



Organization for Security and Co-operation in Europe

OSCE Shipping /Delivery Instructions

Please kindly note that all trade terms and definitions used by the OSCE refer to the current edition of INCOTERMS 2020, published by the International Chamber of Commerce, Paris.

Please strictly adhere to these OSCE Shipping / Delivery Instructions.

The OSCE Purchase Order number must appear on all correspondence and documentation.

All deliveries purchased for shipment to OSCE Missions and Institutions, either by airfreight or surface, which includes road-, rail-, or inland waterway, sea freight transport, shall be delivered to the "SHIP-TO" address stated on the OSCE Purchase Order.

1. SHIP-TO Address

Please refer to the OSCE Purchase Order.

2. Shipment Notification

Notwithstanding partial or full deliveries provided for in the OSCE Purchase Order, a Shipment Notification is required for each shipment prior to sending the goods. The Shipment Notification should contain the following information:

- The OSCE Purchase Order number;
- One copy of the Packing List stating the detailed list of items per package, type of packaging (box, pallet, crate), gross weight in kg, number of package, dimensions in cm and volume of each package in m³;
- A note stating whether the OSCE Purchase Order delivery is partial or in full, shown in the invoice and packing list;
- Copy of Air Waybill/Bill of Lading/CMR;
- Name of carrier and means of transport (please specify if various modes of transport are used);
- Detailed itinerary and estimated time of arrival (ETA);
- Notes on containers or pallets to be returned to the contractor, if and when applicable.

The Shipment Notification should be sent by email prior to shipment to the OSCE buyer, the contact person stated on the SHIP-TO address (if mentioned on the OSCE Purchase Order) and to the OSCE Logistics Assistant (Naomi Guerrero)

3. Shipping Documents

The following shipping documents must accompany the shipment:

- One (1) original Packing List and two (2) copies;
- Air Waybill (AWB), CMR or Bill of Lading (In regard of B/L, please contact the OSCE Logistics Assistant (Naomi Guerrero) prior to issuance of this transport document;);
- One (1) original invoice and one (1) copy for Customs purposes;
- Certificate of Origin (if specified in the OSCE Purchase Order).
- Any other document that might be requested by the OSCE for clearance at final destination.

4. Invoice

The original invoice should be sent for payment to the INVOICE-TO stated address on the OSCE Purchase Order.

Please indicate on the invoice the final destination, as stated on the FINAL DESTINATION FOR TAX AND CUSTOMS PURPOSES stated field, where relevant, on the OSCE Purchase Order as well as the number of the relevant purchase order.

The contractor's invoice should also show the following information:

- description of item as per purchase order
- quantity and weight per item
- price per item
- total price and currency unit as per purchase order
- gross weight and dimension of shipment

5. Packing and Markings

All goods must be packed adequately and in accordance with the envisaged means of dispatch (air, road/rail, inland waterway transport or sea freight). All boxes should be clearly and visibly marked with the delivery address, gross weight, cubic measurements and package number (i.e. 1 of x) as well as the shipping marks.

6. Exemption

Goods procured by the OSCE are normally exempt from taxes and customs duties.

7. Non-compliance

Any additional expenses to OSCE resulting from non-compliance with the above instructions will be chargeable to the contractor.

8. Dangerous Goods

Contractors are reminded that the UN Convention for Movement of Dangerous Goods stipulates it is the Shipper's responsibility to ensure the safe transport of those goods.

Dangerous goods must be packed separately in IATA approved packaging and labelled in accordance with international codes for the transport of dangerous goods. A separate packing list must be produced for the dangerous goods and must specify UN/ID, class numbers. The contractor will name his/her designated representative to sign the Shipper's Dangerous Goods Declaration. Contact name and telephone number of the Shipper's designated representative should appear on each package. In any case, the contractor should provide the SDS (Safety Data Sheet) of each Dangerous good to the OSCE Mission, the carrier and the OSCE Logistics Assistant (Naomi Guerrero)

We appreciate your co-operation when complying with these OSCE Delivery Instructions.