

PMOD/WRC - Shipping instructions 2015

In order to avoid problems with the Customs Administration as well as unnecessary charges we recommend the below procedures when sending your instruments for calibration. Please note that details can vary from one country to the next.

Your local Customs	Please contact your local Customs Administration for correct VAT/Tax procedures when re-importing your instrument(s) after calibration.
Prepare your goods	Make sure the Dome/Lens/Window of the instrument is well-protected. Use original packing and a second padded cardboard box whenever possible.
Cables	Please include signal cables with your instruments.
Prepare your document(s)	The Sample "Proforma Invoice" (see page 2) may be used as a template. Insert your letterhead if you would like to associate the document with your company/lab.
Sent by	Insert your full address, department, name, zip code, country, and phone number.
Send to	PMOD / WRC Calibration Center Dorfstrasse 33 7260 Davos Dorf Switzerland Phone: +41 58 467 51 71 or / +41 58 467 51 11
Incoterms 2010	Please ship as DAP – Delivered at place (or FCA) to avoid paying VAT/tax in Switzerland. On the DHL Airway Bill please tick "Destination duties/taxes – Receiver " (see below)!
Shipment details	Add number of items, size (LxWxH), weight
Insurance	PMOD/WRC is not liable for any damage that might occur during transport. Generally, shipping companies offer extra insurance. Please tick "shipment insurance" on the Airway Bill (AWB). The amount should not exceed the total amount of the Proforma Invoice.
Express	Use Economy Service whenever you can. It is much cheaper but not always available.
Carrier	We recommend DHL Economy Select, Agility Logistics or FedEx. In northern Europe, Post Priority is also a good alternative. Concerning Customs administration and local agreements please use your local agent if you prefer.
Description of goods	Please specify the goods as one of the following: "Scientific Instrument for measuring downwelling longwave irradiance" or "Scientific Instrument to measure solar radiation respectively solar intensity". If your instrument is not in this list, please describe. Specify what you are going to send, how many items and the Serial Numbers.
Customs commodity code	9015.8000 (instruments such as: Surveying, hydrographic, oceanographic, hydrological, meteorological or geophysical instruments and appliances).
Country of origin	Please fill in the country where instruments were manufactured.
Value and Currency	Declare currency and the current market value for the instrument(s). Please do not use the purchasing price of the new instrument(s) in order to keep Customs duties and VAT as low as possible.
Reason for Export	Scientific instrument – for calibration only. Temporary Export - Goods will return.
Copies	Attach 3 signed copies of the Proforma Invoice to the shipment.
Send your goods	Fill out an Airway Bill Form (see page 3) for your local carrier or use their online services.
Account	In case you have no account with any shipping companies contact office@pmodwrc.ch for our DHL or FedEx account number.
Payer	Shipping and customs administration fee have to be paid by the customer.
Return shipment	Return shipment is organized by PMOD/WRC.
ATA Carnet	Note: ATA Carnets do NOT cover goods for processing or repair. Do not use ATA carnets for the calibration of your instrument(s).

Your letterhead

SENT BY Company name Your company address ... Name/Department Address City/Postal Code Country Tel./Fax. No. VAT Registration No. 			PROFORMA INVOICE			
SEND TO Company name Physikalisch-Meteorologisches Observatorium Department Calibration Department Name Irene Keller Address Dorfstrasse 33 City/Postal Code CH-7260 Davos Dorf Country Switzerland Tel. No. +41 58 467 51 11 Fax. No. +41 58 467 51 00 VAT Registration No. CHE-106.829.948			AWB XXXXXXXXXXXX Incoterm 2010 DAP Number of items X Size L/W/H [cm] XX / XX / XX Total Gross Weight X Total Net Weight [kg] X Movement certificate Proforma Inv. Insurance XX Express No		CARRIER DHL Express	
Full description of Goods	Customs Commodity Code	Country of Origin	Qty	Unit Value and Currency	Sub Tot Value & Currency	
Scientific Instrument pyrgeometer for measuring downwelling longwave irradiance Or: Scientific Instrument to measure solar radiation respectively solar intensity Precision Filter Radiometer PFR-08-N-001 Including cables	9015.8000	Switzerland	1 1	500.00 CHF 0.00 CHF	500.00 CHF 0.00 CHF	
				Total value and Currency	500.00 CHF	

REASON FOR EXPORT

**Scientific instrument – for calibration only
Temporary export – Goods will return**

Place and date insert Place and Date

 Signature make 3 copies and sign here

 Name Your name

This is a Sample Airway Bill for DHL Express only.
Please fill in the marked fields in order to send your instruments to PMOD/WRC

		Track this shipment via the DHL Web Site : http://www.dhl.com		ORIGIN ZCH		DESTINATION CODE																			
Shipment Air Waybill <small>(Non negotiable)</small>				476 6274 166																					
1 Payer account number and insurance details Charge to <input checked="" type="checkbox"/> Shipper <input type="checkbox"/> Receiver <input type="checkbox"/> 3rd party <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card Payer Account No. _____ Shipment Insurance see reverse <input type="checkbox"/> Yes insured value (in local currency) _____ <small>Not all payment options are available in all countries.</small>																									
2 From (Shipper) Shipper's account number _____ Contact name _____ Shipper's reference (up to 32 characters but only first 12 will be shown on invoice) _____ Company name _____ Address _____ Postcode/Zip Code (required) _____ Phone, Fax or E-mail (required) _____				4 Shipment details <table border="1"> <tr> <th>Total number of packages</th> <th>Total Weight</th> <th>Pieces</th> <th colspan="3">Dimensions in cm</th> </tr> <tr> <td>_____</td> <td>_____ kg</td> <td>_____</td> <th>Length</th> <th>Width</th> <th>Height</th> </tr> <tr> <td></td> <td></td> <td></td> <td>_____ x _____</td> <td>_____ x _____</td> <td>_____ x _____</td> </tr> </table>				Total number of packages	Total Weight	Pieces	Dimensions in cm			_____	_____ kg	_____	Length	Width	Height				_____ x _____	_____ x _____	_____ x _____
Total number of packages	Total Weight	Pieces	Dimensions in cm																						
_____	_____ kg	_____	Length	Width	Height																				
			_____ x _____	_____ x _____	_____ x _____																				
3 To (Receiver) Company name PMOD / WRC Delivery address <small>DHL cannot deliver to a PO Box</small> Dorfstrasse 33 7260 Davos Dorf Switzerland Postcode/Zip Code (required) 7260 Country Switzerland Contact person Buhlmann / Thomann Phone, Fax or E-mail (required) +41 81 417 51 30 / 40				5 Full description of contents Give content and quantity Scientific instrument for calibration only Temporary Export – Goods will return																					
6 Non-Document Shipments Only (Customs Requirement) Attach the original and four copies of a Proforma or Commercial invoice Shipper's VAT/GST number _____ Receiver's VAT/GST or Shipper's EIN/SSN _____ Declared Value for Customs (as on commercial/proforma invoice) _____ Harmonised Commodity Code if applicable 9015.8000 TYPE OF EXPORT <input type="checkbox"/> Permanent <input type="checkbox"/> Repair / Return <input checked="" type="checkbox"/> Temporary Destination duties/taxes if left blank receiver pays duties/taxes <input checked="" type="checkbox"/> Receiver <input type="checkbox"/> Shipper <input type="checkbox"/> Other <small>specify approved account number</small>				7 Services Domestic <input type="checkbox"/> International Document <input type="checkbox"/> International Non Document <input checked="" type="checkbox"/> Not all Services are available to and from all locations <input type="checkbox"/> Express 9 (10.30 to the USA) <input type="checkbox"/> Express 12 <input type="checkbox"/> Express / Worldwide <input type="checkbox"/> Express Envelope <input type="checkbox"/> Other _____ Optional Services extra charges may apply <input type="checkbox"/> Saturday Delivery <input type="checkbox"/> Special Pick-Up <input type="checkbox"/> Delivery Notification <input type="checkbox"/> Other _____ DHL Global Mail <input type="checkbox"/> GMB Priority <input type="checkbox"/> GMB Standard <input type="checkbox"/> Other _____																					
7 Shipper's agreement (Signature required) <small>Unless otherwise agreed in writing, I/we agree that DHL's Terms and Conditions of Carriage are all the terms of the contract between me/us and DHL, and (1) such terms and conditions and, where applicable, the Warsaw Convention limits and/or excludes DHL's liability for loss, damage or delay and (2) this shipment does not contain cash or dangerous goods (see reverse).</small> Signature _____ Date ____/____/____				DIMENSIONAL/CHARGEABLE WEIGHT kg * gr CHARGES Services _____ Other _____ Insurance _____ VAT _____ CURRENCY TOTAL TRANSPORT COLLECT STICKER No. PAYMENT DETAILS (Cheque, Card No.) No. : _____ Type _____ Expires _____ Picked up by _____ Route No. _____ Time _____ Date _____																					

If you have any questions or concerns, please contact us as soon as possible.

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