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| --- | --- | --- | --- |
| Q | **Shipment detail** | **Information required** | **Additional guidance** |
| 1 | End user’s name and email address |  |  |
| 2 | What goods are being imported?  Please provide a description of the goods in plain language and the 10- digit commodity code for each item.  If you are unable to identify the commodity code, the supplier should be able to advise. Please contact the Import Export Hub if there are any queries. |  | [Finding commodity codes for imports into or exports out of the UK - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/finding-commodity-codes-for-imports-or-exports)  [UK Integrated Online Tariff: Look up commodity codes, duty and VAT rates - GOV.UK (trade-tariff.service.gov.uk)](https://www.trade-tariff.service.gov.uk/sections) |
| 3 | What is the reason for import?  For example, are the goods for medical or veterinary research, treatment, diagnosis, or training? Scientific research [applicable for duty]? Sale? Purchase? Loan? Field Trip? Exhibition? Donated goods? |  |  |
| 4 | Please advise the value of the goods (itemised) and the freight cost if applicable.   * Purchased goods = price paid * Free of Charge goods = price paid if sold/actual value of goods * Goods have no commercial value or samples = cost of production/actual value of goods |  |  |
| 5 | Who is the supplier and where are the goods being imported from? |  |  |
| 6 | What is the Country of Origin (COO) for each item?  This is where they have been **grown, produced, or manufactured**, not where they are shipped from. The supplier will be able to advise. |  | [Origin of the Goods (europa.eu)](https://ec.europa.eu/taxation_customs/customs-4/international-affairs/origin-goods_en) |
| 7 | Will the goods remain in the country of import (UK) permanently?  If it is a temporary import, please advise how long the goods will remain in the UK before they are re-exported back to the sender. | Yes  No  If no, please provide further details. |  |
| 8 | If known, how are the goods being imported?  E.g. DHL, FedEx, UPS, through merchandise in baggage etc. If known, please advise the account number. |  |  |
| 9 | If known, who is responsible for paying for the shipping, insurance and import VAT and duties? UCAM or the supplier/sender?  If you know the Incoterm (delivery terms) agreed with the supplier/sender, please advise. |  | [Incoterms 2020 – international trade regulations | Kuehne+Nagel (kuehne-nagel.com)](https://home.kuehne-nagel.com/-/knowledge/incoterms) |
| 10 | Are the goods of human or animal origin? Do they contain or are they stored in any animal by-product?  If they are of animal-origin, please specify the species. |  |  |
| 11 | Do the goods require an import licence?  Import licences include (but are not limited to) licensing for live animals, animal products, animal by-products, tissues and cells for human application, plant, plant products etc.  There is a list of [General Licences](https://www.gov.uk/guidance/importing-live-animals-or-animal-products-from-non-eu-countries-general-licences-and-authorisations#research-and-diagnostic-samples-trade-samples-and-display-items) available for the import of animal products. They are available for use without prior authorisation if the conditions of the licence are met. If you are unable to identify a general licence, please contact your department’s the Biosafety Officer and complete a IV58 form to apply for a specific import licence. | Yes  No  If yes, please provide a copy |  |
| 12 | Do the goods qualify for Medical Exemption? | Yes  No | [Medically Exempt purchases | Finance Division (cam.ac.uk)](https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-9-vat-and-other-taxes/typical-purchases-uk-4) |
| 13 | Are you importing scientific instruments and apparatus for non-commercial and non-profit making scientific research?  Please refer to the link to ensure your goods qualify before choosing ‘yes’ | Yes  No | [Pay no Customs Duty and VAT on scientific instruments - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/pay-no-customs-duty-and-vat-on-scientific-instruments) |
| 14 | Please provide further details of your query or any additional comments here. |  | |