



Outbound

Cargo, parcels and express-/courier shipments

Goods are sent by Your Special Delivery Service (YSDS). Form to send with your goods to YSDS is available at <https://internt.slu.se/en/services/premises/buildings-on-campus/6/for-employees/2>. It **shall** be attached digitally with the order e-mail to order.uppsala@ysds.com and to the physical shipment. YSDS also assists with imports and third-party shipments.

1. Goods must be well packaged. The sender is responsible for all shipping damage caused by inadequate packaging.
2. Consignor shall provide all information and documents required. What is required depends on where the package should be sent and what it contains. YSDS can be of assistance and help with consultation and guidance. YSDS can be reached at either 08-51800400 or order.uppsala@ysds.com
3. Talk to YSDS upon choosing an appropriate transport service, faster deliveries are more expensive.
4. YSDS can always help you fill out all forms.

Dangerous goods are subject to special regulations.

- A red form: "Shipper's declaration for dangerous goods" should be filled in and attached digitally to the order e-mail. The form for dangerous goods is available at <https://internt.slu.se/en/services/premises/buildings-on-campus/6/for-employees/2/>.
- A MSDS (Material Safety Data Sheet) should be filled in and attached digitally to the order e-mail. Examples for MSDS's can be found: <https://kemia.lul.se>
<http://www.ebc.uu.se/internt/sakerhet/Kemia/Kemia-lathund/> Sigma (internal system)
- YSDS ensures that the correct label is on the item
- Dry ice is available in the goods department. Styrofoam packaging is provided by the sender. If either dry ice or Styrofoam packaging is missing, YSDS can provide both if noticed at the time of order.

In order to protect people, property and the environment there is a comprehensive legislation on how to handle dangerous goods for transport. Do you lack knowledge of the regulatory framework YSDS is available for consultation.

After a shipment has been booked with YSDS it is to be delivered to the appropriate place in the goods department. For shipments with specific requirements for pickup or delivery YSDS will arrange pickup as agreed upon. **Deadline for ordering shipment for departure the same day is 15:00.**

Customs' information

- Are you bringing goods into or out of Sweden? **Customs Guide** (<http://www.tullverket.se/tullguiden.4.4ab1598c11632f3ba9280003131.html>) is available on The Swedish Customs website with information on how you can carry out your errand.
- When importing or exporting goods in our out of the EU's customs territory the goods TARIC code need to be used as stated by the EU.
- For trade between countries within the EU, the shipper shall report the TARIC code according to the list used in the EU due the statistics stated in Intrastat.



Your
**Special
Delivery**
Service

- Taric Search Engine
(<http://www.tullverket.se/sokordao/t/taric/taricsoksystem.4.4ab1598c11632f3ba9280001724.html>) gives you all the information you need to provide the right information to Customs. You can get up-to-date information on tariff rates, TARIC codes, import and export regulations, exchange rates, and more.
- TARIC (<http://taricdok.tullverket.se/taric/startside>) homepage.
- Duty-free for scientific instruments and apparatus
(<http://www.tullverket.se/innehallao/t/tillstand/tillstand/tullfrihetforvetenskapligainstrumentochapparateritillstandtvfttvtfg.4.7f666dc013f3d5de70826a1.html>)