



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.</p> <p>To issue the Government permissions we need to receive the following copies</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>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>of documents from the Supplier:</p> <ul style="list-style-type: none"> - Invoice - Packing list - Certificate of Origin - Catalogue.
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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
Um El-Hiran
Amman 11814 -Jordan
P.O. Box # 143464
Tel: 00962 4772226
Fax: 00962 6 4746361



UNRWA Lebanon Field Office

Shipping Instructions:	Shipping Documents Required for Clearing the Shipments :	Communicating Shipping Information	General Notes
<p>Custom rules established by the Lebanese Authorities stipulate that:</p> <ol style="list-style-type: none"> All shipments (of any modalities: air freight – sea freight – land freight) must be covered by Original invoice. Every invoice covering shipments of any modalities must contain: <ol style="list-style-type: none"> Manufacturer/Supplier Company's Name, Address, Tel & fax Number. Consignee Name starting with UNRWA..... Invoice number. Invoice date. Purchase Order Number. Terms of delivery (Inco Terms). Currency Value/Amount/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 The country of origin The Lebanese Ministry of Agriculture has issued specific marking requirements in respect of the bags / packaging, they must specify: <ol style="list-style-type: none"> Commodity. Origin. Port of destination. Crop year Manufacturer Name Production Date/ Expiry Date 	<p>For all shipments to be imported into Lebanon (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"> Original Airway Bill Original Invoice Packing List <u>must match the consignment and mention the manufacturer name, also mention manufacturing and expiry dates.</u> Original Certificate of Origin. <p>Land Shipments:</p> <ol style="list-style-type: none"> Original Waybill Original Invoice Packing List <u>must match the consignment and mention the manufacturer name, also mention manufacturing and expiry dates.</u> Original Certificate of Origin Original Truck Consignment Note. <p>Sea Shipments:</p> <ol style="list-style-type: none"> Original Bill of Lading - (“non negotiable” copies of Bill of Lading are not accepted) Original Invoice Packing List <u>must match the consignment and mention the manufacturer name, also mention manufacturing and expiry dates.</u> Original Certificate of Origin. <p><u>Special Additional Requirements:</u></p> <p>a) For shipments related to UNRWA's basic commodities (Rice, Milk, sugar....):</p>	<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"> UNRWA Headquarters – Jordan and UNRWA - Lebanon - Field Procurement & Logistics Officer. <p>Only through these double communication channels 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 <u>BOTH</u> 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>These documents are needed to ask for the necessary approvals at the Related Ministries of Health & Agriculture.</p> <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</p>	<p>UNRWA Field Office in Lebanon requires not less than two weeks period as a timeframe to obtain the related import approvals from the government officials in Lebanon.</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 As Early As Possible prior actual shipping of supplies.</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 and for Computers not Spare parts etc...</p> <p>Relating to Basic Commodities only 20 foot containers to be used.</p> <p>N.B.: Shipments originated in Israel or any of its contents or assembled parts are not permitted in Lebanon and totally prohibited.</p>

7. Batch Number / Lot number.
8. Purchase Order Number.
9. Weight.
10. A statement indicating that goods are for free distribution to Palestine refugees (for UNRWA use, Not for Sale).

4) The Lebanese Ministry of Agriculture requires that the data stenciled on bags / packaging corresponds to the data on the shipping documents:

1. Invoice.
2. Packing list must match the consignment and mention the manufacturer name, also mention manufacturing and expiry dates.
3. Certificate of Origin.
4. Phytosanitary Certificate.
5. Veterinary Health Certificate.
6. Health Certificate.
7. Radioactivity Certificate.

5) The Lebanese Ministry of Agriculture requires that for shipments of Milk and Oil, the production and expiry dates must be stenciled on sachets or bottles.

Milk Shipments to fulfill the attached special requirements issued by the Lebanese Ministry of Agriculture (Decree No.5061/1, 498/1, 322/1 and 239/1).

