



## Container Shipment Program

**Supplies Over Seas (SOS)** supports health care for underserved patients in developing countries by shipping forty-foot containers of medical supplies and equipment all over the world. We work with corporations, foreign governments, non-profit organizations and individuals who wish to sponsor shipments to receiving healthcare organizations through our **Container Shipment Program**.

### Container Shipment Process

Prospective sponsors will want to take the time to read this entire program description and application to understand the steps in the process of shipping a container:

1. **FUNDING** - Secure funding for the \$9,500 sponsorship fee and the costs associated with shipping the container and clearing it through customs. Or for a container containing only supplies and no equipment, \$7,500 Freight costs often are \$5,000-\$7,000, excluding document fees, inspection/certification fees, and other in-country fees such as port fees or duties. Sponsors should have access to \$17,500-\$20,000 before beginning the application process.
2. **APPLICATION** - Complete and return the Application for Container Shipment. The application collects information about the sponsoring and receiving organizations, financial responsibilities, documentation requirements, electrical voltage and plugs, desired port of entry, customs requirement for port-entry, shipping responsibilities and release/indemnity information.
3. **APPROVAL & SPONSOR FEE** - SOS will review the Application for Container Shipment. If the User Requirements (below) are met, SOS will approve the application. At that point, payment in full of the \$9,500 sponsorship fee must be made in order to advance to the next step.
4. **CONTAINER ORDER FORM** - Complete and return the Container Order Form. This order form is to be used as a guide to select needed medical dry supplies and equipment for your shipment. Because we rely on donations of supplies from our Hospital Recycling Partners, exact quantities may not be available at certain times. Order Forms are also available in Spanish and French.
5. **PROFORMA INVOICE** - SOS will develop a Pro Forma invoice for the container and a Letter of Donation.
6. **CUSTOMS CLEARING AGENT** – It is the applicant's responsibility to obtain the proper documents in-country to clear customs and get tax exemption (or else pay the taxes). Most applicants do not have the experience of doing this, so **SOS strongly urges the applicant to hire a Customs Clearing Agent** in their country to assist them with this

process to help them understand what is involved and prepare the proper papers. The Customs Clearing Agent will work with the applicant and SOS to secure the necessary in-country documents from the government of the destination country confirming that this shipment will be allowed into the country duty-free. Before SOS will load the applicant's container, SOS must have a copy of the official letter or document from the appropriate government agency in their country (i.e. Ministry of Finance or National Revenue Authority or Port Authority). If the applicant will not hire a Customs Clearing Agent, the applicant must sign a release with SOS stating they are responsible for clearing the container at port, describe their past success with this process and be prepared to inform SOS of all the documentation they need to execute the container clearing process.

7. SHIPPING - If requested on the Application for Container Shipment, SOS will obtain shipping quotes and work with the sponsor to develop an understanding of any documentation, inspection, or certification requirements. The responsibility for following costs is the sole responsibility of the sponsoring and recipient organizations:
  - Shipping fees – domestic, international, in-country, and any fees for return of empty containers.
  - Inspection, certification, or document fees (which vary by country). SOS has developed a standard document package that is sufficient for the vast majority of customs offices. Documentation, beyond the Supplies Over Seas standard, is the responsibility of the Requesting/Recipient Organization.
  - Container rental, demurrage, or port storage fees
  - Duties or customs fees. Consignee is responsible for the customs clearance and paying the local fees involved, included taxes (if necessary).
  - Other fees incurred in the recipient country
  
8. CONTAINER LOADING & SHIPPING DOCUMENTS - When the shipping fees have been paid, either directly to the shipping company or via payment to SOS, who pays the shipping company, the shipment will be scheduled. SOS will load the container and provide one copy of the shipping documents to the driver. The originals of the shipping documents will be mailed to the Notify Party specified in Section E of the Application for Container Shipment. The requesting/recipient organization is responsible for the courier or mailing fees for the document package.
  
9. DOCUMENTATION- SOS receives surplus medical supplies from a variety of donors. Through our donors' generosity, SOS is able to share cost-saving and life-saving materials. For this reason, all organizations requesting SOS supplies and equipment must document how those materials are used at their final destination by returning to SOS a Container Report and taking photographs of the clinic or hospital using the supplies. SOS likes to receive photos that convey healthcare conditions in the recipient community. Photos should include but are not limited to: the exterior of the clinic/hospital; clinic/hospital signage; the interior of the clinic/hospital; unpacking the supplies; supplies being put on shelving; and the public being served by the supplies. Because this documentation is so important to the future success of SOS, failure to

supply photos or written documentation may restrict the requesting organization's ability to apply for supplies in the future.

### **Application Approval**

SOS is committed to ensuring ethical, effective, and recipient-focused services. In order for an application to be approved, all applicants and recipients must:

- Be associated with or a recognized nonprofit organization (NGO, not-for-profit, hospital, or clinic) using supplies for international relief/health care to serve the poor in developing countries;
- Not use donated surplus for sale or as a means for profit;
- Have representation from both a US-based contact and a contact in the destination country.

### **User Requirements/Applicant Responsibilities**

The container applicant will partner with SOS to ensure that the requested container arrives at the intended destination, clears customs and can be utilized properly at the end user facility. The responsibilities of the applicant include, but are not limited to:

- PORT OF ENTRY - Identifying the desired port of entry
- CLEARANCE DOCUMENTS – Hiring a Customs Clearing Agent or signing a waiver with SOS stating they are responsible for securing the necessary clearance documents from the government of the destination country confirming that this shipment will be allowing into the country duty-free. This is usually a formal letter from the Ministry of Finance or Treasury, but varies widely by country.
- IMPORT RESTRICTIONS - Obtaining information on import restrictions (ie: requirements for expiration dates of medical products)
- CONSIGNEE or CUSTOMS AGENT - Selecting “consignee” or customs agent in country to be responsible for clearing the container from port
- ELECTRICAL - Securing adapter plugs and/or step-down transformers to ensure all donated equipment works properly with the electrical outlets and electrical current in the receiving country. Applicant understands that the medical equipment from Supplies Over Seas will be 110V/60Hz with American outlet plugs and it is their responsibility to purchase the adapter plugs and step-down converters.

### **Medical Supplies and Equipment**

The Container Program offers a selection of **supplies** in the following categories:

Anesthesia	Ear, nose, and throat (ENT)
Bovie	Eye (Ophthalmology)
Cardiovascular	General Surgery
Clothing (Medical)	Gloves
Dental	Incontinence
Diabetic	Intravenous (IV)
Dialysis	Instruments (Medical)
Drapes (Medical)	Laboratory
Dressing (Medical)	Needles
Endoscopy, laparoscopy, & staplers	Neurology & Neurosurgery

Nutrition  
OB/GYN  
Orthopedic  
Ostomy  
Oxygen  
Plastic Containers  
Skin Prep

Sterilizer Supplies  
Suction  
Suture  
Syringes  
Tracheostomy Supplies  
Urology

The Container Program also offers a selection of **medical equipment**. For a full list of the equipment that might be available for a container, see the Container Order form.

**Adapter Plugs & Transformers** - Medical equipment from Supplies Over Seas will be 110V/60Hz with American outlet plugs and it is the applicant's responsibility to purchase the adapter plugs and step-down converters. Applicants who need transformers or adapters can order them on-line at: [www.voltageconverters.com](http://www.voltageconverters.com)

### **Pharmaceutical Supplies**

SOS does not accept or store donated pharmaceutical supplies, so we do not have any medicines for the container orders. Here are some organizations that may be able to assist with your pharmaceutical needs:

- MAP (Medical Assistance Programs) [www.map.org](http://www.map.org)
- Kingsway Charities [www.kingswaycharities.org](http://www.kingswaycharities.org)
- Blessings International [www.blessing.org](http://www.blessing.org)

### **Other Assistance**

Many container applicants also ask SOS about clean water and nutritional food assistance. You may want to contact these organizations with inquiries about food and water:

#### **Clean Water**

WaterStep [www.waterstep.org](http://www.waterstep.org)  
Water With Blessings [www.waterwithblessings.org](http://www.waterwithblessings.org)  
MedWater [www.medwater.org](http://www.medwater.org)

#### **Nutritional Food**

Love the Hungry Louisville [www.lovethehungry.org](http://www.lovethehungry.org)

### **Payment Options**

The following payment options are available: Cash, US check, credit card (AMEX, Visa, MasterCard, Discover); through PayPal on the SOS website; or wire transfer.

### **Request an Application or Order Form**

**Call:** 502-736-6360  
**Email:** [Admin@SuppliesOverSeas.org](mailto:Admin@SuppliesOverSeas.org)

### **Questions**

**Contact:** 502-736-6360 (office)

1500 Arlington Avenue | Louisville, KY 40206 | 502-736-6360 | [www.SuppliesOverSeas.org](http://www.SuppliesOverSeas.org)

