



Guidance Document

Utilizing free shipping through UPS for movement of relief supplies

UPS in-kind shipping is appropriate for:

- Commodities and supplies intended for emergency response and/or humanitarian relief.
- Large shipments (i.e. pallets, large bulk items, containers, etc.). Please consider other options for shipment of any small packages or boxes.
- Development program and project shipping requests may be considered *after July 1*, if a considerable part of our budget has not yet been utilized by humanitarian programming, but ideally these costs should be strategically considered and included into development program budgets. Contact rachel.stroly@care.org to inquire about development program shipments.

Additional considerations:

- Final delivery point may be restricted, based on destination (not all locations are accessible).
- Shipments are generally Door-to-Door, unless country office specifically says they have the capacity to clear goods through customs, themselves.
 - If Door-to-Port delivery, onward logistics must be arranged independently.
- Country office is responsible for all potential taxes and duties of the shipment
 - This expense can often be avoided if a tax exemption is applied for by CARE country office staff and granted by appropriate in-country government authorities.
- Air shipment requests generally take 2-3 weeks and ocean shipment requests take 2-3 months. These time estimations can change considerably, depending on customs requirements for importation of goods and country office capacity to move the shipment quickly.

Point of contact for UPS services:

- CARE USA Logistics Manager: Rachel Stroly (rachel.stroly@care.org) or emergencylogistics@careinternational.org

Through a 28-year partnership with UPS, CARE has access to free international shipping for emergency and humanitarian relief needs. This offer extends to country offices throughout the entire CARE confederation, not simply CARE USA.