



Shipping instructions for METAS customers

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For goods that are temporarily imported into Switzerland and then returned to the customer

If a customer temporarily sends goods to Switzerland (calibration, testing, etc.) which are then returned to the sender, the following instructions must be followed:

Shipping costs and risk

Devices are always sent to METAS in accordance with **Incoterms® 2020 DAP Wabern**

Shipping documentation

A **shipping invoice** is required, which must be issued by the owner of the goods. This includes the following information:

- a) **UID no., EORI no. (EU area) and email address of the contact person** for customs clearance
 - b) each device with its description, serial number, country of origin and HS code customs tariff number
 - c) A truthful statement of the **current** value of the goods
 - d) Note for **temporary import into Switzerland for calibration/testing**
 - e) Note **Incoterms® 2020 DAP 3084 Wabern**
- **Please also include a copy of the shipping invoice and the purchase order in the package.**

Request customs clearance instructions

The transport company **must** request customs clearance instructions from METAS for every consignment to Switzerland. Failure to do so will lead to delays in Swiss import customs clearance and generate additional costs. Any additional costs will be charged to the sender.

Costs for calibration/testing

Costs for calibration, testing, etc. may not be removed from the METAS shipping invoice.

Return shipping

If METAS is to organise the return transport, the customer must provide METAS with their courier customer number (post and DPD are not permitted). In this way, METAS will return the devices/test equipment in accordance with **Incoterms® 2020 FCA**. If the customer does not provide the customer number or if the goods were delivered by a freight forwarder, the customer must organise the return transport of the devices themselves.

Personal collection

If the goods are collected by the customer in person, METAS requires the Swiss customs export certificate. Otherwise, the customer will be charged value added tax for the services provided by METAS and, if applicable, the value added tax charged at the time of importation.

Processing fee

METAS charges an import and export flat-rate fee of CHF 60 for processing foreign shipments.

The devices are shipped to METAS for the account and at the expense of the customer (in accordance with Incoterms® 2020 DAP). All additional costs incurred during delivery will be invoiced to the customer.

ATA Carnet

Please **only use** an **ATA Carnet for interlaboratory tests** and **not for calibrations**. An ATA Carnet is not permitted as soon as the device is tampered with.

Delivery addresses:**Bern Wabern location**

Delivery by Swiss Post:

Federal Institute of Metrology METAS
Lindenweg 50
3003 Bern
Switzerland

Delivery by courier service, car, lorry and other vehicles:

Federal Institute of Metrology METAS
Lindenweg 50
3084 Wabern
Switzerland

Location Campus Liebefeld

METAS, Campus Liebefeld
Schwarzenburgstrasse 165
3097 Liebefeld
Switzerland