



Screening Restricted Parties using Visual Compliance

Restricted party screening is an important part of working with international scholars, universities and other entities. Screening ensures the university is not doing business with someone on one of the U.S. government's restricted party lists or with someone located in an embargoed or sanctioned country, which could result in regulatory and trade compliance issues. Partnering with people or entities on these lists or in these locations can lead to potential fines, loss of export privileges or negative media attention and screening of international parties in advance of doing business helps protect the university from these issues.

Descartes Visual Compliance is the primary tool used by the University to conduct restricted party screening. The database uses U.S. government "restricted party" lists consisting of individuals, entities or foreign institutions they have determined as being of concern for the purposes of U.S. national security. It can be used by any administrative unit on campus that conducts international activities, hosts international visitors, or works with international companies for research or purchasing.

In order to conduct an effective search using Visual Compliance, the following information must be included in your search.

- Name – use complete first and last name
- Company/Organization/University – Use the complete name instead of abbreviations
- Country – Home country must be entered
- Comments – it's helpful to put reference information here, including purpose of screening (i.e. PostDoc, Engineering Dept)
- Search settings – Use exact, Fuzzy Level 2 and select "Stemming" "Field Specific" and "Thesaurus"

Once the information above is entered into Visual Compliance, you can search using your criteria. If there are no matches, it's okay to proceed with the transaction without contacting the export compliance program. If there are no matches but your search produces a Country alert, you must contact the Export Compliance program. If your screening produces any matches, you should evaluate your results to determine whether the match is a positive match with the criteria entered. If it is a positive match or you are unsure, please contact the Export Compliance program at exportctrl@vcu.edu.

If you believe you or someone on your team needs access to Visual Compliance to conduct restricted party screens, please contact exportctrl@vcu.edu and request an account. Accounts and screening should be used for business purposes only.