

BASEC
a **kiwa** company



How to ship samples to BASEC Middle East, Dubai



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1. Summary

This document sets out rules for shipping samples and other items to BASEC Middle East and must be adopted and implemented by all BASEC's customers.

Please note our opening hours for delivery of samples:

08:00hrs to 17:00hrs, Monday to Friday only

2. Samples Submission

Samples must only be submitted for initial type testing, routine testing, one off testing or CPR testing following receipt of instructions from BASEC. All test samples, their packaging and accompanying paperwork must be clearly labelled with the advised BASEC reference number (job number/quote number) as well as BASEC's delivery address - both are essential to initiating the testing of products.

Required paperwork includes:

- Number of samples
- Standards of cables
- Sizes, weights, number of packages, and dimensions
- The invoice which identifies the value of the package **and** mentions that the cable samples are for examination, analysis, and testing purposes only, with no commercial value (Payment terms: free of charge).

Samples from routine surveillance visits should be received at the laboratory within 10 working days of selection. The delivery must be identified on the external packaging with the name and address of the sender. All goods should be clearly labelled with the labels emailed by BASEC, for the purposes of clearly identifying all samples.

BASEC's Goods-In team will check each sample received against the sample selection sheet - it is very important that the correct sample labels provided by BASEC are used. Incorrectly labelled samples will be quarantined for re-labelling which will delay product testing and may result in your company incurring additional administrative costs.

3. Quality of Packaging

Please ensure that the samples are properly secured, packaged and protected to avoid any damage or degradation in transit. BASEC cannot test damaged samples - if it is necessary for BASEC to return samples then all associated costs will be recovered directly from you, the customer.

If shipping multiple samples in one pallet, and each sample exceeds 30 kg, there should be a sling attached to the samples. There should be a sling attached to the sample(s) to lift them safely.

Alternatively, for multicore, armoured cables with cores larger than 95 mm², we recommend packing them in a drum in an upright position. Multiple samples can be placed in one drum but should be secured separately to avoid damage.

4. Drums

BASEC cannot accept drums that exceed 2m in diameter or 1.15m in width. The gross weight of a drum must not exceed 2500kg. Drums larger than these limits will be rejected with all associated costs being recovered from you, the customer. The OD bend radius should be in line with the relevant cable standard. Please ensure that samples delivered on drums are not tangled or twisted or too tightly wound and that the cable ends are fully protected.

Drums should be transported **upright and not on their side**. Drums outside the limitations stated above may be refused delivery and/or incur additional handling charges. **Multiple samples may be included in one drum but must be side by side, not end to end.**

Wooden Drums **must** be treated for anti-fungus / termite / other harsh environmental exposures.

For MV cable samples only, the maximum drum flange diameter shall be limited below 2.8m, the drum width below 1.6m and drum weight 2.5 Ton including the packaging.

5. Reels

Reels of cable should be boxed or palletised to reduce the likelihood of a reel being separated from the shipment. Reels may be transported on their sides. Palletised reels need to be protected by shrink wrap and secured to the pallet by means other than just shrink wrap.

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Pre-strapped loose coils



Diagram for illustration purposes only
Dashed strap denotes placement within the coil
Please ensure boxed and packaged for safe delivery



6. Loose Coils

Loose coils of cable should be boxed and palletised for shipment and should weigh no more than 30kg, coils weighing more than this must be pre-strapped to enable the coil to be safely lifted out, to a maximum weight of 150kg or shipped on a drum. The loose coils must be secured to the pallet by means other than just shrink wrap. Segments of coils overlapping the edge of pallets may become damaged. BS 8512:2008 provides clear instructions for the storage and handling of electric cables.

7. Containers

BASEC will not accept delivery of ISO shipping containers as they cannot be unloaded on site. If samples are shipped in a container, you must arrange for offloading prior to delivery.

