

SHIPPING and DOCUMENTATION INSTRUCTIONS

| | | | |
|-----------------|---|-----------------------|----------------------|
| Date of update: | 13/03/2018 | Delivery destination: | Jerusalem-West Bank |
| Delivery mode: | Sea | Group: | Medical-SP-Veh.-GCar |
| Categories: | 1. Medicines and pharmaceuticals 2. Medical equipment, Spare Parts, Vehicles, General Cargos | | |

1. Timing:

- 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 of loading to:

| Name | Title | Field | Email | Phone | Mobile | Working hours |
|------|-------|-------|-------|-------|--------|---------------|
| | | | | | | |

- 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 from the supplier's invoice.

2. Shipping Documents & Certificates list:

- A. Bill of lading (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)

3. Shipping documents details:

The customs rules of the host country established stipulate that:

A. The Bill of lading 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.
6. H.S. Code. (H. S. = Harmonized System classification codes of the World Customs Organization).
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 displayed as "Prepaid".
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:
 - Shipped on Board.
 - Freight Prepaid.
 - Liner in, stowed and trimmed.

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.
13. Packing details.
14. Purchase order also in all respective shipping documents.

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...)
3. Batch number.
4. Lot number.
5. Expiry date.
6. Country of origin.
7. Delivery term.

8. Port of destination
9. Final destination of goods.

D. The certificate of origin:

1. As per regular standard.

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

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

F. The product certificate.

1. As per regular standard.

G. Catalogue must indicate:

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

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:

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
- 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. For any electrical devices or equipment: Model & Catalogues with specifications for all items including

CB and EMC certificates must be submitted as part of the shipping documents.

- E. 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.
- F. Hospital supplies items for which no catalogues 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.
- G. The suppliers of bottled suspensions must mark the RECONSTITUTION instructions on the bottle itself (not on the label).
- H. Maximum quantities of batches for different item categories:
- Pharma 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
- 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.
- L. 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.
- L. Scan for draft of BOL to get IL authorities approval must be the same of original BOL.
- M. 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.

6. **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 shipment to the Chief, Central Support Services Division UNRWA HQ (Amman), at the time of booking of vessel.
- 4.

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.

7. 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:

| UNRWA Field Office- WB | UNRWA Headquarters- Amman |
|--|---|
| Head of Field procurement & Logistics Office - Jerusalem office Shlomo Zalman Shragai Street P.O. Box 19149 9710000 Jerusalem, ISRAEL | 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.

8. Shipments' addresses:

A. NGO Full Name contacts:

| Consignee | |
|---|--|
| Organization Legal Name: Logistics Contacts: Emails | UNRWA Head of field procurement & logistics office, GFO |

B. Mailing

| Consignee (Include Organization Legal Name and Full Address) | |
|---|---|
| Organization Legal Name and address: | UNRWA- Head of Field Procurement & Logistics Office V.A.T. No. 501100838 |

C. Notify Party:

| 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: | UNRWA- Head of field procurement & Logistics Office |
| Street Address: | |
| e-mail: | |

D. Inbound delivery address:

| Inland Delivery Address + Port of Customs Clearance | |
|--|--|
| Contact Name: | |

E. Port of Clearance:

| Port of Clearance | |
|--------------------------|-------------|
| Address | Ashdod Port |

F. Ground Loaded/Palletization:

| Ground Loaded | |
|-------------------------------|--|
| Palletized/Containerized/Bulk | |