



# Foundation Plant Services

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## FPS FOREIGN ORDER INFORMATION & INSTRUCTIONS

As a part of its mission to widely promote the use of clean stock, Foundation Plant Services (FPS) makes virus-tested plant materials available for sale, when supply permits, to foreign customers all over the world. Because there are usually special considerations involved in shipping material outside the U.S., the following procedures have been formulated to best facilitate providing you with the plant materials desired.

First, you should be aware that, in addition to the regular material, packing & handling, shipping and documentation costs that apply to all FPS orders, foreign customers are subject to additional payment requirements, including: (1) A \$2,000.00 per selection fee will be assessed on all foreign grape orders and (2) a \$1,000.00 minimum order charge will apply to all foreign orders for fruit & nut tree and rose propagating material. These charges must be prepaid in full along with all other charges.

Second, you should understand that, because domestic customers receive first priority on available material, when material is in short supply it may mean that allocations for foreign customers are reduced or eliminated for some crops during a particular year. For some crops, such as grape cuttings, we do try to supply at least a minimum quantity (for example, 5 cuttings) to foreign requestors whose orders have been confirmed prior to the allocation deadline for that crop. A common problem with foreign requests is that they are often received too late. For this reason, it is very important that all required ordering materials and prepayments are received before the appropriate allocation deadline. Because it can often take at least two months to complete the paperwork before the order can be confirmed and shipped, we ask that you send your initial request AT LEAST TWO TO THREE MONTHS IN ADVANCE of the allocation deadline as listed below. When material is in short supply, late foreign requests cannot be accommodated.

<u>Material Type</u>	<u>Allocation Deadline</u>	<u>Send First Request</u>	<u>Material Shipped</u>
Fruit & Nut Tree Budwood (Green)	May 1	February	May-July
Fruit & Nut Tree Budwood (Fall scion buds)	Aug. 1	May/June	Aug./Sept.
Fruit & Nut Tree Budwood (Fall rootstock ctgs)	Oct. 15	July	Early Nov.
Fruit & Nut Tree Budwood (Dormant)	Nov. 15	August	Nov.-Jan.
Grape Cuttings--Dormant	Nov. 15	August	Feb./Mar.
Rose Rootstock Canes (Fall Allocation)	Oct. 15	August	Late Nov.
Rose Scion Cuttings	Oct. 15	August	June-Dec.
Seed--Betulaefolia Pear	Nov. 1	August	Late Nov.
Seed--Cherry, Peach & Plum	Aug. 1	May	Aug./Sept.
Strawberry--In-vitro Plants	July 1	May/June	Mar.-Aug.

The following steps, if followed carefully and completely, will ensure the best outcome for your order:

- ① Two to three months prior to the allocation deadline, your preliminary request should be emailed, FAXed or mailed to FPS. If you have a current FPS order form, you can fill it out and FAX or mail a

**PLEASE SEE REVERSE FOR MORE IMPORTANT INFORMATION** 

**FOREIGN ORDER INFORMATION (CONTINUED)**

copy to us. If not, you can send an email, FAX or letter with a complete list of the material you are requesting, including the variety names and quantities of each, your complete mailing address, email address, FAX number, name and complete shipping address of the consignee in the destination country (if different than ordering address) and the name and city of the nearest international airport. **All correspondence must be written in English**, as we do not have the capability to translate from other languages.

- ② Upon receipt of this information, your request will be reviewed and an acknowledgement emailed or FAXed to you which will include: (1) an assessment of our ability to supply the requested materials; (2) any special requirements pertaining to the destination country or the material itself, including whether or not an import permit is required to ship the material into your country; (3) ordering materials including an order form, price list, variety list, and foreign order instructions (these items can also be downloaded from our Web site at <http://fps.ucdavis.edu>), and; (4) a proforma invoice giving the estimated total cost for all material, packing & handling, shipping & forwarding, phytosanitary certification or other applicable charges. The proforma (commercial) invoice is useful in gaining permission to send the required 100% prepayment out of your country, and can be used to obtain an import permit from your government plant protection agency, if required. If any special language or format is required in the proforma invoice, please send detailed instructions with your initial request and they will be incorporated if possible. Because no material is supplied free of charge, we cannot make statements claiming "no commercial value".
- ③ Once you have received the proforma invoice, and have decided to proceed with your order, the following documentation must be airmailed or sent by international courier to confirm your order. We do not accept FAXed copies of the FPS Order Form/Grower Agreement--we must have the original of the form and signature on the reverse. Again, **all documents, including import permits, must be written in English.**
- 1) A current, fully-completed original order form with the Grower Agreement dated and signed on the reverse side of both pages (white and pink). The order form must specify the complete shipping address in the destination country, name and city of the nearest international airport, and the name and email address or FAX number of the person to be notified at time of shipment.
  - 2) 100% prepayment in U.S. funds, for the total estimated amount indicated on the proforma invoice, in the form of either: (a) a bank draft from a U.S. bank, payable to "UC Regents" and mailed directly to FPS, or (b) a bank-to-bank wire transfer in accordance with the instructions on Page 4. Please indicate on the bank draft or wire transfer that it is for an "FPS Prepayment". ABSOLUTELY NO LETTERS OF CREDIT WILL BE ACCEPTED.
  - 3) If required, an original or legible copy of the import permit issued to you by your country's official plant protection agency, authorizing the importation of the requested material into your country. Any attachments referred to in the permit must also be included. If any "additional declarations" are required on the U.S. Federal Phytosanitary Certificate ("phyto"), they must be specified on the import permit. Our agricultural officials will not include additional declarations on a phyto that are not specified on the import permit, and cannot make any amendments to these declarations without an amended import permit. To be considered valid, your import permit must be written on the issuing agency's standard form, must be numbered and dated and current (not expired), and signed by an authorized official. If varieties, quantities, or types of material are specified on the import permit, we can supply nothing different or greater than what is listed on the permit. Also, please let us know about any special requirements your customs agents may require, and we will do our

**PROCEED TO NEXT PAGE FOR MORE IMPORTANT INFORMATION** 

**FOREIGN ORDER INFORMATION (CONTINUED)**

best to accommodate them. You will be charged \$50.00 for each phytosanitary certificate. If your import permit requires insecticide/fungicide treatment, an additional charge will be made for such treatment. FPS will perform treatments only when required on an import permit.

If your signed order form and prepayment are received on or before the allocation deadline for the type of material you are requesting, or if the allocation deadline has passed but material is still available, your order will be confirmed and your "share" of available material will be shipped when ready. Your import permit, if required, must be received a minimum of two weeks before the expected shipping date to allow adequate time to secure phytosanitary certification.

Because we do not know for sure how much material we will be able to allocate to any customer until all orders are in and material is harvested, we are not able to make promises to supply a particular quantity of any material, however we do our best to estimate what may be available based on prior years' experience. In the event we are not able to supply all (or any) of the requested material, the balance of your prepayment will be promptly refunded in part or in full, as appropriate.

At shipping time, indicated on Page 1 in the "Material Shipped" column, your material will be shipped via international express air courier. At the time of shipment, we will send an email or FAX to your specified representative with complete information about your shipment

Past experience has shown that following these procedures is the best way to successfully ship material out of the U.S. If you have any questions about these policies and procedures, please direct them to the FPS Export Coordinator at:

Foundation Plant Services (FPS)  
University of California  
One Shields Ave.  
Davis, California 95616-8600 U.S.A.  
Attn: Export Coordinator

FAX Number: Country Code (1) 530-752-2132  
Phone Number: Country Code (1) 530-752-3590  
Email Address: [fps@ucdavis.edu](mailto:fps@ucdavis.edu)

**THANK YOU FOR YOUR INTEREST IN OUR PROGRAM**

**PLEASE SEE REVERSE FOR INSTRUCTIONS ON  
WIRING PREPAYMENTS TO FPS **

## **INSTRUCTIONS FOR WIRING PREPAYMENTS TO FPS**

As an alternative to the submission of a bank draft drawn on a U.S. bank, you may also transfer money directly by wire to the University's bank here in the U.S. The information you will need in order to complete such a transaction is as follows:

BANK:	BANK OF AMERICA 1655 Grant St., Bldg. A, 10 <sup>th</sup> Floor Concord, CA 94520
TELEPHONE:	(925) 675-7350 or (800) 262-2726
BANK COORDINATOR'S NAME:	Terry Peach
DIGIT ROUTING TRANSIT NUMBER:	0260-0959-3
SWIFT CODE:	BOFAUS3N
DEPOSITOR ACCOUNT TITLE:	REGENTS OF THE UNIVERSITY OF CALIFORNIA
DEPOSITOR ACCOUNT NUMBER:	12337-14115
TYPE OF ACCOUNT:	CHECKING
BNF (Beneficiary Information):	FPS—Prepayment for plant material

When making this transfer, you **MUST** be sure to specify FPS as the benefactor (BNF) of the funds to ensure that the University Cashier's Office credits your payment to the correct department. If FPS is not identified as the benefactor (BNF), your wire transfer may be delayed or returned to your bank as unidentifiable. If your transfer is properly identified, the University Cashier's Office will notify us when they receive information that your funds have been transferred.

**Important:** If you elect to send payment by wire, you must be sure to add an extra \$45.00 to the amount of your prepayment to cover the wire fee for the transaction. If the wire fee is not included, your prepayment may be insufficient to secure your order.

***ALL WIRED FUNDS MUST BE IN U.S. DOLLARS***