

Procedure for shipments of research material without commercial value

DRY ICE – domestic / abroad:

1. Always contact FedEx by phone for shipments on dry ice!
2. Fill out a waybill, write a pro forma invoice and enclose the two documents to the package at the pick-up point.

Remember to order shipments on dry ice for pick-up Monday / Tuesday.

DRY ICE - shipping from the United States to DK, **where the Department pays the freight:**

1. Contact the sender and ask the person in question to:
 - a. order a collection at the local FedEx agency on the Department's account no. and
 - b. fill out the required waybill.
2. *You* forward a pro forma invoice to the sender (the sender encloses the waybill and pro forma invoice to the package at the pick-up point).

Standard packages - domestic / abroad

Phone call or online ordering at [FedEx Ship Manager TM Lite](#) (v. Packages > 68kg)

Standard shipments for abroad must be provided with a pro forma invoice.