

# Grading Procedures

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## How to submit diamonds

- In order to submit diamonds for grading, you need a secure login and password to the International Institute of Diamond Grading and Research (IIDGR) Grading website. (To register, email our client services team: **contact@iidgr**)
- Diamonds need to be identified with secure barcode numbers provided by our laboratories.
- All the diamond data for a shipment has to be captured in a CSV upload file and uploaded onto the International Institute of Diamond Grading and Research Grading website, under the secure client login.

## How to complete a CSV file?

- A CSV upload template can be downloaded from the client log in area on the website.
- To create a CSV file select: File, Save As and choose CSV (Comma delimited) (\*.csv) from the Excel menu.
- A CSV file needs to be completed with the following data:

A	B	C	D	E	F	G	H	I	J	K	L	M
Barcode	Carats	Colour	Quality	Shape	Total Value	CustomerCode	Service	Report Type	Market	Origin	Inscription Number	Brand

### Barcode

Provided by our laboratories.

### Carats

When adding in the carat weight ensure that it is formatted to 2 decimal places, e.g. 0.96, 1.00

### Colour (optional)

This column is to enter the colour of the diamond using the D to Z scale or N- (for fancy colours). **It can be left blank as this is not mandatory.**

**Quality** (optional)

This column is to enter the clarity of the diamond, e.g. VVS1, SI2, etc. **It can be left blank as this is not mandatory.**

**Shape**

See the adjacent codes for a particular shape, e.g. Round would be RND.

**Total Value**

This column is for insurance purposes and must equal the value used on the shipping documentation for customs clearance (if applicable).

**Customer Code** (optional)

You can add your own customer code, which may help to trace the diamonds in your own system.

**Service**

Enter IG into this column (Inscription & Grading). All diamonds graded at our laboratories will receive either a girdle or table inscription where possible.

**Report Type**

Specify which grading report is needed. If you would like a full Grading Report, the code is 'GR' and for an Identification Report (with no diamond plots) it is 'IR'.

**Market and Origin** (Optional)

These columns can be left blank.

**(Girdle) Inscription Number**

This is to be left blank as an inscription number will be assigned during the grading process.

**Brand**

Put IIDGR unless you have agreed a bespoke design for reports with our client service team. Please contact the team if this has been agreed.

If you would like a girdle inscription then please type IIDGR in the brand column.

If you wish to receive a table inscription please type IIDGR Table in the brand column.

**Sealing**

If you would like your goods to be sealed there is an option to select that when uploading your file to the website.

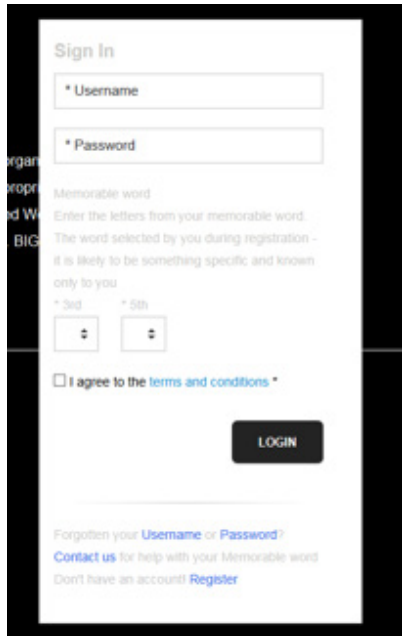
**Codes for Shape**

Code	Full Description
ABD	Antwerp Brilliant Diamond
ASS	Asscher
BAG	Baguette
CUS	Cushion
CUS	Square Cushion
CCS	Cut Corner Square
CCT	Cut Corner Taper
EME	Emerald
MR1	Modified Round
HRT	Heart
ICN	Ideal Cushion
ISQ	Ideal Square
IOC	Ideal Octagon
KIT	Kite
MAR	Marquise
FCN	FireCushion
FIR	Firemark
FLC	Four Leaf Clover
OVA	Oval
OCT	Octagon
PEA	Pear
PRI	Princess
RAD	Radiant
ROS	Rose
RND	Round
RAD	Square Radiant
TRL	Triangle
WEB	Webcut
FAN	Fancy (for any cuts not shown above)

## How to upload a shipment file on the IIDGR website?

Log on at <https://www.iidgr.com> with the secure details provided by our client service team ([contact@iidgr.com](mailto:contact@iidgr.com))

### 'Client Area'



Once logged on, you will be able to upload the CSV file for your shipment. **Make sure the excel file is saved as a CSV file before uploading it to the system.**

- Complete the order information by selecting the laboratories where the diamonds are sent (i.e. Antwerp or Surat); add any shipping details and select the location where the diamonds will be sent back after the service is completed.
- Agree to the terms and conditions and press submit.
- Review the details and complete the shipment to receive an automated shipment reference number to be used in all communication with our client service team.

### Most common shipment file upload errors:

If your file is in the wrong format then the system notifies you and identifies the errors on the upload file:

#### Possible errors include:

1. Barcode has already been used; in this case you will need to assign a new one.
2. IIDGR Brand name should be specified as 'IIDGR' as mentioned above.
3. IR and GR shipments - these two reports need to be separated into two CSV Excel files.
4. Your shipment can contain either diamonds with weights between 0.14 and 0.2984 carats or diamonds with weights of 0.30 carats or more (+ 0.2985 due to rounding factor).
5. If you encounter problems with the file upload or require further clarification please contact your dedicated client service representative.

## Shipping details – our locations:

### Antwerp

IIDGR NV  
Schupstraat 21, 4th floor  
2018 Antwerp  
Belgium  
Telephone +32 (0)3 203 4980

### Surat:

International Institute of Diamond Grading and Research  
Unit No: 901 to 906  
9th Floor, International Business Centre  
Surat Dumas Road, Surat 395007  
Gujarat, India  
Telephone +91 (0)261 406 2000

**A copy of the Consignment Note must be included within the packed box.**

### **When shipping goods, the Consignment Note needs to include:**

- The shipment reference number from the upload.
- Goods on consignment – state that these goods are for grading and inscription.
- Details of where the shipment should be returned to, i.e. address of supplier (who sent the diamonds) or consignor or a third-party where diamonds should be forwarded to.
- Description 'Polished Diamonds' and the 'Tariff Number' (7102 3910) (7102 3900).
- Total number of diamonds, carat weight and value in US\$.
- Country of origin of the diamonds (which could be 'Mixed').
- A signature.

### **Return documents with complete shipment:**

- Export packing list with the details provided by you for customs purposes.
- Certificate listing with the final grading details.

## Summary of how to send goods to the facility

**How do I send my diamonds to an International Institute of Diamond Grading and Research laboratory?**

Send your enquiry to:  
testing@IIDGR.com for melee screening  
grading@IIDGR.com for grading

You will then be supplied with your login details. You will also be sent our grading standards and procedure manual.

You will then be sent a customer form, this should be completed and sent back to us.

You can now upload goods to the IIDGR website via the client login area. (This process is explained in the grading standards and procedure manual).

Ship your goods to our lab.

You will be invoiced monthly by IIDGR.

Receive diamonds back in 5-10 days.

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