

# Order & Dispatch of EDQM products

All orders are subjected to our [Terms and Conditions](#).

## 1. ORDERING

You can send your order by:

- **internet** via the address <https://store.edqm.eu>. For publications, free order handling charges for online orders.
- **e-mail**: you can send your order on your company letter headed paper as an attachment to [orders@edqm.eu](mailto:orders@edqm.eu).

Please note that we do not accept orders by telephone.

**Send your order once, by internet or e-mail. You will be held financially responsible for any duplicates received and processed.**

Please ensure your order clearly indicates:

- **the invoicing address** including the company name, post code, town, country and telephone number. The invoice and the delivery address must be both within the EU or both outside the EU. We cannot accept an invoice address within the EU and a delivery address outside the EU or vice versa;
- **the full delivery address** (if different). This must be a street address; we cannot deliver to a P.O. Box. Please note that publication issues will be sent to bookseller directly and not to the end user;
- **the contact person for invoicing and for delivery**, including their name, telephone number and e-mail address (an e-mail address is required for order confirmation and shipping notification purposes);
- **the company VAT (Value Added Tax)** registration number (mandatory within the European Union);
- your **order reference**;
- the **name, catalogue code & quantity** (in number of sales units for reference standards).

All new customers as well as all customers who have not placed an order for more than 18 months will have to complete an account opening/reactivating form.

### Notes concerning reference standards

- One unit of a reference standard may include several vials/ampoules (see *Sales unit* in our online database <http://crs.edqm.eu>). Please always order in sales units and not in total number of vials.
- Although you will receive one order confirmation per order, **your order may be split into several shipments** depending on the dispatching condition (room temperature, ice, dangerous, controlled, etc.). The *Shipment summary* table, included in all order confirmations, indicates if the order will be split into several shipments. A separate invoice will be generated for each shipment.
- Deliveries of several orders cannot be consolidated.

- Deliveries with different dispatching conditions cannot be shipped together.

### Notes concerning publications

Some publications are available in a printed format and may be ordered from our [webstore](#). [Our free of charge publications may be downloaded from FreePub](#). You should provide an e-mail address to download the publication.

## PRICES

Prices are given exclusive of duties and tax. It is your responsibility to contact your national fiscal or customs authorities to pay any duties and taxes due.

### REFERENCE STANDARDS

You can consult our online databases:

- For [CRS/BRP](#)
- For [ISA](#)
- For [ICRS](#)

We do not grant any discount on Reference Standards.

### Order handling charges

We will charge 2.50€ per sales unit ordered regardless of geographical zone of dispatch or type of product ordered. These handling charges do not apply to reference spectra.

### PUBLICATIONS

Details on prices for each product can be found on [our webstore](#) (click on *Catalogue*).

Booksellers receive a discount to the above prices. This discount is applied automatically to all orders. For online orders, the discount is only applied when you validate. Should this discount be missing, please contact us via our [HelpDesk](#).

### Order handling charges

Regardless of geographical zone of dispatch, we will charge 90€ per subscription of the European Pharmacopoeia and 30€ per guide.

These charges do not apply to online orders placed on our [webstore](#).

## AVAILABILITY

### REFERENCE STANDARDS

You can consult our online databases:

- For [CRS/BRP](#). Reference standards are generally available at the time of publication of the related monograph in the European Pharmacopoeia or, at the very latest, when the monograph comes into force.
- For [ISA](#)
- For [ICRS](#)

We reserve the right to limit the purchase quantities of a reference standard (e.g. 1 unit every 30/90 days) where stock levels are low so as many purchasers as possible will receive

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at least some of the limited quantities. Despite our best efforts, we may exceptionally run out of stock.

## Unavailability

If, for any reason, an item is unavailable when you place your order, we will create a backorder (except for products in limited quantities and some exceptional cases). We will automatically ship any backorder that becomes available.

Unavailable items are mentioned on the order confirmation. Their estimated availability date will be shown in the "*Estimated availability*" column.

## PUBLICATIONS

European Pharmacopoeia publication schedule available [here](#).

All other publications are available unless otherwise indicated on our [webstore](#).

You can order an EDQM publication which is not yet available. However, you will be invoiced as soon as we process your order and our credit terms will apply (payment within 30 days end of the month). As soon as the item is published we will send it to you.

## ORDER HANDLING

### Order confirmation

Your order is normally registered within 2-3 working days. Once your order has been processed, we will acknowledge it by e-mailing you an order confirmation. The order is then dispatched subject to receiving all necessary documentation and authorisation that may be required. Payment can be requested in advance.

