

Courier shipment to/from BMB

In order to provide improved courier import/export services for all BMB users the SDU Transport and Logistics Department and the Department of Biochemistry and Molecular Biology have defined these guidelines. All courier shipments (incoming and outgoing) shall be reported by the BMB Purchasing office to the SDU Transport and Logistics Dept. (SDU T/L). SDU T/L will ensure that the best service provider is used for a given purpose, because they *know which courier service provider is best suited and most cost efficient for different locations and tasks.*

Please follow these guidelines:

When you plan for an incoming/outgoing courier shipment then contact BMB purchasing office:
bmbindkoeb@sdu.dk

Provide all necessary information:

- a. Name, address, e-mail and phone no. of supplier
- b. Name, address, e-mail and phone no. of recipient
- c. Brief description of the content of the shipment
- d. Payment details, specify account no. / project no.
- e. Specify urgency of delivery (same day, next day, same week, ...)
- f. Specify placement of the parcel/letter for pick-up (e.g. BMB shop; BMB mail room; SDU mail room)
- g. Append a print of the e-mail correspondence to the parcel/letter to avoid mistakes regarding the shipment.
- h. Append a yellow label "**Kurer**" that you obtain in the BMB shop.

BMB purchasing will then contact the SDU Transport and Logistic Dept. to arrange for transport by courier service.

Special notes:

Eurofins shipments: We frequently use courier services for sending samples from BMB to Eurofins, i.e. several times per week. We would like to combine several smaller shipments into one larger shipment. Please consider whether you need courier service at all or whether you can use regular mail. For courier services, use the above guidelines. For regular mail, place the letter in the outgoing mail tray in the BMB mail room.

If in doubt, contact BMB purchasing office: bmbindkoeb@sdu.dk.