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

**Date:** 8-Apr-19  
**Delivery destination:** Jerusalem-UNRWA West Bank  
**Categories:** Medicines and pharmaceuticals and Medical equipment, Spare Parts, Vehicles, General Cargo  
**Delivery Mode:** A. Shipping documents are to be sent in advance in which should be received by UNRWA four days prior shipment arrival of shipments with shipping distance of four days or more. For shipments with shipping distance of three days or less, a telex release and a scan shipping documents are required. All documents including copies must be readable and clear.  
B. Electronic scanned versions of documents must be sent once shipment has been loaded on vessel at the Port/Airport of loading to below addresses:  
C. Any delay in sending the shipping documents on time will cause for storage and demurrage charges at the discharged port and UNRWA has the right to recover the costs form the supplier’s invoice.

<table>
<thead>
<tr>
<th>Title</th>
<th>Field</th>
<th>Phone</th>
<th>Working hours</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of field Procurement &amp; Logistics Office</td>
<td>UNRWA West Bank Field Office</td>
<td>0097225990558 00972542168492</td>
<td>Mon-Fri 7:15-14:45</td>
<td><a href="mailto:WB-PLD-PORT@unrwa.org">WB-PLD-PORT@unrwa.org</a></td>
</tr>
<tr>
<td>Chief Central Support Services Division</td>
<td>UNRWA HQ(Amman)</td>
<td>00962 6 5808 582</td>
<td>Sun-Thu 7:30-15:00</td>
<td><a href="mailto:CSSD@UNRWA.org">CSSD@UNRWA.org</a></td>
</tr>
</tbody>
</table>

**Requested Shipping Documents & Certificates list:**

- A. For Air waybill (2 originals + 1 copy)
- B. Original Commercial Invoice (2 originals + 1 copy)
- C. Packing List (2 originals + 1 copy)
- D. Certificate of Origin (2 originals + 1 copy)
- E. Original Certificate of Analysis for each batch (2 originals + 1 copy)
- F. Product certificate (2 originals + 1 copy)
- G. Catalogue (2 originals + 1 copy)

**The Shipping documents details:**

- The customs rules of the host country stipulate that:
  - A. The Air waybill must indicate:
    - 1. Consignee name.
    - 2. Notify party.
    - 3. Full description of the items which also must be matching with the packing list and other documents.
    - 4. Net and gross weight which also must be matching with the invoice, the packing list and other documents.
    - 5. Delivery term.
    - 7. Purchase order also in all respective shipping documents.
    - 8. If the supplier will carry the freighting task then The freight on the shipping documents should be
    - 9. Three original copies of Bill of Ladings must be submitted “Non-negotiable copies” of Bill of Lading are not accepted.
    - 10. The free period on the Bill of Lading is required to be 25 days “free of detention charges” as a minimum.
    - 11. The Bill of Lading must be clearly stamped with the following clauses:
      - Sent on Board.
      - Freight Prepaid.
      - Liner In, stowed and trimmed.

- The invoice must indicate:
  - B. The invoice must indicate:
    - 1. Exact name of the medicine with any related details including the net and gross weight.
    - 2. Invoice number and the invoice date.
    - 3. Value/amount and the currency.
    - 4. Items’ numbers and production number.
    - 5. HS code for each item (UNCCs).
    - 6. Shipping country.
    - 7. Destination country.
    - 8. Country of origin for each item.
    - 9. Expiry date.
    - 10. Consignee name.
    - 11. Consignor name (manufacturer/ supplier name, address, tel. and fax numbers).
    - 12. Delivery term.
    - 14. Purchase order also in all respective shipping documents.

- The packing list must indicate:
  - C. The packing list must indicate:
    - 1. Mention the exact name of the medicine with any related details including the net and gross weight. (as mentioned in the invoice)
    - 2. Packing details and the quantity by (carton, tube, tablet, each, etc...)
    - 4. Lot number.
    - 5. Expiry date.
    - 7. Delivery term.
    - 8. Port of destination
The certificate of origin:

<table>
<thead>
<tr>
<th>D. The certificate of origin:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. As per regular standard.</td>
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</tbody>
</table>

E. The certificate of analysis (2 originals) must:

<table>
<thead>
<tr>
<th>1. Batch number.</th>
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<tbody>
<tr>
<td>2. Product number.</td>
</tr>
<tr>
<td>3. Expiry date.</td>
</tr>
<tr>
<td>F. The product certificate.</td>
</tr>
<tr>
<td>1. As per regular standard.</td>
</tr>
</tbody>
</table>

G. Catalogue must indicate:

| 1. Voltage of power source. |
| 2. Frequency of power source. |
| 3. Usage and function of the item. |

Notification or receipt of DTC:

4. Notification or receipt of DTC:

The supplier is responsible to cover the Destination Terminal Charges at the port of discharge as well as must notify the shipping line offices at the destination that DTC pre-paid. Payment confirmation is required from shipping line and to be attached with shipping documents set.

