

## CHECKLIST for the export of cargo

SENDER	<input checked="" type="checkbox"/>	COMMENTS
Company Name	<input type="checkbox"/>	
Department, Field	<input type="checkbox"/>	Collection of cargo can be organised from outside Austria. In general, costs are significantly higher than for normal export into a country.
Telephone or other contact option	<input type="checkbox"/>	
Country	<input type="checkbox"/>	
Postcode	<input type="checkbox"/>	Austria: Kleinwalsertal, Hinterriß (postcode 6215) and the village of Jungholz should be evaluated separately.
Town/City	<input type="checkbox"/>	

RECIPIENT	<input checked="" type="checkbox"/>	COMMENTS
Company Name	<input type="checkbox"/>	
Department, Field	<input type="checkbox"/>	No deliveries to war zones or natural disaster zones.
Telephone or other contact option	<input type="checkbox"/>	
Country	<input type="checkbox"/>	Territories outside Europe and off-coast islands (Italy, Germany, Spain, France, GB,..) should be evaluated separately.
Postcode	<input type="checkbox"/>	
Town/City	<input type="checkbox"/>	
Is the recipient a private individual?	<input type="checkbox"/>	Note all details carefully. Telephone number obligatory.

INVOICE RECIPIENT	<input checked="" type="checkbox"/>	ANMERKUNGEN
Company Name	<input type="checkbox"/>	Services can be provided for invoicable entities within the EU. Services for all other clients are subject to management approval.
Department, Field	<input type="checkbox"/>	
Telephone or other contact option	<input type="checkbox"/>	
Country	<input type="checkbox"/>	
Postcode	<input type="checkbox"/>	
Town/City	<input type="checkbox"/>	
Vat ID Number / Eori Number	<input type="checkbox"/>	If the invoice recipient has a VAT ID number, the reverse charge rule can be used (invoice without VAT)
Invoice reference	<input type="checkbox"/>	For allocation of the invoice by the recipient.
Written proof of order placement available?	<input type="checkbox"/>	Minimum requirement for new customers is an e-mail as written proof of order placement.

## CHECKLIST for the export of cargo

<b>SCHEDULES &amp; DEADLINES</b>	✓	<b>COMMENTS</b>
Collection time / Specified time	<input type="checkbox"/>	Collection times outside periods offered by medlog logistics incur surcharges.
Delivery time / Specified period of performance	<input type="checkbox"/>	Delivery times outside periods offered by medlog logistics incur surcharges.
Reloading permitted or direct delivery required?	<input type="checkbox"/>	Delivery via a single logistics system is usually significantly cheaper than a separate journey.
Collection/delivery on weekends/public holidays	<input type="checkbox"/>	Services provided on weekends incur surcharges.
<b>MASS, WEIGHT AND TYPE OF PACKAGING</b>	✓	<b>COMMENTS</b>
Actual weight	<input type="checkbox"/>	Girth calculation (longest side + girth must be less than 300cm). Volumetric weight calculation L x W x H / 5,000.
Length (cm)	<input type="checkbox"/>	Packages with a side length of more than 150cm, or weighing over 30kg must be registered separately. Most parcel services transport packages up to 30kg.
Width (cm)	<input type="checkbox"/>	
Height (cm)	<input type="checkbox"/>	
Is the package round?	<input type="checkbox"/>	Round items are hard to stack and reduce the load volume of a vehicle disproportionately.
Can items for transport be stacked?	<input type="checkbox"/>	Non-stackable items are subject to surcharges and must be transported separately.
Goods on pallets, swap bodies, containers	<input type="checkbox"/>	It's usually cheaper to transport items as a groupage shipment.
Shared packaging for mixed items?	<input type="checkbox"/>	Relevant for the evaluation of hazardous goods.
Mixed goods on a single transport unit?	<input type="checkbox"/>	Relevant for customs registration.
Fragile goods?	<input type="checkbox"/>	Has the cargo been sufficiently packaged and can it withstand normal transportation conditions (roller conveyors..)
Is intermediate storage authorised?	<input type="checkbox"/>	Specifications for intermediate storage (temperature), hazardous goods analysis.
Has the cargo been packaged or are packaging services required?	<input type="checkbox"/>	Offers can include packaging services, but these must be covered by a commensurate surcharge.

## CHECKLIST for the export of cargo

CARGO DESCRIPTION	✓	COMMENTS
Type of goods	<input type="checkbox"/>	Solid substance, perishable goods, degree of breakability.
Description of goods	<input type="checkbox"/>	Detailed description of items in transport.
Is the item to be sold?	<input type="checkbox"/>	Relevant for customs registration procedures.
Value of goods (State location!)	<input type="checkbox"/>	Relevant for customs registration procedures.

SAMPLES, DEAD ANIMALS & BLOOD PRODUCTS (1)	✓	COMMENTS
UN3373 biological substance, category B	<input type="checkbox"/>	Specimen for diagnostic purposes, 3-layered packaging, stiff outer packaging. If the packaging requirements are met there are no further specifications for the vehicle or the driver.
UN2814 infectious substance, affecting humans	<input type="checkbox"/>	HAZARDOUS SUBSTANCE! To be handled separately, outside the medlog logistics system. Contact company's own hazardous substances officer!
UN2900 infectious substance, affecting animals	<input type="checkbox"/>	HAZARDOUS SUBSTANCE! To be handled separately, outside the medlog logistics system. Contact company's own hazardous substances officer!
Exempt human specimen / exempt animal specimen	<input type="checkbox"/>	Specimen from seemingly healthy humans or animals, 3-layered packaging. If the packaging requirements are met there are no further specifications for the vehicle or the driver. No requirement for stiff outer packaging.
Blood samples from endangered animal species	<input type="checkbox"/>	If samples are from an endangered animal species: A special CITES (Washington Convention) permit is required!
Dead animal?	<input type="checkbox"/>	Observe special stipulations (e.g. transport in hobbocks), and contact hazardous goods' officer if required.
Are dry ice or liquid nitrogen used for cooling?	<input type="checkbox"/>	Specific labelling/documentation required (see separate instruction for handling dry ice). Must be declared as a hazardous cargo as air freight. Under certain conditions liquid nitrogen can be transported on roads under less restrictive regulations.

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SAMPLES, DEAD ANIMALS & BLOOD PRODUCTS (2)	✓	COMMENTS
Blood products (Blood bags, plasma bags, packed cells)?		Blood products are not classified as hazardous products. Blood products are almost always subject to restrictions on speed of transportation and to temperature monitoring.
Is there a specified temperature for transportation?		Such transportation requires the use of a temperature-controlled vehicle or qualified temperature-controlled packaging, validated for the transport process.
Are lithium batteries included?		Separate labelling required. Partially-hazardous load. Are the batteries built in or separately packaged?
Is this a temporary import (as for expos/fairs) or for sales purposes?		Relevant for customs registration procedures.
Are these goods that could be subject to special restrictions (hazardous goods, ammunition, items of great value, jewellery...)?		Attention! Some items may be subject to transport bans.
Are these hazardous goods?		To be handled separately, outside the medlog logistics system.
Pharmaceutical products		There may be export bans or specific rules.
Goods or packaging made of wood		There are often export bans due to the risk of pests.
Documents		Complete documentation usually simplifies procedures. Please note, CDs, sticks, chips and other data carriers do not qualify as documents.
Smartphones, computers,...		There should be no personal data on devices! In some countries, certain photos may be considered suggestive! Danger during transport. Observe rules for lithium batteries.

## CHECKLIST for the export of cargo

DECLARATION / VALUE OF GOODS	✓	COMMENTS
Within the EU	<input type="checkbox"/>	In general, free movement of goods. In some cases it may be necessary to submit an Intrastat report for transportation between certain EU states.
Goods value below EUR 1,000.00	<input type="checkbox"/>	Generally, a pro-forma invoice suffices for shipments to non-member countries (but each individual case must be evaluated separately). Customs procedures are simpler. Observe all handling instructions for export.
Goods value above EUR 1,000.00	<input type="checkbox"/>	Specific commercial invoice and registration for customs procedures required (via an external customs agency).
Export declaration	<input type="checkbox"/>	Registration for customs procedures. Supervision by customs authorities. Usually expect customs duties, or at least import sales tax. No customs duties for exports. Only expenses caused by registration via external customs agency.
Certificate of origin (In Austria from the Austrian chamber of commerce)	<input type="checkbox"/>	Provides confirmation the goods originated in the respective (EU) country. The Austrian certificate of origin can be supplied by the Austrian Chamber of Commerce if sufficient credible documentation is provided.
Movement certificate EUR1	<input type="checkbox"/>	Required for transport to EFTA countries (Switzerland, Norway, Liechtenstein) and states with bilateral agreements (e.g. Israel). Simplified customs administration. Usually no customs duties - just import sales tax and the costs of registration for customs procedures (customs agency).

CUSTOMS	✓	COMMENTS
Export / Sales	<input type="checkbox"/>	The most common form of customs procedure.
Temporary importation	<input type="checkbox"/>	Special customs registration required.
Refinement	<input type="checkbox"/>	Will the substance be exported for refinement/ further processing?
Incoterm, trade term, franking	<input type="checkbox"/>	Where does transfer of risk, insurance and ownership take place?
Cites	<input type="checkbox"/>	Washington Convention on the protection of endangered species.

## CHECKLIST for the export of cargo

<b>MODE OF TRANSPORTATION</b>	<input checked="" type="checkbox"/>	<b>COMMENTS</b>
Are there stipulations regarding the mode of transportation (road, air, rail,...)?	<input type="checkbox"/>	Adhere to packaging regulations, provisions of hazardous goods' legislation. Is transport permitted with the intended mode of transport?
<b>INSURANCE</b>	<input checked="" type="checkbox"/>	<b>COMMENTS</b>
Is a separate insurance policy required?	<input type="checkbox"/>	Separate registration required. Insurance to be verified by medlog.
Listed risk insurance policy prohibition customer?	<input type="checkbox"/>	Forwarder's risk insurance policy; In line with the AÖSp, the forwarder is obliged to cover all shipments with risk insurance policies.
<b>EXPECTED VOLUMES AND WEIGHTS</b>	<input checked="" type="checkbox"/>	<b>COMMENTS</b>
Is this a regular transportation order?	<input type="checkbox"/>	Relevant for tariff calculation
How often is this order repeated every month?	<input type="checkbox"/>	