

SHIPPING PROCEDURE WITHOUT DRY ICE

1. Access the FedEx link, where you will need to modify the sender information. Shipping labels and a commercial invoice will then be generated.

https://dna.macrogen.com/fedex2/standalon_ ngs.jsp

* Denotes required field

Sender Information	
*Contact name	<input type="text"/>
Company	<input type="text"/>
*Address 1	<input type="text"/>
*Address 2	<input type="text"/>
*Country	Select <input type="button" value="v"/>
*City	<input type="text"/>
*State/province	Select <input type="button" value="v"/>
*Postal code	<input type="text"/>
*Phone no.	<input type="text"/>
*Sample Type	<input checked="" type="radio"/> DNA <input type="radio"/> RNA <input type="radio"/> Other
*Sample Numbers	<input type="text"/>

Billing Details	
*Bill transportation to	Recipient <input type="button" value="v"/>

Shipping Coverage Policy	
Free shipping will be provided for our NGS customers. Macrogen provides free shipping for packages with an overall weight of less than 5kg. If your shipment is not qualified for our shipping coverage or it exceeds the maximum coverage amount, the shipping cost will be included in the invoice for your order. If you have any questions regarding shipping, please contact your sales associate.	

Package and Shipment Details	
*Service type	FedEx International Priority <input type="button" value="v"/>
*Package type	Your Packaging <input type="button" value="v"/>
*No. of packages	1 <input type="button" value="v"/>
*Package 1 dimensions	20 <input type="text"/> 30 <input type="text"/> 30 <input type="text"/> cm <input type="button" value="v"/>
*Weight	2 <input type="text"/>
*Weight unit of measure	kg <input type="button" value="v"/>
Declared value 1	<input type="text"/>
<small>The value of any package represents FedEx's maximum liability in connection with a shipment of that package. A declared value greater than \$100 will incur additional charges. If you intend to purchase insurance from a third party and do not want to declare a value for carriage, please enter a value of 0.</small>	
Dry Ice	No <input type="button" value="v"/>

- Personal information is shared with FedEx only when you requested a shipping label

Commonly, the links to generate shipping labels have problems when entering the amount of dry ice or weight using a "period" or "comma" to separate the quantities, please try both if you have any problems (For example; 4.8 or 4,8).

2. Once you complete the entire process, shipping labels and a commercial invoice will be generated. The **tracking number** will be displayed on the invoice.

3. Package preparation:

- Inside the package, you will need to include:
 - o Completed Excel order sheet.
 - o Signed quote.
- Outside the package, you will need to include:
 - o FedEx shipping labels and the commercial invoice (generated previously).
To do this, place this documentation in a plastic sleeve and seal it to the lid of the box.



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○ **Label UN3373:** Print it on A4 paper and affix it to the side of the box.
Please ensure the label is securely attached to prevent damage.

4. To schedule a pickup, follow this link, create your account, and request a pickup.

<https://www.fedex.com/es-es/shipping/schedule-pickup.html>