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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| **Section to be filled in by EuXFEL:** | | | | | | | | | | | | | |
|  | Document Number | | |  | Date received | | |  | Tracking Number / Shipping company / courier | | |  | |
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|  | | | | | | | | | | | | | |
| **To be filled in by User:** | | | | | | | | | | | | | |
| Proposal Number: | | | | Instrument: | | | Full address of sender: | | | | | | |
|  | | | |  | | |  | | | | | | |
| User responsible for shipment: | | | | | | |
|  | | | | | | |
| Institution of responsible user: | | | | | | |
|  | | | | | | |
| User email : | | | | | | |
|  | | | | | | |
| User Phone number: | | | | | | |
|  | | | | | | |
| **Parcel Information:** | | | | | | | | | | | | | |
| Packaging (e.g. dewar, cardboard box…): | | | | | | |  | | | | | | |
| Are you sending more than 1 Parcel with the same tracking number? | | | | | | | YES NO  If yes, number of Parcels: | | | | | | |
| Country of origin: | | | | | | |  | | | | | | |
| Hazardous/dangerous? | | | | | | | YES  NO  If YES send us the MSDS data sheet per email with the ASN form. | | | | | | |
| Quantity | | Unit (pieces, ml…) | HS Code – write all 8 digits of the code | | | Description of goods[[1]](#footnote-1) | | | | Currency | Value[[2]](#footnote-2) | | |
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| Actions/storage upon arrival (e.g. sample to be stored at -80°C) or special handling instructions: | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Checklist for User:** | | | | | | | | | | | | |
| All samples/substances must be declared by you via UPEX and approved by our Safety and Radiation Protection Group prior to shipment.  SDS and/or exact specification of the substances is mandatory. | | | | | | | | | | | | |
| Prepare your shipment well in advance. In Germany couriers do not make deliveries on weekends and public holidays. Send shipments early in the week (e.g. Monday/Tuesday)  **For shipments from outside the European Union:**  We will need to obtain import customs clearance for your shipment. The delivery date given by the courier could take longer due to the customs clearance. If customs clearance is given on Friday, earliest arrival is Monday. | | | | | | | | | | | | |
| Send the filled Advance Shipping Notification form to [customs@xfel.eu](mailto:customs@xfel.eu) | | | | | | | | | | | | |
| Use the correct packaging for your items and pack them accordingly | | | | | | | | | | | | |
| If possible include a printed copy of the sender and recipient address inside of your packaging (this is important in case of loss or damage to of the address label displayed outside of the packaging). | | | | | | | | | | | | |
| Use correct recipient address:  *RESPONSIBLE USER’S NAME and SURNAME c/o European XFEL GmbH LOCAL CONTACT NAME and SURNAME (PROPOSAL NUMBER, SCIENTIFIC INSTRUMENT) Holzkoppel 4 22869 Schenefeld, Germany* | | | | | | | | | | | | |
| Make a pro-forma invoice for samples/substances (invoice for customs purpose/customs invoice) with your shipment and NOT a commercial invoice! Correct HS-code for all items is mandatory.  An ATA carnet must be used for temporarily shipping your equipment from countries outside the EU to be returned after the experiment. Without this, a return shipment is not possible. | | | | | | | | | | | | |
| Order a courier/shipping company for the pick-up of your shipment:  Inform them in case of special handling at this stage!  Clarify with your courier/shipping company in good time before dispatch the possibility of returning samples as well as the export customs clearance required for this (special customs procedures may be necessary). EuXFEL is not able to issue any export declaration/documents for customs clearance on your behalf for a return.  If shipping hazardous goods or if the shipment contains dry ice inform your courier in advance to avoid delays at pick up  Make sure to send the shipment using incoterm DDP – When booking a shipment from Non-EU countries make sure to mark the option that the sender (you) will pay for the import taxes and customs to Germany.  EuXFEL Warehouse opening times: Mon-Thu: 7:00-16:30; Fri: 7:00-15:30 | | | | | | | | | | | | |
| Put the courier label and other documents according to the instruction of the courier/shipping company on the outside of the packaging | | | | | | | | | | | | |
| Provide the tracking number and courier information as well as the pro-forma invoice to [useroffice@xfel.eu](mailto:usersmeeting@xfel.eu) and [customs@xfel.eu](mailto:customs@xfel.eu) well before the shipment is handed over to the courier/shipping company. | | | | | | | | | | | | |
| Be prepared to answer additional questions that might be asked by the customs authorities (in this case you will be contacted by us) | | | | | | | | | | | | |
| Make sure to check your tracking number for progress on the shipment (if the shipment is not moving / or you notice any issues please call your courier/shipping company) | | | | | | | | | | | | |

1. A good description should answer the questions “What are the goods? What are they made of? What are they used for?”. The description should be **specific**, not vague. VAGUE DESCRIPTION: Sample; Protein; Parts… CLEAR DESCRIPTION: e.g Purified protein Lysozyme for calibration/scientific research [↑](#footnote-ref-1)
2. The value of the goods must be declared in accordance with the WCO regulations. For further information please visit [https://taxation-customs.ec.europa.eu/customs-4/calculation-customs-duties/customs-valuation\_en.](https://taxation-customs.ec.europa.eu/customs-4/calculation-customs-duties/customs-valuation_en)

   **Wrong data may result in delay, fines, or confiscation of the goods at the border.** [↑](#footnote-ref-2)