
SHIPPING INSTRUCTIONS

INCOTERMS TERMS:

- 1.1 **air:** cost, insurance and freight (CIP) - International airport Port-of -Spain, Trinidad, West Indies; or delivered duty paid (DDU) – Caribbean Public Health Agency(CARPHA), Federation Park, Port-of-Spain, Trinidad, West Indies.
- sea:** - free on-board (FOB), seaport, Trinidad, West Indies.

2. INSURANCE:

- 2.1 Ship via: insured airfreight prepaid on international through airway bill.

3. GENERAL INSTRUCTIONS:

- 3.1 Supplier is committed to inform CARPHA Procurement and Supply Management (PSM) Unit at the earliest possible estimated date of shipping and estimated date of arrival to CARPHA, Trinidad, West Indies.
- 3.2 Fax (868) 622-2792; Telephone (868) 622-4261 or email: psm-team@carpha.org firm shipping data to our procurement and supply management (PSM)unit.
- 3.3 Do not make partial shipments without specific prior approval from CARPHA PSM unit.
- 3.4 Mark packages, invoices and airway bills as follows: Caribbean Public Health Agency (CARPHA), 16-18 Jamaica Boulevard, Federation Park, Port of Spain, Trinidad and Tobago, West Indies Attn: The Executive Director: Dr. James Hospedales.

4. INVOICES:

- 4.1 Submit invoice to the Caribbean Public Health Agency (CARPHA) Attn: Procurement and Supply Management Unit via fax: 1-868-622-2792 or email: psm-team@carpha.org
- 4.2 Charges for freight and insurance must be supported by a copy of the airway bill and evidence of insurance.

5. IMPORTANT INSTRUCTIONS:

- 5.1 Goods must arrive in the country accompanied by one set of the following original documents:- AWB commercial invoice, packing list, insurance certificate, certificate of origin, CARICOM invoice.
- 5.2 All import shipments into Trinidad & Tobago, require a CARICOM invoice. See attached form – Annex-1.
- this document is mandatory by local customs.
 - failure to produce the CARICOM invoice with shipment will delay the customs clearance process and will incur an additional cost to CARPHA. therefore, any cost due to the delay will be at the supplier expense.
 - signature and status of authorized person are requested on the CARICOM invoice.
- 5.3 At least five working days prior to shipment, fax or email complete shipping documents (incl. air way bill (AWB), commercial invoice, packing list & CARICOM invoice) to CARPHA Procurement and Supply Management (PSM) Unit (Email: psm-team@carpha.org or fax: 1-868-622-2792).
- Failure to do so will delay the customs clearing process and incur an additional. This cost will be at the supplier's expense.
 - If shipping documents is not available before shipping, prior approval is needed from CARPHA PSM unit.
- 5.4 Certificate of origin must be supplied for all diagnostic test kits.
- 5.5 Perishable (dry ice / ice pack) shipments, goods including reagents and test kits, absolutely, do not ship via courier (FedEx DHL, etc) without prior approval from CARPHA PSM unit.

6. PERISHABLE INSTRUCTIONS:

- 6.1 For perishable shipments, please mark the shipping package(s) **perishable**, indicating the temperature requirement must be visible on the shipping package.
Specify perishable on all shipping documents – Air Way Bill and CARICOM invoice, packing list. Indicate if package/s are **to be stored at the required temperature upon arrival (please indicate the temperature range in degrees Celsius)**.
- This requirement is mandatory.
 - Failure to properly mark the package/s and shipping documents, will result in the package/s being stored at the wrong temperature upon arrival. the temperature at the facility is at least 30 degrees or more during the day, any delay in clearing will cause the contents to become unstable.
 - Any costs incurred due to the above mentioned, will be at the supplier's expense and they will be required to resupply any spoiled goods as a result.
- 6.2 Package/s should have enough dry ice or ice packs for at least seven days storage, upon arrival to Trinidad and Tobago.
- If dry ice is required please use the maximum amount allowed by the airline in compliance with IATA dangerous goods regulations.
- 6.3 Request the carrier to notify the consignee immediately upon arrival in order to effect prompt clearance.



6.4 Please ensure that shipment does not arrive at destination between Thursdays through Sundays.

6.5 Schedule shipments for CARPHA to arrive in Port of Spain, Trinidad between Sundays (*as long as Monday is not a public holiday*) and Wednesdays.

6.6 Before departure, please fax or email a copy of the commercial invoice, CARICOM invoice, packing list and airway bill to the consignee.

6.7 For perishable shipments, do not ship via courier (FedEx, DHL, etc.) without prior approval from CARPHA PSM unit.

6.8 Use the most direct routing, American airlines, Caribbean Airlines, Amerijet are the airlines recommended.

7. HAZARDOUS INSTRUCTIONS:

7.1 If any of these items are hazardous, please provide the freight forwarder the following: Material Safety Data Sheet (MSDS) and Shipper's declaration(s) for dangerous goods.