



## International Shipping Procedures:

### Part I: Imports to CANADA

Please review these procedures carefully. These procedures apply to all shipments from outside Canada which are intended for any Amgen sites within Canada. This also includes all international shipments to any Canadian vendor, supplier, contractor or partner who may be receiving shipments on behalf of Amgen; or where Amgen is responsible for clearance through Canada Customs or is the ultimate consignee.

Amgen reserves the right to refuse and return at the shipper's expense any shipment for which complete and accurate information, as required by any government agency for import and clearance purposes, has not been provided within the stated time frame. Deviations from this procedure may be reported to Amgen's Global Strategic Sourcing and Law Departments, and others as deemed necessary.

#### **CONTACT INFORMATION**

Any questions regarding the procedures below should be directed to Amgen's Global Trade Operations:

Global Trade Operations: [import-exportcompliance@amgen.com](mailto:import-exportcompliance@amgen.com)

#### **Carrier Information:**

**Express Consignment (small package courier – except temperature-sensitive):** Shippers will utilize Amgen's preferred carrier **FedEx or UPS** for international shipments destined for Canada. Account numbers are provided on the Purchase Order. Amgen's company name, or the name of one of Amgen's affiliated, companies or designated representatives must show in the "ship to" or "consignee" fields on the airway bill.

All import shipments to Canada are cleared by Customs broker/Notify party:

**Livingston International Inc.**  
6725 Airport Road, Suite 400  
Mississauga, Ontario L4V 1V2

To fax: (866) LIV-INTL / (866) 548-4685

To email: [cdnimports@livingstonintl.com](mailto:cdnimports@livingstonintl.com) or [CST48265@livingstonintl.com](mailto:CST48265@livingstonintl.com)

#### **Procedures:**

Shipper must complete and provide shipping documents (see below for required documentation) to Amgen Global Trade Operations (GTO) at [import-exportcompliance@amgen.com](mailto:import-exportcompliance@amgen.com) at least 2 business days prior to shipping.

GTO will validate documents, provide clearance instructions and communicate with Shipper if additional information is required. Once approval to ship has been provided by GTO, shipment may proceed.



## Documentation:

All documentation provided to **Amgen Canada Inc. and Amgen British Columbia Inc.** must be in **English or in French** as required by Canada Customs.

### A) **SHIPPING DOCUMENTATION REQUIRED FOR ALL SHIPMENTS:**

- A Commercial invoice for Customs clearance purposes, demonstrating a sale to Amgen (must match the actual sales invoice). This requirement applies to all shipments where Amgen acts as the importer of record, including shipments sent to Amgen's 3<sup>rd</sup> party warehousing facilities, Amgen's facility in Burnaby or directly to Amgen's customers or partners.
- Commercial invoices generated for Customs clearance must contain detailed commodity description, intended use, quantity, units of measure, country of origin, payable price, currency, customs tariff classification code, exporter/seller, and importer/consignee/buyer details.

Recommended forms for **CANADA CUSTOMS INVOICE (Form 1)** or **CUSTOMS/COMMERCIAL INVOICE (Form 2)** are provided for reference within this document. The following information must be included:

1. **Shipper** (seller, sold by, remit to, consignor, shipper, exporter): please indicate the name and address of
  - the person selling the goods to the purchaser and/or
  - the person consigning the goods to Canada
2. **Date of shipment** to Canada: the date the goods began their continuous movement to Canada (direct)
3. **Bill of Lading/** Air Way Bill: or other reference (Commercial invoice number, Amgen Purchase Order Number, vendor's Sales Order number, etc).
4. **Consignee** (ship to, deliver to): name and address of the party in Canada to whom the goods are shipped
5. **Purchaser's name** and address (sold to, buyer): name and address of the party in Canada under which the sales transactions are being recorded.
6. **Country of transshipment:** the country through with the goods were shipped in transit to Canada under customs control, if applicable
7. **Country of origin of goods:** the country of origin of goods is the country where the goods are grown, produced, or substantially manufactured. See [CBSA Memorandum D11-4-3](#) for rules of origin.
8. **Transportation:** provide mode and place of direct shipment to Canada.
9. **Conditions of sale and terms of payment:** terms and the conditions agreed upon by the supplier and the purchaser, including INCOTERMS® 2010
10. **Currency of settlement:** provide the currency in which the vendor's demand for payment is made
11. **Number of packages:** declare the number of packages.
12. **Specification of commodities:** the following information must be provided:
  - Kind of packages: cartons, cases, skids, crates, etc.
  - Marks and numbers: declare any descriptive marks and number imprinted on the packaged goods and place outside all the packaged goods if possible
  - General description and characteristics: provide detailed information identifying the commodity in terms understood by general public.
  - Harmonized System Tariff Classification for each unique commodity.
13. **Quantity:** provide the quantity and unit of measure for each item
14. **Unit Price** (price per item): provide amount and currency.



