



**Atacama
Large
Millimeter
Array**

SHIPPING / IMPORT / CUSTOMS PROCEDURES
applicable to Contractors
executing ESO Contracts at the ALMA Observatory in
Chile



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	<p>Shipping, Import and Customs Procedures applicable to Contractors executing ESO Contracts at the ALMA Observatory in Chile</p>	<p>Doc # : ALMA-10.04.00.00.003-A-PRO Date: 2005-06-10 Status: Released Page: 2 of 7</p>	
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SHIPPING / IMPORT / CUSTOMS PROCEDURES

Applicable to Contractors executing ESO Contracts at the ALMA Observatory in Chile

- 1.1 It shall be the responsibility of the Contractor to export to Chile the equipment, materials, etc. in a most convenient and economic manner in accordance with existing laws and regulations.
- 1.2 ESO is exonerated from customs duties in Chile only for materials, equipment and apparatus, etc. used for the construction and operation of the Atacama Large Millimeter Array (ALMA) Observatory in Chile and remaining property of ESO in Chile.
- 1.3 Duty free imports can only take place in the name of ESO.
A Certificate of Ownership for Contractor's property may be established upon Contractor's request.
- 1.4 Duty free imports into Chile in the name of ESO shall not be used for any other purpose than for construction of the ALMA Observatory in Chile. Equipment, material etc. shall not be sold by the Contractor or sub-contractors without ESO's authorization.
- 1.5 Prior to effecting any shipment, it must be proposed to the ESO accredited representatives in charge of the follow-up of the performance of the Contract, for approval. For this, the Contractor shall send to ESO (cf. Article 1.16.1 hereafter) copies of the corresponding invoice(s), packing list(s) and anticipated shipping details or, alternatively, the shipping plan on a monthly basis.

The ESO accredited representatives will review the shipping documents or shipping plan, and if not advised to the contrary by ESO within 10 days after receipt of said documents, the Contractor shall effect shipment as proposed and send the original shipping documentation to the ALMA Logistics Department in Chile (cf. Articles 1.16.2 and 1.16.5 hereafter).

ESO shall be informed not less than 30 days prior to shipments to Chile and may issue special instructions, if necessary.



1.6 The Contractor should define the “Category” status under which goods and materials will be imported in Chile, according to the following:

Category I: Materials and equipment becoming part of the ALMA Observatory and remaining in Chile as ESO property.

Category II: Materials, equipment and machinery used during the construction period, which remain in Chile after termination of the work, as property of ESO, to be used, for example, for maintenance, improvement, etc.

Category III: Supplies and spare parts for machinery and construction equipment required during the construction period, which remain in Chile as ESO property.

Category IV: Materials, equipment and construction materials to be used during the construction period which will remain the property of the Contractor and will be re-exported after termination of the work at the ALMA Observatory.

1.7 Separate shipping documents must be established for:

- Materials, equipment and/or apparatus, used for the construction and operation of the ALMA Observatory that are within the contractual scope of supply of the Contract and are bound to become the *property of ESO (corresponding to Categories I, II or III)*;
- Materials, equipment and/or apparatus that will remain the *property of the Contractor (corresponding to Category IV)*.

1.8 Three original Bills of Lading of any such overseas shipment, together with invoices and packing lists shall be sent to the ALMA Logistics Department. in Santiago (cf. Articles 1.16.2 and 1.16.5 hereafter). In case of shipment by airfreight, the Contractor shall notify the ESO accredited representatives, and the ALMA Logistics Department in Santiago of the corresponding flight details.



- 1.9** ALMA Logistics Department in Santiago will prepare the documents for customs clearance under ESO privileges and exemptions, apply for approval by the appropriate Chilean authorities, and transmit them to the customs agent in Chile designated by the Contractor. The Contractor shall inform ESO of the name and address of this agent.
- 1.10** After customs clearance by the Contractor's agent in Chile, the original clearance/shipping documents shall be returned to ALMA Logistics Department in Santiago.
- 1.11** All costs other than strictly own cost that ESO may sustain in connection with these import operations will be charged to the Contractor. It is expressly understood that under no circumstances ESO shall be liable for any timely, safety or environmental consequences resulting from the import operations.
- 1.12** All goods imported under ESO's privileges and exemptions must remain in Chile under ESO's name and custody.
- 1.13** Inventory lists of imported goods and materials bound to become ESO's property (Categories I, II, III) and of those items that will remain the Contractor's property (Category IV) shall be kept by the Contractor and the ALMA Logistics Department in Chile. These inventory lists shall be regularly checked against one another. The Contractor has the full responsibility and liability for his property.
- 1.14** After termination of the work at the ALMA Observatory, i.e. at the latest after Provisional Acceptance of the entire scope of work and supply as specified in the Contract, the Contractor shall re-export from Chile at his cost any equipment, materials etc. that remains his property. This operation will be performed under the instructions and supervision of the ALMA Logistics Department in Santiago.
- 1.15** Any item that the Contractor does not wish to re-export (imported under Ministry Category IV) after Provisional Acceptance has to be officially announced to the ESO accredited representatives and, if acceptable, the ALMA Logistics Department in Santiago will then take up the matter with the Chilean authorities to clarify procedures, requirements and actions necessary.



1.16 SHIPPING INSTRUCTIONS - MARKINGS - DISPATCH ADVICES

1.16.1 DISPATCH ADVICES

Previous any shipment, the dispatch advice and the following documents shall be distributed to the ESO accredited representatives in charge of the follow-up of the performance of the Contract, in accordance with Article 7 of the “General Conditions of ESO Contracts”.

The corresponding address could be found under Contract’s Article: “Contract Management – Representation – Address for correspondence”

- Copy B/L 2-fold
- Invoice 2-fold
- Packing list 2-fold

1.16.2 SHIPPING INSTRUCTIONS FOR OVERSEAS SHIPMENTS

Final delivery should be made to the ALMA Observatory Site at Chajnantor in Chile. The address of the ALMA Office dealing with all transport related matters in Chile is as follows:

ALMA Project
Logistics Department
El Golf 40 – Piso 18, Las Condes
Santiago / CHILE
Telephone: +56 2 467 6125
Telefax: +56 2 467 6101
E-mail: chermant@alma.cl

1.16.3 BILLS OF LADING

Consignee:

ESO - European Southern Observatory
ALMA Project
El Golf 40 – Piso 18, Las Condes
Santiago, Chile



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Notify address:

(Contractor's address in Chile or designated party)
c/o ALMA Logistics Department – Attn Charlotte Hermant
El Golf 40 – Piso 18, Las Condes
Santiago, Chile
Telephone: +56 2 467 6125 Fax: +56 2 467 6101
E-mail: chermant@alma.cl

Address : Final destination

Port of destination: ANTOFAGASTA/Chile

In case of container shipments: NET weight and TARA to be indicated *separately* on the B/L.

1.16.4 SHIPPING MARKS

ALMA OBSERVATORY (SAO, OSF or AOS)
Contract No.:
Box No.:
Net weight:kg
Gross weight:kg
via ANTOFAGASTA/CHILE

On at least two opposite sides all packages have to show the above shipping marks in letters of 6 cm high (for big cases up to 15 cm high) by using stencil and waterproof color. In case of more than one package these have to be numbered consecutively.

1.16.5 DISPATCH ADVICES

Immediately after shipment the dispatch advice and the following documents shall be distributed to:

- ESO accredited representatives
 - Copy B/L 2-fold
 - Invoice 2-fold
 - Packing list 2-fold

- ALMA Logistics Department in Chile
(*via special courier service immediately after shipment*):
 - Original B/L 2/3
 - Copy B/L 5-fold
 - Invoice 5-fold
 - Packing list 5-fold

(*via special courier service one week later*):

 - Original B/L 1/3



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Invoice(s) (or, if applicable, Proforma invoice[s]) must indicate:
Number of packages
Gross weight kg
Net weightkg
Measurements
Description and value of the goods shipped

The Contractor shall be solely responsible for any consequence resulting from non-compliance with the present procedure.