Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Title	Date
Shipping instructions for METAS customers	29.03.2021

For goods that are imported temporarily into Switzerland and are subsequently returned to you

If you send goods to Switzerland temporarily (for calibration, testing, etc.) that will subsequently be returned to you, please follow the instructions below:

1. Please always send us your devices in accordance with **Incoterms® 2020 DAP Wabern**

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

   a) **VAT no., EORI no. (EU area) and email address of the contact person** for the customs clearance
   b) Information about each device, incl. the description, serial number 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.**

3. Please only use an **ATA Carnet for ring trials** and **not for calibrations**, as manipulations will be carried out on the device.

4. An import and export flat rate fee of CHF 60 will be charged for processing foreign shipments.
   The shipment of the devices to us will be at your own costs (in accordance with Incoterms® 2020 DAP). All additional costs incurred during delivery will be charged to you.
   Please inform us of the **customer number of your courier** on the delivery note (please not via Swiss Post or DPD), so that we can return the devices/test equipment in accordance with **Incoterms® 2020 FCA** to you. If the customer number is not provided or if the goods have been delivered by a freight forwarder, you will need to organise the return transport of the devices yourself.

5. If you will **collect the goods personally**, we will require the customs export license. Otherwise, we will also charge you the VAT charged in the import process.