Ordering Instruction for exporting USP DEA Controlled Substance and List I Chemical Reference Standards

Your quotation (proforma invoice) contains one or more standards that are controlled in the U.S, therefore we are required to obtain US DEA approval to export. To process your order the following documents are required to be submitted:

Required documents:

- Import permit or letter of no objection valid for at least three (3) months at the time of order submission to USP.
- End Use and No-Re-Export Statement issued & signed by the importer, printed on Importer's company letterhead.
- Certified English translation for all documents which are not written in English.
- Purchase order (PO) for credit term Customers, prepayment for immediate/cash advance payment term Customers.

Please refer to below check list matrix to determine the requirements, how to proceed with your request and how these documents can be submitted to USP:

1. Select if the ordered item(s) is(are)
    a. CONTROLLED IN YOUR IMPORTING COUNTRY (Click Here)
    b. NOT CONTROLLED IN YOUR IMPORTING COUNTRY (Click Here)
1. Select if your ordered item(s) is (are) Class I-V substances, Ephedrines/Pseudoephedrines/Phenylpropanolamines or other list I chemical items, follow the document requirements and acceptable submission methods.

CONTROLLED IN YOUR IMPORTING COUNTRY					
☐	**DEA Drug Class: CI, CII, CIII, CIV, CV**	☐	**List Chemicals: Ephedrines/Pseudoephedrines /Phenylpropanolamines**	☐	**All other List Chemicals**
☐	**Import Permit:** valid at least 3 months at the time of order submission. To USP issued by the competent authority of the importer country. *Original sent by courier if issued on paper by the competent authority.	☐	**Import Permit**: valid at least 3 months at the time of order submission. To USP issued by the competent authority of the importer country. *electronic copy	☐	**Import Permit:** valid at least 3 months at the time of order submission. To USP issued by the competent authority of the importer country. *electronic copy
☐	**End Use and No-Re-Export Statement:** issued & signed by the Importer on Importing company's letterhead. Click Here for No-Re-Export	☐	**End Use and No-Re-Export Statement:** issued & signed by the Importer on Importing company's letterhead. Click Here for No-Re-Export	☐	**End Use and No-Re-Export Statement:** issued & signed by the Importer on Importing company's letterhead.Click Here for No-Re-Export
☐	**Certified English Translation:** for all documents which are not in English.	☐	**Certified English Translation:** for all documents which are not in English.	☐	**Certified English Translation**: for all documents which are not in English.
☐	**Purchase Order (PO)/Form of Payment**	☐	**Purchase Order (PO)/Form of Payment**	☐	**Purchase Order (PO)/Form of Payment**
☐	**Submit your order online and upload all required documents conveniently through the USP Store:** Click here to Log in or Register				
☐	****All original documents to be submitted as originals should be sent to the below mailing address:** United States Pharmacopeial Convention 7135 English Muffin Way Frederick, MD 21704 USA Attention: USP Customer Service Tel: 301 881 0666 If it is required that original import permit must be returned with shipment for clearing customs purposes in the importing country, please send the original import permit by courier.				
☐	**Please use the following information as the Exporter when you apply for your import:** United States Pharmacopeial Convention 7135 English Muffin Way Frederick, MD 21704 USA **Our US competent authority can issue permit to export only if exporter's name and address is identical to our DEA exporter registration certificate provided above. Import permits with incorrect information will not be accepted.				
☐	**Wait for email with confirmation that documents were received:** Upon receipt of all necessary and correct documentation, we will submit applications to US DEA for authorizations to export. Please note that this process will take a minimum of (8) eight weeks. If document need to be correct, the minimum of (8) eight weeks period will start again upon receiving the correct documents. **Questions? Contact us for additional support today!**				

NOT CONTROLLED IN YOUR IMPORTING COUNTRY		
☐ **DEA Drug Class: CI, CII, CIII, CIV, CV**	☐ **List Chemicals: Ephedrines /Pseudoephedrines /Phenylpropanolamines**	☐ **All other List Chemicals**
☐ **Letter of No Objections:** valid at least 3 months at the time of order submission. To USP issued by the competent authority of the importer	☐ **Letter of No Objections:** valid at least 3 months at the time of order submission. To USP issued by the competent authority of the importer country. *electronic copy	☐ **Declaration:** that the item is not regulated in the importing country. *electronic copy
☐ **End Use and No-Re-Export Statement:** issued & signed by the Importer on Importing company's letterhead. Click Here for No-Re-Export	☐ **End Use and No-Re-Export Statement:** issued & signed by the Importer on Importing company's letterhead. Click Here for No-Re-Export	☐ **End Use and No-Re-Export Statement:** issued & signed by the Importer on Importing company's letterhead. Click Here for No-Re-Export
☐ **Certified English Translation:** for all documents which are not in English	☐ **Certified English Translation:** for all documents which are not in English	☐ **Certified English Translation:** for all documents which are not in English
☐ **Purchase Order (PO)/Form of Payment**	☐ **Purchase Order (PO)/Form of Payment**	☐ **Purchase Order (PO)/Form of Payment**
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Important Notes:

- Visit USP Online Store (**Click here to go to Online Store**) or download the reference standard catalogue for detailed item information such as description, current lot, HS code, country of origin, CAS#, packaging size, base controlled substance name, base control drug percent and other information necessary to expedite exportation of the controlled substance and list I chemical products at: Click Here for USP Catalog

- U.S. DEA recognizes the appropriate competent national authorities under:
  - article 18 of the Single Convention on Narcotic Drugs of 1961;
  - article 16 of the Convention on Psychotropic Substances of 1971;
  - article 12 of the United Nations Convention against Illicit Traffic in Narcotic Drugs and Psychotropic Substances of 1988.

  Please contact your local authority to find the correct competent authority.

- Review all information on your quotation (USP Proforma invoice) carefully, including ordered items and quantity, Bill To / Ship To details, PO reference, contact name and email address, and let us know if there's anything we need to revise. Once your order is processed and we apply for our permit to export, we will not be able to make any changes to the invoices or corresponding shipping documents.

- All orders are final, and we are unable to change any information once the order has been processed. We are unable to accept any returns after the order has shipped.

- US DEA regulated items are shipped outside of the United States by AIR FREIGHT/DOOR TO AIRPORT or FedEx Air (door to door) Service. Please check which USP shipping method complies with importing regulations in your country.

- There is an additional fee of US$25.00 to each unit price of USP DEA controlled substance and list chemical reference standard shipping outside of the United States.

For your information, please review our terms and conditions of Sales at:
https://www.usp.org/sites/default/files/usp/document/help/terms-of-sale.pdf

Instruction for preparing No-Re-Export Statement:

No-Re-Export Statement required by USP for all US controlled substance and list I chemical reference standards ordered quantities shipping internationally. It must be issued and signed by the End User and should be printed on End User's company letterhead. *USP will notify you if we need a Justification of End Use Statement.

End Use and No-Re-Export Statement

International Controlled Substances and List I & II Regulated Chemicals

The information contained on this document must be completed and recorded on the Importer's Company Letterhead.

(Insert: Date DD/MM/YYYY)

(Insert: Importer's Company Name and Address)

Exporter:
United States Pharmacopeial Convention
7135 English Muffin Way Frederick, MD 21704 USA

EXAMPLE EXAMPLE EXAMPLE EXAMPLE

To Whom it May Concern:

The standard(s) below will be imported by ***(Insert Importing Company Name)*** for ***(Insert End User Company Name)*** and are required only for ***(Insert What End User is using It (Them) For)*** within ***(Insert Importing Country)*** and will not be re-exported.

List of Controlled Substances/Precursors (List Chemicals):

Signed by:

(Insert Name of authorized company representative and job title)

Signature