



UNRWA Lebanon Field Office

Shipping Instructions: Medicals	Shipping Documents Required for Clearing the Shipments :	Communicating Shipping Information	General Notes
<p>Import rules established by the Lebanese Authorities, Ministry of Health and Customs Department stipulate that:</p> <p>1. All Medicals, food supplements and Vitamins shipments (Air – Sea – Land) must be covered by Original invoice.</p> <p>2. Every invoice covering Medicals, food supplements & Vitamins shipments must contain:</p> <ol style="list-style-type: none"> Consignor: Manufacturer/Supplier Name, Address, Tel & fax Number. Consignee: UNRWA- Lebanon Invoice number, Invoice date. Purchase Order Number. Terms of delivery (Inco Terms). Value/Amount, Currency, Freight Description of Goods Quantity Batch Number/ Lot Number Item number/ Production code HSS Code / UNCCs Production date, Expiry Date Country of Shipping Country of Destination Country of origin <p>3) Lebanese Authorities require specific markings on packaging, they must specify:</p> <ol style="list-style-type: none"> Manufacturer Name Commodity, Contents Quantity Production Date/ Expiry Date Batch Number / Lot number. Country of Origin Statement indicating goods for free distribution to Palestine refugees (For UNRWA Use, Not for Sale). 	<p>All Medical shipments to be imported into Lebanon (all modalities: airfreight – sea freight – land), the following shipping documents, stamped, signed and in originals to be provided on/prior shipment arrival at Lebanese ports of entry for clearance process:</p> <p>Air Shipments:</p> <ol style="list-style-type: none"> Original Airway Bill Original Invoice Original Packing List <u>must match the consignment and mention the manufacturer name, also mention manufacturing and expiry dates.</u> Original Certificate of Origin. Original certificates of Analysis. Sterility Certificate (refer to G. notes). Original Donation Certificate if any. Original Inner Leaflets. <p>Land Shipments:</p> <ol style="list-style-type: none"> Original waybill "Truck Consignment Note" Original Invoice Original Packing List <u>must match the consignment and mention the manufacturer name, also mention manufacturing and expiry dates.</u> Original Certificate of Origin. Original certificates of Analysis. Sterility Certificate (refer to G. notes). Original Donation Certificate if any. Original Inner Leaflets. <p>Sea Shipments:</p> <ol style="list-style-type: none"> Original Bill of Lading (25 days free of demurrage in case containers used) Original Invoice Original Packing List <u>must match the consignment and mention the</u> 	<p>1) Required that either or both supplier and shipper (acting on behalf of supplier) communicate all shipping information relating to schedule/dates notification to both:</p> <ol style="list-style-type: none"> UNRWA HQ – Jordan – CPLD & UNRWA - Lebanon - FPLO. <p>Only through these double communication channels ensure that proper actions are taken in obtaining ministry of health approvals, receive and clear the shipments in due time.</p> <p>2) Notification on shipping of perishable supplies (where special cooling conditions are needed, pls refer to cooling decree No. 844/1 below) should be done with special attention by BOTH the supplier & the shipper in order for the receiving party to insure that the cold-chain issue is 100% has been maintained.</p> <p>3) Soft scanned colored copies of Invoice, Analysis Certificates, inner leaflets and Sterility certificates needed in advance prior shipping the goods to obtain the approval from MOH and once approvals obtained will advice supplier to ship the goods.</p> <p>4) Suppliers should not ship any medicines/vaccines/medical disposables etc... without being approved by MOH and agreed by UNRWA/Lebanon to do so.</p> <p>Clearance Procedure/Steps:</p>	<p>UNRWA Lebanon Field Office requires Two to Eight weeks time to obtain the related import approvals from the Lebanese Ministry of Health and from the related Pharmaceutical and Medicine Syndicates from the time of receiving all necessary & correct documents.</p> <p>As such, it is an essential requirement that all shipping documents to be dispatched (in soft copies and/or hard copies) to UNRWA prior actual shipping of supplies.</p> <p>No shipping shall be made without obtaining the Ministry of Health Approvals and without our acceptance.</p> <p>Short shipped and Partition should be avoided.</p> <p>Lebanese Customs require using the exact and proper description of the goods mentioned on the shipping documents i.e. Vaccines not Medical supplies.</p> <p>Cooling Decree: MOH Decree No. 844/1 obliges us to transport all medicines, food supplements & vitamins in reefer containers/trailers for the period from first of April till end of October from each year. Failure to comply will lead to cargo rejection.</p>

