**Shipping Instructions:**

The customs rules established by Jordan stipulate that:

1. All shipments (of any modalities: air freight – sea freight – land freight) MUST be covered by one invoice and packing list for each separate shipment.

In this respect, if / when any supplier fails to apply this “one invoice per shipment” policy, UNRWA will be forced to claim the additional clearance costs from the supplier.

2. Every invoice covering shipments of any modalities MUST clearly show (in writing) both:
   a) The country of origin; and
   b) The name of the manufacturer.

3) 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. A statement indicating that goods are for UNRWA and not for sale.

4) The Jordanian Ministry of Agriculture requires that the data stenciled on bags / packaging

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<th><strong>Shipping Documents Required for Clearing the Shipments:</strong></th>
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<td>For all shipments to be imported into the Hashemite Kingdom of Jordan (all modalities: airfreight – sea freight – land shipments), the following documents are required for the clearance process:</td>
<td>1) It is required that either or both the supplier and the shipper (acting on behalf of the supplier) communicate all information on shipping schedule / dates / notification to both: 1. UNRWA Headquarters – Amman, and 2. UNRWA Jordan Field - Port Operation Officer.) Only through this double communication channels is possible to ensure that proper actions are being taken to receive and clear the shipments in due time.</td>
<td>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.</td>
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</table>
| **Air** Shipments:  
  1. Airway Bill  
  2. Invoice  
  3. Packing List  
  5. Certificate of Analysis | 2) Notification on shipping of perishable supplies (where special cooling conditions are needed) should be done with special attention by BOTH the supplier & the shipper in order for the receiving party to secure that the cold-chain thing is 100% maintained. | All imported packages, cartons or bags must be marked with the country of Origin. |
| **Land** Shipments:  
  1. Waybill  
  2. Invoice  
  3. Packing List  
  4. Certificate of Origin  
  5. Certificate of Analysis  
  6. Truck Consignment Note. | 3) Hard copies of Invoices and Packing Lists covering shipments for Medical and for Basic Commodities are needed the earliest possible (see the General Notes column). | Regarding Airfreight cold-chain shipments, are very important NOT to arrived Amman airport during weekend (Friday & Saturday) also during Holidays. |
| **Sea** Shipments:  
  1. Bill of Lading – in three original copies ("non negotiable" copies of Bill of Lading are not accepted)  
  2. Invoice  
  3. Packing List  
  4. Certificate of Origin  
  5. Certificate of Analysis  
  6. Truck Consignment Note. | 4) For land shipments, 2 week advance notification is to be given prior to actual shipping in | Regarding import of goods such as: VHF (Walki – Talki) and armed Vests & Helmets, its need a special permissions from TRC and MoI, in this cases NOT to ship any of the mentioned goods before issuing the necessary Government permissions. |
| Special Additional Requirements:  
  a) For shipments related to UNRWA’s basic commodities (Rice, Milk, Flour....):  
    1. Phytosanitary Certificate (this | To issue the Government permissions we need to receive the following copies |
| | | |
corresponds to the data on the shipment documents:

1. Invoice
2. Packing list
4. Phytosanitary Certificate
5. Health Certificate

5) The Ministry of Agriculture of Jordan requires that for shipments of milk and oil, the production and expiry dates must be stenciled on sachets or bottles.

The certificate has to be issued/dated as of 14 days only prior to the date of shipping.

2. Radioactivity Certificate
3. Fumigation Certificate.

b) For animal product shipments:
   1. Veterinary Certificate.

c) For medical shipments:
   2. Free sales Certificate.

The free period on the Bill of Lading is recommended to be 25 days "free of detention charges".

Air Way Bills, Bills of Lading and B/L should be in the name of UNRWA; BOTH as “consignee” and “notified party”. This means that in both cases they MUST read as follows:

U.N.R.W.A.
United Nations Relief & Works Agency
Field Procurement & Logistics
Um El-Hiran
Amman 11814 -Jordan
P.O. Box # 143464
Tel: 00962 4772226
Fax: 00962 6 4746361

order to spare any delay in releasing the carrying trucks from borders as well as to avoid the compensation costs to the trucks drivers.

Suppliers should not proceed to any land shipments without having sent all shipping information/documents to our offices [see 1) above] **10 days in advance.**