

# DHL COURIER / BILL OF LADING INSTRUCTIONS

## For U.S. + INT'L Destinations ONLY

THE FOLLOWING AREAS **MUST** BE FILLED OUT  
**BEFORE** SENDING DOCUMENTS VIA DHL.

<b>DHL</b> Combined Customs Invoice / Shipment Air Waybill Facture des Douanes / Connaissance aérien de l'envoi (Non negotiable) / (Non négociable)		7325885932		ORIGIN/ORIGINE YXU	DESTINATION
<b>1 From (Sender) / Expéditeur</b> Account no./N° de compte: 970674553 Sender's name/Nom de l'expéditeur: IA Sender's reference first twelve characters will be shown on invoice Références de l'expéditeur les douze premiers caractères apparaîtront sur la facture: IB Company name/Raison sociale: UNIVERSITY OF WINDSOR Address/Adresse: 401 SUNSET AVE IC FINANCE DEPT 4TH FLR WINDSOR, ON Postal code/Code postal: N9B3P4 ID Phone/Fax/Telex specify one Téléphone/télocopier/télex indiquer lequel: 519 253 3000		Quote this shipment number in an enquiry/Indiquez ce numéro d'envoi lors d'une demande		<b>4 Size and weight/Taille et poids</b> No. of pieces/Nbre de pièces: 4 Weight/Poids: . kg Dimensions cm L x W x H Dimensions cm L x L x H: x x	
<b>2 To (Receiver) / Destinataire (réceptionnaire)</b> Company name/Raison sociale: 2 Delivery address/Adresse de livraison: DHL cannot deliver to a PO Box DHL ne peut livrer à une case postale Postal code/Code postal: Country/Pays: Contact person/Personne-ressource: Phone/Fax/Telex specify one Téléphone/télocopier/télex indiquer lequel:		<b>3 Shipment details / Détails sur l'envoi</b> Not all payment and service options are available in all countries. Certaines options de paiement et de service ne sont pas disponibles dans tous les pays. Services: <input type="checkbox"/> DOCUMENT <input type="checkbox"/> WORLDWIDE PARCEL EXPRESS All declarables/tous les envois à déclarer <input type="checkbox"/> EXPRESS DOCUMENT Max. 250gm DOCUMENT EXPRESS 250 g max. <input type="checkbox"/> WORLDMAIL <input type="checkbox"/> OTHER SERVICE AUTRE SERVICE specify/spécifier Transport charges/Frais de transport If left blank sender pays transport charges Si laissé vierge, l'expéditeur devra acquiescer les frais de transport. <input type="checkbox"/> Sender/Expéditeur <input type="checkbox"/> Cash/Cheque/Credit Card Comptant/chèque/carte de crédit For approved customers only Pour comptes approuvés seulement <input type="checkbox"/> External Billing Agreement Entente de facturation extérieure <input type="checkbox"/> Transport collect/Transport port dû Shipment insurance see reverse Assurance sur l'envoi voir l'endos <input type="checkbox"/> YES Insured value give currency OUI Valeur assurée indiquer la devise		VOLUMETRIC-CHARGED WEIGHT POIDS VOLUMÉTRIQUE/FACTURE * kg CODES CHARGES/FRAIS Services/Services Special - Spéciaux Insurance - Assurance Other/VAT - Autre/TVA CURRENCY CODE CODE DE DEVISE TOTAL TRANSPORT COLLECT STICKER No. TRANSPORT PORT DU N° PAYMENT DETAILS / DONNÉES DU PAIEMENT Cheque/Card no. / N° de chèque/carte Type Expiry Expiration PICKED UP BY / RAMASSE PAR Route No. Time Heure Date	
<b>5 Sender's authorization and signature/Autorisation et signature de l'expéditeur</b> I/we agree that DHL's standard terms apply to this shipment and limit DHL's liability. - The Warsaw Convention may also apply (see reverse). J'accepte (nous acceptons) que les modalités standard de DHL s'appliquent à cet envoi et limitent la responsabilité de DHL. - La Convention de Varsovie peut aussi s'appliquer (voir l'endos). I/we understand that DHL does not transport cash or dangerous goods (see reverse). / Je comprend/nous comprenons que DHL ne transporte pas d'espèces ou de marchandises (voir l'endos). Signature: SA Date: 5/3		Full description of contents/Description complète du contenu 3 Country of manufacture Pays de fabrication International Worldwide Parcel Express shipments only/Envois Worldwide Parcel Express à destination internationale ATTACH THE ORIGINAL AND TWO COPIES OF A PROFORMA OR COMMERCIAL INVOICE JOINDRE L'ORIGINAL ET 2 COPIES D'UNE FACTURE COMMERCIALE OU PRO FORMA Declared value give currency Valeur déclarée indiquer la devise Sender's VAT/GST No. N° de TPS/TVA de l'expéditeur Harmonised commodity code if applies Code harmonisé de marchandises le cas échéant Receiver's VAT/GST No. or EIN/SSN N° de TPS/TVA ou EIN/NAS du destinataire Type of export Type d'exportation <input type="checkbox"/> PERMANENT PERMANENTE <input type="checkbox"/> REPAIR/RETURN REPARATION/RETOUR <input type="checkbox"/> TEMPORARY TEMPORAIRE Destination duties/Taxes Droits et taxes à destination Si vierge, le destinataire devra payer les droits et taxes <input type="checkbox"/> Receiver Destinataire <input type="checkbox"/> Sender Expéditeur <input type="checkbox"/> Autre Specify destination approved account number Indiquer le numéro de compte destinataire approuvé		Origin Station / Station d'origine Complete parts 1-5. You are making 5 copies, please type Remplissez les sections 1 à 5. Vous faites 5 copies - veuillez dactylographier	
OSUOW 001		189/1000 620		MFG DATE 07/03	

#1a: Please print the name of the person from whom the letter/package is being sent in the **SENDER'S NAME** field.

#1b: **The DEPARTMENTAL or GRANT NUMBER MUST be PRINTED in the SENDER'S REFERENCE field.**

#1c: Please print your Department Name just to the right of "401 Sunset Ave."

#1d: Please print your **EXTENSION NUMBER to the LEFT** of the main "University Phone Number".

#2: Please fill in the complete address, including company name, destination, contact person, etc. There **MUST** be a street address. Deliveries are **NOT** made to P.O. boxes. If at all possible, please include the telephone number in the space provided.

#3: Please print a description of the contents. eg. documents / printed material. To ensure that all customs paper work is followed properly, when sending something other than printed material, you **MUST** fill out a SHIPPING ORDER and send all documents / envelopes / packages to Evelyn in Finance, ext. 2083.

**#4:** *Number of pieces being sent.*

**#5a:** Your SIGNATURE **MUST** be placed in this box. Please print your name below your signature.

**#5b:** The CURRENT DATE **MUST** be placed in this box.

**NOTE:** ALL DHL items **MUST** be in Distribution Services **NO LATER THAN 2:00 p.m.** Monday through Friday to be picked up by DHL that same day. DHL items received after the cut off time of 2:00 p.m. will be picked up by DHL the next working day by 2:00 p.m.

Please make a **PHOTOCOPY** of the bill of lading and put it with the item being sent and **RECORD** the **BILL OF LADING NUMBER** for tracking purposes. Tracking of your letter/package can be done by logging on to "www.DHL.com". You should wait a minimum of 24 hrs. after the letter/package has gone out from Distribution Services to check the tracking progress.

All letters/packages are automatically signed for at the receiver's end.

**PLEASE DO NOT TAKE APART THE DHL FORM.  
THE WHOLE FORM MUST COME TO DISTRIBUTION SERVICES.**

Your copy will be sent to you once the billing has been processed.

**Affix the bill of lading in the plastic labelope to the front of the item to be sent.  
"REMEMBER TO RECORD THE TRACKING NUMBER."**

J:\Couriers\DHL Mar 2006

## **I. Declarable Goods**

All "**declarable goods**", any goods with a value, being shipped to the USA and/or International, please forward the package to Evelyn St. Pierre, Custom and Sales Tax Clerk, Department of Finance, no later than 11:00 a.m.

The following is a sample list of declarable goods. This is not an exclusive list. If you are not sure whether your package is considered "declarable goods", please contact Evelyn St. Pierre at extension 2083.

- |  |  |
|--|--|
| ➤ Books  | ➤ Computers  |
| ➤ Equipment  | ➤ Chemicals and Biological items<br>(including free samples) |
| ➤ Software, including printed material<br>on discs | ➤ Sound recordings   |
| ➤ VHS and/or DVD                                   | ➤ All returns  |

The following completed documents are required:

- DHL Waybill
- University of Windsor Shipping Order
- Commercial Invoice **OR**
- University of Windsor Letter with the following information:
  - Vendor name
  - IRS # - US vendors only
  - Full description of goods
  - Value
  - Country of origin

## II. General

If the package is too large or over 200 lbs, please send package to Central Receiving. The above documents are still required to be forwarded to Evelyn St. Pierre by 11:00 a.m. for declarable goods or to Distribution Services by 2:00 p.m. for mail only.

When completing the DHL Waybill, please **press hard** to ensure that all copies are legible. It is important to fill in EVERY area described. **If any one of the required fields are missing information, the package/mail will be returned to the department. This WILL delay your shipment.**

If you require any assistance, please contact either Distribution Services at extension 2016 or 2017 or Evelyn St. Pierre at extension 2083.

**Please make a photo copy of the bill of lading and put it with the item to be sent.**