6) Medicines: All medicines (Vaccines, Lab. Reagents, Pharmaceuticals, etc) , medical equipments, disposables, consumables require a pre-approval on the relating invoice from the Lebanese Minister of Health, for that a clear colored scan copy of the invoice to be provided to our offices at least two weeks in advance to be able to obtain the approval of the ministry of health and requested not to ship the goods till we obtain the approval by

1. ****Original Phytosanitary Certificate** (this certificate has to be issued/dated as of 14 days only prior to the date of shipping).
2. Original Radioactivity Certificate.
3. Original Fumigation Certificate.
4. Original Health Certificate.
5. Original Crop Year/Production Cert.
6. Analysis Certificates.

b) For animal product shipments:

NOTE** For Milk Shipments pls comply strictly with attached decrees (Decree No.5061/1, 498/1, 322/1 and 239/1).

Documents required on arrival are

1. Certificate of origin, authenticated as per the rules.
2. Official veterinary health certificate agreed on between the veterinary authorities of Lebanon and those of the exporting country, authenticated as per the rules.
3. Official radiology certificate issued by the country of origin, authenticated as per the rules.
4. Official dioxin certificate issued by the country of origin, authenticated as per the rules.
5. Chemical and microbiological analysis certificate issued by an official laboratory or laboratory accredited by the official authorities in the country of origin.
6. An official certificate confirming that the product is free of melamine contamination, issued by the country

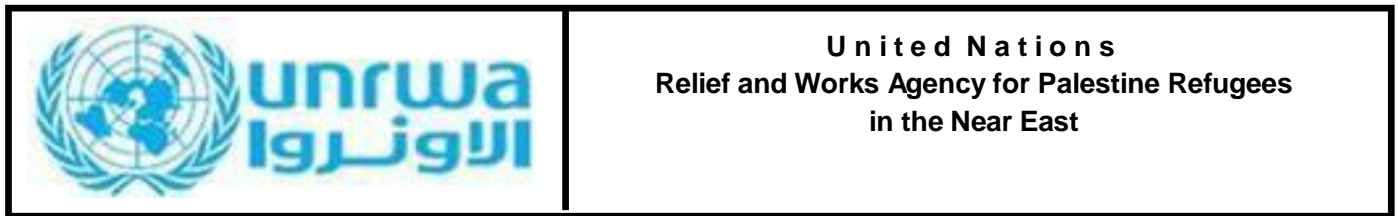
carrying trucks from borders as well as to avoid the compensation costs to the trucks drivers.

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>reverting back to ship the goods once we obtain all necessary approvals i.e. Medicine and Pharmaceutical Syndicates approvals, plus a physical pharmaceutical inspection on all coming medicines at all Lebanese ports to be conducted, all medicines must match the given Original Invoice, for that reason all product analysis reports, Certificates and method of Analysis, etc should be provided by the factory along with the shipping documents, for all medical consumables, disposable such as needles shipments an original sterility certificate showing the Batch number should be provided.</p> <p>MOH Decree No. 844/1 obliges us to transport all medicines in reefer containers/trailers for the period from first of April till end of October from each year.</p>	<p>of origin and authenticated as per the rules.</p> <p>c) For medical shipments:</p> <ol style="list-style-type: none"> 1. Certificate of Analysis. 2. Sterility Certificate. <p>The free period on the Bill of Lading to be at least 25 days "free of demurrage/detention charges" on all containerized cargo.</p> <p>Airway Bills, Truck Consignment Notes and Bills of Lading should be in the name of UNRWA; BOTH as "consignee" and "notified party". This means that in both cases they MUST read as follows:</p> <p>U.N.R.W.A. United Nations Relief & Works Agency Field Procurement & Logistics Officer Beirut – Lebanon P.O. Box # 11-947 & 1107-2060 Tel: 00961-1-830400 Fax: 00961-1-830467</p>		
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POO/PLD: Issued on 28/02/2011

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SHIPPING and DOCUMENTATION INSUTRCTIONS

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

Delivery destination:	Syria
Group:	GS

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.

