

# Shipping Frozen Cells to abm

**US customers:** we advise shipment on **Monday or Tuesday**. This is for delivery within the work week and to prevent the shipment from being held in customs over the weekend.

**Customers outside of North America:** please only ship on **Fridays**. This is for delivery within the work week and to prevent the shipment from being held in customs over the weekend.

**Canadian customers:** can ship on **Monday, Tuesday, or Wednesdays**.

## DO NOT SHIP UNTIL YOU HAVE AN ORDER NUMBER

- Please place an order first prior to submitting your samples. All samples received must have the order confirmation number indicated. **Any samples received without this piece of information will be disposed off immediately upon receipt to ensure that all customer information is held in strict confidence.**
- Once the shipment has been arranged, please inform our order support team of the tracking number by email, at [order@abmgood.com](mailto:order@abmgood.com).
- Unless otherwise stated, please provide 2 cryovials of your cells ( $10^6$  cells/ml) for your order.
- We will also require 1L of the specified medium and any applicable growth factors from you for the project (unless the cells can be grown in RPMI or DMEM)
- Additionally, please provide at least 5x coated 6-well plates and 10x T25 flasks if the cells require specially treated culture vessels
- Please also declare the shipment as 'samples' with a customs value of \$10.00. For frozen cells, add sufficient dry ice to the shipment and ensure an international priority service is used. Ideally, transit time should be 3-5 business days.
- Please ensure your samples are shipped as securely as possible, taped down or secured in a rack and padded inside a protective box to avoid damage and/or any cross contamination of your samples.
- Label your samples adequately (we advise using adhesive labels over writing directly on the tubes).

Please ship to:

**Attn: Receiving (Order XXXXX)**

**Applied Biological Materials**

**1 - 3671 Viking Way**

**Richmond, BC, Canada**

**V6V 2J5**

## General Guidelines for Dry Ice Shipments via FedEx:

1. Complete '**Expanded Service International Air Waybill**' as indicated on page 4-5
2. Print out the Commercial Invoice on page 3 and fill in the Yellowed Areas,
  - a) Shipper – Your Name.
  - b) Date – Date you are sending out the package.
  - c) Shipper's Address & Phone # – Your Address and Phone #.
  - d) AWB# - The tracking number on the '**Expanded Service International Air Waybill**'
  - e) County – Your country.
  - f) Total Gross Weight – Weight of the final sealed package.
  - g) Quantity – Number of Tubes you are sending us.
  - h) Unit Price – Divide \$10 by number of tubes being sent, put resulting amount here.
  - i) Sign and Date the form at the bottom.
  - j) Photo copy and include 3 copies in the waybill pouch.
3. Print out the Dry Ice Label on page 6, fill it in, cut along the outer black box and affix to the side of the shipment's box, using only CLEAR TAPE. Labels affixed with any other kind of tape will be rejected by FedEx.
4. Arrange pick up of your package by FedEx.

For US customers, we advise shipment on Monday, International customers on Friday and Canadian customers on Monday to Wednesday. This is for delivery within the work week and to prevent the shipment from being held in customs over the weekend. Once the shipment has been arranged, please inform our order support team of the tracking number by email, at [order@abmgood.com](mailto:order@abmgood.com).

Commercial Invoice						
Shipper:			Date		Order Number	
Shipper's Address:			Export Reference (i.e. AWB#) Tracking Number			
Shipper's Telephone Number:			Shipment Purpose: Samples			
Country:				Total Gross Weight in Kilos		
			Port of Lading: CANADA			
Recipient Name: ABM-Receiving			Exporting Carrier:			
Address: 1 – 3671 Viking Way Richmond, BC CANADA V6V 2J5			Other Transportation Information DRY ICE, UN1845, CLASS 9, 1x6kg			
Telephone Number: 604-247-2416						
Country: Canada		Country of Manufacture: USA		Total Number of Boxes: 1		
Complete and Accurate Commodity Description		HTS Code	Quantity	Unit of Measure	Unit Price	Total Price
Life Science Research Sample  Non-Hazardous, Non-Toxic, Non-Infectious		3822005090				\$10.00
I/We hereby certify that the information on this invoice is true and correct and that the contents of this shipment are as stated above. I/We do hereby authorize FedEx Express to execute any additional documents necessary for the export of merchandise described herein on my/our behalf.			Freight Cost		\$ 0	
			Other Costs (Wire Transfer fees)		\$ 0.00	
			Total Invoice Value		\$10.00	
			<b>CURRENCY USED (CAD,USD,EUR,etc..)</b>		USD	
			These commodities, technology, or software were exported from USA for ultimate destination Canada in accordance with export administration regulations. Diversion contrary to Canadian law is prohibited.			
Signature			Date			

For Dry Ice Shipments use the 'Expanded Service International Air Waybill' form ONLY.

**Sender Information (1):**  
 Date: 2/1/08  
 Sender Name: Eva O'Boyle  
 Sender Address: 249 MAJOUR LAKE  
 City: Dallas, State: TX, Country: USA

**Recipient Information (2):**  
 Recipient Name: Tim Roth  
 Recipient Address: The Fuller Company, 42 Wellington Court, Brighton Rd.  
 City: Crawley, State: West Sussex, Country: United Kingdom

**Shipment Information (3):**

Item Description	Quantity	Weight	Dimensions	Country of Origin	Country of Destination	Declared Value
1-BOX/10 BOTTLES, BOTTLES, 100% OUTDOOR	1	35.00	612.00	USA	USA	\$ 100
1-BOX/10 BOTTLES, BOTTLES, 100% OUTDOOR	1	35.00	612.00	USA	USA	\$ 100

**Service Options (4-10):**  
 4. Express Package Service:  Insured,  Signature Required  
 5. Packages:  Insured,  Insured Plus  
 6. Special Handling:  Fragile,  High Value,  Perishable  
 7. Payment:  Prepaid,  Collect  
 8. New Terminal Billing Reference: 000 71869  
 9. Signature: Eva O'Boyle  
 10. Checkmark:

1. Sender Information

- Enter your shipping information. This includes the address you are shipping from, your name, your phone number and your FedEx account number (if applicable). If you do not have an account you can pay via credit card and put the card info in section 7.

2. Recipient Information

- **Name:** Order#XXXXX
- **Phone:** 604-247-2416
- **Company:** Applied Biological Materials, Inc.
- **Address:** 1 - 3671 Viking Way
- **City:** Richmond
- **State/Province:** BC
- **Country:** CANADA
- **Postal/ZIP Code:** V6V 2J5

3. Shipment Information

- **Total Packages:** 1
- **Total Weight:** Total Shipment Weight
- **Dimensions:** Can Leave Blank
- **Commodity Description:** Life Science Research Samples, Non-toxic, Non-hazardous, Not for Animal/Human Use

- **Harmonized Code:** 3822005090
- **Value for Customs:** \$10USD
- **Total Value for Customs:** \$10USD
- **Total Declared Value for Carriage:** \$0 (Unless you want to add insurance to your shipping charges)
- **U.S. Export Section:** Indicate the specific government regulation that exempts your shipment from the Electronic Export Information filing requirement, or indicate your AES Proof of Filing citation.

#### 4. Service

- Select FedEx International Priority

#### 5. Packaging

- Select 'Other' and write in 'BOX'

#### 6. Special Handling

- Select 'Dry Ice' and write in 1x (Weight of Dry Ice in Shipment) kg

#### 7. Payment

- Select 'Sender' and if you did not enter your FedEx account number in section 1, input your payment credit card information here

#### 8. Internal Billing Information

- To help with your records, FedEx will print the first 24 characters of this code on your invoice.

#### 9. Required Signature

- Sign under "Required Signature," to certify that your shipment does not require a U.S. State Department license or U.S. Drug Enforcement Administration (DEA) export permit.

Shipper's Declaration not Required.

Part B is required

Dry Ice amount must be in kilograms.

Note: 2 lbs. = 1 kg.

**Airwaybills/airbills must have the following:**

1. "Dangerous Goods - Shipper's Declaration not required".

2. **Dry Ice; 9; UN 1845;**

3.  $\frac{\text{Number}}{\text{(Number p kgs)}} \times \frac{\text{wt}}{\text{(wt)}} \text{ Kg 904 III}$

**Dry Ice**  
\_\_\_\_\_ kg.

Shipper's name and Address

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Logos # 106426

**9**

**UN 1845**

Consignee Name and Address

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