



## CARE International Shipping Checklist

**Information needed from CO:**

**NEED THIS INFORMATION FIRST IN ORDER TO BEGIN PROCESS WITH SHIPPER AND UNHRD/VENDOR:**

1. Ocean or air?
2. Is CARE requesting the shipment door-to-door or will CARE pick the cargo up from the airport?  
(Keep in mind the accessibility of CARE's requested delivery point, especially in instances of natural disaster. This answer should match your delivery address given in the table below.)

<b>Delivery address (contact information will also be used as consignee):</b>	
Organization Name:	
Contact Name:	
Telephone Number:	
Telephone Extension:	
E-mail address:	
Street Address:	
Room; Floor; Office:	
City:	
State:	
Country:	
Postal Code:	
<b>Delivery Location Details</b>	
Requested delivery date and latest delivery date :	
Delivery location hours of operation:	
Does delivery location have a loading dock?	
Any other comments? (ex: Delivery location does not have a forklift)	

3. Paperwork needed for customs clearance (check all that apply):

- Air Way Bill/Bill of Lading or equivalent
- Packing List
- Commercial or Non-Commercial Invoice
- Certificate of Donation
- Certificate of Origin
- Certificate of Analysis
- Other:
- Other:
- Other:

4. Do you need to apply for tax exemption?

- a. If yes, which documentation is needed in addition to the documents listed above?
- b. How long does this process usually take?

5. Will CARE CO be clearing the goods through customs itself or will they do so through a hired clearing agent?

- a. *If through a clearing agent, please provide their information here so we can add them as a notifying party:*

**THE FOLLOWING INFORMATION CAN BE SENT AS SOON AS AVAILABLE:**

6. If the cargo delivery point is different from its final destination, has CARE arranged for local transport to carry the goods from point A to B?

7. If the goods are not to be distributed immediately, has CARE arranged for proper temporary storage for the items?

8. Does the country office understand that even if the goods and shipping are provided in-kind, it is the responsibility of the Country Office to pay for any taxes or duties it may incur?

9. Any other comments that will be helpful to the shipper (access constraints, seasonal road conditions, special markings required by customs, notifying party, etc.)?

10. How many people or households are expected to be reached with these commodities? (Please send a distribution plan as soon as available.)
11. Does CARE Country Office expect to fundraise the cost of these items within its current proposal cycle or is the country office requesting these items in-kind? *(Note: When possible, CARE USA requests reimbursement for the goods so that they can be re-stocked immediately and available for use in the next emergency response. However, the inability to reimburse CARE USA for these goods should not discourage the CO from requesting them.)*

**Information collected from UNHRD or vendor:**

**Relevant information about the shipment**

Description of commodity being shipped:	
Item(s) description:	
<u>Shipment Characteristics</u>	
Total Shipment Weight (specify pounds or kilos and include pallet weight)	
If palletized, Pallet Count and Dimensions (Length, Height, & Width – specify inches or meters)	
If loose, Carton Count and Dimensions (Length, Height, Width & weight – specify inches or meters)	
Value of commodities (in USD)	
Special or additional care or attention in handling or stowing i.e., <b>hazmat or cold chain</b>	

**Origin:**

Pick up address and contact info:	
Organization Name:	
Contact Name:	
Telephone Number:	
Telephone Extension:	

E-mail address:	
Street Address:	
Room; Floor; Office:	
City:	
State:	
Country:	
Postal Code:	
Additional comments or information:	

1. Date the goods are available for pick up? (If there is a deadline for pick up, please mention that too.)
2. Does this Pick-Up Location have a loading dock?
3. Pick-Up Location hours of operation
4. Is there anything else we should know about the Pick-Up Location?

Documents collected from UNHRD/Vendor (check all that apply):

- Packing List
- Commercial or Non-Commercial Invoice
- Certificate of Origin
- Certificate of Analysis
- Other:
- Other:
- Other:

**NOTE:** Following information needed on documents:

INVOICE

1. Invoice number
1. Country of origin for each line item
2. Description of the goods
3. HS code for each line item
4. Qty / Unit Price and total Value
5. Currency for each line item

PACKING LIST

1. Packing list Number
2. Description of the goods
3. Qty for each line item
4. Net weight / total Gross Weight
5. How it's been packed ( Eg No and size of pallets)

Documents collected from shipper (check all that apply):

- Air Way Bill or Bill of Lading
- Other:

Documents provided by CARE USA (check all that apply):

- Donation Certificate
- Other: