

## General Shipping Instructions

For our guests from abroad

### 1. Samples

If correctly declared, samples can be imported duty and VAT free.

#### a. Shipping of samples

*Please fill in our template "Shipping of Samples", which can be found [here](#).*

*This document has to be validated by our import/export department and can be used as an invoice to accompany the shipment.*

#### b. Carry-on of samples

*Please fill in our template "Authorization for Carry-on of Samples", which can be found [here](#). This document has to be validated by our import/export department and can be presented at the border upon request.*

- ✓ Please note that our templates "Shipping of Samples" or "Authorization for Carry-on of Samples" do not have to be completed in case you are shipping or bringing a dry shipper to PSI. Please check our "Dewar / Dry Shipper Delivery Instructions" [here](#).

### 2. Scientific equipment

The following two options are available for shipment and carry-on of scientific equipment.

#### a. Carnet ATA

*This is the easiest way to arrange a duty and VAT free export and re-import of valuable scientific equipment. A [Carnet ATA](#) can be ordered at your local chamber of commerce.*

#### b. Temporary import

*In exceptional cases a temporary import can be arranged, should you have difficulties applying for a Carnet ATA. Please fill in our template "Customs Invoice for Instruments", which you can find [here](#). This document has to be sent to our import/export department at least one week prior to shipping.*

### 3. Re-export back to country of origin

- a. *PSI will arrange re-export*
- b. *Transport charges will be charged to receiver*
- c. *Please send us your delivery instructions in advance*
- d. *Customs clearance in the country of origin is to be arranged by receiver*



#### **4. Shipping company**

For a smooth customs clearance we recommend using FedEx or TNT, if possible.

#### **5. Insurance**

PSI is not responsible for the insurance of your material during transportation or its usage at our premises.

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Please contact our import/export department before sending or bringing scientific equipment, samples or dry shippers to PSI.

Paul Scherrer Institut  
Import/Export/Customs

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