

# GLS – Sending Packages in Europe



## Shipping documents for GLS packages (consignments up to 30 kg)

New customs regulations came into force in Europe on 1 July 2021.

An electronic import declaration must be completed for all consignments sent from Switzerland to an EU country. The previous customs exemption limit of €22.00 and the reduced customs clearance costs for sample shipments no longer apply.

Recipients must pay customs clearance charges, customs duty, and VAT, even for gifts sent by UZH. We therefore now work with GLS within Europe. GLS offers shipment with the DDP Incoterm (Delivered Duty Paid).

**Instructions:** [German](#) / [English](#)

Quick guide: key points to note

1. Select **Full entry** = automatically create pro forma or commercial invoice
2. **RRN (invoice reference number) = 501542948**
3. **Sender address** – fill in your details from “Company name 2” onwards
4. Importer (= customs agent); enter the recipient’s address if no specific customs agent is required
5. Address code = alias so that the address can be recalled using the code
6. You can also enter your own name and telephone number in “Contact\*” and “Telephone number\*” if you do not know this information for the recipient; this information is used for queries relating to customs or delivery
7. Select  for “Save/update address in address management”
8. **Customer reference:** you must enter the institute, department, chair or office
9. Gross weight = total weight of the consignment
10. Recipient address: use the previous address code in the search function
11. “Add another parcel” = option to add more packages for the same person; otherwise select “Next”
12. The consignment overview allows you to check the details
13. Invoice number: leave empty for gifts; enter the invoice number for contents that are being sold
14. Type of commercial invoice: **Pro forma invoice**, unless the contents are being sold – in that case commercial invoice
15. Article code: an alias that can be used again if the article is sent frequently
16. Article description: for example gift, book, cup, t-shirt, etc. – enter details in point 20
17. Goods value: enter a minimum but realistic value for samples or gifts
18. Gross weight: as for point 9
19. Net weight = gross weight – weight of packaging
20. Article description for commercial invoice: as for point 16, including material, intended purpose
21. **Incoterm: always 10 DDP** (= Delivered Duty Paid)  
except for shipments to **France – only 30 DDP, VAT unpaid**
22. Printing: do not use double-sided printing
23. Sign the pro forma/commercial invoice and attach to the package in a transparent document wallet with the shipment label.  
The GLS address in Basel must be visible; your recipient address should be hidden.

### **Mandatory field for business customers (including libraries):**

For shipping to Europe, the recipient’s **tax number (EORI)** is required. Ask the recipient for this number.

You also always need to provide the **customs tariff number** of articles for business customers. You can find this using the [Tares](#) system.

For private customers, you can use 0 instead of the customs tariff number.

POST document wallets are available at all UZH internal postal mail desks or can be ordered by e-mailing [support@mul.uzh.ch](mailto:support@mul.uzh.ch).

**Logistics Customer Support; e-mail [support@mul.uzh.ch](mailto:support@mul.uzh.ch) or phone +41 (0)44 635 40**  
**We are happy to answer any questions and assist you with shipping.**

