

Notes to remember:

Freeze the urine sample over night

Plan on shipping your sample on a Monday or Tuesday so that it will arrive before the weekend.

Use FedEx International Priority shipping

Include two (2) signed copies of the Commercial Invoice with the shipping label

Push the button on the underside of the lid right before you ship the box to activate the cooling pack.

Shipping Urine Samples to Europe

Order Cold Shipment Box:

You will need to order a special cold shipment box from FedEx. Go to:

https://us-dc1-order.store.yahoo.net/yhst-135326743549647/cgi-bin/wg-order?ysco_key_event_id=1&ysco_key_store_id=yhst-135326743549647§ionId=ysco.one-page

Choose FedEx Ground shipping as the shipping method. The cost for the box and shipping it to your house should be around \$52.00.

It will take 3-5 days for your box to arrive.

Collecting urine:

Ask your physicians' office for a urine collection cup (or you may be able to get a cup from your pharmacist). Our physicians' office also gave us a "toilet hat" to place in the toilet which made collection much easier.



It does not have to be a "clean catch" sample, but do not touch the inside of the cup or lid.

Collect 1 ml of urine.

Label cup with patient name and date of birth.

Freeze over night.

Packaging urine:

To comply with the IATA packaging instructions:

- Tape urine cup closed
- Label ziplock bag with:

 “Exempt human specimen
 Human samples of urine, non-infectious, non-biohazardous”
- Place urine cup in a ziplock bag
- Place cotton balls or paper towels in the ziplock bag with the urine cup
- Seal ziplock bag

Creating Commercial invoice:

Create a FedEx Account at: <http://www.fedex.com/us/>

Login to your account

To create a commercial invoice go to https://www.fedex.com/GTM?cntry_code=us

Under prepare documents select Commercial Invoice, then continue

The screenshot shows the FedEx Global Trade Manager interface. At the top, there is a navigation bar with the FedEx logo and menu items: Ship, Track, Manage, Learn, and FedEx Office. Below this is a sidebar with various tools and resources. The main content area is titled 'FedEx Global Trade Manager' and contains a section for selecting tools. A 'Go' button is visible. Below this is the 'FedEx Document Preparation Center' with a navigation menu: Prepare Documents, My Document Profiles, Pending Documents, Document Archive, and Upload Documents. The 'Prepare Documents' section is active, showing a list of document types for online completion. A red arrow points to the 'Commercial Invoice' checkbox, which is checked. Other document types include Certificate of Origin, NAFTA Certificate of Origin, Declaration for Imported Electronic Product, Declaration for Free Entry of Returned American Products, Pro Forma Invoice, Packing List, FCC 740 Statement, and Video-Film Declaration. A 'Continue' button is at the bottom right of the document selection area.

FedEx Global Trade Manager Help

Select the tool you need or check more than one to combine several tools then press "Go". [All Tools](#)

- Find International Documents**
Get help finding the necessary documents for your international shipment.
- Shipping Advisories**
Get important regulatory information specific to your shipment.
- Estimate Duties and Taxes**
Estimate the duties and taxes that will be levied against your international shipment.
- Denied Party Screening**
Identify individuals, companies, and other parties that have been denied international business transactions.
- Country Profiles**
Get a snapshot of country information including demographics, business information and statistics.
- Harmonized Code Search**
Find the World Customs Organization (WCO) tariff classification for your product.

FedEx Document Preparation Center

Work the way you want with our new full featured [document preparation center](#). You can save the documents you use most so you have them available anytime. You can even take a break then pick up where you left off.

Prepare Documents | My Document Profiles | Pending Documents | Document Archive | Upload Documents

Select a Document for Online Completion

Check the box next to each form you would like to complete online or [upload your own trade document\(s\)](#):

- Commercial Invoice
- Certificate of Origin
- NAFTA Certificate of Origin (Canada-bound shipments only)
- Declaration for Imported Electronic Product Subject to Radiation Control Standards
- Declaration for Free Entry of Returned American Products
- Pro Forma Invoice
- Packing List
- FCC 740 Statement Regarding the Importation of Radio Frequency Devices Capable of Causing Harmful Interference
- Video-Film Declaration

Need assistance with filing an EEI? Use [FedEx Export AgentFile](#) to learn more about EEI filing requirements and complete the filing process online.
Not sure which document you need? Use [Find International Documents in FedEx Global Trade Manager](#) for help on which documents are required and recommended for your shipment.

Enter your information

Use "SSADH" for company name

For Consignee information use:

Cedric Wernli

University of Applied Sciences

Grundenstrasse 40

Muttenz

Switzerland, 4132

Telephone: 41 61 467 48 38

Email: cedric.wernli@fhnw.ch

Consignee Information	
* Consignee Company Name	Cedric Wernli
* Consignee Name	University of Applied Sciences
* Address Line 1	Grundenstrasse 40
Address Line 2	
Address Line 3	
* City	Muttenz
* Country	Switzerland
* ZIP/Postal Code	4132
Telephone Number	41 61 467 48 38
Email Address	cedric.wernli@fhnw.ch
Tax Identification Number/EIN	
Save/Update Address	<input type="radio"/> Yes <input checked="" type="radio"/> No

Sold To/Importer Information	
<input type="checkbox"/> The recipient is not the Importer	

Broker Information	
Please indicate if you are using a Broker	

Duties/Taxes Payor Information	
* Duties/taxes payable by	<input checked="" type="radio"/> Exporter <input type="radio"/> Consignee <input type="radio"/> Other

Shipment Information	
* Currency of Transaction	United States Dollars
Packing Costs(USD)	<input type="text"/> Currency Converter
Freight Costs(USD)	<input type="text"/> Currency Converter
Insurance Costs(USD)	<input type="text"/> Currency Converter
Other Costs(USD)	0.0 Currency Converter
Description of Other Costs	<input type="text"/>
Handling Costs(USD)	<input type="text"/> Currency Converter
* Number of Packages	1
* Shipment Type	FedEx Express
* Shipment Purpose	Personal Use
Licenses/Exemption Number	<input type="text"/>
* Print Company Letterhead Image on Commercial/Pro Forma Invoice	<input checked="" type="radio"/> Yes <input type="radio"/> No
* Print Signature Image on Eligible Documents	<input type="radio"/> Yes <input checked="" type="radio"/> No

Return Information	
Please indicate if this is a return shipment.	

For product description put:

“Exempt human specimen

Human samples of urine, non-infectious, non-biohazardous

Tripled packaged and compliant with IATA Packing Instruction 650”

The total value should be \$1.00 (so if you are shipping 2 samples they would be \$.50 per milliliter instead of \$1.00 per milliliter)

The screenshot shows the FedEx Global Trade Manager interface. At the top, there is a navigation bar with the FedEx logo and links for Ship, Track, Manage, Learn, and FedEx Office. Below this is a header for "International Tools: FedEx Global Trade Manager" with a "Logout" link. The main content area is titled "Product Information - Product 1" and contains a form with the following fields:

- * Product Name: Exempt Human Urine Sample
- * Product Description: Exempt human specimen, Human samples of urine, non-infectious, non-biohazardous
- * Unit of Measure: MILLILITERS
- * Quantity: 1.0
- * Unit Value (USD): 1.0 (with a Currency Converter link)
- * Country of Manufacture/Origin: United States
- Harmonized Code: 300120000000 (with a Search by ... dropdown and a Get Code button)
- Number of Packages: 1.0
- Save Product Profile: Yes (radio button), No (radio button)

At the bottom of the form, there are buttons for "Save for later", "Add another product", and "Continue >>". On the right side, there is a "Help" section with a "Continue" button and a message: "Please click on the button to continue."

For Harmonized Code put in 300120000000 and press “Get Code”

Then in the pop up window select 3001.20 and it will populate the field for you.

FedEx | Global Trade Manager | Harmonized Code Search Results - Internet Explorer

https://www.fedex.com/HSL

FedEx [Close Window](#)

Harmonized Code Search Results

[Help](#)

1 results returned for "300120"

To refine your search, enter keywords in the field below. To select a code and continue, click the underlined number next to the description that best matches the item you are shipping.

Country Switzerland Search For All of these words

Harmonized Code	Description	< Back
Matches for "300120"		
<u>3001</u>	GLANDS AND OTHER ORGANS FOR ORGANO-THERAPEUTIC USES, DRIED, WHETHER OR NOT POWDERED; ... [view all]	
<input type="checkbox"/> <u>3001.20</u>	extracts of glands or other organs or of their secretions for organotherapeutic uses	

[< Back](#)

[Top](#)

[Add another product](#)

Click yes to save produce profile.

