



OUTGOING INTERNATIONAL SHIPMENTS DECLARATION FORM

Use this form to request shipping documents for outgoing international shipments only.

SECTION 1 – SHIPPER'S INFORMATION

All fields in this section are mandatory, failure to complete will result in delays in shipping.

Requested Ship Date

Carrier Pick Up Address & Location

Goods will be picked up by the carrier on the specified date and at the specified location. Changes in either will result in delayed shipment.

Shipper's Name

Address

Address field must be complete including street address, city, province and postal code.

Department

Building

Room Number

Phone Number

Extension

Email

Customs Clearance Charges

Shipper

OR

Consignee

Payment Details

One of the two following fields must be correctly completed, failure to do so will result in delayed shipment.

For Prepaid Shipments – valid 26 digit GL code

For Collect Shipments – Consignee's Carrier

Account #

SECTION 2 - RECEIVER'S INFORMATION

Company Name

Contact Name

Address

Email Address

Phone number

Extension

Receiver's Tax ID # (if applicable)

Quantity

Unit Price

Description of Goods (including model #, serial #, dry samples, wet samples etc.)

Description is used to determine customs categorization and charges, it must be as complete and accurate as possible to avoid additional or unnecessary costs.

Pretax Value of Goods

Currency

Name and Country of Manufacturer

Reason for Shipping (repairs, warranty, RMA#)

Type of Packaging (boxes, envelopes, pallets)

of Boxes

Dimensions

Total weight of shipment

Total weight of Dry Ice

SECTION 3 – SPECIAL HANDLING INSTRUCTIONS

For Dangerous Goods shipping contact Shipping at 519-824-4120 #52264 or mailrm@uoguelph.ca

For BIOLOGICAL SUBSTANCES, origin of the items must be specified.

IMPORT PERMITS required by the destination country must be provided by the receiver and attached.

MATERIAL SAFETY DATA SHEET (MSDS) must be attached to this form if required.

PHYTOSANITY ITEMS - required certificates must be attached to this form.

For OTHER DANGEROUS GOODS, all required documents must be attached.

SECTION 4 – SUBMISSION INSTRUCTIONS

COMPLETED FORMS WITH ALL REQUIRED ATTACHMENTS MUST BE SUBMITTED AS FOLLOWS;

Non Dangerous Goods shipments – Email Purchasing.helpdesk@uoguelph.ca

Dangerous Goods shipments – mailrm@uoguelph.ca

Shipping documents will be returned to the Shipper shown in **SECTION 1**.

It is the responsibility of the named Shipper to make 5 copies of the documents, to be distributed as follows:

- 3 copies attached to outside of the package
- 1 copy given directly to the carrier
- 1 copy must be retained by the shipper for a minimum of 2 years.