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| Q | **Shipment detail** | **Information required** | **Additional guidance** |
| 1 | Department code and name |  | [CUFS Departments | Finance Division (cam.ac.uk)](https://www.finance.admin.cam.ac.uk/departmental-contacts) |
| 2 | Are you importing or exporting? | Importing  Exporting |  |
| 3 | What is your query relating to? | Choose an item. |  |
| 4 | Is there a related Purchase Order? | Yes  No  If yes, please provide a copy |  |
| 5 | What goods are being exported/imported?  Please provide a description of the goods in plain language and the commodity code for each item.  Commodity codes for exports will have 8-digits and imports will have 10-digits |  | [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) |
| 6 | What is the reason for import/export?  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? Is it a permanent or temporary import/export? |  |  |
| 7 | 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 |  |  |
| 8 | Who and where are the goods being imported from/exported to? |  |  |
| 9 | 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 |  | [Origin of the Goods (europa.eu)](https://ec.europa.eu/taxation_customs/customs-4/international-affairs/origin-goods_en) |
| 10 | Will the goods remain in the country of import /export?  For example, No, this a loan, being used on a field trip etc | Yes  No  If no, please provide further details |  |
| 11 | How are the goods being imported/exported?  E.g. DHL, FedEx, UPS, through merchandise in baggage etc. If known, please advise the account number |  |  |
| 12 | Who is responsible for paying for the shipping, insurance and import VAT and duties?  Please advise the Incoterm |  | [Incoterms 2020 – international trade regulations | Kuehne+Nagel (kuehne-nagel.com)](https://home.kuehne-nagel.com/-/knowledge/incoterms) |
| 13 | Is there an AWB, BoL, CMR related to this query?   * AWB = AirWay Bill. It is a tracking document and number/reference for air freight. * BoL = Bill of Lading. It is a tracking document and number/reference for sea freight. * CMR =Convention on the Contract for the International Carriage of Goods by Road. It is also known as a CMR consignment note and it is a tracking document and number/reference used for road freight. | Yes  No  If yes, please provide a copy |  |
| 14 | Is there a Commercial/Shipping Invoice related to this query?  If yes, please provide a copy | Yes  No |  |
| 15 | Do the goods require an import or export licence?  Examples include (but are not limited to) licensing for animal and animal by-products, tissues and cells for human application, plant and plant products etc.  Examples include (but are not limited to) licensing for dual-use or military goods, technology and software, cultural goods etc. | Yes  No  If yes, please provide a copy |  |
| 16 | Are dangerous goods being transported? | Yes  No | [Shipping dangerous goods - GOV.UK (www.gov.uk)](https://www.gov.uk/shipping-dangerous-goods) |
| 17 | Do the goods qualify for Medical Exemption?  If yes, please attach a copy of the Medical Exemption certificate | 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) |
| 18 | Are you importing scientific materials 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) |
| 19 | Are you aware of any appropriate duty/VAT reliefs? | Yes  No  If yes, please provide further details | [Reliefs - VAT and Duty | Import Export Hub (cam.ac.uk)](https://www.importexport.admin.cam.ac.uk/importing-overview/reliefs-vat-and-duty) |
| 20 | Please provide further details of your query or any additional comments here |  | | |