

Department of Biomedicine
LOGON: For user-id and password, please ask the secretariat.
When booking by phone, account no is required and will be
provided by the secretariat
EAN: 5798 000 418 486

FedEx

Tel.: 702330332

Procedure for shipment of research material without commercial value

DRY ICE - domestic/abroad:

Remember to order shipments on dry ice Monday/Tuesday

1. Go to LOGON to order a pickup and print your waybill online at [FedEx Ship Manager TM Lite](#).
 - a. Completing the form - **after item 4. and before item 5.**, please note the space marked "Special terms" and here specify that you order a DRY ICE shipment.
 - b. Item 5. has 3 shipping options where you choose the third option: **"Use an already planned pickup / order a planning later"**.

Then you print the label and waybill, which you must sign and attach to the package in a plastic pocket. You will receive a tracking no.

2. Now you call FedEx on tel.: 70 233 332, inform tracking no. and point out that you have ordered a dry ice shipment.
You will receive a booking no.

Remember that a pro forma invoice must accompany shipments to non-EU countries.

Dry Ice - shipment of parcel from the **USA to DK**, where the Department pays the freight:

1. Contact the sender and ask them to:
 - order a pickup from the local FedEx bureau by LOGON at FedEx Ship Manager TM Lite using the Department's user-id and password. Or, if requested, by use of the Department's **account no. xxxxxx**
 - fill in the waybill to be attached to the parcel at the pick-up point.
2. You complete the pro forma invoice and submit it by mail to the sender (who attaches it to the package together with the waybill).

Standard packages – domestic/abroad

Phone call or online ordering by LOGON at [FedEx Ship Manager TM Lite](#) (packages >68 kg).
Remember that a pro forma invoice must accompany standard shipments for abroad.