

## GUIDELINE FOR SHIPPING PACKETS TO TENERIFE

Goods delivered to the Canary Islands have to go thru customs as the islands are included in a special economic zone. As a scientific organization, IAC is exempt of customs and VAT in transports of packages with scientific instruments. To benefit from this exemption, the shipping of any package for the LST telescopes to Tenerife must follow a standard and mandatory procedure.

**Failing to follow this procedure can create arbitrary delays and not negligible costs.**

Read this guideline carefully and if you have any question contact the LST logistics responsables via [lst-logistics@cta-observatory.org](mailto:lst-logistics@cta-observatory.org)

**Distribute this guideline to the personnel at your institute managing the shipping and also to your transport company to make sure they proceed with the shipping correctly.**

**Very important: do not change or add anything to the addresses, write them as they are given in this document.**

## Procedure

### Step 1

Before preparing the shipping with the transport company, contact with [lst-logistics@cta-observatory.org](mailto:lst-logistics@cta-observatory.org) and Javier Herrera and provide the following information that will be included in the database:

- Name
- Institution or Company
- Description of the contents
- Assembly
- PBS index (optional)
- Origin
- Delivery
- Number of items
- Transport company
- Value
- Number, dimensions and weight of the packages
- Estimated shipping and arrival dates
- Need for storage

You should also provide the billing information of your institution, in case that it is the first shipping of a package for the LST project.

The information has to be send at least one week in advance to the shipping of the packet

## Step 2

**The delivery of the packages in Tenerife should be done to the IAC headquarters in La Laguna.**

The address of the delivery destination must be written as follows:

**Instituto de Astrofísica de Canarias**  
**CIF: Q-3811001-A**  
**Unidad de Compras y Logística**  
**C/ Vía Láctea, s/n**  
**E38205 - La Laguna (Tenerife)**  
**Spain**

**Contact persons:**

**Javier Herrera, [jaherllo@iac.es](mailto:jaherllo@iac.es)**

**Patricia Márquez, [pmarquez@ifae.es](mailto:pmarquez@ifae.es)**

## Step 3

The transport of the shipping should be done directly to Tenerife harbour or airports (IATA code TCI) can be arranged. Any transfer at Las Palmas de Gran Canaria -another island- that could require a custom clearance there **will not be accepted**. Customs in Gran Canaria create long delays and complications, as they are not used to the procedures of the observatories. We will request a transit operation in case that the shipping ends up in Gran Canaria, and any associated costs should be covered by the contract between the transport company and the sending institute or company.

**The contract with the transport company must be under the Delivery Duty Paid (DDP) modality.** That means that the cost of the local transport, from the harbour or airport to the headquarters, and the bill of the customs agency, will be included in the transport contract and paid by the sending institute or company. Make sure that these costs are covered when preparing the transport contract, as the local crew can not pay bills.

In case that you can not arrange the delivery with your transport company, contact the local crew to organize it. The cost of the local transport will be covered by the sending institution, and it will be accepted only in the case that your institute can proceed with a fast payment of such cost (within weeks).

Only in exceptional cases the local crew will pick up packets by themselves at the airport or at the harbour, or will arrange a delivery in a different place. In such case, contact the local crew in advance.

Inform to your transport company that they must contact the local crew in advance, to arrange the date and hour of the delivery.

#### Step 4

Once the transport is ready you should send to the local crew a scanned copy of several documents via e-mail ([lst-logistics@cta-observatory.org](mailto:lst-logistics@cta-observatory.org)):

- An invoice for the goods in the package, or alternatively a declaration of contents and costs signed by the responsible of the shipping at your institute.
- The Bill of Lading (B/L) or the Airway Bill (AWB) that the transport company should give to you when the shipping is completed.
- A document called T2LF in case that the shipping comes from a EU country. The local crew may request the original of this document for certain shipments.

The local crew will take care of forwarding this information to the IAC administration and to the customs agency.

You should also provide the tracking number and any update to the initial information about the package, so it can be included in the database.

#### Step 5

Once the package is in Tenerife and the customs procedure has been completed, the local crew will send you by e-mail the bill from the customs agency and/or the local transport with the details on how to proceed with the payment (if such apply).

#### Step 6

When the package has been received and inspected in the delivery place, the local crew will confirm it via e-mail.