

## Ambient Temperature 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 24-48 hours prior to your shipment
- Order confirmation form
- Proforma invoice (for non-EU customers only)
- Parcel/envelope

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

#### Order DHL Express Label

Provide the following details to [logistics.europe@genewiz.com](mailto: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 an ambient temperature shipment

A DHL Label will be sent to you via email within 24-48 hours ([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

- Use a parcel/envelope to pack your samples safely
- Include the order confirmation form inside your parcel/envelope
- 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](mailto:ngs.europe@genewiz.com) and [logistics.europe@genewiz.com](mailto: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 ~5€ 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

Your address →

**EXPRESS WORLDWIDE WPX DHL**

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

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

Contact: **Suzann Lindemeyer  
+49341 520 122 -27  
ngs.europe@genewiz.com**

**0250 US-TTN-TTN**

**G-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-	.....	.....

### DNA | RNA | Extraction Requirements | Sample Quality Control Assessment

packed, labelled and transported in accordance with all applicable regulations.  <p style="text-align: center;"><b>Public Health Service Permit Not Required</b></p> <p style="text-align: center;"><b>For Customs Purposes only</b></p>		
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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: .....