3. The Supplier is responsible for ensuring that the shipment, including its contents, packing, and documentation, is in accordance with the laws of the Syrian Arab Republic including Law No. 286 year 1956 which stipulates in general that it is prohibited the import, sell, purchase, or transport any Israeli goods and products. Also prohibits to purchase from Israel or from the Israelis or sell to Israel or Israelis , as well as to purchase any goods, commodities, services, materials made in Israel or any products containing components manufactured or converted in Israel or any other commodities shipped via Israel” In addition the Syrian customs rules stipulate that any shipment which is produced in Israel and/or found to contain any markings/printings in Hebrew (on its packages, catalogues or brochures) or contains Symbols of Six-Pointed star must be rejected, then confiscated or re-exported to the country of origin with or without a fine as stated under Syrian Import Regulation No. 2024/T/2011.

Breaching the law No. 286/1956 will result in imprisonment sentence with hard labour for a period of not less than three years but not exceeding ten years and a fine may be added to this punishment, and in the event that the crime is committed by a legal person the representative who committed it shall be convicted with the same mentioned penalties.

In all cases, seized items shall be confiscated in addition to the vehicles used in transporting and committing the crime if the owner was aware of the crime by the time of transport. Therefore the shipments shall be in accordance with the Syrian laws, otherwise it will be considered a default in shipment by the Supplier. UNRWA shall not be liable for such default. UNRWA shall have the right to take such action as it deems necessary in response to the default in shipment, and the supplier will be responsible for any damages



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in the Near East**

suffered by UNRWA relating to this default.



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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



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SHIPPING and DOCUMENTATION INSTRUCTIONS

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.

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. Syria Arab Republic authorities do not accept instructions, catalogs and manuals marked, printed or translated into Hebrew. As the result of this, shipments containing documents in Hebrew can be refused clearance. This is considered a default in the shipment. UNRWA will have the right to take the action deemed necessary for any shipments received with these catalogs or manuals and the supplier will be responsible for any cost due to this default.

DUPLICATED CALUSE: 8. Syria Arab Republic authorities do not accept instructions, catalogs and manuals marked, printed or translated into Hebrew. As the result of this, shipments containing documents in Hebrew can be refused clearance. This is considered a default in the shipment. UNRWA will have the right to take the action deemed necessary for any shipments received with these catalogs or manuals and the supplier will be responsible for any cost due to this default.

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

10. 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 Tel:00963-11-6133035 -thru 45 Fax:00963-11-6116581 Email: FPLOsyr@UNRWA.ORG

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 Tel:00963-11-6133035 -thru 45 Fax:00963-11-6116581 Email: FPLOsyr@UNRWA.ORG



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in the Near East

SHIPPING and DOCUMENTATION INSUTRUCTIONS

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 Procurement & Logistics Divison
Bayader Wadi Seer
Industrial street
P.O.Box 140157
Amman 11814 Jordan
Tel. + 962 6 5808 401
Fax. + 962 6 5864 127
Email: cpld@unrwa.org

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
Tel:00963-11-6133035 -thru 45
Fax:00963-11-6116581
Email: FPLOsyr@UNRWA.ORG

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".

Please retain this document signed within 10 days:

On behalf of Supplier:

On behalf of UNRWA:

Date:

Date:

Damascus 16-June-2015

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). USUALLY 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.
 - Show the consignee and the notify party as UNRWA in Syria.
 - 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 WITHOUT 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.

Lara Al-Ashhab

Aid & Relief Services - Transportation-1 Department
Manager



SHIPPING and DOCUMENTATION INSUTRCTIONS

Date of update:	18/10/2017	Delivery destination:	Jerusalem-WestBank
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
Axel Auerbach	Head of field Procurement & Logistics	WBFO	a.Aurbach@unrwa.org	+97225890555	+972542168492	Mon-Fri 7:15-14:45
Jane Zeidan	Poo	WBFO	j.zeidan@unrwa.org	+97225890649	+972542168633	Mon-Fri 7:15- 14:45
John Griffith	Chief Central Support Services Division	HQA	cpld@unrwa.org	+ 962 65808401		Sun-Thu 7:30- 15:00

- 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 form 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.
- M. Scan for draft of BOL to get IL authorities approval must be the same of original BOL.
- N. 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 by facsimile to the Chief, Procurement & Logistics Division UNRWA HQ (Amman), facsimile number 962-6-5864127, at the time of booking of vessel.

