**Annex 3 - Notification of Goods Readiness (NGR) Template**

Instructions:

* The Notification of Goods Readiness (NGR) shall be shared at least 14 days or latest 3 days for emergency /stock deliveries before the confirmed date of goods readiness for pickup by the 3PL.
* One (1) NGR per PO and per consignment shall be shared with the nominated 3PL.
* Please indicate in CC your SCMU Supply Focal Point, as well as the SCMU Logistics Focal Point (scmu.logistics@unfpa.org for fresh production, and scmu.inventory@unfpa.org for dispatch from inventory).
* The Supplier’s Documents shall be shared with the 3PL as soon as possible.
* The supplier must notify the nominated 3PL upon actual goods readiness.

**Email Subject:**

[Consignee Country code] | NGR | [Goods PO/Pick Slip numbers] | [Mode of Transport] | FCA [named place]

**Email body:**

Dear UNFPA’s appointed 3PL,

We hereby notify you of the upcoming Goods Readiness for the Purchase Order in subject. Please proceed with freight arrangements, subject to the authorization to ship from the consignee (if applicable):

|  |  |
| --- | --- |
| **Shipment Details** | |
| Expected Goods readiness date (should be 2 weeks after submission of the NGR) | [DD/MMM/YYYY] |
| Full or Partial Shipment: | [Full / Partial] |
| Is Pre-Shipment Inspection (PSI) completed? | [PSI not required / PSI completed] |
| The shipment is cleared for dispatch from a regulatory standpoint (if subject to waiver/product registration). | [Yes] |
| **Cargo Details** | |
| Temperature Control | [2-8°C / 15-25°C / Dry Cargo / Specify] |
| Number of Pallets |  |
| Total Volume (m³) |  |
| Total Weight (kg) |  |
| Container Details (for Sea Freight only): | [No/type of container(s), i.e., 1 x 40RF |
| Other important remarks (DG, dimensions, etc) |  |