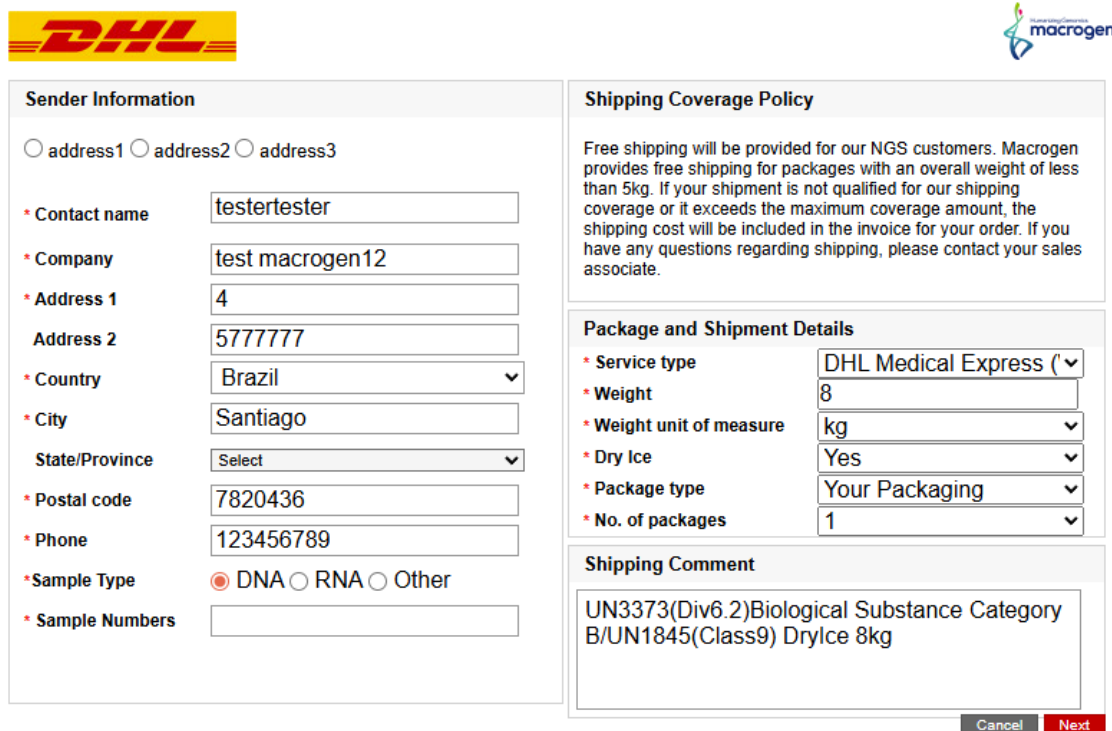


## SHIPPING PROCEDURE WITHOUT DRY ICE

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

DHL A/C #: 964274330

[https://dna.macrogen.com/dhl/shipper\\_form\\_ngs.jsp?user\\_id=tester2](https://dna.macrogen.com/dhl/shipper_form_ngs.jsp?user_id=tester2)



The screenshot shows a DHL shipping form with two main sections: Sender Information and Shipping Coverage Policy. The Sender Information section includes fields for contact name, company, address, country, city, state/province, postal code, phone, and sample type. The Shipping Coverage Policy section provides information about free shipping for NGS customers. Below these sections are Package and Shipment Details and a Shipping Comment field.

Sender Information		Shipping Coverage Policy	
<input type="radio"/> address1 <input type="radio"/> address2 <input type="radio"/> address3		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.	
* Contact name	testertester	<b>Package and Shipment Details</b>	
* Company	test macrogen12		
* Address 1	4		
Address 2	5777777		
* Country	Brazil		
* City	Santiago		
State/Province	Select	* Service type	DHL Medical Express (▼)
* Postal code	7820436	* Weight	8
* Phone	123456789	* Weight unit of measure	kg (▼)
* Sample Type	<input checked="" type="radio"/> DNA <input type="radio"/> RNA <input type="radio"/> Other	* Dry Ice	Yes (▼)
* Sample Numbers		* Package type	Your Packaging (▼)
		* No. of packages	1 (▼)
		<b>Shipping Comment</b>	
		UN3373(Div6.2)Biological Substance Category B/UN1845(Class9) DryIce 8kg	

Cancel Next

The links for generating shipping labels often cause problems when entering the quantity of dry ice using a period or comma to separate the amounts. Please try both if you encounter any issues (e.g., 4.8 or 4.8).

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

### 3. Package Preparation:

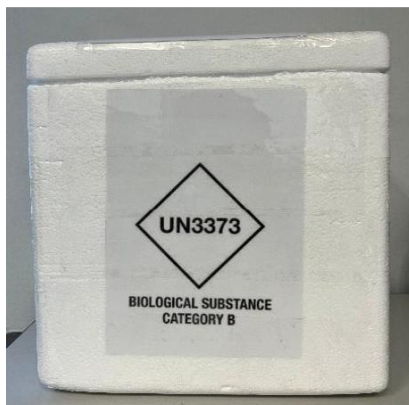
- Inside the package, you will need to include:
  - o Completed Excel order sheet.
  - o Signed quote.
- Outside the package, you will need to include:
  - o DHL shipping labels and the commercial invoice (generated previously).

To do this, place these documents in a plastic sleeve and attach it to the lid of the box.



## SHIPPING PROCEDURE WITHOUT DRY ICE

- 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, use a DHL contact number for your area.



**IMPORTANT NOTE:**

If the DHL team requires an authorization email to use your Macrogen DHL account when requesting a pickup date and time for your package, please use [jorgepal@macrogen.com](mailto:jorgepal@macrogen.com)