - A) Air Waybill (AWB):
    - a) Consignee:  
AURA, INC.  
AOSS-SANTIAGO OPERATIONS  
Av. Presidente Riesco 5335  
Oficina No 507  
Las Condes  
Santiago  
Chile
    - b) Notify Party:  
Edilia Cerda  
AURA, INC.  
Santiago Operations Manager  
Edificio Parque Araucano, Of. 507  
Avenida Presidente Riesco #5335  
Las Condes, Santiago. CHILE  
Phone: (56-2) 370-1085/6
  - B) Commercial Invoice and Packing List (CIPL):
    - a) Consignee:  
AURA, INC.  
Cerro Tololo Inter-American Observatory  
Casilla 603  
La Serena  
Chile
    - b) Intermediate Consignee:  
AURA, INC.  
AOSS-SANTIAGO OPERATIONS  
Av. Presidente Riesco 5335  
Oficina No 507  
Las Condes  
Santiago  
Chile
  - C) Automated Export System (AES) Filing:
    - a) Consignee:  
AURA, INC.  
Cerro Tololo Inter-American Observatory

Casilla 603  
La Serena  
Chile

- b) Intermediate Consignee:  
AURA, INC.  
Santiago Operations Manager  
Edificio Parque Araucano, Of. 507  
Avenida Presidente Riesco #5335  
Las Condes, Santiago. CHILE  
Edilia Cerda  
Phone: (56-2) 370-1085/6

- D) Commercial Invoice and Packing List (CIPL) to include the following:
- a) Shipper's name
  - b) Consignee's name (see above)
  - c) Intermediate Consignee's name (see above)
  - d) Date of Export
  - e) Port of Export
  - f) Air Waybill number
  - g) Total weight
  - h) Total cuft
  - i) Total Shipment Value
  - j) Description of items in the shipment:
    - (1) Description
    - (2) Quantity of each item
    - (3) Unit
    - (4) Unit Price of each item
    - (5) Total Price of each item
    - (6) Notes on the CIPL and/or the AWB will include, but may not be limited to:
      - (A) DIPLOMATIC GUARANTEE, INTERNATIONAL ORGANIZATION (CIPL and AWB)
      - (B) OFFICIAL LETTER 1899 OF THE 31ST OF JANUARY, 1963, OF THE HONORABLE CHAMBER OF DEPUTIES, REPUBLIC OF CHILE. (CIPL and AWB)
      - (C) ALL WOOD PRODUCTS INCLUDED WITH THE ABOVE SHIPMENT EITHER CONFORM WITH ISPM NO. 15 OR ARE PROCESSED WOOD AND EXEMPT FROM THOSE REGULATIONS. (CIPL)

(D) THESE COMMODITIES. TECHNOLOGY OR SOFTWARE ARE EXPORTED FROM THE UNITED STATES IN ACCORDANCE WITH THE EXPORT ADMINISTRATION REGULATIONS. DIVERSION CONTRARY TO UNITED STATES LAW IS PROHIBITED.

- (7) AES ITN (Pre-shipment Approval) number
- (8) Export license number and expiration if the shipment is made under an export license.

2) All items included in the shipment must have a Commercial Invoice from the vendor from which the goods were purchased.

A) If the materials were produced by the shipper, the shipper must create a Commercial Invoice listing the name of the shipper and AURA as the consignee. Insert 1 is a sample Commercial Invoice that can be used as a template for shipping equipment to Chile. If the shipment consists of many items, a list of the items being shipped can be attached to the Commercial Invoice.

**NAME OF ISSUER**  
*More info as needed*

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COMMERCIAL INVOICE  
No 99999999

Date: October 12, 2007 Air Shipment

From: THE ORIGINATOR

To: AURA, Inc.  
AV. PRESIDENTE RIESCO 5335  
OFICINA 507 - LAS CONDES  
SANTIAGO, CHILE

Country of Origin: U.S.A. Commodity Value\$4,482.00

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1 Box: Telescope Parts and Accessories (see attached) TOTAL US\$: \$4,482.00

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THESE COMMODITIES LICENSED BY U.S. FOR ULTIMATE DESTINATION CHILE DIVERSION CONTRARY TO U.S. LAW PROHIBITED.

WE CERTIFY THAT THIS DECLARATION IS TRUE AND CORRECT.

THESE COMMODITIES ARE INTENDED FOR ASTRONOMICAL RESEARCH

NOT FOR RESALE

SIGNATURE: \_\_\_\_\_

Insert 1

- B) The Commercial Invoice is in addition to the Commercial Invoice and Packing List created for the shipment and mentioned in a previous paragraph
- C) The Commercial Invoice(s) for each shipment must be either express shipped to AURA's Santiago Office (address listed above) or emailed to

Edilia Cerda at [ecerda@ctio.noao.edu](mailto:ecerda@ctio.noao.edu). Failure to provide the Commercial Invoices in a timely manner can result in:

- a) A delay entry into Chile resulting in increased storage charges, or
  - b) The duty-free import of the shipment being disallowed forcing the project to pay duties on the imported goods.
- 3) Packaging: All wooden packaging must comply with ISPM-15 requirements for treating and marking. Wooden containers that do not comply with these regulations may have to be fumigated in Chile before entry into the country is allowed. The fumigation includes both the containers and the contents.
- 4) Time Line of Shipping Activities:
- A) Ship date minus 1 year
    - a) Export Review:
      - (1) The shipping organization, with assistance as required from the AURA Export Control Administrator, will conduct a review of the imager, cloud camera and SISPI to determine if an export license is required.
      - (2) This review may include submitting a commodity classification request to the Department of Commerce's Bureau of Industry and Security or the Department of States Directorate of Defense Trade Controls.
    - b) Shipping Arrangements to Chile:
      - (1) Depending on the size of the item being shipped, the shipper will contact the Carrier's/forwarder's Project Office to:
        - (A) Alert them to the upcoming shipment,
        - (B) Determine the best method of handling the freight during shipment,
        - (C) Determine the best route for the shipment of the materials,
        - (D) Identify any potential pitfalls with the packing/crating, and
        - (E) Identify any special packing requirements.
    - c) Shipping Arrangements within Chile:
      - (1) Begin working with the AURA Santiago Office to begin the arrangements for the transport of the equipment from the Airport/Ocean Port to the telescope.
      - (2) Keep them informed if the shipment contains hazardous materials.
  - B) Ship Date minus 6-8 months:
    - a) Export License:
      - (1) Depending on the outcome of the above review, an export license may be required. If an export license is required, the parties to this agreement will determine who is to apply for the license.

- (2) The party applying for the license will also be the shipper of the licensable equipment.

NOTE: If AURA is the party applying for the export license, the equipment will be shipped as AURA property. This differentiates from the normal transfer of ownership when the equipment is received in Chile.

- C) Ship Date minus 6 months:
  - a) Insurance Coverage:
    - (1) Prior to shipment the determination as to whether or not the shipment will be insured. If insurance is requested and approved, the parties to this agreement will determine who will make the insurance arrangements.
- D) Ship Date minus 1 month:
  - a) Advise the insurance broker of the pending shipment:
    - (1) Complete and sign the insurance policy.
    - (2) Work with the insurance broker to determine any special need they have for the shipment – i.e. photos taken of the packing, shipment accompanied by the broker’s representative, etc.
  - b) Contact the carrier/forwarder and advise them of the pending shipment.
  - c) Finalize any crating/packing requirements the insurance broker has or that the carrier/forwarder may have.
- E) Ship Date minus 2 weeks:
  - a) Provide the shipper with a detailed list of the contents including a parts list and individual values.
    - (1) Only major components need be listed.
    - (2) List and values must match any export license issued for the equipment being shipped.
  - b) If a Department of State License is obtained, the license will be sent to the carrier’s/forwarder’s representative at the port of export for filing with Customs. No such requirement is necessary for a Department of Commerce license.
  - c) Work with the insurance broker to determine any special need they have for the shipment – i.e. photos taken of the packing, shipment accompanied by the broker’s representative, etc.
- F) Ship Date minus 2-3 days:
  - a) Complete all shipping documentation:
    - (1) Commercial Invoice and Packing List
    - (2) Air Waybill
    - (3) Hazardous Declaration (if required)
    - (4) File shipment with AES

- b) Confirm with the carrier's/forwarder's agent at the port of export that the license has been filed and that there are no issues that need to be addressed before the equipment is shipped.
  - c) Forward copies of all shipping documentation to the Santiago Office.
  - d) Contact the carrier/forwarder and make arrangements for the pick-up.
- G) Ship Date:
- a) Confirm that the containers are properly marked and labeled.
    - (1) If hazardous materials are included, have an individual go through the Hazardous materials check list.
  - b) Recheck shipping documents for correctness.
  - c) Insure that shipping documents are distributed correctly
    - (1) One the containers
    - (2) To the carrier
  - d) Insure that the containers are properly sealed and that the tilt and shock indicators are properly affixed to the containers and function properly.
  - e) Insure that the forklift/handling personnel are available and certified/trained.
  - f) Take photos as required by the insurance broker.