



## How to ship samples to BASEC Group Limited UK



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## 1. Summary

This document sets out rules for shipping samples and other items to BASEC Group Limited (BASEC) and must be adopted and implemented by all BASEC's customers.

Please note our opening hours for delivery of samples:

08:30hrs to 16:30hrs, Monday to Thursday only  
08:30hrs to 12:00hrs, 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 job number and BASEC's delivery address - both are essential to initiating the testing of products.

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.

## 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**. BASEC can unload from an open back or curtain side trailer, subject to the maximum load & dimensions detailed above. 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.

## 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.

## 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.

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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



## 8. Customs Procedure Code

When sending samples to BASEC, you must clearly label them with the BASEC reference/ job number and send to: **Goods Inwards, BASEC Group Limited, Presley House, Presley Way, Crownhill, Milton Keynes, MK8 0ES, UK.**

The Shipment must also be labelled and documentation must include Customs Procedure Code CPC 4000-C33-F45

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 the UK. 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 VAT number	GB406620621
BASEC EORI number	GB406620621000
Cable Commodity Code	8544 499590
Custom Procedure Code	CPC 4000-C33-F45

## 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).

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 **£265**. 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.

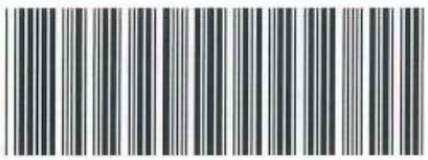
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## 12. Sample Waybill

Sample waybill (relevant sections contain example text)

**EXAMPLE**

<b>1 Payer account number and Shipment Value Protection details</b> 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: see reverse <small>Not all payment options are available in all countries.</small> <input type="checkbox"/> Yes Increased Protection Value <small>(where applicable)</small>			
<b>2 From (Shipper)</b> Shipper's account number: <b>Add their account #</b> Contact name: <b>Contact name</b>		<b>4 Shipment details</b> <small>Billed weight is calculated from total weight and dimensions</small> <b>CPC 4000-C33-F45</b>	
<b>3 To (Receiver)</b> Company name: <b>Your name</b> Delivery address (DHL cannot deliver to a PO Box): <b>Your address</b>		<b>6 Non-Document Shipments Only (Customs Requirement)</b> <small>Attach the original and two copies of a Proforma or Commercial Invoice</small> 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: <b>8544 4995 90</b> AES Transaction Number: _____ TYPE OF EXPORT: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Repair/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 national account number</small>	
<b>3 To (Receiver)</b> Company name: <b>BASEC Group Limited</b> Delivery address (DHL cannot deliver to a PO Box): <b>PRESLEY HOUSE PRESLEY WAY CROWNHILL MILTON KEYNES BUCKS</b> Postcode/Zip Code (required): <b>MK8 0ES</b> Country: <b>UK</b> Contact person: <b>GOSIA / PETER</b> Phone, Fax or E-mail (required): <b>+44(0)1908 267300</b>		<b>6 Non-Document Shipments Only (Customs Requirement)</b> <small>Attach the original and two copies of a Proforma or Commercial Invoice</small> 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: <b>8544 4995 90</b> AES Transaction Number: _____ TYPE OF EXPORT: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Repair/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 national account number</small>	
<b>7 Shipper's agreement (Signature required)</b> <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 accept these Terms and Conditions and, where applicable, the Warsaw Convention limits and/or excludes DHL's liability for loss, damage or delay and (2) this shipment does not contain cash or dangerous goods (see reverse).</small> Signature: _____ Date: <b>1 / 1 / 11</b>			

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

Notification should be sent a minimum of 24 hours prior to delivery by emailing [uk.operations@basec.org.uk](mailto:uk.operations@basec.org.uk) - please quote the shipping reference

No response will be provided as the notification is used to speed up test scheduling.

## 12. Sample Waybill



## For more information

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

BASEC Group Limited  
Presley House, Presley Way  
Crownhill, Milton Keynes  
Buckinghamshire  
MK8 0ES, UK

**+44 (0)1908 267300**

[uk.operations@basec.org.uk](mailto:uk.operations@basec.org.uk)  
[www.basec.org.uk](http://www.basec.org.uk)

### Registered office:

Kiwa House, Malvern View Business Park, Stella Way,  
Bishops Cleeve, Cheltenham, Gloucestershire, GL52 7DQ