

Framework Contract for Supplies no.

**ANNEX III — PROCEDURE TO INTRODUCE GOODS THROUGH THE CUSTOMS ENTRANCE AT THE JRC
(JOINT RESEARCH CENTRE) ISPRA SITE**

Customs accepts the entry of goods provided the following procedure is complied with:

1. DELIVERY OF GOODS

Goods from ITALY:

Each delivery of goods from Italy must be accompanied by the original, duly established INVOICE, on which the following must be indicated:

- the number of the contract/order form concluded with the Commission;
- the type of goods;
- the quantity, quality, origin and weight of the goods;
- the amount in euro. Invoices for supply only, for any amount, must be issued free of VAT, referring not only to Article 72 of Presidential Decree No 633/1972 but also to Annex F to Law No 906 of 1 August 1960 (Protocol on Privileges and Immunities of the JRC in Ispra). Invoices for services, if over € 300.00, must be issued free of VAT under Article 72(3) of Presidential Decree No 633/1972.

Goods may be delivered with a transport document (*Documento di Trasporto* - DDT) only if authorised for the simplified procedure by the Customs Affairs Office responsible for the locality. The Contractor will issue the invoices in accordance with the contract.

For amounts over € 2 582.28, the goods must be accompanied by a DAU EX1 (export document). Alternatively, after prior agreement with the Customs Affairs Office and at set intervals a combined DAU EX1 document may be issued listing the goods cleared by Customs during the reference period. The fees for the issuance of the DAU and for required and other documentation for its issuance and management will be borne by the JRC.

The documents must be delivered at the same time as the goods on arrival at the JRC.

Goods from the EU (excluding Italy):

Each delivery of goods (excluding those from Italy) must be accompanied by a duly established DDT and/or CMR (Convention on the Contract for the International Carriage of Goods by Road) document and/or the original invoice, indicating the following:

- the number of the contract/order form concluded with the Commission;
- the type of goods;
- the quantity, quality, origin and weight of the goods;

- the amount in euro and/or foreign currency (optional for DDTs).

With regard to VAT, for supplies from EU traders other than from Italy, the procedure laid down in Article 151 of Directive 2006/112/EC must be followed.

The documents must be delivered at the same time as the goods on arrival at the JRC.

Goods from outside the EU:

Each delivery of goods must be accompanied by a duly established DDT and a commercial invoice and/or original invoice, indicating the following:

- the number of the contract/order form concluded with the Commission;
- the type of goods;
- the quantity, quality, origin and weight of the goods;
- the amount in euro and/or foreign currency (optional for DDTs).

The goods should be delivered to the JRC with a T1 (transit document).

The entity responsible for the shipment of the goods must contact the Ispra Customs Affairs Office on the following number 0332 785136 or, alternatively, by email on jrc-ispra-affari-doganali@ec.europa.eu in order to receive the instructions to be followed for customs clearance.

All documents required by EU and national legislation for the issuance of customs declarations (e.g. CITES, DV1, USMAF, DUAL USE, etc.) must be provided, or alternatively proof of exemption from the obligation for these documents to be issued.

The documents must be delivered at the same time as the goods on arrival at the JRC.

Customs Affairs Office hours

Monday-Thursday	8:30 - 11:45
	13:30 - 17:00
Friday	08:30 – 11:45
	13:30 – 15:45

Delivery address:

EUROPEAN COMMISSION – JRC
Organismo europeo extraterritoriale (QV)
Ingresso merci – Varco Doganale
Via E. Fermi 2749
21027 ISPRA (VA)
ITALY

2. CUSTOMS OPERATIONS

For each entry of goods with an associated order form and/or contract, a standard form will be filled in by the JRC's Customs Affairs Office.

Where required by EU and national legislation, all the mandatory documents for the issuance of the declaration must be provided (e.g. CITES, DV1, dual use, USMAF, etc.)

3. GOODS NOT CONFORMING TO THE ORDER AND/OR DEFECTIVE

In the event of reintroduction to Italy of goods not conforming to the order and/or defective, a Customs operation to re-import all the goods duty-free must take place if all the goods listed in the declaration have to exit; if it is a partial exit of goods listed in the export declaration, the customs duties must be settled.