

Sample shipment in preparation of the experiment (BESSY II)

In case you have to send your sample separately/in advance, please, notify your local contact (beamline- or station manager) of the upcoming delivery. It is understood that the sending laboratory bears all costs of the shipment until our institute is reached.

Concerning the shipment documents we would like to advise as follows:

- describe the **contents** correctly
- if the sample has to be handled specially please mention how
- if the sample is in any form dangerous please attach an appropriate declaration
- as term of payment and delivery please use "**ddp**"
- make sure that the **place of destination** is the
Helmholtz-Zentrum Berlin
Wilhelm-Conrad-Röntgen Campus
Albert-Einstein-Str. 15
D - 12489 Berlin
- name a **local contact** person to receive the shipment

"**ddp**" = delivered duty paid (place of destination is named) is a so-called INCOTERM and means that the sender bears all costs and risks until the destination is reached, including customs duties on imports

"sender pays" or "delivery free domicile" are also possible, but are no INCOTERMS.

Please avoid "ddu", "ppd", "cfr", "dap", "cpt", "cip" or "cif", these terms will cause additional costs that we are not prepared to pay, i.e. the delivery will not be accepted.

Helpful links:

<http://www.tis-gdv.de/tis/bedingungen/incoterms/inhalt.htm#3> Transport Information Service
<http://de.wikipedia.org/wiki/INCOTERMS> Wikipedia INCOTERMS