

1. Sender information

Commercial Processing

If this person is not also the client, enter the person who fills out the goods shipment form or is responsible for the administrative tasks. Here, enter the name, company, department, phone and fax number.

Client

The client is the person responsible for the accuracy of the information on the goods shipment form and can answer any queries. Here, enter the name, company, department, phone and fax number.

Order No./ID No.

If available, enter the order number or another number with which the goods shipment can be identified by the sender.

Account/cost centre

Here, enter the cost centre to which the shipping costs should be charged.

Issue date

The issue date is the date on which the goods shipment form is filled out.

2. Shipping item information

Ready for shipment date

The ready for shipment date is the point from which we can dispose of the shipping item. An entry here is only necessary if the shipping item is not ready for shipment at the time of order placement.

Drop-off point/loading point

Enter the location where the shipping item is to be dropped off.

If the drop-off point is at one of the CHEMPARK locations, a short form indication is sufficient (e.g. LEV, Bldg. C 201, Gate 120, Room 011).

If the drop-off point is outside the CHEMPARK locations, the complete address (company name, contact person with phone number, department, street [no P.O. box address], post code, City, Country) must be entered.

Current value of goods

An entry in this field is only required for shipments outside the EU. Then, enter the current value of the shipping item in euros in this field. For multiple shipping items on one goods shipment form, the value for each shipping item must be indicated separately.

Country/Region of origin

An entry in this field is only required for shipments outside Germany. Then the country of origin of the shipping item (Made in ...) and, if known, the region (e.g. NRW) must be entered in this field. For multiple shipping items on one goods shipment form, the country of origin for each shipping item must be indicated separately.

Reason for export

An entry in this field is only required for shipments outside Germany. Then, enter the reason for export (e.g., sale, sampling, repair, return [e.g., of a loaned device], free provision).

Shipping item

Enter all items you want to ship with this goods shipment form.

For product shipments (samples), a valid material number must also be specified. If no material number is available, please consult with us and then contact your ecology department. Also, enter the weight of the shipping item (excluding packaging). If available, you can also enter the batch here.

Example product shipment: 1 kg hydrochloric acid, Mat. No. 123456, Batch: Standard sample

For shipments of non-products (e.g., technical material), the description of the shipping item should be as clear as possible (do not use abbreviations). For shipments outside Germany, the description of the shipping item is needed in both German and English. Also, enter the quantity and the weight of the shipping item (excluding packaging).

Example for shipping non-products: 2 units "Kyocera FS-1900" laser printer, each 5 kg (English: laser printer)

If the packaging of the shipping item is done by Chemion, we will receive the additional data through our packaging warehouse.

If the shipping item is already packaged, the following additional information is needed:

- Number and type of packaging material (e.g., 1 cardboard box or 3 wooden pallets),
- Dimensions of each packaging material (length x width x height, for pallets including the shipping item)
- Total weight of each packaging material (weight of shipping item + weight of packaging material).

In this case, you are responsible for the proper labelling of the packaging materials and will receive the delivery number from us.

Hazardous goods

If the shipping item is not hazardous goods according to transport regulations, "no" must be entered in this field.

If the shipping item is hazardous goods and is to be packaged by Chemion, "yes" must be entered and the valid safety data sheet must be attached to the shipping item in addition to the goods shipment form.

If the shipping item is hazardous goods and has already been packaged ready for shipment by you, "yes" must be entered and the valid safety data sheet must be attached to the goods shipment form when placing the order with us.

3. Recipient information

Delivery date

If the shipping item must be delivered by a specific date, please enter it here.

In all other cases, nothing needs to be entered here, as we always set the delivery with the fastest shipping method.

An earlier delivery date thus means a special trip and is associated with significantly higher costs.

Shipping address

The shipping address is the address to which the shipping item should be delivered. The address should be specified as complete as possible (company name, contact person with phone number, department, street [no P.O. box address], post code, city, country).

Shipping note

In this field, enter the number with which the goods shipment can be identified by the recipient.

Additionally, you can enter notes for order processing that relate to this goods shipment (e.g., if a special shipping method is desired).

Also indicate here if you wish for the shipping item to be packaged by Chemion and whether, in this case, you will arrange the transport to the packaging warehouse (LEV, Bldg. C 201; DOR, Bldg. A 831; UER, Bldg. N 169) yourself or whether we are to carry out this transport.

Please note that the interface control under SAP requires a lead time ranging from

- at least one working day for a pre-packaged domestic shipment, and
- at least three working days for an export shipment including packaging services

For any queries, suggestions for improvement, praise, or criticism, we are gladly available at the phone number +49 214 2605-29017.