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 91911 Jerusalem, ISRAEL Tel. +972-2-5890555 Fax +972-2-5816564 a.auerbach@unrwa.org	UNRWA Headquarters - Amman Chief Central Support Services Division Bayader Wadi Seer Industrial street P.O. Box 140157 Amman 11814, Jordan Tel. + 962 6 5808 401 Fax. + 962 6 5864 127 Email: cpld@unrwa.org

- 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, HFLO. Axel Auerbach. o/c Jane Zeidan a.auerbach@unrwa.org; j.zeidan@unrwa.org

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 Shlomo Zalman Sharagai street 21 91911 Jerusalem- Israel P.O. Box 19149 Tel: +97225890555 Fax: +97225816564

C. Notify Party:

Notify Party (Include Contact Name, Email and Tel.)	
Contact Name: Street Address: e-mail:	Messrs. GESCO LTD. V.A.T. No. 510053804 Ashdod Port Building Area (Oref Hanamal) Building No. 2, 3rd floor, Room No. 306 P.O. Box 4041 Ashdod, Port Area Tel: +972-8-8560688 Fax: +972-8-8534273

2nd Notify Party (Include Contact Name, Email and Tel.)	
Contact Name:	UNRWA- Head of field procurement & Logistics Office

Street Address:	V.A.T. No. 501100838 Shlomo Zalman Sharagai street 21
E-mail	a.aurbach@unrwa.org Tel: +97225890555 Fax: +97225816564

D. Inbound delivery address:

Inland Delivery Address + Port of Customs Clearance	
Contact Name:	Overseas Commerce Ltd, Israel V.A.T. No. 510490071 Ashdod Terminal Rear Port Area P.O.B.4054, Ashdod77140 Tel: 08-8518333 Fax: 08-5831625 E-mail: ovrs@ovrs-comr.co.il

E. Port of Clearance:

Port of Clearance	
Address	Ashdod Port

F. Ground Loaded/ Palletization:

Ground Loaded	
Palletized/Containerized/Bulk	

Please retain this document signed within 10 days:

On behalf of Supplier:

Date:

On behalf of UNRWA:

Date:

SHIPPING and DOCUMENTATION INSUTRUCTIONS

Date of update:	17/10/2017	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
Jane Zeidan	Port Operations Officer	WBFO	j.zeidan@unrwa.org	+97225890649	+972542168633	Mon-Fri 7:15- 14:45
Axel Auerbach	HFPLD	WBFO	a.auerbach@unrwa.org	+9722 5890555	+972542168492	Mon-Fri 7:15- 14:45
John Griffith	Chief Central Support Services Division	HQA	cpld@unrwa.org	+ 962 65808401		Sun-Thu 7:30- 15:00

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 91911 Jerusalem, ISRAEL Tel. +972-2-5890555 Fax +972-2-5816564 a.auerbach@unrwa.org	UNRWA Headquarters - Amman Chief Central Support Services Division Bayader Wadi Seer Industrial street P.O. Box 140157 Amman 11814, Jordan Tel. + 962 6 5808 401 Fax. + 962 6 5864 127 Email: cpld@unrwa.org

- 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:	UNRWA field office WB
Logistics Contacts:	HFPLD. Axel Auerbach
Emails	a.auerbach@unrwa.org;

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 Shlomo Zalman Shragai Street 21 P.O. Box 19149 91911 Jerusalem, ISRAEL Tel. +972-2-5890555 Fax +972-2-5816564 a.auerbach@unrwa.org

1. Notify party

1st Notify Party (Include Contact Name, Email and Tel.)	
Contact Name:	Multi Trans LTD
Street Address:	V.A.T No:513746529 HASHEKMA 3 ST. AZUR 5800147.
E-mail	hosne@multi-trans.co.il TEL. 972-50-2295537

TEL.972-3-5593838

2nd Notify Party (Include Contact Name, Email and Tel.)

