



UNRWA Jordan Field Office

Shipping Instructions:	Shipping Documents Required for Clearing the Shipments :	Communicating Shipping Information	General Notes
<p>The customs rules established by Jordan stipulate that:</p> <p>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 .</p> <p>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.</p> <p>2. Every invoice covering shipments of any modalities MUST clearly show (in writing) both:</p> <p>a) The country of origin; and b) The name of the manufacturer.</p> <p>3) The Jordanian Ministry of Agriculture in respect of the bags / packaging, has issued specific marking requirements, which are:</p> <ol style="list-style-type: none"> 1. Origin 2. Port of destination 3. Crop year 4. Manufacturer 5. A statement indicating that goods are for UNRWA and not for sale . <p>4) The Jordanian Ministry of Agriculture requires that the data stenciled on bags / packaging</p>	<p>For all shipments to be imported into the Hashemite Kingdom of Jordan (all modalities: airfreight – sea freight – land shipments), the following documents are <u>required</u> for the clearance process:</p> <p>Air Shipments:</p> <ol style="list-style-type: none"> 1. Airway Bill 2. Invoice 3. Packing List 4. Certificate of Origin. 5. Certificate of Analysis <p>Land Shipments:</p> <ol style="list-style-type: none"> 1. Waybill 2. Invoice 3. Packing List 4. Certificate of Origin 5. Certificate of Analysis 6. Truck Consignment Note. <p>Sea Shipments:</p> <ol style="list-style-type: none"> 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 <p><u>Special Additional Requirements:</u></p> <p>a) For shipments related to UNRWA’s basic commodities (Rice, Milk, Flour....):</p> <ol style="list-style-type: none"> 1. Phytosanitary Certificate (this certificate 	<p>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:</p> <ol style="list-style-type: none"> 1. UNRWA Headquarters – Amman, and 2. UNRWA Jordan Field - Port Operation Officer.) <p>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.</p> <p>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.</p> <p>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).</p>	<p>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.</p> <p>All imported packages, cartons or bags must be marked with the country of Origin.</p> <p>Regarding Airfreight cold-chain shipments, are very important NOT to arrived Amman airport during weekend (Friday & Saturday) also during Holidays.</p> <p>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. To issue the Government permissions we need to receive the following copies of documents from the</p>

<p>corresponds to the data on the shipment documents:</p> <ol style="list-style-type: none"> 1. Invoice 2. Packing list 3. Certificate of Origin. 4. Phytosanitary Certificate 5. Health Certificate <p>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.</p>	<p>has to be issued/dated as of 14 days only prior to the date of shipping)</p> <ol style="list-style-type: none"> 2. Radioactivity Certificate 3. Fumigation Certificate. 4. Health Certificate. <p>b) For animal product shipments:</p> <ol style="list-style-type: none"> 1. Veterinary Certificate. <p>c) <u>For medical shipments:</u></p> <ol style="list-style-type: none"> 1. Certificate of Analysis for each batch. 2. Free sales Certificate. 3. Complete Product file for the newly supplied Items (for the 1st time) in which consists of: - <ol style="list-style-type: none"> a) Composition certificate b) Finished product specifications c) Method of Analysis d) Shelf life and storage conditions certificate. <p>d) <u>For Para-Medicals (Sundries/Consumables):-</u></p> <ol style="list-style-type: none"> 1- Certificate of Origin 2- Original invoice and packing list. 3- CE certificate duly authenticated from the Notary public or from the chamber of industry and Commerce at the country of origin. 4- Declaration of Conformity certificate duly authenticated from the Notary public or from the chamber of industry and commerce at the country of origin. 5- Updated catalogue for the supplier's items. 6- For sterile items; there should be a sterility certificate to be submitted with the batch analysis Certificate. 7- all of the above certificates should be provided as originals and not as colored copies (they are going to be checked by the JFDA). <p>E) Instructions regarding the submission of the working standards and these instructions are to be clarified as follow:-</p> <ol style="list-style-type: none"> 1- The users are kindly requested to follow up the balances of the concerned standards at 	<p>4) For land shipments, 2 week advance notification is to be given prior to actual shipping in order to spare any delay in releasing the carrying trucks from borders as well as to avoid the compensation costs to the trucks drivers.</p> <p>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.</p>	<p>Supplier:</p> <ul style="list-style-type: none"> - Invoice - Packing list - Certificate of Origin - Catalogue.
--	---	--	--

the JFDA before submitting the samples for the quality testing.

- 2- To supply/provide the JFDA with those concerned standards directly upon the balances at the JFDA were being finished, expired or insufficient.
- 3- To provide the JFDA with all needed documents and/or certificates to finalize the quality testing process.
- 4- To commit to provide the JFDA with those standards as needed with no extra or less volumes as follow:-

Working Standard Volume per BT.	Number of BTs Supplied to JFDA	Remarks
More than or equal to 400 mg	(1-2) BTs	Depending on the analysis method and number of batches under one condition is that the volume of each BT should not exceed (1000 mg).
From 100 to less than 400 mg	(2-3) BTs	Depending on the analysis method and number of batches.
Less than 100 mg (for single use)	(3-10) BTs	Depending on the analysis method and number of batches.

- 5- JFDA are able to receive extra volume from those standards but if the item(s) analysis method requires more than one volume for the analysis of each single batch, without exceeding the limits in the above table.

- 6- Six months is the accepted lower limit of shelf life for the said standards.
- 7- To take into consideration the storage conditions for those standards and to provide the JFDA with the cold chain tracking report for the standards those need refrigeration since dispatching time and until being handed to the JFDA laboratories (this could be applied for those standards need refrigeration all along the transfer time).
- 8- Hazardous drugs should have the warning mark clearly on the packages in order to allow the laboratories concerned staff deal with them properly, moreover; the safety data sheet for each item's working standard should be handed with the relevant documents to the JFDA.
- 9- All expired working standards are subject to be returned back to the users (companies, drugstores ...etc.), so; kindly commit to receive them upon informing you to do so.

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 Department
Um El-Hiran – Madaba street
Amman 11814 -Jordan
P.O. Box # 143464