

**Quick overview of the procedure for shipment outside the EU per TNT
via our customer number 070302345
(*) 3 employees can ship via TNT: Anette Goebel, Heinz Mahler, Zoya Hadzhieva,)**

! First of all, Prof. Boccaccini has to allow the shipment !

1. Fill out the form „Antrag auf Genehmigung zum EXPORT von Warensendungen“
-> sign it „Unterschrift Antragsteller/in“
-> Prof. Boccaccini has to sign it, too: „Unterschrift Lehrstuhlinhaber/in“
! If Prof. Boccaccini “Antragsteller” -> he signs two times (Antragsteller and Lehrstuhlinhaber)!
2. Send it to Ms Schröder (she must approve the shipment): exportkontrolle@fau.de
If the shipment was approved by her, ...
3.the following forms must be attached to the shipment
 - 3.1 Description of goods (with the number -> it's an eight digit number) in German and English
 - 3.2 Proforma-Invoice
4. Put (later) a copy of both forms in the package.
5. Enter the shipment via TNT website: www.tnt.com/express/de_de/site/home.html
(*) 3 employees can ship via TNT: Anette Goebel, Heinz Mahler, Zoya Hadzhieva) and fill in the address and so on (we need the complete address, a contact person, phone number, email-address, weight, dimensionsdon't forget to give in a room number for the pickup (“Abholhinweise für den Fahrer”)
6. Print out the forms for the sending you get from TNT (5 prints):
 - > address label (cut it out and glue it on the package)
 - > Consignment note (2 x 1 page)
 - > Detailed Manifest (2 x 1 page)
 - > sign (“Sender's Signature” with date) all 4 forms (Consignment note/Detailed Manifest)
7. Give the package with the two forms (proforma-invoice/description of goods) and the 2 “consignment notes” and the 2 “Detailed Manifest” to the TNT employee (-> the TNT courier sign 2 documents (1 “Consignment note” and 1 “Detailed Manifest”) and takes the other 2 and the proforma-invoice/description of goods with him.
8. Give all the documents to the secretariat:
 - > „Antrag auf Genehmigung zum Export“
 - > Proforma-Invoice (copy)
 - > Description of goods
 - > “Consignment note”
 - > “Detailed Manifest”

=> In summary it's so, if the secretary is available and you want to send ('normal') samples outside the EU, you only have to fill out the form “Antrag auf Genehmigung zum EXPORT von Warensendungen” and make the descriptions of goods (we have in the secretariat a lot of descriptions -> maybe there is one which is suitable) -> that's all :=)