### Queries/Incomplete orders

If we have any queries regarding your order or we need additional documentation to complete your request, we will register your order and then contact you by e-mail or via our order confirmation. Therefore, please carefully read the texts in the comment box and on each article line of the order confirmation. When replying to us, please quote the reference given. The order will remain in our database for one month. However, if the EDQM does not receive a reply within one month, it will be cancelled.

### Problems linked to customer account

If an account is blocked due to unpaid invoices or if the credit terms are exceeded, no new orders will be dispatched. Our Accounts Payable Section will contact you in order to solve this issue. Only once the account is settled, we will dispatch the outstanding orders.

### Lost orders

If within 5 working days you have not received your order confirmation, please contact us via the [HelpDesk](#).

Please do not send duplicates of your orders without clearly mentioning it is a copy/duplicate. Otherwise, it may be processed as a new order and you will be financially responsible for the duplication.

## CANCELLING OR MODIFYING YOUR ORDER

If you need to amend or cancel your order, please send an e-mail immediately (and no later than 24 hours after we have sent the order confirmation) to [orders@edqm.eu](mailto:orders@edqm.eu). Please include in the subject line of your message our EDQM order reference number (as indicated in our order confirmation).

## QUOTATION

### REFERENCE STANDARDS

You can ask for a quotation via our [webstore](#).

Requests will normally be processed within 5 working days.

### PUBLICATIONS

You can generate a quotation for all publications via our [webstore](#).

To benefit from free handling charges (only proposed on the web), quotation issued via the store must be transformed into a formal order from the store itself.

The EDQM does not provide additional quotations, unless under exceptional circumstances.

## PROFORMA INVOICE

Proforma invoices are exceptionally issued in the following cases:

- pre-payment required by the EDQM,
- requests to satisfy local regulations.

In this last case, please send us your official order and add a note to it to indicate that you need a proforma. If the order should not be dispatched before we receive your green light, please clearly mention it on your order.

## INVOICE

Commercial invoices are issued:

- for reference standards: at the shipment of the parcels.
- for publications: within 24 hours from the moment the order is validated.

## 2. DISPATCH

You are responsible for the cost of import customs clearance, for paying the duties and taxes required in the country of import and for unloading the goods.

In no event, shall the EDQM be held responsible for any deterioration of the goods, due to their delayed delivery by the courier.

Only the EDQM has the right to choose the shipping services used to dispatch EDQM items. You will not be able to provide your shipping import account number to pay shipping charges nor pick up the order directly.

**Regulatory Procedures and SH/NDP** (harmonised system nomenclature for customs clearance of goods): in the event of special requirements in your country, you shall obtain the

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import authorisations and resolve any regulatory matters before the goods are ordered and shipped.

You shall be personally responsible for the tariff classification in the country of import and will assume the ensuing regulatory, fiscal, health and safety obligations.

You shall be entirely responsible if the goods are held up at customs at the time of import. In no event shall the EDQM be able to provide any assistance.

The SH/NDP is strictly limited to export operations out of the European Union.

## Origin of the goods

Diplomatic, Council of Europe - France.

## DELIVERY TIME

Our items are dispatched via FEDEX (deliveries within the EU) and DSV (rest of the world). DSV may subcontract to another shipping company such as DHL/FEDEX/UPS for "door to door" shipments.

### REFERENCE STANDARDS

The table on pages 4 and 5 shows our estimated delivery timelines. This timing starts to apply when the order confirmation has been sent.

An estimated shipping date will be mentioned on the *Prior Dispatch Note* sent to you within 48 hours from the order confirmation.

After shipment, the exact dispatch date as well as the tracking number will be mentioned on the *Dispatch notification* which will be sent to you by e-mail as well as the Air Waybill (AWB). The AWB cannot be provided in advance.

If in-stock items do not reach you within the timelines shown in the table or if you think your package may be lost, please contact us via the [HelpDesk](#). Please note it is your responsibility to contact us within 30 days from the *Dispatch note* date or eventually from your order date. Past this delay, your complaint will not be considered as valid.

### PUBLICATIONS

The items will be sent to the delivery address as specified on the order form. We cannot, under any circumstances, deliver to PO boxes.

If you order an item that is currently available (and in stock), preparation for dispatch will be initiated within 5 working days (with some exceptions) of receiving your order.

Dispatch details will be sent to you by e-mail once your package has been shipped.

