

## PMOD/WRC - Shipping instructions 2011

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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.

<b><i>Your local Customs</i></b>	Please contact your local Customs Administration for correct procedures to avoid paying VAT/ tax when re-importing you instrument(s) after calibration.
<b><i>Prepare your goods</i></b>	Make sure the Dome/Lens/Window of the instrument is well-protected. Use original packing and a second padded cardboard box whenever possible.
<b><i>Cables</i></b>	Please include signal cables with your instruments.
<b><i>Prepare your document(s)</i></b>	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.
<b><i>Sent by</i></b>	Insert your full address, department, name, zip code, country, and phone number.
<b><i>Send to</i></b>	PMOD / WRC Calibration Center Dorfstrasse 33 7260 Davos Dorf Switzerland Phone: +41 81 417 51 30 or / +41 81 417 51 40
<b><i>Incoterm 2010</i></b>	Please ship as <b>DAP – Delivered at place</b> (or FCA) to avoid paying VAT/tax in Switzerland. On the DHL Airway Bill please tick "Destination duties/taxes – <b>Receiver</b> " (see below)!
<b><i>Shipment details</i></b>	Add number of items, size (LxWxH), weight
<b><i>Insurance</i></b>	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.
<b><i>Express</i></b>	Use Economy Service whenever you can. It is much cheaper but not always available.
<b><i>Carrier</i></b>	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.
<b><i>Description of goods</i></b>	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.
<b><i>Customs commodity code</i></b>	9015.8000 (instruments such as: Surveying, hydrographic, oceanographic, hydrological, meteorological or geophysical instruments and appliances).
<b><i>Country of origin</i></b>	Please fill in the country where instruments were manufactured.
<b><i>Value and Currency</i></b>	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 fees and VAT as low as possible.
<b><i>Reason for Export</i></b>	Scientific instrument – for calibration only. Temporary Export - Goods will return.
<b><i>Copies</i></b>	Attach 3 signed copies of the Proforma Invoice to the shipment.
<b><i>Send your goods</i></b>	Fill out an Airway Bill Form (see page 3) for your local carrier or use their online services.
<b><i>Account</i></b>	In case you have no account with any shipping companies contact <a href="mailto:calib@pmodwrc.ch">calib@pmodwrc.ch</a> for our DHL or FedEx account number.
<b><i>Payer</i></b>	Shipping and handling fees have to be paid by the customer.
<b><i>Return shipment</i></b>	Return shipment is organized by PMOD/WRC.
<b><i>ATA Carnet</i></b>	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

<b>SENT BY</b> Company name                      Your company address ... Name/Department                      ..... Address                                      ..... City/Postal Code                      ..... Country                                      ..... Tel./Fax. No.                              ..... VAT Registration No.                      .....			<b>PROFORMA INVOICE</b>			
<b>SEND TO</b> Company name                      Physikalisch-Meteorologisches Observatorium Department                              Calibrations Department Name    Daniel Bühlmann / Christian Thomann Address                                      Dorfstrasse 33 City/Postal Code                      CH-7276 Davos Dorf Country                                      Switzerland Tel./Fax. No.                              +41 81 417 51 30 / 40 VAT Registration No.                      197.250			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		<b>CARRIER                      DHL Express</b>	
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	
<b>Total value and Currency</b>				<b>500.00 CHF</b>		

REASON FOR EXPORT

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

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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>

**Shipment Air Waybill** (Non negotiable) 476 6274 166

ORIGIN ZGH DESTINATION CODE

**1 Payer account number and insurance details**

Charge to  Shipper  Receiver  3rd party  Cash  
 Cheque  Credit Card

Payer Account No. \_\_\_\_\_

Shipment insurance see reverse  
 Yes Insured value (in local currency): \_\_\_\_\_ Not all payment options are available in all countries.

**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) \_\_\_\_\_

**3 To (Receiver)**

Company name **PMOD / WRC**

Delivery address DHL cannot deliver to a PO Box  
**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**

**A Shipment details**

Total number of packages	Total Weight	Pieces	Dimensions in cm		
			Length	Width	Height
_____	_____ kg	_____	_____ x	_____ x	_____ x
_____	_____ gr	_____	_____ x	_____ x	_____ x

**B 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  Permanent  Repair / Return  Temporary

Destination duties/taxes if left blank receiver pays duties/taxes  
 Receiver  Shipper  Other specify approved account number

**7 Shipper's agreement (Signature required)**  
Unless otherwise agreed in writing, this shows that DHL's Terms and Conditions of Carriage are all the terms of the contract between you and DHL, and that you accept these Terms and Conditions and, where applicable, the Warsaw Convention limits and/or excludes DHL's liability for loss, damage or delay and that DHL shipment does not contain cash or dangerous goods (see reverse).

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Services**

Domestic Document  International Document  International Non Document

Not all Services are available in and from all locations

Express 9 (10.30 to the USA)  
 Express 12  
 Express / Worldwide  
 Express Envelope  
 Other

Optional Services extra charges may apply  
 Saturday Delivery  Special Pick-Up  
 Delivery Notification  
 Other

DHL Global Mail  
 GMB Priority  GMB Standard  Other

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 \_\_\_\_\_

QUERY SECTIONS FOR DHL USE ONLY

Origin copy

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

Phone: +41 81 417 51 30 (Daniel Buhlmann) or  
 +41 81 417 51 40 (Christian Thomann)

Fax: Tel. +41 81 417 51 00

E-mail: [calib@pmodwrc.ch](mailto:calib@pmodwrc.ch)