



HEPTO ensures the efficient and effective shipment of medical equipment and supplies to recipient healthcare facilities through the following detailed procedure:



The recipient healthcare facility/facilities must submit a comprehensive assessment form to HEPTO. This form helps HEPTO understand the facility's specific needs and current capabilities.



Once HEPTO receives the assessment report, we start crafting a packing list. This list includes the specific items that will be packed in the shipping container (available in 20-foot or 40-foot options, depending on the recipient's preference). The packing list is developed based on the assessment report and the resources HEPTO can provide.



## **Send Available List**

The initial packing list is sent to the recipient healthcare facility for review. The facility can request amendments to the list if essential items are missing or the original list is not financially viable. HEPTO will evaluate these requests and negotiate until a mutually acceptable packing list is finalized.





## Finalize the Shipment Process

The signing of Memorandum of Understanding (MOU): After the packing list is agreed upon, both HEPTO and the recipient facility must sign an MOU. This document outlines HEPTO policies, shipping details, material guidelines, and other stipulations governing the agreement.

Minor adjustments to the MOU can be requested, and HEPTO will review these to see if they can be accommodated.





## **Loading the Container**

Once most of the items are ready for shipment, HEPTO will contact the recipient facility to confirm shipping details and schedule a loading date. Coordination at this stage ensures smooth logistics and timely delivery.



## **Complete Final Paperwork**

Throughout the shipping process, HEPTO will handle all necessary documentation. This includes providing the final packing list, import/export harmonized codes, letters of donation, and certifications. These documents are crucial for expediting the shipping process and ensuring compliance with international shipping regulations.

By following these steps, HEPTO ensures a thorough, organized, and transparent process for shipping medical equipment and supplies to healthcare facilities in need.

