



Dewar/Dry Shipper Delivery Instructions (Shipped from abroad to Paul Scherrer Institute / PX Beamlines)

In order to guarantee a proper Swiss customs clearance and to prevent possible delays of biological/protein samples, packed in dry shippers, following instructions must be followed:

1. Importation into Switzerland

A) Sent by freight service

We are very grateful if you are using FEDEX (www.fedex.com) or TNT (www.tnt.com) due to their experience in handling dry shippers.

Step by Step Procedure:

1) Establishing Customs Papers

For every delivery an invoice for customs purposes (also called "commercial invoice", "customs invoice" or "proforma invoice") is needed.

In order to avoid possible delays of the dry shipper during transportation, we much recommend you to use our example invoice, which can be found in the internet: <https://www.psi.ch/useroffice/importshipping> (DryShipper Invoice).

ATTENTION: This document replaces all other documents such as "commercial invoice", "proforma invoice" or "customs invoice"! Please add NO other invoice to the shipment! For this, you have to make sure that your shipping department is not establishing another invoice.

- The field "Tracking Nr" can only be completed after point 4.

- The document must be **printed 4 times** and each document **must be signed!**

2) Labelling of Shipment:

- Each dewar must be labelled **with proposal number!** Parcels cannot be accepted unless this information clearly appears on the dry shipper.

- Label "**keep upright**" or "**do not turn upside down**" are recommended. Please close the lid of the dry shipper with cable ties. Some institutes always add a **schematical drawing** of the dry shipper to the shipment.

3) Please arrange pick up now and provide us shipment pre-advic:

Please provide us **prior to shipping by email to sonia.reber@psi.ch:**

- Copy of invoice according to Step 1

- Tracking number

- Your Fedex or TNT-Account number for return of samples



4) Removing Liquid Nitrogen from the Dry Shipper

Please do not forget to remove liquid nitrogen from the dry shipper before pickup!

5) Arrival of Dry Shipper at PSI

After arrival of dry shipper @ SLS, you will get our arrival note and the dry shipper will be refilled with liquid nitrogen immediately by our staff.

For any additional storage time filling is guaranteed.

You will find your dry shipper in the incoming dewar room next to beamline PXIII - X06DA (pole 52).

6) Return of Dry Shipper

Dry shipper will be returned if you put it in the outgoing shelf in the dewar room, which is next to the incoming dewar room.

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

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

B) Carry-on by train/car or airfreight

Due to new baggage restrictions carry-on by **AIRFREIGHT is sometimes not accepted** by the authorities and may cause problems at the boarder. PSI cannot give you any recommendations or support if you intend to transport your dry shipper as your baggage.

Carry-on by train or personal car:

For the Swiss customs an authorization for duty and VAT free importation is needed. This document can be found in internet: <https://www.psi.ch/useroffice/importshipping> - "DryShipper Invoice". **A copy of the completed document must be sent to sonia.reber@psi.ch prior to transportation.**

Please check with your local customs office if the same authorization will be accepted in your country or if any special requirements are requested. The document can also be used for back transportation.

2. Re-exportation from Switzerland back to the country of origin

Paul Scherrer Institute will take care of the export clearance and shipping of your dry shipper back to the country of origin

If we have no clear shipping instructions at the moment of importation, we will return the dry shipper collected (**FCA Villigen PSI**, according to Incoterms 2010 - all freight charges to be paid by the recipient of shipment) by a freight forwarder of our choice.

Please note that the research company is responsible to obtain the bill of entry for the country in question. Furthermore, we do not take any responsibility in case of loss or damage of shipment and for the import customs clearance in the country of destination.



3. Insurance

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

It is up to the research groups to obtain insurance against damage of their goods as PSI is not allowed to effect insurance, also for transportation from and to Switzerland.

You can count on our experience in handling shipments for scientific researches and in a proper clearance of your delivery.

If you have any questions please contact our Import/Export Manager or Mrs Sonia Reber directly!

Best regards,

PAUL SCHERRER INSTITUT

Fachstelle Import/Export/Zollwesen