

Steps for performing a Restricted Party Screening

University of Pittsburgh

Office of Export Controls services – EChelp@pitt.edu



Overview

The U.S. Government agencies maintain lists of individuals and entities barred or restricted from entering into certain types of transactions with U.S. persons. Consequences for transferring or transacting with a Restricted Party are severe. **A Restricted Party Screening (RPS) should be performed in all the following circumstances:**

1. **International Collaborations/Exchanges (involving export or exchanges with a foreign person or entity)**
2. **Shipments**
3. **Visitors**

Tool

Amber Road is a software tool available for the University of Pittsburgh Community. It is a web-based screening platform for which the University has executed a license.

One-time registration

To obtain access to the Amber Road tool, please contact the Office of Export Controls Services (EChelp@pitt.edu).

Also, please keep in mind that it is the user's responsibility to safeguard his/her account.

Procedure (see the [Amber Road User's Guide](#) for step by step instructions)

1. Identify all the individuals and entities that require a screening.
Request the full legal names of the parties.
i.e.: For individuals, as it appears on their passport.
For entities, as it appears on any legal document, invoice etc.
2. Log in to the Amber Road System.
3. Select the **"Partner Search"** tab from the options at the top of the main page and type in the name of you party. If no results appear, choose **"New Partner"** and enter all information about the party before clicking **"Next"**

Note: Amber Road ensures automated periodic rescreening and, in case of new potential hit(s), Amber Road will send a notification to the OEC and OEC will contact the person who performed the initial search.

4. Save or print the search results page (in PDF format) for your records, simply click the email or print icon.
5. **If you determine that there is a potential real hit or if you have any concerns, please send an email to the Office of Export Controls Services at EChelp@pitt.edu** (please attach the RPS page to your email and provide us as much information as you can about the party such as copy of passport, resume etc.). Until the Office of Export Controls Services has cleared the hit(s), you should not transfer or transact with the party.

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Records

Export control regulations require us to retain export authorizations and export documents for 5 years from their date of expiration or for 5 years after the work, travel, or visit is completed.

DOCUMENT HISTORY AND VERSION CONTROLS		
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