

PMOD/WRC - Shipping instructions

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.

Your local Customs	Please contact your local Customs Administration for correct VAT/Tax procedures when re-importing your instrument(s) after calibration.
Prepare your goods	Make sure the Dome/Lens/Window of the instrument is well-protected. Use original packing and a second padded cardboard box whenever possible.
Cables	Please include signal cables with your instruments.
Prepare your document(s)	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.
Value and Currency	Declare in Swiss francs and the current market value for the instrument(s).
Sent by	Insert your full address, department, name, zip code, country, and phone number.
Send to	Physikalisch-Meteorologisches Observatorium Davos Hochgebirgsklima + Medizin Dorfstrasse 33 7260 Davos Dorf Switzerland Phone: +41 81 417 51 11 / Email: team-office@pmodwrc.ch Remark: ZAZ account No 14864-1
Incoterms 2020	Please ship as DAP – Delivered at place- including customs clearance costs, but without VAT in Switzerland. Shipping costs have to be paid by the customer.
Shipment details	Add number of items, size (LxWxH), weight
Insurance	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.
Carrier	We recommend DHL Express, UPS, 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.
Description of goods	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.
Customs commodity code	9015.8000 (instruments such as: Surveying, hydrographic, oceanographic, hydrological, meteorological or geophysical instruments and appliances).
Country of origin	Please fill in the country where instruments were manufactured. Please do not use the purchase price of the new instrument(s) in order to keep customs fees and VAT as low as possible.
Reason for Export	Scientific instrument – for calibration only. Temporary Export - Goods will return.
Copies	Attach 3 signed copies of the proforma invoice to the shipment.
Send your goods	Fill out an airway bill form (see page 3) for your local carrier or use their online services.
Account	In case you have no account with any shipping companies contact team-office@pmodwrc.ch for our DHL or FedEx account number.
Return shipment	Return shipment is organized by PMOD/WRC. If you have an account number with Fedex/UPS/DHL, please note it in the purchase order.

SENT BY Company name Physikalisch-Meteorologisches Observatorium Name/Department Hochgebirgsklinik + Medizin Address Dorfstrasse 33 City/Postal Code 7260 Davos Dorf Country Switzerland Tel./Fax. No. +41 417 51 71/11 VAT Registration No. CHE-106.829.948 ZAZ account 14864-1		PROFORMA INVOICE			
SEND TO Company name Circe (Centro de Investigación de Recursos v Consumos Energéticos Name María Baquedano Aísa / Solar Generation Department Address Parque Empresarial Dinamiza, Avda. Ranillas 3D, 1a Planta City/Postal Code Zaragoza / 50018 Country Spain Tel. No. T. +34 976 976 859 Fax. No. VAT Registration No. ESG50556091		AWB XXXXXXXXXXXX Incoterm 2010 FCA Davos Number of items 1 Size L/W/H [cm] 35 / 26 / 31 Total Gross Weight 4 Total Net Weight [kg] Movement certificate Proforma Inv. Insurance no Express No	CARRIER DHL Express		
Full description of Goods	Customs Commodity Code	Country of Origin	Qty	Unit Value CHF	Sub Tot Value CHF
Scientific Instrument to measure solar radiation respectively solar intensity, including signal cables: Pyranometer ISO/IEC 17025 Kipp & Zonen CMP21; serial number: 225343	9015.8000	The Netherlands	1	2400.00 CHF	2400.00 CHF
Specific instrument to measure solar radiation respectively solar intensity, including signal cables: Pyranometer ISO/IEC 17025 Hukseflux SR30-M2-D1; serial number 17418	9015.8000	The Netherlands	1	1800.00 CHF	1800.00 CHF
Total value and Currency				4200.00 CHF	

REASON FOR EXPORT

Scientific instrument – for calibration only. Temporary Export - Goods will return.

Place and date Davos Platz, 18 October 2022

Signature

Name Irene Keller

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

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+41 81 417 51 11 (Administration team)

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E-mail: team-office@pmodwrc.ch