SGF PACKING AND SHIPPING INSTRUCTIONS No.: 1402341075

PACKING INSTRUCTIONS FOR SAMPLE SHIPMENTS

The international demand of courier services is that all packages should withstand a drop from a height of 80 cam.

Frozen Samples, not pasteurized samples:

Sample material filled in plastic bottles properly packed in frozen condition in an insulated container, for example a styrofoam box/polystyrene box with freezed cooling elements or carbon dioxide ice. Empty space in the package should be filled with small parts of packing material to avoid any gliding or slipping of the samples inside.

Ambient Samples, pasteurized/preserved or aseptic bags:

It should be packed in a suitable transport case which is strong enough to carry the weight of the samples without damage. Empty space in this box should be filled with small parts of packing material to avoid any gliding or slipping of the samples inside.

Glass bottles: PLEASE USE GLASS BOTTLES ONLY IF YOU HAVE NO OTHER POSSIBILITY!!!

Each glass bottle should be rolled safely in air-filled foil (or appropriate packing material) and packed in a suitable transport case which is strong enough to carry the weight of the samples without damage. The samples should be kept cool with cooling aggregates if necessary. Empty space in this box should be filled with small parts of packing material to avoid any gliding or slipping of the samples inside.

Fresh fruits, ambient

Please pack whole fresh fruits either in a cardboard box, each fruit separately rolled up in newspaper, empty spaces in the box filled with packing material, or in a Styrofoam Box with cooling aggregates, but the fruits separated and insulated with newspaper or styrofoam particles from the cooling aggregates so that the fruits do not get in touch with the cooling material. Please do not use dry ice - otherwise the fruits will freeze! Please label the package outside as follows: "Perishable goods - cool storage during complete transport only!"

For ambient whole fresh fruits a phytosanitary certificate is required for customs clearance.

Fresh fruits, frozen

Please send frozen fresh fruit samples filled in plastic bags, properly tied and packed in an insulated container (ex. a styrofoam box/polystyrene box with cooling elements (carbon dioxide ice, cooling aggregates). On the invoice please indicate the quantity, the correct description ("frozen type of fruit" ex. "frozen raspberry", "frozen blueberry" etc.) and the value of the samples should be noted. It is of utmost importance to note the correct customs tariff number (Hs Code 0811 10) on the invoice to avoid delay in the customs. No phytosanitary certificate is required for frozen fruits. Please care for a short duration of transport.

SHIPPING INSTRUCTIONS FOR SAMPLE SHIPMENTS

The recommendation for shipping is by courier service; this is the simplest way.

If this is not possible you can send the samples by airfreight also, but this is complicated and more expensive.

Shipping address:

SGF International e.V.
Attn.. Lena Ackermann, Sara Kramaric, Antje Kiefer
Marie-Curie-Ring 10a
55291 Saulheim
Germany
EORI-Nr.: DE4689607
Tel. +49 173 455 19 39 / +49 1522 2503 820 / +49 1522 2503 871
Email: irma@sgf.org/ lena@sgf.org /sara@sgf.org/ angie@sgf.org

Delivery BY COURIER SERVICE:

Delivery advice in advance to SGF per Email:	- Name of the Courier Service - Courier Waybill No. - Date of dispatch

Delivery BY AIR FREIGHT

Delivery advice in advance to SGF per Email:	- Name of the Airfreight Company - AWB-Number - Date of dispatch
Airport of Destination:	Frankfurt/Main, Germany (FFM)
Delivery Condition:	**DDP (delivery door to door, duty/customs prepaid)**
Airfreight - Customs Agent:	CGC – Central Global Cargo
Email:	kis@central-global.aero
Phone:	+49 6142 177 3860

Please ask your courier service or airline for further national forwarding regulations.

Shipping documents for both shipping methods:

To ensure smooth customs clearance of your sample shipment, please note that the pro-form invoice accompanying each shipment must contain the following information:

- Shipper address: The name of the company which is sending the samples
- Shipping address (receiver): The address of SGF International e.V., (above mentioned)
- The product description of each individual sample, for example "frozen Lemon Juice Concentrate" or "fresh apple fruits" etc.
- The correct customs tariff number Hs Code 081110 (Hs Code 0810 1000 00 0)
- The correct number and kind of container and their filling quantity, i. e. 2 x 500 ml plastic bottle or 4 x 1000 ml aseptic bag
- The price for each individual sample and the total price, the total sum should not exceed 50,- Euros.
- Please note on your invoice: "These samples are for scientific purposes only. The indicated price is for customs clearance only and has no commercial value."
- Please specify the net and gross weight for each package weighed by yourself and, if the shipment consists of more than one package, please also specify the gross weight of the entire shipment weighed by yourself. If there is a big difference between the net and the gross weight please notice the reason, for example: 5 kg dry ice or 7 kg cooling elements etc.

A sample shipment of ambient/not frozen fresh fruits must be accompanied by a Phytosanitary Certificate:

- this document should be issued in printed Latin characters and in an official language of the European Union.
- should indicate the botanic names of the fresh fruits in Latin language
- the date of issue must not be older than 14 days before shipment of the samples

Please ensure that all information on the documents matches. There must be no discrepancies in weight or price between the waybill and the invoice.