

DHL PROCEDURE FOR SHIPMENT OF URINE SAMPLES

Link: [MyDHL+ | International Shipping and Courier Delivery \(express.dhl\)](https://www.express.dhl.com/MyDHL+)

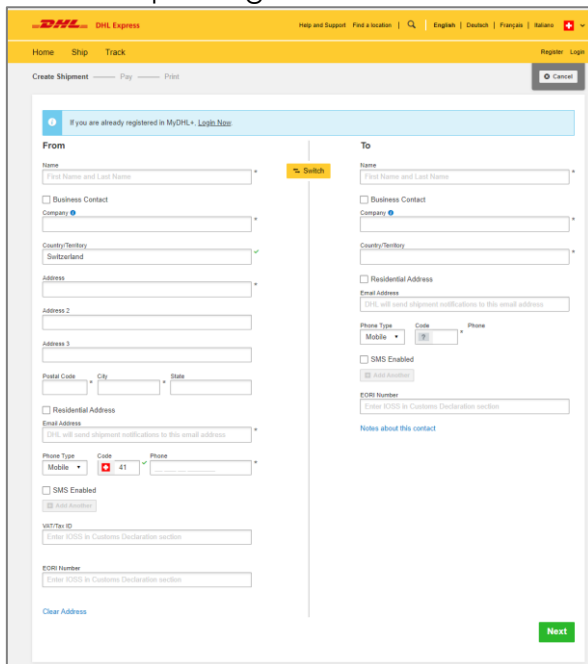
Click on Ship – Create a Shipment

- You will need to have the following information:
- Addresses
- Reference of content to be detailed
- Size & weight of the package (can be approximate, will anyway be recalculated by DHL)

- Within EUR, from/to an non-European countries (i.e: Switzerland, Norway, UK)
 - VAT & EORI numbers of the Shipper
 - VAT & EORI numbers of the Delivery

From / To

- Fill in the detailed address and contact information of both sender/receiver.
- NB: The email address is very important to receive the tracking numbers and follow the package.



Shipment Details

- For shipment of samples always use “ **Packages** ”
- Summarize: “ **Exempt human specimen as per IATA 3.6.2.2.3.8** ”
- Shipment Reference: **Name of the competition**
- Value: **1 €**
- No protection needed.

Shipment Details

What are you shipping?

Documents Packages

Documents include legal, financial or business paperwork. Items with monetary value are NOT considered a document shipment. Packages are goods, merchandise or commodities for personal or commercial purposes.

Prohibited Items
Some items that are prohibited when shipping to Switzerland. [View Prohibited Items](#)

Summarize the contents of your shipment (in detail) ?
Provide details in English only

Exempt human specimen as per IATA 3.6.2.2.3.8 45 / 170

Add Shipment References
Your first reference will appear on your shipping label/waybill. All additional references will not show on shipping

Name of the competition

[Add Reference](#)

What is the value of your shipment?

Value
1 CHF

Protect Your Shipment

You value your shipment and so do we – don't forget to protect your shipment! [Learn about our shipment protection options.](#)

I would like to insure my shipment

Select Packaging

Measure and weight your packaging and enter the information.

Note: 1 urine sample = ~ 0.3 kg

Note that DHL will anyway measure/weight the package – and this will be adapted in the invoice. If your measure and weight aren't accurate, this will not inhibit the shipment.

Customs Invoice Details

This is requested for only for some international shipment (from/to non-European countries within Europe).

Create Invoice Use My Own Invoice

On the drop-down list of choices, select " Personal property/Not for resale "

How will you pay?

The cost of shipment is to be borne by the organiser. Please select your mode of payment here.

I'm sending my shipment on

Select the accurate date of shipping the date of delivery, time, and price will then be showed

Usually use "MEDICAL EXPRESS or EXPRESS"

Timeframe for delivery of urine samples: Urine Samples must be shipped to the designated WADA accredited laboratory wherever possible on the day of collection but maximum 2 days after. While under custody samples shall be stored somewhere cool, away from the sun and heat.

No need for "Optional Services".

Do you want to schedule a courier pickup?

Here you can either schedule a pickup by a DHL courier

OR bring the package to a DHL express office – at your best convenience.

- Schedule pick up:

Yes – Schedule Pickup ✔

No ←

I'm sending my shipment on 📅

October

3

Today

Edit

Pickup Window – When courier may arrive and shipment is ready

10:30 am
12:15 pm
2:00 pm
3:45 pm
5:45 pm

Earliest 12:30 pm 📍

Latest 4:15 pm 📍

Please allow at least 30 minutes for your Pickup Window
The latest time a request can be made for pickup today is 5:15 pm

Where should the courier pick up the shipment? ✔

Reception ▼

Total Pickup Weight ✔

1.5 kg

Instructions for the courier

Add a contact person with phone number (in case the transporter cannot locate you) ←

[Disclaimer and Important Details](#)

Pickup Address

ITA
International Testing Agency
Switzerland
International Testing Agency
Avenue de Rhodanie 58
Lausanne
Lausanne, Vaud, 1007

Edit

Make my default pickup address

- Or find the nearest DHL office: [Find DHL Locations \(express.dhl\)](https://www.express.dhl/locations)

Do you need a return label?

Label is valid for 12 Months

Yes – Create Label

No ✔

Shipment Cost Summary

Verify all information as it will not be editable once accepted

EXPRESS DOMESTIC 12:00		Transportation Charges	CHF	11.81
Wed, 4 Oct, 2023 - 12:00 pm		12:00 Premium	CHF	5.00
Volumetric Weight	1.421 kg	Fuel Surcharge	CHF	3.07
Total Weight	1.5 kg	VAT/Tax	CHF	1.54
Chargeable Weight	1.5 kg	Total	CHF	21.42

Terms and Conditions

By clicking on **Accept and Continue** I am agreeing to [Terms and Conditions](#), and declare that this shipment does not include any [Prohibited Items](#).

Accept and Continue

Print Documents

Print the waybill and attach it on the outside of the box.

For non-European countries from/to Europe shipments: - print 3 copies of the invoice and hand these over to the courier or the DHL office.