

# Shipping Instructions for Samples to Leipzig Quick Guide

Below are the guidelines describing proper shipment of samples to Leipzig, Germany to ensure samples and reagents are shipped safely and in a timely manner.

Please read the instructions carefully before shipping any goods and contact [logistics.zellkraftwerk@bruker.com](mailto:logistics.zellkraftwerk@bruker.com) if you have any questions. These instructions will cover the shipment of clinical samples and reagents (antibodies, controls, etc.).

**Attention:** This Quick Guide is for sample shipment to **Zellkraftwerk Leipzig only**.

If you need to send samples to Hannover, please refer to the 'Shipping ChipCytometry Samples and Reagents to Canopy Hannover Site' Quick Guide.

## A. Temperature

### 1. Clinical Samples Stored on Chips

- We strongly recommend shipping these samples at 2-8°C/36-46°F using temperature-controlled shipment by a full-service worldwide courier that uses temperature-controlled shipping, including temperature monitoring. This will also help to reduce the chance of the shipment getting stuck in customs.

### 2. Reagents

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

### 3. Frozen Tissue Samples

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

## B. Packaging & Shipment

### 1. Packaging and Labeling

- Please make sure your shipment is safely packed.
- All relevant warning notices should be clearly visible on the package.

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## ***B. Packaging & Shipment Continued...***

### 2. Planning the Shipment

- The shipping/receiving department of Zellkraftwerk only accepts deliveries from Monday through Friday during working hours (8 AM to 4 PM). Please make sure that your shipment will not arrive over the weekend. We recommend shipping on a 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, you may consider the following transit times:
  - Shipments within Europe: 1-3 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 the transit times at: <https://www.fedex.com/ratefinder/home>

## ***C. Sample Manifest***

- Please fill out the electronic sample manifest provided by the Business Development Manager and send a physical copy with your shipment, in order to provide a detailed list of your shipped goods and the storage conditions. **Shipments without samples manifests will not be processed until a manifest has been submitted.**
- Please also email the electronic sample manifest to the BD Manager.
- Sending an electronic manifest no later than the shipment ensures that conditions for samples processing and conditions are known and followed upon reception of your shipment.
- We will verify and store the contents of your shipment according to this list – so please make sure to include all necessary information for the proper handling of your clinical samples and reagents.

## ***D. Special Sample Handling Instructions (for frozen, unembedded tissue samples)***

- If samples must be in a specific orientation for sectioning in order to present certain features of require special handling in any manner, this additional information must be included in addition to your samples manifest. (e.g., how the tissue must be oriented in the cryomold before embedding).
- Please provide detailed handling instructions, including a precise description of how the correct tissue orientation can be identified (e.g., labeled picture of the tissue sample).
- If no special sample handling statement is included with the shipment, the tissue will be sectioned in no specific orientation!

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## *E. Delivery Address*

Please note that we only accept goods sent directly to this address:

**Zellkraftwerk GmbH/Canopy Biosciences**

**Etage 03, Raum 4.309**

**Deutscher Platz 5c**

**D-04103 Leipzig, Germany**

Phone: +49 341 6976 7506 // Email [logistics.Zellkraftwerk@bruker.com](mailto:logistics.Zellkraftwerk@bruker.com)

**Zellkraftwerk's EORI number is: DE807106254893263**

## *F. Documentation*

### 1. 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 that you complete the Declaration of Biological Shipments form for each shipment.

### 2. Preparation of the Shipment

- Make 3 copies each of the **Shipper's Declaration** for each sample and 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 a package pick-up.
- If you ship via FedEx, complete the form **Declaration of Biological Shipments** (also recommended for other couriers).
- Please note the Airway Bill Number/Tracking Number of the shipment.
- Hand over 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:
  - Susanne Finger +49 341 6976 7506 [logistics.zellkraftwerk@bruker.com](mailto:logistics.zellkraftwerk@bruker.com)

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## ***G. The Final Step***

- Complete the Delivery Data Sheet/Sample Manifest.
- Email the **Airway Bill Number/Tracking Number**, the **Delivery Data Sheet/Sample Manifest**, **Special Sample Handling Instructions (if applicable)**, additional documentation on biosafety (e.g., **Declaration of Biological Shipments**), and a copy of the **Shipper's Declaration of Dangerous Goods** to:  
[logistics.zellkraftwerk@bruker.com](mailto:logistics.zellkraftwerk@bruker.com)

We will track the shipment for you and let you know when it arrives at our facility. If you have any questions regarding the shipments, please contact us at: [logistics.zellkraftwerk@bruker.com](mailto:logistics.zellkraftwerk@bruker.com)