

## **ANNEX H: UNICEF Information needed prior to Purchase Order**

In addition to the PACKING DETAILS SHEET (Annex F), manufacturers must submit the below information to UNICEF prior to initiating procurement and deliveries under and LTA.

1. **Sample packaging material.** For each vaccine on LTA, three (3) samples of each of the following:
  - Vaccine primary container including closure and label
  - Vaccine diluent/buffer primary container, if applicable
  - Vaccine dropper or any other device and material to be provided in the secondary packaging, if applicable
  - Vaccine inserts
  - Inner box

**Samples must be sent to UNICEF, marked with the LTA number, at the following address (please note that samples can be sent at room temperature):**

UNICEF Supply Division  
Oceanvej 10-12  
DK – 2150 Copenhagen  
Denmark  
Attention: Vaccine Center, Senior Contracts Manager, Dorcas Noertoft.

If the samples provided are different from those submitted to WHO for pre-qualification, the differences should be explained.

2. **Certificate of Origin of Goods** issued by the Chamber of Commerce or other equivalent authority