Contact Name:

Head of Field Procurement & Logistics Office

UNRWA - Jerusalem

VAT No. 501100838

Shlomo Zalman Shragai Street 21

P.O. Box 19149

91911 Jerusalem, ISRAEL

Tel. +972-2-5890555

Fax +972-2-5816564

a.auerbach@unrwa.org

Street Address:

E-mail

Please retain this document signed within 10 days:

On behalf of Supplier:

Date:

On behalf of UNRWA:

Date:

SHIPPING and DOCUMENTATION INSUTRUCTIONS

Date of update:	19/09/2016	Delivery destination:	Jerusalem -WestBank
Delivery mode:	Air	Group:	Medical, Spare parts & General Cargos.
Categories:	1. Medicines and pharmaceuticals (cold chain and non cold chain)		

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
Axel Auerbach	Head of field Procurement & Logistics	WBFO	a.Aurbach@unrwa.org	+97225890555	+972542168492	Mon-Fri 7:15-14:45
Haytham salaimeh	Deputy / HPLO	WBFO	h.salaimeh@unrwa.org	+97225890558	+972542325612	Mon-Fri 7:15- 14:45
Jane Zeidan	Poo	WBFO	j.zeidan@unrwa.org	+ 97225890649	+972542168633	Mon-Fri 7:15- 14:45

- 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 form the supplier's invoice.

2. Shipping Documents & Certificates list:

- A. Airwaybill (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 Airwaybill 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.
- M. Scan for draft of BOL to get IL authorities approval must be the same of original BOL.
- N. 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 by facsimile to the Chief, Procurement & Logistics Division UNRWA HQ (Amman), facsimile number 962-6-5864127, at the time of booking of vessel.

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 UNRWA -Jerusalem Shlomo Zalman Shragai Street 21 P.O. Box 19149 91911 Jerusalem, ISRAEL Tel. +972-2-5890555 Fax +972-2-5816564 a.auerbach@unrwa.org	UNRWA Headquarters - Amman Chief Procurement & Logistics Division Bayader Wadi Seer Industrial street P.O. Box 140157 Amman 11814, Jordan Tel. + 962 6 5808 401 Fax. + 962 6 5864 127 Email: cpld@unrwa.org

- 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:	UNRWA Head Of field procurement & Logistics office
Logistics Contacts:	HPL0. Axel Auerbach – c/o Jane Zeidan
Emails	a.Auerbach@unrwa.org – j.zeidan@unrwa.org

B. Mailing

Consignee (Include Organization Legal Name and Full Address)	
Organization Legal Name and address:	UNRWA- Head of Field Procurement & Logistics Office-Jerusalem Shlomo Zalman Sharagai street 21 91911 Jerusalem- Israel P.O. Box 19149 Tel: +97225890555 Fax: +97225816564

C. Notify Party:

Notify Party (Include Contact Name, Email and Tel.)	
Contact Name:	Messrs. Amit LTD
Street Address:	V.A.T. No. 510120041 AMIT Building, Airport City, Ben Gurion Airport
e-mail:	Amir.Shani@amit.co.il PO Box 77, 7019900, ISRAEL Tel: +972 3 9720000

2nd Notify Party (Include Contact Name, Email and Tel.)	
Contact Name:	UNRWA- Head of Field procurement & Logistics Office- GFO V.A.T. No. 501100838
Street Address:	Shlomo Zalman Sharagai street 21
E-mail	a.auerbach@unrwa.org
	Tel: +97225890555
	Fax: +97225816564

D. Port of Clearance:

Port of Clearance	
Address	Ben-Gurion Airport

Please retain this document signed within 10 days:

On behalf of Supplier:

Date:

On behalf of UNRWA:

Date:
