

SHIPPING and DOCUMENTATION INSTRUCTIONS

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|-----------------|------------|-----------------------|--|
| Date of update: | 13/03/2018 | Delivery destination: | West Bank |
| Delivery mode: | Land | Group: | Medical, spare parts & General Cargos. |

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 (1 original + 1 copy)
- B. Packing List (1 original + 1 copy)
- C. Truck Consignment Note (TCN) (1 original)
- D. Waybill (1 original + 2 copies)
- E. Certificate of Origin (1 original + 1 copy)
- F. Catalogue (1 original + 1 copy)

3. Shipping Documents Details:

The customs rules of the host country established stipulate that:

A. **The invoice must indicate:**

1. Exact name of the items 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.
6. Shipping country.
7. Destination country.
8. Country of origin for each item.
9. Consignee name
10. Consignor name (manufacturer/ supplier name, address, tel. and fax numbers).
11. Delivery term.
12. Packing details.
13. Purchase order also in all respective shipping documents.

B. The packing list must indicate:

1. Exact name of the items with any related details including the net and gross weight (as mentioned in the invoice)
2. Packing details and the quantity.
3. Country of origin.
4. Delivery term.
5. Port of destination
6. Final destination of goods.

C. Truck Consignment Note (TCN) must indicate:

1. Pallet number
2. Quantity of cartons per pallet.
3. Content of the cartons.
4. Number of units.

D. Way bill:

1. As per regular standard.

E. The certificate of origin:

1. As per regular standards.

F. The catalogue must indicate:

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

4. Special category 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. CE must be mentioned in all the documents as well as on each item.
- D. Manufacturing date must be mentioned in the documents as well as on the tires. It must not be more than one year from the date of manufacturing.
- E. The item itself must be marked or stamped with OOC.
- F. The global quality standard should be reflected on the item and the shipping documents.
- G. 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.
- H. Deliveries will only be accepted during UNRWA's Gaza Warehouses (Located in WB) regular hours:
 - 7:15am-1:30pm Sunday through Thursday. For deliveries outside these days/times, the supplier will be responsible for the demurrage and/or storage charges. Palletized shipments are preferred.
- I. Pallet standard 120X100 (High 160cm, Width 120 cm and weight 1.2 MT).
- J. Each item should have HS code and product number which must be mentioned in all documents.
- K. Supplier should not ship any shipment unless the logistics office recommends to. Otherwise, he/she will be responsible for any caused cost and will be charged accordingly.

5. 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- WB | UNRWA Headquarters- Amman |
|---|---|
| Head of Field Procurement & Logistics Office UNRWA – Jerusalem Shlomo Zalman Shragai Street 21 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.

6. Shipments' addresses:

1. Contacts:

| Consignee | |
|--|-----------------------|
| Organization Legal Name: Logistics Contacts: Emails | UNRWA field office WB |

2. Consignee address

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

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: | Head of Field Procurement & Logistics Office UNRWA – Jerusalem |
| Street Address: | VAT No. 501100838 Shlomo Zalman Shragai Street 21 |