

SHIPPING and DOCUMENTATION INSUTRUCTIONS

Date of update:	20/05/2018	Delivery destination:	Gaza
Delivery mode:	Land	Group:	Medical
Categories:	1. Medicines and pharmaceuticals 2. Medical equipment		

1. Timing:

- A.** Shipping documents are to be sent in advance and received by UNRWA two days prior shipment arrival. All documents including copies must be readable and clear.
- B.** Electronic scanned versions of documents must be sent once cargos have been loaded on trucks at the original country to:

Name	Title	Field	Email	Phone	Mobile	Working hours

2. Shipping Documents & Certificates list:

- A.** Original Commercial Invoice (2 originals + 1 copy)
- B.** Packing List (1 original + 2 copies)
- C.** Truck Consignment Note (TCN) (1 original)
- D.** Waybill (1 original + 2 copies)
- E.** Certificate of Origin (2 originals)
- F.** Original Certificate of Analysis for each batch (2 originals)
- G.** Catalogue (2 originals), (for equipment only)

3. Shipping documents details:

The customs rules of the host country established stipulate that:

1. The invoice must indicate:

- 1. Exact name of the medicine with any related details including the net and gross weight.
- 2. Invoice number and 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.
13. Packing details.
14. Purchase order also in all respective shipping documents.

2. **The packing list must indicate:**

1. 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...)
3. Country of origin.
4. Delivery term.
5. Port of destination
6. Final destination of goods.
7. Batch number (for medicines and pharmaceuticals)
8. Lot number (for medicines and pharmaceuticals)
9. Expiry date (for medicines and pharmaceuticals)

3. **Truck Consignment Note (TCN) must indicate:**

1. Pallet number
2. Quantity of cartons per pallet.
3. Content of the cartons.
4. Number of units (bottles, boxes, small bags, etc.)

4. **Way bill:**

1. As per regular standard.

5. **The certificate of origin (2 originals).**

1. As per regular standard.

1. **The certificate of analysis must contain:**

1. Batch number.
2. Product number.
3. Expiry date.

2. **Catalogue must indicate:**

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

4. **General instructions:**

- A. MARKING ON PACKS: (All letters 4 cm high)
- UNRWA,
 - Not for Sale,
 - Purchase order number,

- Port of destination,
 - Case number,
 - Gross weight.
- B. For land shipments, advanced notification is to be received in UNRWA two days before actual shipping in order to avoid any delay in releasing the carrying trucks from borders as well as to avoid compensation costs to the trucks drivers.
- C. Deliveries will only be accepted during UNRWA's Gaza Warehouses (Located in WB) regular hours:
- 7:15am-1:30pm Sunday through Friday. For deliveries outside these days/times, the supplier will be responsible for the demurrage and/or storage charges. Palletized shipments are preferred.
- D. Perishable goods must not arrive at land border crossings to Israel on Friday or Saturday.
- E. Notification of perishable supplies (where special cooling conditions are needed) should be done with special attention by both the supplier and the shipper before shipping in order for the receiving party to ensure that the cold chain is not discontinued.
- F. Pallet standard 120X100 (High 170cm, Width 120 cm and weight 1.2 MT)
- G. Each item should have HS code and product number which must be mentioned in all documents.
- H. Supplier should not ship any shipment unless the logistics office recommends and approves the draft shipping documents. Otherwise, he/she will be responsible for any caused cost and will be charged accordingly.

5. **Special Categories Instructions:**

- A. For any devices or equipment and in particular for laboratory devices, the following documents are mandatory for custom clearance purposes and must be forwarded to UNRWA in advance:
- FDA Certificate from the American Department of Health & Human Services, or CE (European Committee) Certificate issued from an accredited party in the European Union countries (notified body).
 - The Manufacturer's Catalogue.
 - Original invoice & authenticated copy.
- B. For the hospital supplies (gauze, cotton, plasters, gloves, syringes, etc.), one of the following certificates is required and an original invoice in addition to an authenticated copy:
- Original Free Sale Certificate in the country of origin stating that the item is already sold in the country of origin or
 - SHIPPING and DOCUMENTATION INSUTRCTIONS
 - Original FDA (Food And Drug Administration) Certificate issued from the American Department of Health and Human Services or
 - Original CE (European Committee) Certificate issued from accredited party in the European Union Countries (Known as Notified Body)

- C. The above certificates should be in an original form or stamped copies & duly authenticated in each page from a Public Notary in the country of origin.
- D. Hospital supplies items for which no catalogue is available, a brochure clarifying the purchased item with the CE number (to be stated on the brochure) is requested and is essential, and otherwise, the goods will be rejected.
- E. The suppliers of bottled suspensions must mark the RECONSTITUTION instructions on the bottle itself (not on the label).
- F. Maximum quantities of batches for different item categories:
- Pharm. Form VS Batch QTY**
- Tablets 1,500,000 to 2,000,000
 - Capsules 500,000 To 1,000,000
 - Dry Suspension 30,000 To 50,000 BT
 - Oral Solution and ready Suspensions 100 ml 50,000 To 100,000 BT
 - Oral Solution and ready Suspensions 60 ml 100,000 and above
 - Rectal Suppositories 90,000 To 100,000
 - Vaginal Ovules 50,000 ovules and above

6. Mailing of shipping Documents:

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:

UNRWA Field Office- GFO	UNRWA Headquarters- Amman
Head Field Logistics Office UNRWA Field Office- GFO GFO Jerusalem office Jerusalem, Sheikh Jarrah P.O. Box 18100 97300 Jerusalem,	UNRWA Headquarters - Amman Chief Central Support Services Division Bayader Wadi Seer Industrial street P.O. Box 140157 Amman 11814, Jordan

- 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.
- Partial shipments are not allowed.
- The freight on the shipping documents to be displayed as "Prepaid".

7. Shipments' addresses:

1. Contacts:

Consignee	
Organization Legal Name: Logistics Contacts: Emails	UNRWA field office Gaza

2. Consignee address

Consignee (Include Organization Legal Name and Full Address)	
Organization Legal Name and address:	UNRWA- Head Field Logistics Office- GFO V.A.T. No. 501100838 Inbound Logistics office- Jerusalem Jerusalem, Sheikh Jarrah 97300 Jerusalem- P.O. Box 18100

1. Notify party

1st Notify Party (Include Contact Name, Email and Tel.)	
Contact Name: Street Address: E-mail	

2nd Notify Party (Include Contact Name, Email and Tel.)	
Contact Name: Street Address: E-mail	UNRWA- Head Field Logistics Office- GFO. V.A.T. No. 501100838 Shlomo Zalman Sharagai street 21