



## General Shipping Instructions for our guests from abroad

In order to guarantee a proper Swiss customs clearance of scientific equipment from foreign research people, following instructions must be followed:

### Importation into Switzerland

Foreign research groups who intend to bring or send scientific equipment to PSI must **be authorized by our Import/Export Department:**

**Contact:** Email: [import@psi.ch](mailto:import@psi.ch) Phone: +41 56 310 29 13 Fax: +41 56 310 29 14

With the procedures according to point A - D we secure you a proper and economical (always if possible a duty and vat free) importation.

### PROCEDURES

#### A) Shipment with Carnet A.T.A.\*

We are very grateful if you are using a Carnet ATA for your delivery to PSI!

Carnet ATA is useful for deliveries of high-value instruments, but it is not recommended for small shipments or samples. Please note that shipping with Carnet ATA is almost only possible with freight forwarders. Couriers such as FedEx, UPS, TNT do not handle Carnet ATA. DHL is the only courier which can handle it.

**Good to know:** If you travel by car, export and import handling are very simplified with Carnet ATA.

If you have no experience with Carnet ATA, you can also proceed according to B - D.

If you intend to use a Carnet ATA for your delivery to PSI please send a copy of the Carnet ATA to [import@psi.ch](mailto:import@psi.ch) with

- Name of your local user contact at PSI
- Estimated delivery date, name of shipping company and shipping details once available

#### B) Dewars/Dry Shippers

If you intend to ship protein crystals to our institute please check our *"DEWAR / Dry Shipper Shipping Instructions"*. This separate file is content of following website and is also linked from the PX-Beamlines: <https://www.psi.ch/useroffice/importshipping>

\* Carnet ATA: customs convention for temporary admission of Goods (Guaranteeing Associations are members of WCF International Guarantee Chain / World Chambers Federation, for more information please visit <https://www.psi.ch/useroffice/importshipping>



### C) Samples/Probes

If correctly declared, samples can be imported duty and VAT free. For this declaration please use the template which can be found at following internet site: <https://www.psi.ch/useroffice/importshipping>

**Shipping of Samples:** Please use the template "*Shipping of Samples*"  
This document must be validated by our Import Manager. With his signature this document can be used as customs invoice for your shipment to PSI.  
**Attention:** This document replaces all other documents such as proforma invoice, invoice for customs purposes or commercial invoice! Instead of adding your invoice to the shipment documents please only use this one!

**Carry-On of Samples:** Please use the template "*Authorisation for carry-on of samples*"  
This document must be validated by our Import Manager. With his signature this document can be presented at the border upon request.

**REMARK:** The template cannot be saved as file – it must be printed as PDF or TIF for saving! Please send the file for validation to: [import@psi.ch](mailto:import@psi.ch) and put your signature on it stating that the declaration is true and correct.

### D) Other Shipments (Instruments without Carnet ATA):

In order to prepare Swiss customs clearance please fill out the *template "Customs-Invoice for Instruments"* and provide us the file with following information to [import@psi.ch](mailto:import@psi.ch):

- Estimated date of shipping
- Estimated date of back transportation
- Shipping Details (weight, number of parcels, shipping company)

**REMARK:** The template cannot be saved as file – it must be printed as PDF or TIF for saving! Please send the file for validation to: [import@psi.ch](mailto:import@psi.ch)

#### **All information is required at least one week prior to importation!**

Furthermore, the scientific research company automatically authorizes Paul Scherrer Institute to take all steps necessary for the completion of your delivery according to the import regulations of Switzerland.

Please note that we do not take over responsibility for delays and import charges such as duties, VAT and other additional costs for deliveries from abroad - cargo must be **delivered freight, duty and VAT paid (DDP)** (according to Incoterms 2010). In addition, we do not take over any responsibility in case of loss or damage of shipment.



### Exportation from Switzerland back to the country of origin

For re-exportation of your equipment to the country of origin the Paul Scherrer Institute will take care of the export clearance and transportation.

If we do not have any clear shipping instructions at the moment of re-exportation, we will ship cargo to your charges by a freight forwarder of our choice.

Furthermore the research groups are responsible for obtaining the bill of entry for the country in question.

Please note that, concerning expired Carnets A.T.A and other temporary customs clearances, we are not able to take over responsibility on authorities. Furthermore, cargo will be delivered **FCA Villigen PSI** (according to Incoterms 2010, all freight charges to be paid by the recipient of shipment). In addition, we do not take over any responsibility in case of loss or damage of shipment and we also do not take over any responsibility for the import customs clearance in the country of destination.

### Choice of Shipping Company

PSI has import agreements with FedEx and TNT. In order to guarantee a proper import clearance we recommend using their services for delivery to Switzerland.

### Insurance

All equipment not belonging to PSI is **NOT INSURED** for transportation and while being at PSI.

It is up to the research groups to obtain insurance against damage of their goods.

If you have any questions please contact our Import/Export Manager directly!

Paul Scherrer Institut  
Fachstelle Import/Export/Zoll