1. User agencies submit Cargo Movement Request form/ Packing list plus the dimension of the cargo to UNHAS. If the cargo contains DG, this should be communicated to UNHAS for flight planning purposes and DG declaration needs to be filled by user.
2. For pharmaceutical temperature sensitive cargo, the request must be done through SMT https://servicemarketplace.wfp.org/
3. User agencies send approval letter(s) from the Ministry of Health, EDRMC, and other relevant government authorities (depending on the cargo type) to UNHAS.
4. Using the documents submitted by users, UNHAS will request MOFA for flight clearance.
5. User agencies obtain authorization from NISS for the truck/cargo access (i.e., providing truck and cargo details ahead to NISS) and user agencies focal persons to be present during the screening and security check at the airport.
6. User agencies to deliver the cargo to the airport and coordinate with airport security for verification and cargo screening and closing the boxes afterward. Airport security is available 24/7, however, for drug inspection offices are only open Monday – Friday. Upon delivery of cargo, user agencies should notify UNHAS that cargo has begun inspection to update flight plans as required. Upon acceptance of cargo, user agencies should notify of acceptance. In the event cargo is not accepted, user agencies are required to arrange transport and or warehousing of the cargo.
7. UNHAS will notify the handling agent to accept the cargo after the security process finalized.
8. UNHAS handling agent will assign team leader.
9. Cargo must be delivered to the airport at least 48hrs before the flight as the process is time consuming.

**Cargo delivering process at Addis Airport**

- After cargo offloaded from the truck, it will pass through the x-ray machine
- The boxes will be open for the Food and Drug authorities to inspect each box
- NISS and Airforce will inspect each box, the user agency representative must be present during all the inspection process
- Once cargo pass the inspection process, the user agency must repack each box
- After the boxes are repacked, it will be handed over to UNHAS handling agent. The handling agent will weigh the cargo and pass the weight to UNHAS for planning
- Cargo will be taken to the airside/aircraft for loading
- In Mekelle cargo will be offloaded by UNHAS and will be handed over to user agency at the airport.