

## Procedures for Shipment of Containers/Pallets or Goods

### Option A: Shipping managed by Client (The Shipper)

**Step 1:**

Initial enquiry from Client for shipment of container/pallets or goods to MediShare Manager.

**Step 2:**

Goods Despatch Application and Procedures for Shipment forwarded to Client for completion & return to MediShare Manager.

**Step 3:**

Letter of advice & itemised costings forwarded to Client.

**Step 4:**

Payment terms – Four (4) weeks prior to confirmation date of shipment.

**Step 5:**

Booking of container/pallets or goods by Client.

**Step 6:**

Delivery & Loading of container/pallets or goods at MediShare facility.

**Step 7:**

Packing List & Donation Certificate completed and forwarded to Client.

**Step 8:**

Container/pallets or goods collected for shipment.

### Option B: Shipping managed by MediShare (The Shipper)

**Step 1:**

Initial enquiry from Client for shipment of container/pallets or goods to MediShare Manager.

**Step 2:**

Goods Despatch Application and Procedures for Shipment forwarded to Client for completion & return to MediShare manager.

**Step 3:**

On receipt of application and approval by MediShare, a quotation will be obtained for shipping and freight costs.

**Step 4:**

Letter of advice & itemised costings forwarded to Client with tentative shipping dates.

**Step 5:**

Payment terms – Four (4) weeks prior to confirmation date of container delivery to centre.

**Step 6:**

Booking of container/pallets or goods by MediShare.

**Step 7:**

Delivery & loading of container/pallets or goods at MediShare facility.

**Step 8:**

Shipping documentation: Shipping Instructions; Non-Commercial Invoice; Packing List & Donation Certificate completed and signed off by MediShare Manager.

**Step 9:**

Shipping documentation forwarded to Client and or Shipping Agent.

**Step 10:**

Container/pallets or goods collected for shipment.