### Shipment Instructions:

The customer rules established by Jordan stipulate that:

- All shipments for any commodities (air - sea freight - land freight must be covered by one invoice and one packing list for each shipment.

- The Jordanian Ministry of Agriculture in respect of the bags packaging, has issued specific marking requirements, which are:
  1. Origin
  2. Port of destination
  3. Crop year
  4. Manufacturer
  5. Certificate of Origin
  6. Laboratory Certificate
  7. Health Certificate

- The Ministry of Agriculture of Jordan requires that for shipments of milk and oil, the production and expiry dates must be stated on sacks or bottles.

- The Jordanian Ministry of Agriculture in respect of the bags packaging, has issued specific marking requirements, which are:
  1. Title
  2. Code
  3. Country of origin
  4. Crop year
  5. Certificate of Origin
  6. Laboratory Certificate
  7. Health Certificate

- For sterile items the customer rules established by Jordan stipulate that:
  1. Certificate of Origin
  2. Product Commodity Certificate
  3. Certificate of Analysis
  4. Health Certificate
  5. Laboratory Certificate

- For sterile items, there should be a sterilization certificate to be submitted with the batch analysis Certificate.

- All documents must include copies must be readable and clear.

- For sterile items, there must be additional copies of documents must be sent once cargo have been loaded on trucks at the origin country to be surrendered.

### Shipment Documents Required for Checking the Shipment:

For air shipments to be imported into the Hashemite Kingdom of Jordan, the following documents are required for the clearance process:

- Bill of Lading
- Airway Bill
- Original
g
- Certificate of Origin
- Commercial Invoice
- Packing List
- Certificate of Analysis
- Health Certificate
- Laboratory Certificate
- Certificate of Quality for each batch
- Certificate of Analysis for each batch
- Complete Product file for the newly supplied items (for the 1st time) in which consists of:
  - Extraction
  - Exposure
  - Reaction
  - Degradation
  - Stability
  - Product specifications

For land shipments to be imported into the Hashemite Kingdom of Jordan, the following documents are required for the clearance process:

- Bill of Lading
- Airway Bill
- Original
- Certificate of Origin
- Commercial Invoice
- Packing List
- Certificate of Analysis
- Health Certificate
- Laboratory Certificate
- Certificate of Quality for each batch
- Certificate of Analysis for each batch
- Complete Product file for the newly supplied items (for the 1st time) in which consists of:
  - Extraction
  - Exposure
  - Reaction
  - Degradation
  - Stability
  - Product specifications

### Categories:

- Medicine and pharmaceuticals and Medical equipment, Spare Parts, Vehicles, General Goods

### Delivery Mode:

- Air
- Sea
- Land

### Required for Shipping Documents:

#### Categories:

- Delivery destination:
  - Sea Shipments:
    - The Jordanian Ministry of Agriculture in respect of the bags packaging, has issued specific marking requirements, which are:
      - Title
      - Code
      - Country of origin
      - Crop year
      - Certificate of Origin
      - Laboratory Certificate
      - Health Certificate
    - For sterile items the customer rules established by Jordan stipulate that:
      - Certificate of Origin
      - Product Commodity Certificate
      - Certificate of Analysis
      - Health Certificate
      - Laboratory Certificate
    - For sterile items, there should be a sterilization certificate to be submitted with the batch analysis Certificate.
    - All documents must include copies must be readable and clear.
    - For sterile items, there must be additional copies of documents must be sent once cargo have been loaded on trucks at the origin country to be surrendered.

#### Timing:

- The Jordanian Ministry of Agriculture in respect of the bags packaging, has issued specific marking requirements, which are:
  - Title
  - Code
  - Country of origin
  - Crop year
  - Certificate of Origin
  - Laboratory Certificate
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United Nations Relief and Works Agency for Palestine Refugees in the Near East

Shipment mode: By Air to Alia Airport

- 20 batches required for clarifying the working standards and these instructions are to be clarified as follow:
  1) to provide the JFDA with all needed documents and certificates to finalize the quality testing process.
  2) to provide the JFDA with all needed documents and certificates to finalize the quality testing process.
  3) to provide the JFDA with all needed documents and certificates to finalize the quality testing process.
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<table>
<thead>
<tr>
<th>Working Standard</th>
<th>Number of Batches Required for JFDA</th>
<th>Batches Required for JFDA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-20 (top mg)</td>
<td>More than or equal to 400 mg</td>
<td>More than or equal to 400 mg</td>
</tr>
<tr>
<td>3-10 (top mg)</td>
<td>More than or equal to 400 mg</td>
<td>More than or equal to 400 mg</td>
</tr>
<tr>
<td>10-50 (top mg)</td>
<td>More than or equal to 400 mg</td>
<td>More than or equal to 400 mg</td>
</tr>
<tr>
<td>50-100 (top mg)</td>
<td>More than or equal to 400 mg</td>
<td>More than or equal to 400 mg</td>
</tr>
<tr>
<td>100-500 (top mg)</td>
<td>More than or equal to 400 mg</td>
<td>More than or equal to 400 mg</td>
</tr>
<tr>
<td>500-1000 (top mg)</td>
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</tbody>
</table>

It is required that either or both the supplier and the shipper (acting on behalf of the supplier) communicate all information on shipping schedule/data/finalization to both:

1. UNRWA
2. United Nations Relief and Works Agency Field Procurement & Logistics Department
3. UNRWA Field Office

- During this double communication channel is possible to ensure that proper actions are being taken to receive and clear the shipments in due time.
- Notification on shipping of perishable supplies (where special cooling conditions are needed) should be done at least 6 hours in advance to the shipper in order for the receiving party to ensure that the cold chain is 100% maintained.
- Suppliers and shipper should not proceed to any land shipments without having seen all shipping information documents to our offices (see 1 above) 10 days in advance.
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- The following set of standards are meant to be followed:
  1. United Nations Relief and Works Agency Field Procurement & Logistics Department
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**United Nations Relief and Works Agency for Palestine Refugees in the Near East**

**Date:** 4-Apr-19

**Destination:** Jabal Al Akhdar, Jordan Field

**Category:** Medicine and pharmaceuticals and Medical equipment, Spares Parts, Vehicles, General Cargos

### Shipment Mode

<table>
<thead>
<tr>
<th>Shipment Mode</th>
<th>Shipment Mode By Air to Aqaba Port</th>
</tr>
</thead>
<tbody>
<tr>
<td>By Air</td>
<td></td>
</tr>
<tr>
<td>By Land</td>
<td></td>
</tr>
</tbody>
</table>

### Delivery Details

**To:** UNRWA Jordan Field 4-Apr-19

- **Medicines and pharmaceuticals**
- **Medical equipment**
- **Spare Parts**
- **Vehicles**
- **General Cargos**

### Delivery Mode

**Categories:**
- Catalogue
- Certificate of Origin
- Packing list
- Invoice

### Signature

- **On behalf of UNRWA:**
  - Name
  - Date

- **On behalf of Supplier:**
  - Name
  - Date

---

**Shipment Mode**

As such, it is an essential requirement that the shipping documents and related information is dispatched (in soft copies and/or in hard copies) to UNRWA AT LEAST 10 days prior to actual shipping of supplies.

All imported packages, cartons or bags must be marked with the country of Origin.

Regarding import of goods such as VHF (Walkie Talkie) and armed Vests & Helmets, it is a special requirement that the shipping documents and related information is dispatched (in soft copies and/or in hard copies) to UNRWA AT LEAST 10 days prior to actual shipping of supplies.

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Regarding Airfreight cold chain shipments, are very important NOT to arrive Amman airport during weekend (Friday & Saturday) also during Holidays.

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