

Shipping Information

Preparing Strains

- Generally send starved, cleaned plates.
- If strain is at 15C, chunk to a 6 cm plate, wait for it to starve and send.
- If strain needs to be thawed, thaw the strain, clean it, pick L4s from the clean plate to a new 6 cm plate, wait for the new plate to starve and send.

General Notes

- FedEx Shipping:
 - In the field marked "Sender's FedEx Account Number", enter NU's account number:
 - **Domestic:** 123008685 (*new # as of June 2015*)
 - **International:** 172150845
 - In the field marked "Your Internal Billing Reference", enter the appropriate chart string number:
 - **Start-up Funds:** 171-4011000-10031507-01
 - Packages should be brought to the Mail Room on the ground floor Tech by 4:30 PM

Shipping Strains International via Fed Ex

1. If you have never shipped to a particular country, it's best to call Fed Ex to find out exactly which documents you need. It is also helpful to do their on-line chat
2. No matter where you are shipping, include an updated version of Erik's letter (Worm shipment cover letter) and Erik's label (Worm Mailing Label_ECA).
3. Under "Package & Shipment Details":
 - a. state declared value as \$10
 - b. Choose service type
 - c. package type is "FedEx Envelope" BUT, put plates in a padded envelope inside the FedEx envelope.
 - d. Package contains "products/commodities"
 - e. Shipment purpose is "commercial"
 - f. Total customs value is \$10
4. Under "Commodity Information":
 - a. Choose "add new commodity"
 - b. In "commodity description", paste the description from the Worm Mailing Label
 - c. Unit of measurement = pieces
 - d. Commodity Weight = 1 lb (unless you are sending a lot of plates)
 - e. Customs Value = \$10
 - f. Country of Manufacture = USA
 - g. Harmonized Code = none (this is for items valued at more than \$2500)
 - h. if you are making a new commodity description, check the box to save the profile (so you can make a name)
5. Under Customs Declaration:
 - a. Call FedEx if you don't know the specifics of what you need. Once you choose the appropriate documents and opt to print, the correct number of needed documents should automatically print
 - b. If you choose Commercial Invoice, the "Terms of Sale" is "DDP" if we are paying or "DDU" to bill the recipient for taxes and duties
 - i. USE DDU; otherwise, you need extra documentation if we pay

- ii. if you choose to select to bill duties/taxes to yourself in Billing Information, you can select "Free Carrier (FCA/FOB)" under Customs Documentation and no other documentation is needed.
6. If you don't need a Harmonize Code, you don't need Electronic Export Documentation. If you select "No EEI/SED required" and a dropdown menu appears, choose the first item ("No EEI 30.37(e)")

Dry Ice Instructions

1. Make sure to put a dry ice label on two different sides of the box. Try to include as much of the addresses as possible on the label.
2. When shipping international with FedEx, make sure to use the Expanded International Waybill to fill out information about dry ice.

Country Specifics:

Canada: Need two copies of the International Weigh Bill (ie - the label) and three copies of a Commercial Invoice.

France: DNA/RNA; no harmonized code; 2 copies of the International Weigh Bill and 3 copies of the Commercial Invoice.

South Korea:

China:

1-800-247-4747

Shipping international via USPS

- Can ship using department mailing labels. Attach barcode label to Northwestern Mail Services form.
 - If you want a tracking #, you need to send via Express Mail. Peel tracking off back page and place on pink copy of Mail Services form to keep.
 - Need to fill out Customs form - pretty much the same as usual, but didn't fill out anything in block 11 (EEL/PFC) section since we don't need.
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