



United Nations
Relief and Works Agency for Palestine Refugees
in the Near East

SHIPPING and DOCUMENTATION INSTRUCTIONS

Date:	01/04/2014
Delivery mode:	By Air IN-TRANSIT to Damascus

Delivery destination:	Syria
Group:	MD

Dear Sir,

Please find following our shipping and documentation instruction in regard to our purchase order:

Shipping Documents & Certificates

1- The following shipping documents must be submitted for Clearance Purposes:

- AirWay Bill
- Original Commercial Invoice
- Packing List

2- The following shipping certificates must be submitted for Clearance Purposes:

- Certificate of Origin
- Certificate/s of Analysis for each batch

General Instructions

The customs rules established by the Syrian Arab Republic stipulate that:

1. All shipments MUST be covered by **one invoice**. When one shipment is covered by two or more invoices the Syrian customs rules stipulate that each invoice has to be covered by a separate customs declaration – this results in the costs of customs clearance to be multiplied (since these costs depend on the number of the invoices). In this respect, if any supplier fails to apply this policy, UNRWA will be forced to claim the additional clearance costs from the supplier.

2. Every invoice covering shipments of any modalities MUST clearly show (in writing) both:

- a) The country of origin; and
- b) The name of the manufacturer.

Special Shipping Instructions

1. **The AWB must be endorsed by the following clause: GOODS ARE SHIPPED TO BEIRUT AIRPORT IN TRANSIT TO SYRIA**

2. Packing List must match the consignment and mention the manufacturer name, manufacturing and expiry dates.

3. Hard copies of Invoices and Packing Lists are needed the earliest possible. These documents are needed to ask for the necessary approvals at the related Ministry of Health.

4. Air-freighted shipments - each covered by one AWB (Airway Bill) has to be covered by **one** invoice only (the invoice should show a grand total value of the shipment – and **one** currency only).

5. Notification on shipping of perishable supplies (where special cooling conditions are needed) should be done with special attention by BOTH the supplier & the shipper (**acting on behalf of the supplier**) in order for the receiving party to ensure that the cold-chain is not discontinued.



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6. UNRWA Field Office in the Syrian Arab Republic requires a ten day time frame to get the SARC-related import approvals from the government officials in Syria.

7. The purchase order must be stated in all respective shipping documents.

8. MARKING ON PACKS: (All letters 4 cm high)

UNRWA

“NOT FOR SALE”

PURCHASE ORDER NO. :

PORT OF DESTINATION:

CASE No.:

GROSS WEIGHT:

Endorsement of shipping Documents

Please endorse the shipping documents (Consignee and Notify party) as follows:

Consignee:
U.N.R.W.A. United Nations Relief & Works Agency. Att: Field Procurement & Logistics Officer Damascus – SYRIA-UN Compound. End of Mezzeh Autostrada. Beirut Road Intersection, opposite old Airport P.O. Box # 4313

Notify Address:
U.N.R.W.A. United Nations Relief & Works Agency. Att: Field Procurement & Logistics Officer Damascus – SYRIA-UN Compound. End of Mezzeh Autostrada. Beirut Road Intersection, opposite old Airport P.O. Box # 4313



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Communication & 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:

UNRWA Headquarters - Amman
Chief Central Support Services Division
Bayader Wadi Seer
Industrial street
P.O. Box 140157
Amman 11814 Jordan
U.N.R.W.A.

United Nations Relief & Works Agency.
Att.: Field Procurement & Logistics Officer Damascus –
SYRIA-UN Compound.
End of Mezzeh Autostrada. Beirut Road Intersection,
opposite old Airport
P.O. Box # 4313

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.

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.

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".



Import guidelines for UNRWA shipments to Syria

I. Required documents from shipper/ origin:

A- All shipments need one original full set of below shipping documents:

- Invoice.(MUST BE LEGALIZED)
- Certificate of Origin. (MUST BE LEGALIZED)
- Packing list.
- Waybill (Air Waybill- CMR - Bill of Lading). USUALTY 3 ORIGINAL

Note: The abovementioned original shipping documents should be sent along with the shipment in case of Road Freight or Airfreight; while they should be sent by courier in case of Ocean Freight.

B- Additional required documents for Food items / Medicals:

- Health certificate (Food items). LEGALIZATION IS NOT OBLIGATORY
- Veterinary Health Certificate (animal's products for human consumption). This must be issued before shipping date otherwise the shipment will be rejected and re-export with financial fine. MUST BE LEGALIZED (AS MENTIONED IN THE NOTE BELOW)
- Phytosanitary certificate (cereals/ pulses) (certificate date must be before Bill of Lading date to avoid fine). MUST BE LEGALIZED
- Fumigation certificate (cereals/ pulses). LEGALIZATION IS NOT OBLIGATORY
- Non-radioactive certificate (Food items). LEGALIZATION IS NOT OBLIGATORY
- Analysis certificate (Food items + medicals). LEGALIZATION IS NOT OBLIGATORY

Note: Veterinary Health Certificate and Phytosanitary Certificate MUST be certified by origin Chamber of Commerce and Syrian Diplomatic Mission, otherwise shipment will be rejected.

II. Import approvals/exemptions required from UNRWA:

A- All shipments of all modalities need import approval from the Syrian concerned authorities.

B- Additional required approvals for Food items / Medicals:

- Ministry of Health Approval for Medicals.
- Ministry of Agriculture Approval for cereals (approval date must be before BOL date to avoid fine). (DRAFT COPY OF B/L)
- Veterinary Health Directorate import approval for milk shipments (approval date must be before waybill date to avoid fine).

III. Document Instructions for UNRWA Shipments:

A- **Certificate of Origin:** separate from the invoice; issued in one original plus two copies and must indicate the below:

- Goods origin.
- Materials names.
- Net weight.
- Gross weight.
- Show the exporter name as mentioned on the invoice.



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- Show the consignee and the notify party as:
U.N.R.W.A.
United Nations Relief & Works Agency
Attn. Field Procurement & Logistics Officer
Damascus – SYRIA
End of Mezzeh Autostrada
Beirut Road Intersection
Opposite Old Airport
- Show the manufacturer name as mentioned in the invoice.
- The original COO to be certified by origin Chamber of Commerce and Syrian Diplomatic Mission.
- Note: for cereals,/pulses & animal's products, COO date must be issued before BOL date to avoid fine & rejection.

B- Invoice: must indicate the below:

- Invoice No. / Date.
- Consignor, Vendor or Exporter Full Address & Tel. numbers.
- UNRWA Full Address & Tel numbers. UNRWA SYRIA
- Mention following statement: "VALUE FOR CUSTOMS PURPOSES ONLY WTTTHOUT COMMERCIAL VALUE" Or: "HUMANITARIAN AID".
- Goods Description & H.S. Code.
- Quantity.
- Unit/Price.
- Total Amount.
- Net weight.
- Gross weight.
- No of packages.
- Batch No, production & expiry dates (Food items & Medical products). EACH ALIMENTARY PRODUCT HAS BATCH OR LOT NUMBER.
- Goods Origin.
- Manufactured by.
- Shipping Term.
- The original invoice to be certified by origin Chamber of Commerce and Syrian Diplomatic Mission.

C- Packing list: must be same as the invoice with full details on the packed items, mentioning the number/content of each package.

IV. Shipping Marks & Package Labels:

A- All Shipments must be labeled as follows:

- Material name.
- Gross weight.
- Net weight.
- Country of goods origin.
- Manufacturer name.
- Contents. IF THERE ARE ANY ADDITIONAL MATERIALS ADD TO THE PRODUCT.
- HUMANITARIAN AID with UNRWA logo (if possible).



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UNRWA
COMMODITY NAME: (-----)
FOR FREE DISTRIBUTION TO PALESTINE REFUGEES
PORT OF DESTINATION:
PRODUCTION DATE:
EXPIRY DATE:
MANUFACTURER:
ORIGIN:
WEIGHT: --- KG NET
PURCHASE ORDER #:
BATCH NUMBER:

B- Additional required marks for Food items / Medicals:

- Batch No.: Alimentary & Medical products (Human consumed).
- Manufacture date: Alimentary & Medical products (Human consumed).
- Importer name for food items (UNRWA).
- Contents: Food items & Medical products (Human consumed).
- Expiry date: Food items & Medical products (Human consumed).
- Food items shipping marks should be written in Arabic Language beside the foreign language.

Notes:

1. Some special cargo shipments (Armored vehicles, telecommunication equipment, bullet proof items) need additional approvals which will be advised on case by case bases. For example:
 - Armored vehicles need National Security approval.
 - Telecommunication, Electronic equipment and computers shipment need Telecommunication approval and Telecommunication security approvals.
2. Copy of drafted shipping documents should be emailed to UNRWA in Syria for checking and confirmation before attesting / shipping.
3. All the above guide lines are valid under the current regulations, and are subject to change if the regulations have been changed.