

# External Collaborators Cargo Consignment Process v1.5



## 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)
- 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 v1.5



## Step 1

- Access CPNs through the BAS intranet sites at your station or ship
- Please submit one CPN for the case or handling unit you have packed
- 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.
- You can find and duplicate the original CPN you sent your equipment down on.
- Please add serial no. to the description of goods if relevant

Fill out a Cargo Pack Note (CPN)



## Step 2

- This will generate a unique number for the record you have submitted. **PLEASE MAKE A NOTE OF THIS NUMBER FOR WHEN YOU LEAVE SHIP OR STATION.**
- Please label your consignments with this number
- Pack your goods.

Label your Goods and Record your CPNS number



## Step 3

- Once Cargo is packed, please arrange transfer to the relevant BAS team at your destination to be shipped back north.
- For the Ship this will be the Crew
- For Stations, this will be your Station leader or Science Coordinator
- For Dangerous Goods and Sample return, please liaise with BAS support staff

Pack goods listed on the CPN



## Step 4

- For samples, please make sure the destination is Cambridge as this is where our licences are agreed
- Please label your Samples with the CA-#### generated for you
- A Sample Cargo Pack Note is required for ALL Scientific Sample passing through BAS supply Chains
- Please raise 1 CPN for each consignment and each recipient
- Samples imported under different UK import permits MUST be consigned separately

Scientific Samples



## Step 5

- Samples will be delivered to Cambridge after SDA call and logged – process then transfers to the labs team to fold into their processes
- Other goods will remain under the Supply Chain Logistic team to make contact and arrange collection or onward delivery of your goods

Arrange collection of your Cargo from the UK