

AccessRH makes ordering easier

One of the goals for AccessRH is to make your ordering process as smooth as possible. Step-by-step ordering guides, as well as all necessary documents, are available on the AccessRH website. Visit www.MyAccessRH.org when you are planning or placing an order.

Start with the AccessRH Catalog

The online AccessRH Catalog includes pricing information and specifications on a wide variety of quality-assured reproductive health products available for ordering through UNFPA. You can include products from multiple manufacturers in one order.

In addition to contraceptives, the catalog includes pharmaceuticals, emergency reproductive health kits, medical equipment and census supplies. Items that are not included in the Catalog will be considered on a case-by-case basis, subject to minimum order value and minimum item value. Ask your UNFPA focal point for more information.

Request a quotation

When you have decided the items and quantities you would like to order, download and fill out the Request for Quotation Form. If you are requesting customized artwork or printing, it is important that you provide clear specifications at this point. Remember to also notify UNFPA, if you require additional shipping documents, different Incoterms or any other information necessary to ensure a trouble-free delivery. Then simply email the Form to your regional UNFPA focal point.

Review our binding offer

Based on your request, UNFPA will respond with a binding offer, in the form of a pro forma invoice. The offer specifies the product, supplier, costs, and estimated arrival date, if available. The cost includes goods, freight, insurance, and handling fee, and customized artwork and printing - as well as pre-shipment inspection, sampling and testing, if applicable.

This offer is normally valid for only 30 days. The amount on the pro forma invoice is the final amount to be charged by UNFPA. Once the offer date has expired, the prices are no longer valid. Please contact your focal point if you are not able to confirm and transfer funds before the Pro Forma Invoice expires.

Is UNFPA the right procurement service for you?

Do you represent a non-governmental organization, a UN organization, or a Ministry of health in a low or middle income country?

Do you want to order quality-assured reproductive health supplies?

Do you want to benefit from UNFPA's pre-negotiated, competitive pricing?

Are you ready to make an advance payment in USD for your order or work through a financing mechanism?

[Visit MyAccessRH.org](http://www.MyAccessRH.org)

Contact information

Please contact your region's UNFPA focal point if you have any questions.

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The Request for Quotation Form should be emailed to the respective regional focal point.

If you are procuring for UNDP or other UN agencies or using funds from the World Bank or Pledge Guarantee for Health, please contact your UNFPA focal point for guidance on the order process.

Accept and transfer funds within 30 days

Within 30 days of the offer's date of issuance, you will need to accept the Pro Forma Invoice by transferring funds to UNFPA and by sending the signed order confirmation form attached to the Pro Forma Invoice. This indicates your acceptance of UNFPA's Service Conditions, which can also be found on the AccessRH website.

The Pro Forma Invoice is issued in United States Dollars (USD) and the payment is to be made in USD. Once we receive the funds, we will place the order.

Follow your order through our updates

After having placed an order through UNFPA, you will receive regular updates on the status of your order. This way, you will know when your order has been placed with the supplier, when the production has started and is finished, and when it has been shipped. This information will enable you to better prepare for the arrival of your goods and for customs clearance.

From production to port

Production times range from weeks to months, and transit times vary significantly depending on mode of transportation and port of destination. Standard transit time estimates are one week for air shipments and one month for sea shipments.

Once the order is shipped, UNFPA sends electronic copies of the shipping documents to the consignee. Original shipping documents are couriered by the supplier in advance of the arrival of the order. A standard set of shipping documents includes: Commercial Invoice, Packing List, Certificate of Analysis (where applicable), and Bill of Lading or Airway Bill.

The standard Incoterms used by UNFPA are CIP (Port of Destination). Under these terms, the consignee is responsible for arranging import customs clearance and paying related fees.

After delivery

AccessRH will email a survey after the goods are delivered to measure your satisfaction with price, quality, and service. We appreciate the feedback to measure and improve AccessRH.

For more information, contact AccessRH@unfpa.org or contact your UNFPA country office.

Learn more at www.myAccessRH.org



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