4) The Lebanese Customs & MOH require that data stenciled on packaging match data on shipping documents:

1. Invoice.
2. Itemized Packing list: must match the consignment & it's Invoice and contains: Consignor/manufacturer name, Consignee: UNRWA, Lebanon, product names, production and expiry dates, batch numbers, exact quantity, Number of Cartons, pallets, net weight, gross weights, volume, Purchase Order number, etc...
3. Certificate of Origin.
4. Original Certificates of Analysis (batch numbers, Prod. & Exp. dates).
5. Product certificate.
6. Sterilization certificate (for items need sterilization).
7. Certificate of Donation if any.
8. Original Inner Leaflet.

5) **Pre-Approval:** All medicals, food suppl. and Vitamins shipments require a pre-approval from the Lebanese Minister of Health, for that a **clear colored scan copy of invoice, packing list, Certificates of Analysis/sterilization for each batch, Inner Leaflets** to be provided prior shipping the goods, once necessary approvals including Syndicates approvals obtained will advice supplier to ship the goods.

N.B.: On applying for MOH approval Medicines, lab. Reagents, Vitamins, etc... should have at least one year shelf life and on arrival the country at least six months of validity.

manufacturer name, also mention manufacturing and expiry dates.

20. Original Certificate of Origin.
21. Original certificates of Analysis.
22. Sterility Certificate (refer to G. notes).
23. Original Donation Certificate if any.
24. Original Inner Leaflets.

Special Additional Requirements:

The Lebanese Ministry of Health requires product name, contents, batch numbers, prod., expiry dates and **"For UNRWA Use, Not for sale"** statement must be stenciled on sachets/packets or bottles.

Consolidation of invoices is highly recommended to avoid submitting too many invoices to MOH for approvals.

All shipping document invoices, packing lists, certificates of analysis, certificates of origin, sterility certificates, Airway Bills, Truck Consignment Notes and Bills of Lading should be in the name of UNRWA as **"consignee"** and **"notified party"**. This means that in both cases they MUST read:

**U.N.R.W.A.
United Nations Relief & Works Agency
Field Procurement & Logistics Officer
Beirut – Lebanon
P.O. Box # 11-947 - 1107-2060**

- Receive Shipping Documents
- Obtain MOH approval
- Obtain Syndicates Approvals
- Obtain Customs higher council approval
- Advice HQ/Supplier to ship

On shipment arrival:

- Collect documents/DO fm shipping agents against paying FIO charges.
- Prepare temporary Custom form to bring medicines to inspection store area.
- Conducting Ph. Inspection at ports by MOH.
- Collecting documents from MOH.
- Submitting formalities to Customs department for approval.
- Once approved proceed to ports to obtain the customs exemption.
- Clear shipments from ports.

N.B.: The free period on the Bill of Lading to be at least 25 days "free of demurrage/detention charges" on all containerized cargo including Reefers.

Pharmaceutical Inspection: On shipment arrival a physical pharmaceutical inspection to be conducted on all coming medicines, food supp. & Vitamins at Lebanese ports, for that we need original invoice, original packing list, original certificates of analysis, original inner leaflets and all documents shall have correct data in terms of batch numbers, quantity, prod. & Expiry dates, etc... medicines must match the given Original Invoice.

Sterility Certificate:

For all medical consumables, disposables such as needles, an original sterility certificate &/or test certificate showing the Batch number should be provided.