

Before shipping goods to the European XFEL in the context of a proposal, submit this form to the User Office ([useroffice@xfel.eu](mailto:useroffice@xfel.eu)). For more details, see the website ([www.xfel.eu](http://www.xfel.eu)).

USER OFFICE ONLY

Date received \_\_\_\_\_ Doc. no. \_\_\_\_\_

User		Shipper	
XFEL.EU proposal number	Instrument	Sender institution	
User responsible for shipment		Full address of sender	
User institution		Shipping company	
User email		Shipper reference	Tracking number
User phone (including country code)	Expected delivery date		

**Parcel 1**

Value (€)	Weight (kg)	Length (cm)	Width (cm)	Height (cm)	Hazardous?	
_____	_____	_____	_____	_____	<input type="checkbox"/> Non-Hazardous	<input type="checkbox"/> GHS05: Corrosive
Packaging (e.g. dewar)				UN number	<input type="checkbox"/> GHS01: Explosive	<input type="checkbox"/> GHS06: Toxic
Country of origin					<input type="checkbox"/> GHS02: Flammable	<input type="checkbox"/> GHS07: Harmful
Description of goods					<input type="checkbox"/> GHS03: Oxidizing	<input type="checkbox"/> GHS08: Health Hazard
					<input type="checkbox"/> GHS04: Compressed Gas	<input type="checkbox"/> GHS09: Environmental Hazard
Special handling instructions				Actions/storage upon arrival (e.g. sample to be stored at -80C)		

**Parcel 2**

Value (€)	Weight (kg)	Length (cm)	Width (cm)	Height (cm)	Hazardous?	
_____	_____	_____	_____	_____	<input type="checkbox"/> Non-Hazardous	<input type="checkbox"/> GHS05: Corrosive
Packaging (e.g. dewar)				UN number	<input type="checkbox"/> GHS01: Explosive	<input type="checkbox"/> GHS06: Toxic
Country of origin					<input type="checkbox"/> GHS02: Flammable	<input type="checkbox"/> GHS07: Harmful
Description of goods					<input type="checkbox"/> GHS03: Oxidizing	<input type="checkbox"/> GHS08: Health Hazard
					<input type="checkbox"/> GHS04: Compressed Gas	<input type="checkbox"/> GHS09: Environmental Hazard
Special handling instructions				Actions/storage upon arrival (e.g. sample to be stored at -80C)		