

PMOD/WRC - Shipping instructions for IPC XIV, FRC-VI, IPgC-IV

22 Sep. 2025 – 10 Oct. 2025

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.

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|---------------------------------|--|
| 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. |
| REASON FOR EXPORT | Scientific instrument (Pyrheliometer) will be part of the International Pyrheliometer Comparison IPC XIV, FRC-VI, IPgC-IV, 22.9. – 10.10.2025 in Davos and will return to the owner. |
| 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 71 or / +41 81 417 51 11 ZAZ account: 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. |
| Express | Use Economy Service whenever you can. It is much cheaper but not always available. |
| 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. |
| Value and Currency | Declare currency and the current market value for the instrument(s). Please do not use the purchase price of the new instrument(s) in order to keep customs fees and VAT as low as possible. |
| 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. |
| Return shipment | Return shipment is organized by PMOD/WRC. Please include a return label in the package or send your account number by email to team-office@pmodwrc.ch |

Your letterhead

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|---|------------------------------|----------------------|---|-------------------------------|--------------------------------|
| SENT BY Company name Your company address ... Name/Department Address City/Postal Code Country Tel./Fax. No. VAT Registration No. | | | PROFORMA INVOICE | | |
| SEND TO Company name Physikalisch-Meteorologisches Observatorium Hochgebirgsklima + Medizin Name Irene Keller Address Dorfstrasse 33 City/Postal Code CH-7260 Davos Dorf Country Switzerland Tel. No. +41 81 417 51 71/11 Fax. No. VAT Registration No. CHE-106.829.948 ZAZ account 14864-1 | | | AWB XXXXXXXXXXXX Incoterm 2010 DAP Number of items X Size L/W/H [cm] XX / XX / XX Total Gross Weight X Total Net Weight [kg] Movement certificate Proforma Insurance XX Express No CARRIER DHL Express | | |
| Full description of Goods | Customs Commodity Code | Country of Origin | Qty | Unit Value and Currency | Sub Tot Value & Currency |
| Solar (shortwave) radiometers measure direct irradiance from the Sun | | | | | |
| Pyrheliometer, s/n 993225 Including cables | 9015.8000 | Switzerland | 1 1 | 500.00 CHF 0.00 CHF | 500.00 CHF 0.00 CHF |
| Total value and Currency | | | | | 500.00 CHF |

REASON FOR EXPORT

 Scientific instrument (Pyrheliometer) will be part of the International Pyrhemometer Comparison IPC-XIV, FRC-VI, IPgC-IV 22.9. – 10.10.2025 in Davos and will return to the owner.

Place and date insert Place and Date
 Signature make 3 copies and sign here
 Name Your name

