



Organization for Security and Co-operation in Europe

Delivery Instructions (CIP and DDU Terms according to the current edition of INCOTERMS published by the International Chamber of Commerce, Paris)

Please strictly adhere to the following delivery instructions:

The 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 on the Purchase Order.

1. Ship to Address

SEE PURCHASE ORDER

2. Delivery Advisory

Notwithstanding partial or full deliveries allowed as per Purchase Order, a delivery advisory is required for each shipment prior to delivery. The advisory should contain the following information:

- The Purchase Order number
- One copy of the detailed Packing List (gross weight in kg, number of package, dimensions in cm and volume of each package in m3)
- Note if delivery is partial or in full
- Copy of Air Waybill/Bill of Lading/CMR
- Name of carrier and means of transport (please specify if various modes of transport are used)
- Estimated time of arrival (ETA)
- Notes on containers or pallets to be returned to the supplier, if and when applicable.

The delivery advisory should be sent by fax prior to delivery to:

SEE SHIP-TO ADDRESS IN PURCHASE ORDER

3. Shipping Documents

The following documents must accompany the shipment:

- One (1) original and three (3) copies of the packing list
- Air waybill or bill of lading (for B/L originals are compulsory)
- One (1) original invoice for customs purposes
- Certificate of origin (if specified in the Purchase Order)

4. Invoice

The original invoice should be sent for payment to:

SEE INVOICE-TO ADDRESS IN PURCHASE ORDER

Please indicate on the invoices the final destination (i.e. OSCE Mission to, City/Country) and the number of purchase order.

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

- description of item as per purchase order
- quantity per item
- price per item
- total price and currency unit as per purchase order

5. Packing and Markings

All goods must be packed adequately and in accordance with the envisaged means of despatch (air, road/rail, inland waterway transport or seafreight). 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 vendor.

8. Dangerous Goods

It is reminded to the suppliers 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 supplier 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 packaging. In any case, the vendor should provide the SDS (Safety Data Sheet) of each Dangerous good to the OSCE Mission, the freight forwarder and the OSCE Secretariat Mission Support Co-ordinator.

We appreciate your co-operation when complying with these instructions.