***Warning: These guidelines in blue text to be removed prior to IDM upload***

***Note: This template should be filled out in its entirety. Incomplete information or inconsistencies with reference documents could lead to this report not being approved by IO and not releasing the components for transportation.***

***Upon upload to IDM; use doc-type*** [***[HS]-Delivery Report***](https://user.iter.org/default.aspx?uid=UCWZKU) ***with the respective Controller as a mandatory reviewer and the IO-ILM Representative as the Approver. (See*** [***2ZA626***](https://user.iter.org/?uid=2ZA626) ***for names).***

***Also the IDM UID of this document needs to be sent to*** ***logistics.data@iter.org*** ***per the DRR requirements.***

**Delivery Report for:**

***Please state Shipment Description here***

**Procurement Arrangement:**

***and/or***

**Contract/PO Number:**

***Please state PA, Contract, and/or PO # here***

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# Purpose

*This section outlines the* ***reason the Delivery Report is provided***

[Your text such as: The purpose of this Delivery Report is to provide IO-ILM (Integrated Materials & Logistics Management Group), the ALT (Advanced Logistics Team (logistics.data@iter.org)) and the Logistics contractors the information needed to adequately manage the planning, data population, handling, transportation, reception, storage, and preservation of these ITER component(s).

Furthermore, this Delivery Report is a contract deliverable and is consistent with IO Management Requirements defined in [ITER\_D\_X3NEGB - Working Instruction for the Delivery Readiness Review (DRR)](https://user.iter.org/?uid=X3NEGB).

# Scope

This Delivery Report applies to the delivery of (state shipment description/summary here) to the IO to the location and consignee stated in Section 5.

***IMPORTANT NOTES****:*

* ***There shall be a unique identifier/code/PNI for each item-type****.*
* ***The IO-TRO or delegate shall raise a Jira ticket to the IO cataloguing team to create PNIs per*** [***ITER\_D\_UYGU3S - Work Instruction for Creation of Part Number of ITER, PNI and Cataloguing***](https://user.iter.org/?uid=UYGU3S)***.***
* *The packing list and RN shall contain an ident code (Tag Number, Commodity Code, and/or PNI (Part Number of ITER)), preferably the PNI, down to the* ***component/item-level****, as well as the Serial Numbers or Heat Numbers for each ident code.*
* ***If needed, a Package & Packing List Template is available here:*** [***XBZLNG***](https://user.iter.org/?uid=XBZLNG)
* ***This packing list should be in the native file format (i.e. Microsoft Excel). In most cases, this packing list should be attached to the “Attachments” section of the IDM metadata of this Delivery Report. If the PL has its own UID in IDM, please reference it in Section 4 of this Delivery Report.***
* ***The components shall be physically labelled in accordance with***[***ITER\_D\_VYJ7U2 - Procedure for Labelling on Physical Items***](https://user.iter.org/?uid=VYJ7U2)

# Important Dates

## Packaging Date:

*Please state the date(s) the shipment is expected to be packaged or was packaged at the supplier or manufacturer’s facility.*

## Estimated Shipping Date:

*Please state the date(s) the shipment is estimated to be shipped from the supplier, DA, or manufacturer to the IO.*

## Estimated Delivery Date:

*Please state the date(s) the shipment is anticipated to deliver to the IO Site or designated storage IO storage facility. IO fully understands that this date is subject to change or be inaccurate due to Logistics constraints, transportation/weather delays, etc., but please provide the estimated IO delivery date to the best of your knowledge.*

# Applicable & Relevant Documents

***At a minimum, this section shall reference the Release Note****.*

*Other possible references include: Lifting and Handling instructions, Packing List UID, Packing Reports, Operations or Maintenance Manuals, BOMs, Drawings, Deviation Notices, Non-conformance reports, Material Safety Data Sheets, etc.)*

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# Consignee Details

*This section states the full address of the place of delivery and the point-of-contact responsible to receive the package*

*[Your text such as:*

ITER Organization, Building 89/ Warehouse Zone 2

Route de Vinon-sur-Verdon

CS 90 046

13067 St Paul Lez Durance Cedex -

Attention: Yanchun Qiao

+33 4 42 17 62 57

# Shipper/Exporter Details

*Please state the Sender’s full address and name (point of contact) with contact information.*

***IMPORTANT NOTE:***

***If this delivery comes from a country outside of the EU (European Union), the rules and steps as defined in*** [***ITER\_D\_LF4QST - Procedure for the Import and Export of Goods***](https://user.iter.org/?uid=LF4QST) ***shall be followed to ensure import customs clearance into France.***

# Classifications of the Components

*Safety, Quality, and PE/NPE classifications shall be provided at the* ***item-level*** *on either the* ***Release Note*** *or detailed* ***PL*** *(****Packing List)****. “Other” classifications can be specified here or on the packing list.*

These classifications are provided at the component-level in (*state the reference here to the Release Note or Packing list where these attributes can be found.).*

*The attributes that shall be defined on the RN or PL for* ***each item*** *are:*

* ***Safety Class*** *(6 options (PIC/SIC-1, PIC/SIC-2, PIC/CMC, PIC/EIC, SR, or NSR))*
* ***Quality Class*** *(4 options (QC1, QC2, QC3, QC4)*
* ***PE / NPE Class*** *(3 options (PE, NPE, or No))*
* ***Chemicals or Hazardous Goods*** *(2 options (Yes or No), if Yes, MSDS is required))*
* ***Other*** *(such as VQC or Export Control)*

|  |  |
| --- | --- |
| Other / Misc. Classifications: |  [ ]  **Chemicals or Hazardous Goods** (if checked, attach or reference MSDS)[ ]  **Export Control** (if checked, add ECO (Export Control Officer) to review **and** specify the Export Control License Number here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  **Other** (*i.e. VQC*). If checked, specify classification here: [ ]  **None of these** |

