



UNITED NATIONS

SECRETARIAT



GENERAL
ST/AFS/AI/79
10 May 1950

*Superseded by
ST/AFS/AI/79/Rev1
25 MAY 1955*

ADMINISTRATIVE INSTRUCTION

To: Members of the Staff of United Nations

Subject: SHIPPING PROCEDURE

1. Purpose

This instruction sets forth the procedure for standardizing shipping methods in all United Nations offices.

2. Insurance

Arrangements have been made at Headquarters for automatic insurance coverage of all shipments by any type of common carrier (boat, airplane, railroad or truck). Accordingly, offices shall not make arrangements for insurance of shipments of United Nations property, including documents, nor shall they instruct forwarding agents to arrange for insurance.

3. Authorization for shipment

All United Nations offices shall use the standard shipping authorization form, UN/PT/27, an initial supply of which will be furnished by Headquarters.

In order that complete records may be kept by Headquarters and for purposes of establishing premiums and settling claims, offices shall forward a duplicate copy to the Treasury, Bureau of Finance, at Headquarters at the same time a shipping authorization is forwarded to the consignee. Charges normally should be prepaid.

When a shipment contains more than one case, the cases should be numbered and the shipping authorization placed in Case No. 1. This will facilitate customs inspection and allow the consignee to open only one case in order to discover the contents of all.

4. Instructions for completion of form UN/PT/27.

Form UN/PT/27 may be completed by typewriter or hectograph, depending on the number of copies required, as follows: one copy to be placed in the shipment for /certification
ST/AFS/AI/79

certification of receipt of material, one copy to the consignee, one copy to the Treasury, Bureau of Finance, and copies as needed for the records of the originating office and for advices to forwarding agents.

The procedure followed at Headquarters is as follows:

A hectograph stencil is prepared for each shipment and one copy is run off on Form UN/PI/27 to serve as a packing list, which is placed in Case No. 1. This first copy shows the consignee, agents, carrier, departure date, requisition and code numbers, and the description of material being forwarded. The shipment is given to the carrier before receipt of the Bill of Lading No. and transportation charges. Upon receipt of the Bill of Lading number and transportation charges, this information, plus list of attachments, is added to the original hectograph stencil and the required additional copies are run off.

Following are detailed instructions on how the form should be completed:

Ultimate consignee - The ultimate consignee should be specifically designated, as, for example,

United Nations
Lake Success, N. Y.
Att: Film Unit

or

United Nations
Lake Success, N. Y.
Att: Mr. John Doe

when organization property
is destined for a unit or
department.

when organizational property is
destined for an individual.

This form of addressing shall be followed for shipments to any United Nations address in order to expedite customs clearances and inform the receiving organization of the recipient for whom final delivery is intended. An individual or department shall not be addressed "in care of" United Nations.

Shipping authorization no. - Shipping authorization numbers shall be assigned in numerical sequence commencing with No. 1. At the close of business, 31 December, the last number shall be the yearly total of shipments. On 1 January the numerical sequence shall again start with No. 1.

Forwarding agents - The name and address of the forwarding agent (where used) should be inserted, whether he is at the originating or intermediate point.

Agents' instructions - This space is to be used to inform forwarding agents to follow a particular procedure. Examples of appropriate instructions are the following: If an agent is used at the originating point, the instructions might read "Ship prepaid to consignee. Your itemized bill to be presented to this office for payment." If an agent at some intermediary point is used, the

/instructions

instructions might read "Please clear through Customs and transship via (rail, air, sea) to consignee. Bill this office for charges for onward movement."

Carrier - Insert name of boat, airline, railroad, truck company or "diplomatic pouch".

Bill of lading no. - Obtained from carrier. In the case of air shipments, the airwaybill number should be inserted. If conveyance is by rail or truck, this waybill number should be inserted. Shipments by pouch do not require B/L number.

Departure date - Insert the date the boat, plane, train, truck or pouch is scheduled to leave.

Insurance - See Section 2 above.

Requisition no. - Insert in accordance with system used in the originating office.

Identification - Same as above.

Account code no. - Same as above.

Transportation charges - State whether "Prepaid", "Collect", or "Partially Prepaid". If prepaid, also insert actual cost of shipment. If partially prepaid, state details.

Attachments - Specify. For boat shipments, the original, signed, and one copy of the bill of lading should accompany the authorization to consignee. Where agents at the originating point are used, the transportation charges as well as the bill of lading number and, possibly, the carrier and departure date will not be known until a day or two after departure, depending upon the mode of shipping. This information should be obtained as soon as possible from the agent.

Breakdown of material being shipped - Insert in the space above "Approved By:". Show the number of pieces, the weight and volume and a description and value of the material in each case of the shipment. If cases contain only documents, the value should be the replacement cost in the event of loss or damage. Care shall be taken that the value of shipments is not overstated.

Approved by - The officer authorized to approve shipments shall sign the form.

Certification of receipt - Should be signed by the consignee upon receipt of the shipment and the form returned to the originating office. If receipt is not acknowledged by the consignee within a reasonable period of time, a

/letter

letter should be forwarded to the consignee requesting such acknowledgment.

5. Export Log (Form UN/TT/29-2)

It has been found that this Log gives a quick visual presentation of shipments without recourse to files. Copies are attached for your possible use. Export Logs, where used, shall be returned to Headquarters for permanent records upon completion of missions or conferences.

(Signed)

Byron Price

BYRON PRICE

Assistant Secretary-General
for Administrative and Financial Services