If you do not receive the available items within 15 working days and think your package may have been lost, please contact us via the [HelpDesk](#). Please note it is your responsibility to contact us within 30 days from the delivery note or possibly from your order date. Past this delay, your complaint will not be considered as valid.

## INCOTERMS

### REFERENCE STANDARDS

All goods are shipped either DAP, CIP or CPT depending on the destination and item type (see table on pages 4 and 5).

### PUBLICATIONS

Goods are shipped to the purchaser on a DAP basis, namely, delivered at place insurance included. We deliver the goods to the purchaser not cleared for import and not unloaded by any arriving means of transport.

## SPECIAL REQUIREMENTS

### REFERENCE STANDARDS

It is your responsibility to check if a special permit is needed in the importing country or if no importation at all is allowed. All necessary documentation has to be provided with the order.

The goods will be sent after reception of all the documents. The dispatch details are going to be forwarded to you by e-mail after dispatch of the goods.

*Documents to be provided:*

### For Precursors (\*Drug Precursor)

- **within the EU**
  - ✓ a duly completed *end-user declaration form* (available [here](#) in the *Forms* field), in line with the current European form, stating the use(s) of the substance(s).
  - ✓ a copy of your European licence.
- **other countries**
  - ✓ an *original import permit* to be sent at the following address:  
EDQM - COUNCIL OF EUROPE  
Sales Section  
7 allée Kastner  
F-67000 STRASBOURG, FRANCE

Once we have received the required document, the EDQM will request an *export permit* from the French Ministry for Economy (it will take up to 10 weeks to get this document). It is the responsibility of the customer to obtain any necessary documents to comply with import law.

### For Psychotropic substances/narcotics (\*psy/\*narc)

- **France:** a copy of the appropriate licence for holding such substances (*Autorisation de détention* or the *Déclaration d'ouverture d'un établissement pharmaceutique*).
- **Other countries:** an original *import permit* (to be sent at the address given above) or an *electronic permit*.

### For ozone-depleting substances (\*ODS)

- **Delivery outside the EU**
  - ✓ An export licence issued by the European Commission will be requested by the EDQM (validity: 28 days).

# Order & Dispatch of EDQM products

## Reference Standards - Dispatch and Delivery

(To be read in conjunction with our catalogue <http://crs.edqm.eu>)

### Incoterms per shipping conditions

To know the shipping conditions, please refer to the online catalogue <http://crs.edqm.eu>

**DAP:** door-to-door delivery

**CPT\*/CIP:** door-to-airport delivery

- parcel delivered to the airport to be cleared and collected by consignee
- we do not take in charge storage fees / final delivery
- please provide your preferred airport and customs broker full details to optimise delivery process before the actual dispatch (estimated shipping date in prior dispatch note = actual date of departure)

No **EXW** Incoterms accepted.

\* For deliveries with a value lower than €500.

| Shipping conditions                                 | Shipping group     | EUROPEAN UNION          |  | OUTSIDE EUROPEAN UNION      |  | Exceptions   |  |
|---|--------------------|-------------------------|--|-----------------------------|--|--|--|
|   |                    | Incoterms               | Delivery lead time<br>(upon receipt of prior to dispatch notification) | Incoterms                   | Delivery lead time<br>(upon receipt of prior to dispatch notification) |  |  |
| Shipment at ambient temperature                     | <b>A1A<br/>G1A</b> | <b>DAP</b>              | 6 working days   | <b>DAP</b> <sup>1</sup>     | 7 working days   | <b><sup>1</sup> CPT only</b>   | Algeria, Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Dominican Republic, Ecuador, El Salvador, Guatemala, Haiti, Honduras, Mexico, Morocco, Nicaragua, Paraguay, Peru, Uruguay, Venezuela |
|   |                    |                         |  |                             |  | <b><sup>1</sup> CPT/CIP</b>  | Guyana, India, Iran, Ivory Coast, Madagascar, Mali, Mauritius, Senegal, South Sudan, Sudan, Suriname, Togo, Uganda, Zambia, Zimbabwe   |
|   |                    |                         |  |                             |  | <sup>1</sup> Belarus, Moldova, Russian Federation, Syria, Ukraine: <u>please contact EDQM.</u>   |  |
| Shipment under ice (+ 5 °C) **                      | <b>B1A</b>         | <b>DAP</b>              | 6 working days<br>(Parcels dispatched on Mondays and Tuesdays only)    | <b>CIP/CPT</b> <sup>2</sup> | 7 working days but depending on flight availability                    | <b><sup>2</sup> CPT only</b>   | Algeria, Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Dominican Republic, Ecuador, El Salvador, Guatemala, Haiti, Honduras, Mexico, Morocco, Paraguay, Peru, Uruguay, Venezuela            |
| Shipment under ice (- 20 °C) **                     | <b>C1A</b>         |                         |  |                             |  | <sup>2</sup> United Kingdom, Norway, Switzerland: <b>DAP</b><br>Belarus, Moldova, Papua New Guinea, Paraguay, Russian Federation, Syria, Ukraine, Yemen: <u>please contact EDQM.</u> |  |
| Shipment under dry ice **                           | <b>D1A</b>         |                         |  |                             |  |  |  |
| Dangerous goods at ambient temperature <sup>3</sup> | <b>A1B</b>         | <b>DAP</b> <sup>4</sup> | 6 working days   | <b>CIP/CPT</b> <sup>5</sup> | 7 working days but depending on flight availability                    | <sup>3</sup> Dangerous goods deliveries might be restricted in some countries, if we cannot find a suitable courier you will be informed.  |  |
|   |                    |                         |  |                             |  | <b><sup>4</sup> CPT/CIP only</b>   | Cyprus, Finland, Greece, Ireland, Malta, Sweden  |
|   |                    |                         |  |                             |  | <sup>5</sup> Belarus, Moldova, Papua New Guinea, Paraguay, Russian Federation, San Marin, Syria, Ukraine, Uruguay, Yemen: <u>please contact EDQM.</u>                                |  |