8. Customs Procedure Code

When sending samples to BASEC, you must clearly label them with the BASEC reference/ job number and send to: **BASEC Middle East, PO Box 485056, PBU #E79, Dubai Production City, Dubai, UAE.**

The Shipment must also be labelled and documentation must include Customs Harmonized Commodity Code (HS) 85444999.

The paperwork needs to declare that the cable samples are for examination, analysis & testing purposes only and will be destroyed in the course of, or subsequent to the testing. Any costs incurred by BASEC will be charged back to you and will be subject to an additional administration fee.

Please note that all shipping, handling and customs clearance and delivery charges must be arranged and paid for by your company in advance, otherwise there may be delays and additional storage charges incurred to clear your cables when they arrive in Dubai. BASEC will apply additional administration fees if such payments are not made.

You are responsible for ensuring your samples for the entire journey to BASEC, including the final road haulage phase. BASEC will not take any responsibility for any samples delayed, lost, stolen or damaged in transit, due to packaging problems or otherwise.

9. Customs Information

BASEC Middle East, Dubai VAT Number	100483451900003
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Harmonized Commodity Code	85444999
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10. Customs Duties and Taxes

You will bear all shipping costs, customs duties and taxes. All customers shipping samples or other items to BASEC must complete the “destination duties/taxes” section of the waybill (see sample of waybill on page 5). This section of the waybill must show that the sender (shipper) is responsible for destination duties or taxes.

In such circumstances where customers do not fill out the shipment waybill correctly BASEC will not pay customs duties or taxes.

BASEC will not be liable to pay customs duties, charges and taxes for samples or other items shipped to its premises. Test samples shall be delivered to our designated laboratory free of charge and with all custom duties paid (DDP) including VAT.

Costs incurred by BASEC in connection with the shipment of the test samples (e.g. freight charges, custom duties, import handling charges, etc) will be invoiced separately along with a further administration charge of **£280**. All invoices must be paid before any test reports are released. **Terms of delivery should be clearly stated as DDP (Delivery Duty Paid).**

11. Ownership of Samples

Once samples have been submitted to and have arrived at BASEC, they are deemed to be the property of BASEC. All samples will be confidentially and securely disposed of after testing.

6. Loose Coils
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12. Sample Invoice

Examples of the appropriate accompanying paperwork for your shipment.

Sample Invoice:

Please include your **company name and address** above the invoice

COMMERCIAL INVOICE				
ITEM NO	DESCRIPTION OF GOODS	QTY (kg)	UNIT PRICE USD/kg	TOTAL AMOUNT USD
1	CABLE TEST SAMPLE	12,00	0,10	1,20
2	CABLE TEST SAMPLE	26,00	0,10	2,60
CABLE TEST SAMPLES <i>(TEST SAMPLES ONLY, NO COMMERCIAL VALUE)</i>				
<i>The cable samples are for examination, analysis & testing purposes only and will be destroyed in the course of, or subsequent to the testing.</i>				
TOTAL PRICE (USD)				3,80

TEST SAMPLES ONLY, NO COMMERCIAL VALUE
 THE GOODS ARE OF TURKISH ORIGIN
 PAYMENT TERMS: FREE OF CHARGE (DDP)
 PACKING : 1 WOODEN BOX (101 X 101 X 28 cm)
 GROSS WEIGHT: 72kg

12. Sample Invoice and Packing List

13. Sample Packing List

Examples of the appropriate accompanying paperwork for your shipment.

Sample Packing List:

Please include your **company name and address** above the packing list

PACKING LIST OF SAMPLES													
JOB REFERENCE NUMBERS : A2RTB776 / A2RTA776													
DIMENSIONS	PACKING TYPE	STANDARD	TABLE NO	CROSS-SECTION (mm ²)	COLOUR OF OUTER SHEAT	VOLTAGE (V.)	QTY/OF Package	START LENGTH (m)	FINISH LENGTH (m)	LENGTH OF EACH SAMPLE (m)	WEIGHT OF EACH SAMPLE (kg)	GROSS WEIGHT (kg)	REMARKS
101 X 101 X 20 mm	WOODEN BOX	BS5721:2016	6	3x25	Black	600/1000	1	10	25	15	12	72	BASEC MIDDLE EAST, F25, DUBAI
		BS5467:2016	4	1x50	Black	600/1000	1	315	330	15	26		BASEC MIDDLE EAST, F25, DUBAI
TOTAL							2	-	-	30	38	72	

13. Sample Invoice and Packing List



14. Sample Waybill

Sample waybill (relevant sections contain example text in red):

14. Sample Waybill

EXAMPLE

1 Payer account number and Shipment Value Protection details Charge to: <input checked="" type="checkbox"/> Shipper <input type="checkbox"/> Receiver <input type="checkbox"/> 3rd party <input type="checkbox"/> Cash <input type="checkbox"/> Check Payer Account No.: _____ Shipment Value Protection: add reverse <small>Not all payment options are available in all countries.</small> <input type="checkbox"/> Yes Increased Protection Value																																
2 From (Shipper) Shipper's account number: Add their account # Contact name: Contact Name Shipper's reference (up to 32 characters): ENTER BASEC JOB NUMBER Company name: Your name Address: Your address Postcode/Zip Code (required): _____ Phone, Fax or E-mail (required): _____																																
3 To (Receiver) Company name: BASEC MIDDLE EAST- DUBAI Delivery address (DHL cannot deliver to a PO Box): PO Box 485056, PBU #E79, DUBAI PRODUCTION CITY DUBAI UAE Postcode/Zip Code (required): PO BOX 485056 Country: UAE Contact person: Pravesh / Jaya Phone, Fax or E-mail (required): +971 50 399 2650 / 56 682 3337		4 Shipment details <small>Bill of weight is calculated from total weight and dimensions</small> <table border="1"> <tr> <td>Total number of packages</td> <td>Total Weight</td> <td colspan="3">Dimensions in inches</td> </tr> <tr> <td>1</td> <td>lb 123</td> <td>Pieces</td> <td>Length</td> <td>Width</td> </tr> <tr> <td></td> <td></td> <td>40</td> <td>x 35</td> <td>x 40</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Total number of packages	Total Weight	Dimensions in inches			1	lb 123	Pieces	Length	Width			40	x 35	x 40															
Total number of packages	Total Weight	Dimensions in inches																														
1	lb 123	Pieces	Length	Width																												
		40	x 35	x 40																												
5 Full description of contents Give content and quantity ELECTRIC CABLE FOR EXAMINATION, ANALYSIS & TESTING PURPOSES ONLY		6 Non-Document Shipments Only (Customs Requirement) Attach the original and two copies of a Proforma or Commercial Invoice Shipper's VAT/GST number: _____ Receiver's VAT/GST or Shipper's EIN/SSN: _____ Declared Value for Customs (as on commercial proforma invoice): _____ Harmonized Commodity Code if applicable: 85444999 (Dubai) AEO Transaction Number: _____ TYPE OF EXPORT: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Return/Return <input type="checkbox"/> Temporary Destination duties/taxes if left blank receiver pays duties/taxes <input type="checkbox"/> Receiver <input checked="" type="checkbox"/> Shipper <input type="checkbox"/> Other <small>Specify amount/actual number</small>																														
7 Shipper's agreement (Signature required) <small>Unless otherwise agreed in writing, I/we agree that DHL's Terms and Conditions of Carriage are all the terms of the contract between me/us and DHL and I/ we both accept and acknowledge and, where applicable, the Warsaw Convention limits and/or exclusive DHL liability for loss, damage or delay and (2) This agreement does not contain cash or dangerous goods (see reverse).</small> Signature: _____ / Date: 1 / 1 / 11																																

Once your shipping arrangements have been finalised, please advise your shipping provider to issue an Advanced Shipping Notice to BASEC.

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For more information

If you have any questions relating to this document, or the implementation of the requirements please contact:

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