

## 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.

<b>Your local Customs</b>	Please contact your local Customs Administration for correct VAT/Tax procedures when re-importing your instrument(s) after calibration.
<b>Prepare your goods</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>Cables</b>	Please include signal cables with your instruments.
<b>Prepare your document(s)</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>Sent by</b>	Insert your full address, department, name, zip code, country, and phone number.
<b>Send to</b>	PMOD / WRC Calibration Center Dorfstrasse 33 7260 Davos Dorf Switzerland Phone: +41 58 467 51 71 or / +41 58 467 51 11
<b>Incoterms 2010</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>Shipment details</b>	Add number of items, size (LxWxH), weight
<b>Insurance</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>Express</b>	Use Economy Service whenever you can. It is much cheaper but not always available.
<b>Carrier</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>Description of goods</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>Customs commodity code</b>	9015.8000 (instruments such as: Surveying, hydrographic, oceanographic, hydrological, meteorological or geophysical instruments and appliances).
<b>Country of origin</b>	Please fill in the country where instruments were manufactured.
<b>Value and Currency</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 duties and VAT as low as possible.
<b>Reason for Export</b>	Scientific instrument – for calibration only. Temporary Export - Goods will return.
<b>Copies</b>	Attach 3 signed copies of the Proforma Invoice to the shipment.
<b>Send your goods</b>	Fill out an Airway Bill Form (see page 3) for your local carrier or use their online services.
<b>Account</b>	In case you have no account with any shipping companies contact <a href="mailto:office@pmodwrc.ch">office@pmodwrc.ch</a> for our DHL or FedEx account number.
<b>Payer</b>	Shipping and customs administration fee have to be paid by the customer.
<b>Return shipment</b>	Return shipment is organized by PMOD/WRC.
<b>ATA Carnet</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                          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		<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

\*\*\*\*\*

**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>

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

ORIGIN: ZCH 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):

**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

**4 Shipment details**

Total number of packages: Total Weight: Pieces: Dimensions in cm (Length, Width, Height):

**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:  Permanent  Repair / Return  Temporary

Destination duties/taxes if left blank receiver pays duties/taxes

Receiver  Shipper  Other

**7 Shipper's agreement (Signature required)**

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).

Signature: Date:

**Services**

Domestic  International Document  International Non Document

Not all Services are available to 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:  GMS Priority  GMS 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

For more information see DHL Web Site or call your local DHL office.

Origin copy

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

Phone: +41 58 467 51 71 (Irene Keller)

Fax: +41 58 467 51 00

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