

# External Collaborators Cargo Consignment Process v1.4



## Step 1

- Access Cargo Packing Notes (CPNs) through the BAS external website or from your PI
- If your equipment is in one case and does not need repacking by BAS, please submit one CPN for the case.
- Containers can also be listed on one CPN – please list each individual case as a line item. \*
- Please provide an appropriate Commodity code for each line added in the form.
- Please add serial numbers to the description of goods if relevant



## Step 2

- Send filled out CPN to [sclservicedesk@bas.ac.uk](mailto:sclservicedesk@bas.ac.uk)
- This is a dedicated inbox just for external participants so your consignments and correspondents can be tracked separately to BAS consignments.
- You will receive acknowledgement of your email submission with a service number
- A unique cargo number in the form of a CA-#### will follow



## Step 3

- Arrange deliveries to the appropriate BAS location with the email [sclservicedesk@bas.ac.uk](mailto:sclservicedesk@bas.ac.uk)
- Please attach your unique CA-#### to your cargo for identification on arr.
- This will include items you will want to ship direct to the UK Port to load on the SDA
- It will include items you want to ship to our gateways
- We may require further information for shipping direct to a UK port or Antarctic gateway



## Step 4

- Once your cargo has been processed by BAS Supply Chain Logistics (SCL), you will receive notification of your unique cargo reference numbers and manifest references to enable you to locate your cargo on ship or station with the relevant BAS staff.



## Step 5

- Liaise with your designated support staff to find your cargo
- You will need your unique cargo reference numbers to help BAS support staff locate your cargo

Fill out a Cargo Pack Note (CPN)

Send CPN file attached to an email

Send submitted Cargo to BAS delivery location

Receive notification of cargo details

Locate Cargo at destination

# External Collaborators Cargo Return to UK Process v1.4