5. Special Categories Instructions:

H. Maximum quantities of batches for different item categories:

<table>
<thead>
<tr>
<th>Pharmas Form VS Batch Qty</th>
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</thead>
<tbody>
<tr>
<td>Tablets 1,500,000 to 2,000,000</td>
</tr>
<tr>
<td>Capsules 500,000 To 1,000,000</td>
</tr>
<tr>
<td>Dry Suspension 30,000 To 50,000 BT</td>
</tr>
<tr>
<td>Oral Solution and ready Suspensions 100 ml 50,000 To 100,000 BT</td>
</tr>
<tr>
<td>Rectal Suppositories 90,000 To 100,000</td>
</tr>
<tr>
<td>Vaginal Ovules 50,000 ovules and above</td>
</tr>
</tbody>
</table>

I. If the supplier fails to comply with this policy, UNRWA will be forced to claim the additional clearance costs from the supplier.

J. For special approval needed by the host country; it's an essential requirement that the shipping documents and related information is to be dispatched (in soft copies and/or hard copies) to UNRWA at least 10 days prior to actual shipping of supplies.

K. Partial shipments are not allowed.

Notification on shipping of perishable supplies (where special cooling conditions are needed) should be done with special attention by BOTH the supplier & the shipper as well as to be mentioned in the shipping documents in order for the receiving party to ensure that the cold-chain is not discontinued.

M. Scan for draft of BOL to get IL authorities approval must be the same as the original BOL.

N. UNRWA is not eligible to pay any deposit payment for shipping lines at the discharged port. Supplier is required to confirm this issue before the booking.

Shipping Terms:

A. Vessels:

1. Shipments shall normally be effected on mechanically self-propelled vessels of steel construction which are not over 20 years of age. Any vessel between 15 and 20 years of age shall have established and maintained a regular pattern of trading on an advertised schedule to load and unload at the specified ports. All vessels shall be classified in a listed register, with the relevant class designation, as per the Institute Classification Clause, CL 354 of 13 April 1992 as and when amended.

2. Consignments shipped other than in accordance with the above provisions may be rejected by UNRWA.

3. A copy of the relevant classification certificate is to be immediately provided prior to shipment by facsimile to the Chief, Procurement & Logistics Division UNRWA HQ (Amman), facsimile number 962- 6-5864127, at the time of booking of vessel.

B. Containers:

1. The containers must be in certified seaworthy condition and not "last-voyage Conditions." They also must be fit to load items as per international standards.

2. No holes will be acceptable in the containers; the containers must be properly sealed.

3. If rust stains are formed on the containers, they must not affect the conditions of the containerized items.

4. Shipment must be delivered in accordance with type of container and container’s load capacity which determined by shipping lines.
United Nations Relief and Works Agency for Palestine Refugees in the Near East

It is required that either or both the supplier and the shipper (the later acting on behalf of the supplier) to mail TWO sets of original shipping documents to both addresses as mentioned below before 24 hours of cargo’s arrival time:

<table>
<thead>
<tr>
<th>Consignee</th>
<th>UNRWA Field Office - WB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Field Procurement &amp; Logistics Office - Shlomo Zalman Shragai Street 21</td>
<td></td>
</tr>
<tr>
<td>P.O. Box 19149</td>
<td></td>
</tr>
<tr>
<td>Amman 11814, Jordan</td>
<td></td>
</tr>
<tr>
<td>Tel. +972-2-5890555</td>
<td></td>
</tr>
<tr>
<td>Fax +972-2-5810564</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:WB-PLD-PORT@unrwa.org">WB-PLD-PORT@unrwa.org</a></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:CSSD@UNRWA.org">CSSD@UNRWA.org</a></td>
<td></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Consignee (Include Organization Legal Name and Full Address)</th>
<th>UNRWA Headquarters - Amman</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Central Support Services Division - UNRWA Headquarters - Amman</td>
<td></td>
</tr>
<tr>
<td>Industrial street - Amman 11814, Jordan</td>
<td></td>
</tr>
<tr>
<td>Tel. +962 6 5808 585</td>
<td></td>
</tr>
<tr>
<td>Fax +962 6 5854 127</td>
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<tr>
<td><a href="mailto:WB-PLD-PORT@unrwa.org">WB-PLD-PORT@unrwa.org</a></td>
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<tr>
<td><a href="mailto:CSSD@UNRWA.org">CSSD@UNRWA.org</a></td>
<td></td>
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Only above double channels to communicate all information on shipping schedule/ dates are possible to ensure that proper actions are being taken to receive and clear shipments in due time.

Any delay in mailing documents may cause customs clearance delays resulting in demurrage and storage charges. We reserve the right to debit these charges to the supplier’s account.

Mailing of shipping Documents:

1. Notify Party (Include Contact Name, Email and Tel.)

Mesern Eljet Gateport Noga (1982) LTD
VAT No. 510934623
6 Nahal Snir St. Yavne 81224 Israel
Tel +972 – 8-9918105
Fax 153-52-5555-696
Mobile + 972-52-5555699
Sigalit @ailagtp.co.il
Port of Clearance: Ben-Gurion Airport

2nd Notify Party (Include Contact Name, Email and Tel.)

UNRWA- Head of Field Procurement & Logistics Office
Office - Jerusalem
Shlomo Zalman Shragai street 21
9710000 Jerusalem- Israel
P.O. Box 19149
Tel. +972-2-5890555 / +97225880754/+97254168492/+9725442168397
Fax: +97225816564
WB-PLD-PORT@unrwa.org

On behalf of UNRWA: On behalf of Supplier:

Signature

Please retain this document signed within10 days

On behalf of Supplier:

Date:

On behalf of UNRWA:

Date: