

Sample Shipping Instructions

We would like to thank you for registering products to our evaluations. It is now time to send us your product samples so we can evaluate them.

Depending on the type and origin of your products, we will inform you to which of our establishment your samples must be delivered. Your reference person at the Taste Institute will contact you shortly after the registration with the correct delivery address and shipping details. If needed, you can contact us via info@taste-institute.com

Correct and timely delivery of your samples to our establishment is your responsibility. The International Taste Institute cannot be held responsible for the sample shipment.

Deadlines:

Please respect the deadlines mentioned on www.taste-institute.com considering the time needed for shipment & custom clearance (can take up to 15 days).

Every year, we unfortunately have to cancel evaluations due to late arrival of samples.

Quantity of samples to send:

Please send just enough products to prepare 24 portions.

For drinks, please follow the following guidelines:

- Waters, beers & soft: 12 small bottles (25/33cl) or 6 big bottles (0,5/1L)
- Tea & coffee: for 24 portions
- Spirits: 3 bottles (0,75-1L)

To indicate on each sample:

Please indicate the corresponding product REFERENCE ID (ex: 9022639) on each sample.

Please avoid writing this REFERENCE ID on the front packaging so we can take a nice picture of your product.

You can find the REFERENCE ID on the invoice you have received by email following your registration; you can also download this invoice in the “My invoices” section of your account.

Incoterms: DDP (Delivered Duty Paid)

Delivery cost, taxes, import and custom duties for shipment of samples are at your expense. **You need to specify this to your shipping company** (examples in appendix 1). Should any of those charges be invoiced to the Taste Institute, it reserves itself the right to re-invoice these costs to you.

Delivery Address:

Depending on the type and origin of your products, your reference person will contact you shortly after your registration to provide you with the delivery address of our corresponding establishment.

Proforma

To the parcel, please **join a pro-forma invoice IN ENGLISH with the mentions below** (a template is available on www.taste-institute.com for download and in appendix 2).

- Addressed to the International Taste Institute (communicated by your reference person)
- Description: Provide a description of each product
- Price: “No commercial value”
- Total price: indicate an amount lower than 20 EUR (do not put a higher amount as this would result in additional taxes & charges)
- Additional info:
 - “Food samples for analysis, to be destroyed after analysis”

- “No commercial value”
- “DDP”

On the parcel:

Please indicate the following in ENGLISH:

- “Samples for analysis. To be completely destroyed after analysis”
- “DDP” (Delivered Duty Paid)
- “Urgent delivery” / “Keep Fresh” / “Keep Frozen” if relevant for fresh & frozen products.
- For some type of products you will be requested by your reference person at the Taste Institute to add additional information to the parcel such as an ingredient list of the product in English.

IMPORTANT: For shipment from non-EU countries

Please note that it is forbidden by law to send products containing animal based ingredients into the EU.

Appendix 1: example of shipping booking

In a UPS system:

The screenshot shows the UPS shipping booking interface. The 'Ship To' tab is active, displaying fields for Customer ID, Company or Name, Attention, Address 1, Address 2, Address 3, Country/Territory (Taiwan), Postal Code, City or Town, State/Province/County, Telephone, Email Address, UPS Account, and Tax ID Number. The 'Service' tab is also active, showing 'Express' as the selected UPS Service. The 'Bill Duty and Tax To' dropdown menu is open, showing options: Shipper, Receiver, Shipper, and Third Party. A red arrow points to the 'Shipper' option. The 'Published' amount is 0,00.

In a DHL system:

The screenshot shows the DHL Express shipping booking interface. The 'How will you pay?' section is visible, with a dropdown menu for 'How will duties and taxes be paid?' showing options: Shipper will pay, Receiver will pay, Shipper will pay, and Alternate DHL Account Number. A red arrow points to the 'Shipper will pay' option. The 'Additional customs details are needed for this shipment' section is also visible, with a dropdown menu for 'Select customs terms of trade' showing 'DDP - Delivered Duty Paid'.

[Appendix 2: proforma invoice template](#)

Date:

Invoice number:

PROFORMA INVOICE

SHIPPED TO:

Address of establishment

SHIPPED BY:

Company name:

Address:

DESCRIPTION	Quantity	Price (euros)
Ex 1: Olive oil 750ml	3	3,00
Ex 2: Green tea box 200g	3	3,00
Ex 3: Blond beer 33cl	12	3,00
TOTAL (should be below 20 EUR)		12€

REMARKS: - **Food Samples for Analysis, to be destroyed after analysis.**
 - **No Commercial Value**
 - **DDP**

“We hereby certify that the above is true and correct”

(Signature & Name and title of authorized person)