On the last page put in your shipping date

You shipment should weigh around 5 lbs

Save the invoice as a new document

On the final screen you'll need to upload the SSADH logo.

Go to "My Images" tab and upload the provided SSADH logo.

International Tools: FedEx Global Trade Manager
FedEx Document Preparation Center[Back to FedEx International Tools](#)[Log out](#) [Help](#)Prepare Documents | My Document Profiles | Pending Documents | Document Archive | **My Images** | Upload Documents**Company Letterhead**

Letterhead image may not be acceptable for all origin/destination pairs based on customs regulations.



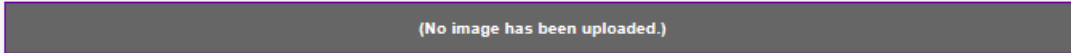
To update the image, specify the image's path and file name below and click Upload.

File name

Alert: Your image must be in either the GIF or PNG format and no larger than 700 pixels wide by 50 pixels tall.

Signature

If you select the Print Signature Image Option in FedEx Ship Manager at fedex.com and FedEx Global Trade Manager, the following image will be printed on the "Signature" line on each document that is completed online (where signature images are allowed):



To update the image, specify the image's path and file name below and click Upload.

File name

Alert: Your image must be in either the GIF or PNG format and no larger than 240 pixels wide by 25 pixels tall.

Then Print two (2) copies of the commercial Invoice

Make sure to sign both copies

Hand Write your Air Waybill No/Tracking No on the commercial invoice once you generate your shipping label.

Shipping Label

<https://www.fedex.com/shipping/shipAction.do?method=doBillingAccountChanged>

Choose FedEx International Priority Shipping. Make sure you ship it on a Monday or Tuesday so it will arrive before the weekend.

Ship ▾
LTL Freight | Ship History | My Lists ▾ | Reports | Integration Manager

Create a Shipment

1 Enter shipping information
 2 Enter product/commodity information
 3 Print label(s) and documents

* Denotes required field. [Preferences](#) | [Clear all fields](#)

1. From [Help](#) [Edit](#)

Alice McConnell, 10203 Lockerbie Ct, Austin, Texas, 78750, United States

2. To [Help](#) [Hide](#)

* Country/Location:

Company:

* Contact name:

* Address 1:

Address 2:

* Postal code: [Postal code information](#)

* City:

* Phone no.: ext.

Recipient tax ID:

Save new recipient in address book
 Save changes in address book

[Check Government List of Unacceptable Trading Partners](#)

3. Package & Shipment Details [Help](#) [Hide](#)

* Ship date:

* No. of packages:

* Weight :

Declared Value : [Currency Converter](#)

* Service type:

* Package type:

* Package contents: Documents Products/Commodities

* Shipment purpose:

* Total customs value: [Currency Converter](#)

Include a return label

4. Billing Details [Help](#) [Hide](#)

* Bill transportation to: [Update the credit card tied to my account](#)

* Bill duties/taxes/fees to: [Update the credit card tied to my account](#)

Your reference:

[More reference fields](#) [Add an account](#)

Special Services (optional) [Help](#) [Edit](#)

Select additional services for your shipment

Pickup/Drop-off (optional) [Help](#) [Edit](#)

You are dropping off your package at a FedEx location.

Email Notifications (optional) [Help](#) [Edit](#)

Send an email to yourself, the recipient or others indicating the status of your shipment.

Rates & Transit Times (optional) [Help](#) [Hide](#)

Roll over your rate quote for a breakdown of costs. Amounts are shown in USD

Select	Service and Transit Time	Published Rate	Your Rate
<input type="radio"/>	FedEx International First [®] 10:00 Wed Jan 14, 2015	214.71	214.71
<input checked="" type="radio"/>	FedEx International Priority [®] 12:00 Thu Jan 15, 2015	167.68	140.86

[View all services](#) [View/Print details](#)

5. Continue your Shipment [Help](#)

It should be under \$150.00 to ship the sample.

If you need to, you can turn your receipts into the SSADH Association for the cold shipment box and the cost of shipping the sample for reimbursement.

Email your receipts to Carolyn Hoffman at choffman@proshipinc.com