

Shipping ChipCytometry Samples and Reagents to Canopy Hannover Site Quick Guide

The following guidelines outline the protocol to ensure that your reagents and samples are shipped to the Hannover site of Canopy Biosciences safely and in a timely manner. Please read this carefully before shipping, and contact logistics.zellkraftwerk@bruker.com if you have any questions.

ATTENTION:

As Zellkraftwerk GmbH acts as the importer for your samples, Zellkraftwerk GmbH might need to obtain an import permit to import them. This process can take up to 4 weeks, depending on the type of samples and the availability of the Authority for Health and Consumer Protection in Germany.

Before sending any shipment, please contact Zellkraftwerk via logistics.zellkraftwerk@bruker.com informing them of your intent for shipment. Include all information about the samples to ship in the e-mail. Zellkraftwerk support will contact you once the necessary formalities have been taken care of.

If you would like to include additional samples in the meantime, or if the shipment changes in any way, please contact logistics.zellkraftwerk@bruker.com immediately.

Sending shipments to Zellkraftwerk without informing them first and/or without an okay signal from them may result in the destruction of your samples by the Authority for Health and Consumer Protection.

Temperature

A. Samples Stored on Chips

- We strongly recommend shipping samples at 2-8°C/36-46°F using temperature-controlled shipment by World Courier (www.worldcourier.com). They offer temperature-controlled and monitored shipment worldwide while helping to ensure shipments pass customs.

B. Reagents

- Reagents can be shipped at room temperature (lyophilized proteins, DNA, and peptides), frozen on dry ice (certain proteins), or with cool packs (certain proteins and DNA).

C. Frozen Tissue Samples

- Tissue samples to be sectioned at Canopy Biosciences must be shipped on dry ice. Make sure samples are packaged with enough dry ice to account for delays in the shipment process.

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Packaging & Shipment

A. Packaging & Labeling

- Please make sure your shipment is safely packed with all relevant warning notices visible on the package.

B. Planning the Shipment

- The shipping/receiving department of Canopy Biosciences only accepts deliveries Monday-Friday during work hours (8 AM to 4 PM). We recommend shipping on Monday to avoid storage over the weekend during customs clearance.
- Please note that the delivery transit time may depend on the characteristics of your goods, your choice of courier, and other variables. From our experience, consider the following transit times:
 - Shipments within Europe: 1 to 3 days
 - Shipments from the USA to Europe: Up to 4 days
 - Shipments from Australia, Asia, and South Africa to Europe: Up to 1 week

You may find specific transit times at: <https://www.fedex.com/ratefinder/home>

Sample Manifest

- Please fill out the electronic ChipCytometry Services Sample Key for the appropriate sample type and email it to logistics.zellkraftwerk@bruker.com.
- Please print the filled-out ChipCytometry Services Sample Key and include a copy with your shipment.
- We will verify and store the contents of your shipment according to the information provided in this Sample Key, so please make sure to include all necessary information for the proper handling of your samples and reagents.
- Shipments without sample manifests will not be processed until a manifest has been submitted.

Special Sample Handling Instructions [Frozen or Un-Embedded]

- In case your samples must be in a specific orientation for sectioning in order to present certain features, or otherwise require special handling, please include an additional document with this information.
- This document should contain precise descriptions of how the correct tissue orientation can be identified, such as labeled pictures of the tissue sample.
- If special samples handling statement is not included, tissue will be sectioned in no specific orientation.



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Delivery Address

- Canopy Biosciences has several sites across the globe. Please ensure that your samples are being sent to the correct site. If you have any concerns, please contact logistics.zellkraftwerk@bruker.com.
- For shipping to our Hannover, Germany:

Zellkraftwerk GmbH
Building 12
Hans-Böckler-Allee 20
D-30173 Hannover, Germany
Phone: +49 511 98 44 22 | +49 511 98 44 99

- Please note that we only accept goods sent directly to this address.
- **Zellkraftwerk's EORI number is DE807106254893263**

Documentation

A. General Information

- The shipping company and customs require you to complete these forms:
 - The Shipper's Declaration of Dangerous Goods form
 - The Proforma Invoice (Note: Please do not list a value higher than 15 USD or 15 Euro)
 - We also recommend you complete the Declaration of Biological Shipments for each shipment.

B. Preparation of the Shipment

- Make 3 copies each of the **Shipper's Declaration** for each sample. Make 3 copies of the **Proforma Invoice**.
- These documents should be inserted in a plastic bag; attach the address label to the package.
- Contact your preferred courier and arrange for package pick-up.
- If you ship via FedEx, complete the **Declaration of Biological Shipments** (also recommended for other couriers).
- Please note the Airway Bill Number/Tracking Number of the shipment.
- Provide **Zellkraftwerk's EORI number (DE807106254893263)** to the courier. This step is indispensable to speed up the import customs clearance.
- Provide the following contact details to the shipper:

Karen Boettcher
+49 511 98 44 22 | +49 511 98 44 99
logistics.zellkraftwerk@bruker.com



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Final Step

- Email the following to logistics.zellkraftwerk@bruker.com
 - Delivery Data Sheet/Sample Manifest
 - Airway Bill Number/Tracking Number
 - Special Samples Handling Instructions (if applicable)
 - Shipper's Declaration of Dangerous Goods
 - Any additional documentation on biosafety (e.g., Declaration of Biological Shipments)
- We will track the shipment and let you know when it arrives at our facility. If you have questions regarding your shipment, please contact logistics.zellkraftwerk@bruker.com

