

Shipping Documentation Requirements – Setting Master Calibration

Revision 1

16th February 2021

To ensure that Torus Measurement Systems receive and return Setting Masters for Calibration in a timely manner, we request that our Customers following the following process:

Wherever possible Torus request that Setting Masters are shipped via courier. Torus regularly use DHL and FedEx and request that these couriers are used whenever possible.

Setting Masters sent from outside the UK must be shipped with a commercial invoice. The commercial invoice provides all of the information required for the goods to be cleared through customs. The commercial invoice must clearly state the following information:

1. Name, address, EORI number and VAT number of both the importer and exporter.

Torus Measurement Systems Ltd, FAO UKAS Lab, Nedge Hill Science Park, Telford, Shropshire, TF3 3AJ, UK

Torus Measurement Systems EORI number is **GB190653009000**.

Torus Measurement Systems VAT Number is **GB190 6530 09**.

2. The unique ident number / numbers which is engraved on the Setting Master / Masters.
3. Number of pieces (qty)
4. Description of the goods i.e. '*setting master being returned for calibration*' (please make sure to include the customs commodity code) For setting masters please use the following Commodity Code: **90319000**.
5. Gross and net weight.
6. Type of packaging (box, pallet etc.)
7. Currencies applicable to the commercial invoice.
8. Price per item, total line price and total price of the entire shipment. The value stated should reflect the price of the calibration work being carried out.
9. Incoterm applicable to the shipment. In most cases the DAP Incoterm should be detailed.
10. Invoice number and date.
11. Country of origin of the goods – All of our setting Masters are of UK origin, please state the country of Origin as 'UK'.
12. Importer and Exporter Contact details. Contact details for Torus Measurement Systems are as follows, these contact details will be used by the courier company to request clearance instructions:

Email: tms.courier@torus-group.com gary.williams@torus-group.com

Telephone: +44 (0) 1952 210020

What import procedure will Torus Measurement Systems use to import setting Masters into the UK? As standard we will import the setting masters for 'home use'. There is no import duty applicable to the commodity code detailed above. Torus will pay any applicable VAT charges on import and reclaim the VAT. We do not temporarily import setting masters as we are not registered for inwards processing relief.