

Asia Pacific shipping guidelines for Skydrol samples

1. Ship Skydrol samples to the following address via courier services. Use this **EXACT** delivery address. **DO NOT** include Eastman in the delivery address, or your sample will be delayed.

You can use our SGS agent in place of chief chemist **ONLY IF** the freight forwarder requires a name:
Eric Wang, Eric-AY.Wang@sgs.com, +86-18317189173

SGS-CSTC Standards Technical Services (Shanghai) Co., Ltd.
Attn: Chief chemist
Building C, No. 399, Shengxia Road, Pudong New District, 201210
Shanghai, China
+86-18317189173

2. Provide a commercial invoice/packing list on which the following information must be displayed (see sample format on page 2):

- Sender and recipient information
- Sample name
- Net and gross weights of samples
- Total quantity of samples and total value of samples. The value of each sample **MUST** be USD \$5.00, so if you have four total samples, the total value is USD \$20.00.
- Number of packages
- Note that sample is for laboratory testing only
- Country or origin of the samples

3. Shipping instructions:

- We strongly recommend you use **international courier vendors** such as DHL, FedEx, etc.
- All Skydrol samples should be **shipped as non-DG** under IATA special provision A197—low-volume exemption, which requires packages to be less than 5 kg/5 L.
- Ensure the gross weight of the shipment is within 30 kg and that each package is no more than 5 kg/5 L.
- All shipping documents **MUST** be with the shipment, including packing list, commercial invoice, and SDS.
- Take photos of samples before shipment and keep them for customs inspection purposes.

4. Labels and packages:

- A preprinted ship-to address label is on the kit box. You may ship your Skydrol fluid sample to Eastman in this box. If you use a different box, remove the label from the original box and adhere it to your new box. The label must be on every sample shipment in accordance with our sampling processes.
- Ship-to address label:



Sample commercial invoice/packing list

Date:

Reference No.:

Sender:

Receiver:

SGS-CSTC Standards Technical Services (Shanghai) Co., Ltd.
Attn: Chief chemist
Building C, No. 399, Shengxia Road, Pudong New District, 201210
Shanghai, China
+86-18317189173

S/N	Sample description	Quantity	Net weight (kg)	Gross weight (kg)	Unit price (USD)	Total value (USD)
The above samples are for laboratory testing only.						

Shipment terms: DDP

Destination: Shanghai, China

Payment terms: For free

We certify that merchandise is of _____ origin.

I confirm that the information on this invoice is true and correct and the contents of this shipment are as stated above.

Stamp or signature

