

Dear Sir/Madam

the Site Manager of the Field Intercomparison of Rainfall Intensity Gauges of Vigna di Valle, Mr Vuerich Emanuele (ReSMA Centre), would like to invite you to follow these procedures in order to ship successfully your instrumentation and to obtain special assistance by the Italian Met Service for custom clearance and transportation.

INSTRUMENTS SHIPMENT PROCEDURES

For instruments+spare/duplicates coming from European Community Members (CEE) and to be installed in Vigna di Valle Intercomparison site (no calibration).

1. I please invite you to send your instruments, in a proper way suitable for you, to **Fiumicino International Airport** (Rome Fiumicino) to make easier custom/transportation procedures.

The Consignee's name and address to be specified in the Air Way Bill (AWB) is :

AERONAUTICA MILITARE ITALIANA

4° GRUPPO RICEZIONE E SMISTAMENTO Fiumicino (4°Gr.R.S.)

Via Portuense, 1818

00054 Fiumicino

Italy

1° Contact Point:

Capitan Paolo SPAGNOLI

Tel.: +39 06 657664179

Fax: +39 06 657664170

Mobile: +39 329 2985764 (Custom operator H24)

E-mail: spagnoli_paolo@libero.it; 4grs-com@aeronautica.difesa.it

2° Contact Point:

Mr Ricciardi

Tel.: +39 06 657664179

Fax: +39 06 657664170

2. As soon as possible **before instruments sending**, you are please requested to send an **e-mail or fax-simile** to Mr Vuerich (vuerich@meteoam.it, fax: +39 06 9987297) and a copy to Mr Spagnoli (spagnoli_paolo@libero.it; fax: +39 06 657664170) of the **following fundamental information**:
 - **Arrival/Delivery information**: the Air Company, the Air Way Bill number (AWB number) and the delivery timetable (or similar information about delivery if you use only terrestrial transportation);
 - **Electronic copy** of the **INVOICE** (a paper document that must be normally together with instruments consignment/packages). Your INVOICE should be similar to the template you may find in the file annexed to this document. Please, fill in your INVOICE with your information according to the template, especially with instruments serial numbers and U.N. numbers (dangerous goods code, if any).

All previous information are considered as sort of “**PRE-ALERT**” and will permit the Site Manager to have a complete control on your instruments shipment and to have fast and successful management of the transportation to Vigna di Valle.

3. **IMPORTANT:** even if you are planning to use an international shipping-agent (such as UPS, DHL, Fedex, ect) to permit your instruments to be exported, **you should please make agreement so that your instruments/packages remain inside Fiumicino Airport (properly stored in a goods warehouse): an Italian Air Force Team for delivery and dispatch (4°G.R.S. - Fiumicino) will be actually ready in advance to pick up your instruments inside the Airport and to assume Import Custom Clearance and payment of customs duties and taxes (such as discharge/unloading tax).** That is why we request information in point 2 in advance.
4. The Site Manager Mr Vuerich will be in charge of transportation of your instruments to Vigna di Valle for installation.
5. Please send any information useful to check if the state of your sent instruments is good.
6. I wish to invite you to send your instruments with the most detailed technical documentation (hard copy inside consignments packages) and ISO quality certificates. I also invite you to send first by email (vuerich@meteoam.it) an electronic version of that documentation.
7. I would like you/your personnel to assist at the installation's activities of your instruments in Vigna di Valle Intercomparison Site, if it is possible for your company/institution. You are indeed welcome. In few weeks, an installation timetable will be available, so that you/your personnel could plan to come. After your decision and an advise to me, you will receive all logistic arrangements to come to Vigna di Valle.

If previous instructions are not clear for you or they are partially impossible to follow, please reply immediately to the Site Manager, Mr Vuerich, by email or fax with your remarks and please wait for the next instructions before instruments sending. We will find another fast solution for you.

With kind regards,

Dr Emanuele VUERICH
(The Site Manager Site Manager of the Field Intercomparison Vigna di Valle)