\*\*Ice and Dry ice shipments (shipping group starts with B, C or D): no re-icing possible. Parcel delivered to the airport (CIP/CPT Incoterms) must be collected asap upon arrival.

# Order & Dispatch of EDQM products

## Reference Standards - Dispatch and Delivery

(To be read in conjunction with our catalogue <http://crs.edqm.eu>)

| Shipping conditions                           | Shipping group                               | EUROPEAN UNION              |  | OUTSIDE EUROPEAN UNION      |  | Exceptions   |
|---|--|-----------------------------|--|-----------------------------|--|--|
|   |  | Incoterms                   | Delivery lead time<br>(upon receipt of prior to dispatch notification) | Incoterms                   | Delivery lead time<br>(upon receipt of prior to dispatch notification) |  |
| Dangerous Goods under ice <sup>3</sup> **     | <b>B1B</b>                                   | <b>DAP</b>                  | 6 working days<br>(Parcels dispatched on Mondays and Tuesdays only)    | <b>CIP/CPT</b> <sup>6</sup> | 7 working days but depending on flight availability                    | <sup>3</sup> Dangerous goods deliveries might be restricted in some countries, if we cannot find a suitable courier you will be informed.<br><sup>6</sup> Belarus, Moldova, Papua New Guinea, Paraguay, Russian Federation, San Marin, Syria, Ukraine, Uruguay, Yemen: <u>please contact EDQM.</u> |
| Dangerous Goods under dry ice <sup>3</sup> ** | <b>D1B</b>                                   |                             |  |                             |  |  |
| Precursors                                    | <b>A3A</b><br><b>C3A</b> **                  | <b>DAP</b>                  | 6 working days   | <b>CIP/CPT</b> <sup>7</sup> | Up to 8 weeks upon receipt of your import permit                       | <sup>7</sup> Belarus, Moldova, Russian Federation, Syria, Ukraine: <u>please contact EDQM.</u>   |
| Psychotropic substances and Narcotics         | <b>A2A</b><br><b>C2A</b> **<br><b>D2A</b> ** | <b>CIP/CPT</b> <sup>8</sup> | 6 working days   | <b>CIP/CPT</b> <sup>9</sup> | Up to 10 weeks upon receipt of your import permit                      | <sup>8</sup> France: <b>DAP</b><br><sup>9</sup> Belarus, Moldova, Russian Federation, Syria, Ukraine: <u>please contact EDQM.</u>  |
| Reference spectra <sup>10</sup>               | <b>L</b>                                     | -                           | 2 working days   | -                           | 2 working days   | <sup>10</sup> Reference spectra is a PDF document and since 01 July 2021 is sent via automatically generated email to delivery contact email address with your order confirmation number in the subject of email.  |

\*\* Ice and Dry ice shipments (shipping group starts with B, C or D): no re-icing possible. Parcel delivered to the airport (CIP/CPT Incoterms) must be collected asap upon arrival.

| Incoterms 2020  | Export packaging | Loading charges | Delivery to Place | Export Duty, Taxes & Customs Clearance | Origin Terminal Charges | Loading on Carriage | Carriage Charges | Insurance | Destination Terminal Charges | Delivery to Destination | Unloading at Destination | Import Duty, Taxes & Customs Clearance |
|---|------------------|-----------------|-------------------|--|-------------------------|---------------------|------------------|-----------|------------------------------|-------------------------|--------------------------|--|
| <b>EXW</b><br><i>Ex-Works</i>                         | SELLER           | BUYER           | BUYER             | BUYER                                  | BUYER                   | BUYER               | BUYER            | BUYER     | BUYER                        | BUYER                   | BUYER                    | BUYER                                  |
| <b>FCA</b><br><i>Free Carrier</i>                     | SELLER           | SELLER          | SELLER            | SELLER                                 | BUYER                   | BUYER               | BUYER            | BUYER     | BUYER                        | BUYER                   | BUYER                    | BUYER                                  |
| <b>CPT</b><br><i>Carriage Paid To</i>                 | SELLER           | SELLER          | SELLER            | SELLER                                 | SELLER                  | SELLER              | SELLER           | BUYER     | SELLER                       | BUYER                   | BUYER                    | BUYER                                  |
| <b>CIP</b><br><i>Carriage &amp; Insurance Paid To</i> | SELLER           | SELLER          | SELLER            | SELLER                                 | SELLER                  | SELLER              | SELLER           | SELLER    | SELLER                       | BUYER                   | BUYER                    | BUYER                                  |
| <b>DAP</b><br><i>Delivery at Place</i>                | SELLER           | SELLER          | SELLER            | SELLER                                 | SELLER                  | SELLER              | SELLER           | SELLER    | SELLER                       | SELLER                  | BUYER                    | BUYER                                  |

# Order & Dispatch of EDQM products

## Reference Standards - Dispatch and Delivery

(To be read in conjunction with our catalogue <http://crs.edqm.eu>)

### Flow of notifications and shipping documents

| Day        | Incoterms  | What happens  | Emails & documents sent   | Emails sent to                                       |
|------------|--|---|---|--|
| D          | <b>Any</b><br><i>Note: Shipment summary table(s) on the last pages of PDF Order Confirmation will show you all the delivery conditions of your order (different Incoterms = separate parcel)</i> | Order is processed  | <ul style="list-style-type: none"> <li>Order Confirmation (PDF)</li> </ul> <p>(!) You have 24 hours to modify/cancel your order.<br/>(!) For CIP/CPT <b>Incoterms 2nd part</b> = city of your address → exact airport will be mentioned in <b>Prior to Dispatch Note</b>.</p> | Contact "requestor" & "recipient"                    |
| D+1        | <b>DAP</b> (door-to-door delivery)   | Delivery is created / parcel is under preparation                                     | <ul style="list-style-type: none"> <li><b>Prior to Dispatch Note (PDF) indicating:</b><br/>--&gt; Estimated shipping date = approximate date of shipment<br/>--&gt; Incoterms 2nd part = city of delivery (always delivered to your address)</li> </ul>                       | Contact "requestor" & "recipient"                    |
|            | <b>CIP/CPT</b> (door-to-airport delivery)  | Delivery is created and flight is reserved by forwarder / parcel is under preparation | <ul style="list-style-type: none"> <li><b>Prior to Dispatch Note (PDF) indicating:</b><br/>--&gt; Estimated shipping date = date of departure<br/>--&gt; <b>Incoterms 2nd part</b> = destination airport (<b>please check!</b>)</li> </ul>                                    |  |
| D + (2-5)  | <b>DAP</b> (door-to-door delivery)   | Parcel is prepared, ready for collection by transportation company                    | <p><b>Dispatch notification email including:</b><br/>--&gt; Tracking number and link in the body<br/><b>+ attachments:</b></p> <ul style="list-style-type: none"> <li>Delivery Note (PDF)</li> <li>Commercial Invoice (PDF)</li> </ul>  | Contact "requestor" & "recipient" & "customs broker" |
| D + (7-21) | <b>CIP/CPT</b> (door-to-airport delivery)  |   | <p><b>Dispatch notification email including:</b><br/>--&gt; Tracking number and link in the body<br/><b>+ attachments:</b></p> <ul style="list-style-type: none"> <li>Delivery Note (PDF)</li> <li>Commercial Invoice (PDF)</li> <li>Air Waybill (PDF)</li> </ul>             |  |