# Storage and Preservation Recommendations:

*This section states the sending entity’s* ***recommendations*** *for storage and preservation (if periodic preservation activities are required). This should align with the Vendor operations or maintenance manuals.*

***IMPORTANT NOTE:***

*The official Storage & Preservation Requirements shall be a separate document using* [ITER\_D\_WU9636 - Template - Equipment Storage & Preservation Requirements Form](https://user.iter.org/?uid=WU9636) *and uploaded in IDM folder* [Preservation Requirements](https://user.iter.org/?uid=WLTCPQ) *in accordance with the DRR procedure and*[ITER\_D\_WRCKZB - WI for Preservation Activities during Storage, Construction and On site before turnover](https://user.iter.org/?uid=WRCKZB).

***Therefore****, this section is Optional in all cases, it is intended as an avenue to assist the IO-TRO in creating the mandatory official requirements based upon these recommendations.*

*If that document already exists at the time of writing this Delivery Report, it needs to be referenced here or in Section 4*

|  |
| --- |
| **SUPPLIER / MANUFACTURER’s RECOMMENDATIONS**  |
| **Is there a storage duration limit (also known as “Shelf Life”)?: YES** [ ]  **or NO** [ ] ***(If yes, provide details here:)******Example: The shelf life is 3 Years from the manufacture date (18/09/2020)***  |
| **Storage Level:** (Should align with supplier documents)[ ]  A {Temperature & Humidity Control *(between 5°C and 28°C and 10% - 70% Relative Humidity at all times*)}[ ]  B {Temperature Control (*between 5°C and 60°C at all times*)}[ ]  C {Indoors or Equivalent, no temperature control}[ ]  D {Outside storage} |
| **Additional Storage Information:**Provide any additional or specific storage requirements, if needed and not covered in the respective storage level standard requirements (A through D). |
| **Are any periodic preservation activities required: YES** [ ]  **NO** [ ]  ***(If yes, please provide details below with the recommended activity and periodicity (how often it should be performed))*** |

# Lifting Equipment

Is there any specific lifting equipment being provided with this shipment?

**YES** [ ]  **NO** [ ]

***Note:*** *If yes, the IO-ILM Storage and Expediting Administrator shall be added as a mandatory reviewer of this Delivery Report in IDM and the equipment needs to be specified on the PL.*

# Receipt Inspection Level (RIL) Preference

*This is for the inspection to be done upon delivery to the IO. For full details of the process and RILs please reference* [ITER\_D\_RXCTBZ - Procedure for Reception of Components at the ITER Site](https://user.iter.org/?uid=RXCTBZ)

*(Can be decided here by DA-TRO, IO-TRO, or IO-QARO only)*

|  |  |
| --- | --- |
| **Receipt Inspection Level (RIL) Preference:**[ ]  Unknown (decide at IO) or: | [ ]  RIL-1 (Open package, 100% component inspection with IO-TRO and IO-QARO)  [ ]  RIL-2 (Open package, component-level inspection with IO-TRO and/or IO-QARO) [ ]  RIL-3 (Open package, component-level inspection by warehouse team) [ ]  RIL-4 (Package-level inspection only, Do Not open packages)  |

## Receiving Inspections and Tests Required on IO site:

***Note****:* ***This applies only to RIL-1 or RIL-2 inspections****. Specific receiving inspections and tests on IO site are defined by IO-TRO (such as SAT- (Site Acceptance Testing) procedures).*

*If no specific requirements for inspection or testing exist, this can be “N/A”*

|  |  |  |
| --- | --- | --- |
| **No.**  | **Description of receiving inspections and tests required** | **Applicable procedures/ documentation for this inspection and/or testing** |
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# Enclosed Documentation

*Please list the titles of the documents that are planned to* ***physically accompany the component(s), and are typically contained with the shipment and enclosed inside at least one of the packages;***

***If there is no specific documentation enclosed in any of the packages, please state “N/A” here.***

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# Additional Relevant Information

*If not already referenced or provided in Section 4 or elsewhere in this Delivery Report, the following information should be included as applicable:*

* *Reference to TI/SPL/or TO Number (if DAHER International will be the Logistics Service Provider (LSP))*
* *Package type (box, crate, skid etc.)*
* *Identification & Marking details (Part Number of ITER– PNI / Serial Number - SN)*
* *Lifting & Handling Instructions*
* *Drawings showing Center of Gravity (COG), lifting points, etc.*
* *Dangerous or Hazardous goods Information and associated Material Safety Data Sheets (MSDS) if applicable.*
* *Special transportation, storage and/or preservation plans during transit.*

# Declaration of Integrity

***Supplier or DA Section:***

*Please provide a declaration of integrity of the packages and the components. This can be attached as an appendix, separate page, or to remain in this section, but it shall be signed and included in this Delivery Report.*

***This may be an electronic (IDM) signature to maintain Delivery Report legibility.***

[Your text such as: The undersigned hereby certifies that the components and package(s) described in this Delivery Report and corresponding Packing List(s) meet the contractual requirements with the exception of any deviation notices and non-conformance reports specified and referenced within this Delivery Report.

Name and Title:

Signature:

Date: