CERN packing and delivery instructions

The Contractor shall follow the mandatory instructions below for the packing and delivery of the Supply to CERN, failing which CERN may refuse the Supply at the Contractor’s costs and apply contractual penalties.

The Contractor shall:

• Pack each CERN order individually;
• Attach a delivery note describing the content of the packaging in a sealed envelope on the outside of the packaging;
• Fix a clearly visible printed sticker containing the following information on the packaging indicating:
  o Correct CERN order number (EX:CL1234567) in both letter and barcode;
  o Delivery note reference in both letter and barcode;
  o Name of CERN technical contact (provided in the purchase order);
  o CERN full delivery address (provided in the purchase order).

CERN purchase orders specify all the information needed for the printed label:

Ex:

For further information on CERN’s Goods Reception service, please visit the following webpage: https://smb-dep.web.cern.ch/en/Service/Logistic/Goods_Reception