

Dry Ice Shipment

For non-dangerous goods - samples only

Prior to shipment, you will require the following items:

- DHL Express Return Label
Request DHL Express Labels from GENEWIZ at least 1 week prior to your shipment
- Order confirmation form
- Proforma Invoice (for non-EU customers only)
- Polystyrene and DHL cardboard boxes (supplied by GENEWIZ)
- Dry ice

For Submission to our GENEWIZ lab, please follow these steps:

Order DHL Express Label

Provide the following details to logistics.europe@genewiz.com

- Quote Number
- Weight and dimension of your parcel/envelope
- Your exact pick up address, phone number, and email
- Indicate it is a dry-ice shipment

A DHL Express Return Label, polystyrene and DHL cardboard boxes will be sent to you within 3-4 days ([Appendix 1](#)).



Book your DHL Express Pick Up

Use your country-specific DHL Express website link to book **your DHL Express Pick up** ([Appendix 2](#)). DHL Express may pick up your sample the same day (book before 2pm) for delivery on the following day to our Leipzig NGS facility.

Prepare your samples

Prepare your samples as indicated in your GENEWIZ quote, or in our online [Sample Submission Guidelines](#)

Pack your samples, include the required documents, and inform GENEWIZ

- Pack your samples into the provided polystyrene box with enough dry-ice, seal it properly and put the polystyrene box in the DHL cardboard box. Samples should not be able to move inside the box.
- Include the order confirmation form inside the cardboard box and seal the package properly
- Affix the DHL Express Label to the package
- Inform GENEWIZ: Email your quote and DHL tracking number titled 'GENEWIZ Quote Number' to: ngs.europe@genewiz.com and logistics.europe@genewiz.com

For non-EU countries: Please attach a [Proforma Invoice](#) to the shipment. Complete all fields, print, sign, and make 2 additional copies. Enter ~10€ for the package value, in the 'Total value for Customs' section of [Appendix 3](#). Place the DHL Express Label, the Proforma invoice (original and two copies) outside your shipping parcel/envelope. The archive document should be signed by the courier.

Appendix 1 – Example of DHL Express Label

EXPRESS WORLDWIDE WPX DHL

2018-10-07 10:45:10 (17.11.17) 123-14101

From: **Customer address** **Origin:** **LEJ**

Your address →

To: GENEWIZ Europe
NGS Lab
Bahnhofstrasse 86
04158 LEIPZIG Saxony
Germany

Contact:
Susann Lindemeyer
+49 341 520 122 – 27
ngs.europe@genewiz.com

0250 US-TTN-TTN

C-ICE Day Time

Ref code transfer buffer 5.50 kg 1 / 1
transfer buffer
UN1845 Dry Ice, Net 5kg.

Your waybill number → **WAYBILL 35 2166 5265**

(2L)US07080+48000001

(J)JD01 4600 0063 0135 2740

Appendix 2 - List of DHL Express website links:

Book your pick up

Choose your country and click on the link listed below. You will be directed to your DHL website where you can book a pick up from your location.

[Austria](#)

[Belgium](#)

[Croatia](#)

[Denmark](#)

[France](#)

[French Guiana](#)

[Germany](#)

[Greece](#)

[Iceland](#)

[Ireland](#)

[Italy](#)

[Latvia](#)

[Portugal](#)

[Spain](#)

[Sweden](#)

[Switzerland](#)

[UK](#)

Appendix 3 – Proforma Invoice

Day/Month/Year

Ship to:

GENEWIZ
NGS lab
Bahnhofstrasse 86
04158 Leipzig
Germany

GENEWIZ contact:

Susann Lindemeyer, PhD
Bahnhofstrasse 86
04158 Leipzig, Germany
Tel: + 49 (0)341 520 122-27

Airway Bill Number:
Courier:
Number of packages:

Shipping Contact:

Name:
Tel:
Dimensions: cm x cm x cm

Full Description of Goods	No. of Items	Total value for Customs
..... eg PCR product. Non-hazardous, non infectious, and non-contagious, (non infectious to animals & plants, and does not contain animal products or serum). Wash with water in the event of spillage. This material is not known or suspected to contain an etiological agent, host or vector of human disease and has been packed, labelled and transported in accordance with all applicable regulations. Packed on dry ice. Public Health Service Permit Not Required For Customs Purposes only

Senders VAT number:

Name and Address of Manufacturer:

Reason for export: **For scientific analysis by GENEWIZ. Not for the diagnosis of disease for humans.**

Authorisation:

I declare that the above information is true and correct to the best of my knowledge and that the goods are of (e.g. French) origin.

For and on behalf of the above people.

.....
Signature: