SUPPLY (having the checklist available for users when opening the report card). 3 report cards will be designed by developers for data collection in times of emergency (explo or quick assessment)

- Supply Specific Context and Risks analysis (External environment) – *free text*

PROCUREMENT

- Get supplier lists including list of transporters already assessed by other NGO's or MSF section present in the country. Including UN Logistics cluster details if existing – *free text*
- Validation table with good validation flows - *to be uploaded as .pdf or .word (emergency or regular) – contextualisation*
    - *General info*
    - *Currency*
- Data collection
- Contacts : Supplier, services providers, local transporters, customs forwarding agents
    - Price list [local and national];
    - Who is the technical referent? For procurement contact Eric.MOREL@brussels.msf.org & Aline.De.Andrade@brussels.msf.org

TRANSPORT AND CUSTOMS
- What is the importation process? *Check boxes* - By sea, by road, by air? Is there possibility to re-export (non- consumable items like MUST 2,Vechicles,Generators, Biomed Equipment etc) after the emergency response? *Yes or No*
  If yes? What do we need to do BEFORE cargo arrives in the country? DURING? & AFTER RE-EXPORT?
- Is customs declaration in the specific context of emergency "paper based" or customs software managed eg using Asycuda ++?
- Please list the Official Documentation we MUST receive from our forwarding/ customs agent for all our MSF cargo(*ask your technical referent)
- Official custom import declaration(E.g. IM4 in some countries)
- Official custom import release document(It's a document given by customs as proof that the goods declared to customs are allowed to be consumed)
- Official tax exemption document(Given by the relevant ministry)
- List the main customs entry & Exit points (confirm the means of access to and from the neighbouring countries by road, air, railway, sea …) through the mentioned customs entry & exit points – *free text*
- Incoming shipments & emergency order pipeline with cargo references and order references for ease of tracking & followup – *date + free text for description*
- Distribution routes either directly from Ports of entry to the emergeny project sites or from Coordination to the emergency project sites – *free text*
- List of all possible means of access to the emergency project sites(Commercial air, UN cluster, ICRC planes, MSF planes, Local trucking companies) *free text*

WAREHOUSE (*location on map + free text)*

- o Warehouse / storage option Mapping (Existing stocks, stock positions, other MSF sections), UN logistics cluster warehouses, main commercial warehouse zones – *location on map + free text for any description needed*
- o Size, surface, height and storing and access restrictions– *free text*
- o Centralized or de-centralized or 3rd party or shared with another NGO or commercial warehouses– *tick boxes*