SHIPPING INSTRUCTIONS

Revision 16.1 final
Revised January 1, 2020

Introduction:

This document describes for manufacturers the procedure for shipping product to the BTL Laboratory in India. Please do not ship the product to the Laboratory until notified by the BTL Testing Services Team to do so.

Duty Paid Shipment:

Our recommendation is to ship using the 'duty paid' procedure. You should also use a courier service (door-to-door service) such as UPS, FedEx or others similar. This method charges the manufacturer the duties to import (and export) the product into (and out of) India. The costs are based on a 20% - 28% customs duty charge, a 15% counter charge, and a 4% OCTROI or city tax charge for imports. For products less than $500 US, the charge should be less than $220 US.

Send the tracking number of the shipment to the BTL Laboratory in India via email, so that they can track the product on their end.

Proforma Invoice:

Please complete the Sample Proforma invoice, a blank for which is provided in a separate file, and submit it to the Testing Services Manager via email for approval, PRIOR to shipping your device. This is an editable .doc, substitute your own company letterhead, fill it in with a description and valuation of the particulars of your device along with all collateral equipment items which will be shipped to India. Please also include any additional equipment, drivers, or applications that are needed for downloading new firmware in case that should be required. Any additional needed equipment should ship with the product. This will save time and facilitate the completion of testing on your device. Once approved, you should include the Proforma Invoice with your shipping documents.

General Information:

When you ship the product to the BTL Lab, be sure to include product documentation that will allow the BTL Lab to configure and safely use the product. It is not necessary to send a 24 VAC transformer, because the BTL Lab has that power source on-hand.

If you have any questions, please do not hesitate to contact the BTL Testing Services Team (email testing@bacnetinternational.org) Your questions will help us to develop a better description of the submission process.

Version	Date	Author	Change
5.0.1	3-Nov-2008	Lori Tribble	• Added revision history table • Removed footers on all pages except page 1. • Updated version from 4.0.2 to 5.0.1
5.0.2	3-Feb-2009	Lori Tribble	• Updated address in Proforma Invoice
5.0.3	8-Jun-2008	Lori Tribble	• Removed the term 'assessable' from the Proforma Invoice per Kishore's comments.
5.0.4	13-Jul-2009	Lori Tribble	• Updated phone numbers.
6.0.1	23-Jan-2011	Duffy O'Craven	• Updated to only describe Duty Paid shipping. • Refer to Sample Proforma Invoice in a separate document • Recommend to ship drivers, and a means to load new firmware, with the device
9.0.1	13-Oct-2011	Duffy O'Craven	• Made email address a clickable link.
9.0.final	01-Dec-2011	Duffy O'Craven	• Updated to final revision
12.0.final	07-Aug-2012	Duffy O'Craven	• Updated to 12.0.final without change.
14.0.final	17-Nov-2014	Duffy O'Craven	• Updated to 14.0.final without change.
15.0.final	24-Oct-2017	Kelsey Battle	• Rename 15.0.final, changed logo, change contact to BTL Coordinator
15.2	1-Jan-2019	Emily Hayes	• Rename 15.2 • Change contact to testing@bacnetinternational.org
16.1	1-Jan-2020	Rich Ruel	• Rename 16.1 • Changed BTL Coordinator to Testing Services Team