

International Air Waybill Guide

When shipping to Unidec from another country, the shipper must elect a billing option for freight, duties and fees. The selections made to the air waybill will elect all shipping charges to be paid by the shipper/sender: "The shipper/sender pays all shipping charges and the destination country's duty and tax". *Customer must pay inbound duties and fees if failing to select the right billing option.* If the customer does not select the Shipper/Sender on both billing options, Unidec is consequently billed by the carrier for import duties and fees; Unidec will add the resulting Duties and Fees associated with the importation of the package to the customer invoice.

1. In the case of **UPS** Online Worldship, select the *Shipping Duty & Tax (SDT)* Billing Option. This selection will elect all shipping charges to be paid by the shipper: "The shipper pays all shipping charges and the destination country's duty and tax". If Unidec is consequently billed by UPS for import duties and fees because the election is not properly made, Unidec will add the resulting Duties and Fees associated with the importation of the package to the customer service invoice.

The screenshot shows the UPS WorldShip software interface. The window title is "UPS WorldShip@". The menu bar includes File, Edit, Activities, Tools, UPS Web Access, UPS OnLine Connect, Window, and Help. The toolbar contains icons for Shipping, Pick Log, Create, UPS.com, Tracking, Address Book, Send to UPS, Repeat, Undo, Void, End of Day, Help, and EXIT.

The main interface is divided into several sections:

- Ship To / Ship From / Distribution:** Customer ID, Update Address Book checkbox, Company or Name (Unidec), Attention (John Fisher), Street (3603 Winding Way), Room/Floor/Address 2, Department/Address 3, Country (USA), Postal/ZIP Code (19073), City (NEWTOWN SQUARE), State/Prov (PA), Telephone (6103533221), E-mail Address (mailbox@unidec.com), UPS Account Number, and Tax ID Number.
- Service / Options / Detail / Reference / Documents:** UPS Service (Worldwide Express), Package Type (Package), Saturday Delivery checkbox, Billing Option (Prepaid), Bill to Third Party checkbox, Documents Only checkbox, General Description of Goods, Weight (pounds) (0.0), and Shipment Cost (\$0.00).
- Invoice No.:** 1 Invoice No. (P), 2 Purchase No.
- Process Shipment F10:** A button with a red and green icon.

A callout box points to the "Billing Option" field, containing the text: "If using UPS Office software for shipment, make sure to select the Shipping Duty & Tax (SDT) in the billing option".

At the bottom of the window, the status bar reads: Ver. 7.0.17 | XOFY | Pending: 0 Shpmt(s), 0 Pkg(s), Cost \$0.00

2. If using **FedEx** as the carrier for your shipment, make sure to make these selections on the FedEx Air Waybill:
 - Select (check) Sender on the **Payment Bill transportation charges to** field.

- Select (check) Sender on the **Payment Bill Duties & Taxes (Customs charges)** to field.

FedEx International Air Waybill /0050/0050/0023746666/1

1 From (Shipper)
 Date: Sender's FedEx Account Number:
 Sender's Name: Phone:
 Company:
 Address: **Your Company Information**
 Address:
 City: State: Province:
 Country: ZIP Postal Code:

2 To (Recipient)
 Recipient's Name: Phone:
 Company: Unidec
 Address: 3603 Winding Way
 Address:
 City: Newtown Square State: PA
 Country: USA ZIP Postal Code: 19073
 Recipient's Tax ID number for Customs purposes: Unidec's EIN#

3 Shipment Information
 Total Packages: Total Weight: Total Volume: Total Value:

4 Express Package Service
 FedEx Int. Priority FedEx Int. First FedEx Int. Economy

5 Packaging
 FedEx Envelope FedEx Pak FedEx 10kg Box FedEx 25kg Box

6 Special Handling
 HOLD at FedEx Location SATURDAY Delivery

7a Payment Bill Duties & Taxes
 Sender's Account No. Recipient Third Party Cash/Check/Credit

7b Payment Bill Duties & Taxes
 Recipient's Account No. Recipient Third Party Cash/Check/Credit

8 Your Internal Billing Reference

9 Required Signature

For Completion Instructions, see back of fifth page.
 FedEx Tracking Number: **8380 2296 3250** Form No.: **0402**
 Try online shipping at fedex.com

- If using **DHL** as the carrier for your shipment, make these selections on the Air Waybill:
 - Select (check) Shipper's Account on the **Payment Options** of the Shipment details field.
 - Select (check) Shipper on the **Destination duties /taxes** field.

DHL Shipment Airwaybill 7466179490

1 From (Shipper)
 Account no.: Shipper's reference:
 Company name:
 Shipper's name: **Your Company Information**
 Address:
 Zip code (required): Phone/Fax/E-mail (with area code) (required):

2 To (Recipient)
 Company name: Unidec
 Attention:
 Delivery address: DHL cannot deliver to a PO Box
 3603 Winding Way
 Newtown Square, PA
 Zip/Postcode (required): 19073 Phone/Fax/E-mail (with area code) (required): 610-353-3221

3 Shipment details
 Domestic Services: USA OVERNIGHT INTERNATIONAL SERVICES WORLDWIDE PROMPT EXPRESS WORLDWIDE PROMPT EXPRESS WORLDWIDE PROMPT EXPRESS WORLDWIDE PROMPT EXPRESS

Payment Options (not all options available to all countries)
 Shipper's account Recipient Third party
 Cash / Check / Credit Card
 Express Insurance Type: No Yes

4 Pcs/Weight/Size
 No. of pieces:
 Weight (DHL Express Document):
 Dimensions in inches: length x width x height
 DIMENSIONAL/CHARGED WEIGHT: a b

5 Shipper's authorization and signature
 Signature (required): Date:

6 Destination duties /taxes
 Recipient Shipper Other

7 Codes
 CHARGES Services: Special services, Insurance
 Drop Box/Exp. Center
 TOTAL
 TRANSPORT COLLECT STICKER No.
 PICKED UP BY: Name, Title