



Shipping Instructions

Purchase Order # **Number**, **Country**

We hereby place the following order subject to the terms below, UNFPA General Terms and Conditions and any other document annexed hereto.

Delivery Address of Goods (shipping documents should be sent as per matrix on next page)

Sea/airport of City – or specify which warehouse/address the goods should be delivered to

Shipping Marks:

To appear clearly on all export cases/cartons:

 <i>UNFPA logo</i> UNFPA/Project/Client Contents: Item Country UNFPA PO# Number <i>“Store in a cool, dry place away from heat and direct sunlight”</i>	<ul style="list-style-type: none"> • Supplier name and address • Batch/Lot ID number • Carton number • Manufacturing date (DD/MM/YYYY) • Expiry date (DD/MM/YYY) • Weight • Volume • Max. pressure allowed • Max. temperature • Specific instructions (if any) <p>[Include the below items for male condoms only]</p> <ul style="list-style-type: none"> • Nominal width of condoms • Number of condoms in the carton
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[Only include this next sentence if the shipping marks are for male condoms] For more information on packaging requirements, please refer to the requirements specified in the publication “Male Latex Condom: Specification, Prequalification and Guidelines for Procurement, 2010”

[link: http://www.unfpa.org/webdav/site/global/shared/procurement/07_resources/malecondoms_specs_procurement_2010.pdf]

Special storage conditions, if any, to be specified on the cartons and all shipping documents.

Special Markings (If applicable)

All special markings must be printed on the export carton

Shipments

Orders shall be dispatched in one consignment, unless multiple consignments are previously agreed upon with PSB.

Shelf life:

All products must have at least 75% of shelf life remaining at the time of delivery defined by the INCOTERMS used in this Purchase Order

Delivery on Weekend/Holiday:

In case of air shipment, the Supplier shall take necessary measures to avoid arrival at final destination on local weekends and holidays. In case it is unavoidable, UNFPA must be notified at least 3 days in advance.

Documentation Required:

Original documents required for shipment and payment (All documents to indicate UNFPA reference number and Buyer’s name):

[Instruction to buyers: Table can be edited as needed for specific cases that require more or less documentation.]

Contact information	Consignee		Notify Party		PSB	
	[Enter name, title, address, email, phone/fax]		[Enter name, title, address, email, phone/fax]		[Enter name, title, address, email, phone/fax]	
	Original	Copy	Original	Copy	Original	Copy
Commercial Invoice	2	0	0	1	1	0
Packing List	2	0	0	1	1	0
Through Bill of Lading/Airway Bill (stamped "freight paid" or "freight prepaid)	2	0	0	1	1	0
Freight Invoice (for payment purposes)	0	0	0	0	0	1
Certificate of Origin (authenticated by Chamber of Commerce, if applicable)	1	0	0	1	0	1
Certificate of Analysis (if applicable)	1	0	0	1	0	1
Manufacturer Warranty Certificate (for items such as equipment, electronics, etc., if applicable)	1	1	0	0	0	0

Suppliers should also scan and send all documents to PSB/Consignee with shipment details as soon as they are available. Such information includes, but is not limited to:

- Vessel name;
- Estimated time of departure (ETD)/ Estimated time of arrival at end destination (ETA)
- Flight number, etc.

For Sea Shipment

It is imperative that ORIGINAL documents are provided to the consignee **at least two weeks prior to arrival** of the goods at their destination.

For Air shipment:

Original Document must be sent the same day the goods are sent by express courier.

Any charges that may rise due to absence of documents within the above required time frame for sea freight and airfreight shipments, respectively, will be at the Supplier’s expense.

UNFPA Copenhagen: January 5, 2012