United Nations Relief and Works Agency for Palestine Refugees in the Near East

Lemon Field Office - Shipping Instructions for Medical Products

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<th>By Sea to Beirut Port</th>
<th>By Air to Beirut Airport</th>
<th>By Land to UNRWA CHW, Beirut</th>
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<tbody>
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**Shipment Instructions:**

**Medicals**

- All Medicals, food supplements and Vitamins shipments (Air – Sea – Land) must be covered by Original invoices.
- Original invoices covering Medicals, food supplements & Vitamins shipments must contain:
  - Manufacturer Name
  - Manufacturer address
  - Name, Address, Tel & Fax Number
  - Original waybill “Truck Consignment Note”
  - Transformers Certificates of Origin
  - Value/Amount, Currency, Freight
  - United Nations Seal ( Authorities require specific
  - hike code – UNRWA)
  - Consignee and “notified party” (with same number)
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  - Certificate of Analysis: original and in originals to be provided on prior shipment arrival at Lebanese ports of entry for clearance purpose.

**Required Documents:**

- For UNRWA Use, Not for sale. The following shipping documents, packing lists, certificates of analysis, certificates of origin, sterility certificates, Airway prod., expiry dates and pack and lot numbers (producer and manufacturer) should be provided on arrival of shipments:
  - Original invoices (including Airway Bills)
  - Certificates of Analysis/Batch numbers, Prod. & Exp. dates
  - Certificates of Origin
  - Statement indicating goods for free distribution to Palestine refugees (For UNRWA Use, Not for Sale)
  - Certificate of origin
  - Certificate of豳
  - Product Certificate
  - Certificate of Quality
  - Certificate of Guard
  - Certificate of Export
  - Certificate of Import
  - Certificate of Import

**Additional Requirements:**

- The Lebanon Ministry of Health requires product name, contents, batch numbers, expiry dates, and ‘No UNWRA Use, Not for sale’ statement must be stenciled on all packages/bottles. Readable and clear. Electronic scanned versions of documents must be sent once cargos have been loaded on trucks at the original country to be added.
- Food, drugs and vitamins shipments require pre-approval from the Lebanon Ministry of Health, for clear customs declaration. For UNRWA Use, Not for sale. The following shipping documents, packing lists, certificates of analysis, certificates of origin, sterility certificates, Airway prod., expiry dates and pack and lot numbers (producer and manufacturer) should be provided on arrival of shipments:
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**Other:**

- For UNRWA Use, Not for sale. The following shipping documents, packing lists, certificates of analysis, certificates of origin, sterility certificates, Airway prod., expiry dates and pack and lot numbers (producer and manufacturer) should be provided on arrival of shipments:
  - Original invoices (including Airway Bills)
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**Airmail/Sea Requirements:**

- For UNRWA Use, Not for sale. The following shipping documents, packing lists, certificates of analysis, certificates of origin, sterility certificates, Airway prod., expiry dates and pack and lot numbers (producer and manufacturer) should be provided on arrival of shipments:
  - Original invoices (including Airway Bills)
  - Certificates of Analysis/Batch numbers, Prod. & Exp. dates
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**Other:**

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  - Original invoices (including Airway Bills)
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By SEA to Beirut Port

Required that the supplier and shipper agreeing to ship purchase, transportation or shipment of Israeli goods (Israeli made/related in part or in whole), bonds, and other movable values, and which prohibits contracting with parties residing in, or related to, or under the authority of the Government of Lebanon, Law dated 22 June 1955 which prohibits the entry, trading, exchange, import, sale, transportation, or shipment of Israeli goods (Israeli made/related in part or in whole), bonds, and other movable values, and which prohibits contracting with parties residing in, or related to, or under the authority of

Required that all shipping documents to be dispatched (in soft copies and/or hard copies) to UNRWA Lebanon Field Office requires Two to Eight weeks time to obtain the related import approvals from the Lebanese Ministry of Health, and from the related Pharmaceutical and Medicine Syndicates from the time of receiving original packing list, original certificates of analysis, original inner leaflets and all documents shall have correct data in terms of batch numbers, quantity, product & expiry dates, etc., medicines must match the given Original Invoice.

2) Notification on shipping of perishable supplies (where special cooling conditions are needed, please refer to Cooling Decree No. 844/1 below) should be done with special attention by both the supplier & the shipper in order for the importing party to ensure that the cooling chain is 100% been maintained.

Receipt of shipping documents

- Collect documents/DO fm shipping agents against paying FIO charges.
- Prepare temporary Custom form to bring medicines to inspection store area.
- Conducting Pharmaceutical inspection at ports by MOH.
- Submitting formalities to Customs department for approval.
- Collecting documents from MOH.
- Once approved proceed to ports to obtain the customs exemption.
- Clear shipments from ports.
- Prepare temporary Custom form to bring medicines to inspection store area.
- Conducting Pharmaceutical inspection at ports by MOH.
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3) Soft scanned colored copies of Invoice, Analysis certificates, inner leaflets and Sterility certificates needed in advance prior shipping the goods to obtain the approval from MOH and once approvals obtained will advise supplier to ship the goods.

Clearance Procedure/Steps:

- Receive Shipping Documents

- Collect documents/DIO for shipping agents against paying FIO charges.
- Prepare temporary Custom form to bring medicines to inspection store area.
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