15. **Total** (for the line item): provide price paid or payable in the currency of settlement for the goods sold to Amgen. For NO CHARGE items or samples, a value “for Customs purposes only” must be included.
16. **Total weight**: provide both net and gross weight. Gross weight should match the weight on transportation bill.
17. **Total Invoice** (total value of the invoice): the total price paid or payable for goods described on the invoice and the continuation sheet if used
18. If any of field 1 to 17 are included on the attached commercial invoice, check this box
19. **Exporter’s name and address**: provide the name and address of the person shipping the goods to the consignee/buyer
20. **Originator**: where the invoice is completed on behalf of a company, the company’s name and address must be indicated. The name of the person completing the invoice may also be indicated.
21. Fields 22-25: provide amounts for transportation, assists, export packing, royalties, etc. The requirements are detailed in [CBSA Memorandum D13-4-7](#) .

## B) NO CHARGE ITEMS

Any items supplied “free of charge” (F.O.C.) must be properly declared to CBSA. Use commercial value of identical or similar items or any reasonable valuation that reflects a fair market value. Include the following statement on the Customs Invoice: “**Sample of no commercial value, not for resale. Value for Customs Declaration purposes only.**”

## C) VALUE FOR DUTY

The value of a sales transaction with Amgen Canada Inc. and Amgen British Columbia Inc. must be declared on the Canada Customs Invoice for each item sold and shipped to Amgen Canada Inc. and Amgen British Columbia Inc. and Amgen’s 3<sup>rd</sup> party customers. The value for duty is based upon the price paid or payable for the goods being appraised. Certain adjustments, both additions and deductions, must be made to this price to arrive at the transaction value for duty. In addition to the price paid, CBSA requires the following costs associated with imported goods be itemized on the Customs Invoice. For purposes of this document the following definitions are applicable.

- **Selling commissions**: commissions or brokerage to the seller’s agent who is related or controlled, or works for or on behalf of the manufacturer or seller must be added to the value declared to CBSA. Please note fee paid or payable by AMGEN to the agent for the service of representing Amgen in respect of the sale need NOT BE INCLUDED
- **Packing costs** (if not already included in the price paid for the goods): the cost of all containers, covering materials, and labor associated with preparing a shipment for export to Canada must be added to the value declared to CBSA
- **Assists**: an assist is a good or service supplied free or at a reduced cost by the purchaser for use in connection with the production and sales for export of imported goods. The price paid or payable must be adjusted by adding the value goods or services that are supplied directly or indirectly. By AMGEN free of charge or at a reduced cost in connection with the production and sales for export of the goods
- **Royalties**: or license fees (including payments for patents, trade-marks and copyrights) that AMGEN must pay directly or indirectly, as a condition of the sale or imported merchandise for exportation to Canada must be INCLUDED in the customs value declared to CBSA.
- **Subsequent Proceeds**: any portion of the proceed resulting from subsequent Canadian resale, disposal or use of imported goods, which accrues to the foreign supplier, directly or indirectly, must be ADDED to the price paid or payable when determining the transaction value.
- **Cash, Term discounts**: these discounts are refund of, or other decrease in the price actually paid or payable made or otherwise effected between Amgen and the seller after the date of importation of the goods into Canada
- **Technical Assistance**: for assembly or construction of the imported goods in Canada can be deducted from the value for duty



#### D) TARIFF CLASSIFICATION

Each item imported into Canada must be assigned a Harmonized System (HS) tariff number. The tariff number identifies the type of imported commodity and determines import duties and taxes.

#### E) COUNTRY OF ORIGIN / MARKING

All goods imported to Canada must be marked to indicate the country of origin. Non-Canadian suppliers must document country of origin for each item shipped to Amgen on the Customs Invoice.

**Shipments accompanied by incomplete documentation or documentation that contains inaccurate information, may be rejected by Amgen and, at Amgen's option, returned at the shipper's sole expense.**

#### F) RECORDKEEPING

Within six years from import into Canada CBSA may request foreign suppliers participating in a cross-border transaction with a Canadian importer the following records supporting the importation:

- The origin, marking, purchase, importation, costs and value of the commercial goods
- Payment for the commercial goods
- Commercial Invoices and Purchase or Sales Orders
- Transportation documents

#### **Chemically Synthesized Materials, Animal/Plant/Human Derived Material Shipments or Shipments of Animals/Plants:**

Commodities of these types may require an import permit to enter Canada. Please contact [import-exportcompliance@amgen.com](mailto:import-exportcompliance@amgen.com) in advance to determine if a permit is required (most permits take a minimum of 3 to 8 weeks to receive)

#### Other Documentation / Labeling

**Samples for Testing:** Shipments of pharmaceutical products must be specifically marked with an additional label as "*Samples for Testing*" and "*Not for Human Use*". This label may be placed on the drug product and/or on the drug product's outer packaging and must also be documented on the shipping documentation.

**Biological specimens for lab testing or research:** To avoid delays, it recommends that the labeling of each specimen container include the following information.

- An accurate description of the biological specimens. For example: human blood specimen, human tissue specimen, human DNA specimen.
- A statement regarding the intended use of the specimen. For example: "Human Blood for Testing in a Clinical Laboratory," or "Human DNA Specimen for Basic Scientific Research."
- If the biological specimen has been tested for infectious agents such as the hepatitis B surface antigen (HBsAg) and/or the antibody to human immunodeficiency virus (anti-HIV), a statement relative to the test results should be included.

**Perishable Shipments:** Perishable shipments should be shipped on **Mondays or Tuesdays only**. This will reduce the risk of being held over the weekend in the event of a clearance delay. Shipments packed with dry ice must use the appropriate air waybill per carrier requirements, and the package labeled accordingly. Failure to do so is a direct IATA (International Air Transport Association) violation.

**Personal Gift/Food Shipments:** Any miscellaneous commodities and/or food products and food contact materials (e.g. mugs) sent as personal shipments or sent as a gift are strictly prohibited. That may include certain personal office items for transferred employees. Shipments of this nature will be refused and returned to the Shipper.



**Wood Packaging Materials (WPM)** in cargo shipments must comply with International Standards for Phytosanitary Measures (ISPM 15) and must be appropriately treated and marked in the country of export. The approved treatments for wood packaging material are 1) heat treatment to a minimum wood core temperature of 56°C for a minimum of 30 minutes or 2) fumigation with methyl bromide. To certify treatment, the WPM must be marked with the following International Plant Protection Convention (IPPC) logo. Paper certificates are not accepted.



XX represents the ISO country code.  
000 represents the unique number assigned by the national plant protection organization.  
YY represents either HT for heat treatment or MB for methyl bromide fumigation.

Additional details can be found on the [WPM](#) web-page.

**Supply Chain Security:** Amgen participates in multiple global supply chain security initiatives. Suppliers are encouraged to incorporate and implement supply chain security measures developed/recommended by their local Customs authorities.

**Origin Marking**

Certain type of commodities imported to Canada are required to bear a country of origin marking. See [CBSA Memorandum D11-3-1](#) for more details.

**IMPORTANT:**

**Amgen reserves the right to refuse and return at shipper's sole expense any shipment for which complete and accurate information, as required by any government agency for import and clearance purposes, has not been provided within the stated time frame. Deviations from this procedure may be reported to Amgen's Global Strategic Sourcing and Law Departments and others as deemed necessary.**



## Canada Customs Invoices - FORMS

### Form 1 Canada Customs Invoice - [Online Fillable Form](#)

1. Vendor (name and address) - Vendeur (nom et adresse)		2. Date of direct shipment to Canada - Date d'expédition directe vers le Canada <div style="text-align: center; border: 1px solid black; padding: 5px;">yyyy/mm/dd</div>	
4. Consignee (name and address) - Destinataire (nom et adresse)		3. Other references (include purchaser's order No.) Autres références (inclure le n° de commande de l'acheteur)	
		5. Purchaser's name and address (if other than consignee) Nom et adresse de l'acheteur (s'il diffère du destinataire)	
8. Transportation: Give mode and place of direct shipment to Canada Transport : Précisez mode et point d'expédition directe vers le Canada		6. Country of transshipment - Pays de transbordement	
		7. Country of origin of goods Pays d'origine des marchandises	IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGINS ENTER ORIGINS AGAINST ITEMS IN 12. SI L'EXPÉDITION COMPREND DES MARCHANDISES D'ORIGINES DIFFÉRENTES, PRÉCISEZ LEUR PROVENANCE EN 12.
		9. Conditions of sale and terms of payment (i.e. sale, consignment shipment, leased goods, etc.) Conditions de vente et modalités de paiement (p. ex. vente, expédition en consignation, location de marchandises, etc.)	
10. Currency of settlement - Devises du paiement		11. Number of packages Nombre de colis	
		12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)	13. Quantity (state unit) Quantité (précisez l'unité)
14. Unit price Prix unitaire		15. Total	
		16. Total weight - Poids total Net <span style="margin-left: 100px;">Gross - Brut</span>	
17. Invoice total Total de la facture		18. If any of fields 1 to 17 are included on an attached commercial invoice, check this box Si tout renseignement relativement aux zones 1 à 17 figure sur une ou des factures commerciales ci-attachées, cochez cette case Commercial Invoice No. - N° de la facture commerciale <input type="checkbox"/>	
19. Exporter's name and address (if other than vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20. Originator (name and address) - Expéditeur d'origine (nom et adresse)	
21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cochez cette case <input type="checkbox"/>	
23. If included in field 17 indicate amount: Si compris dans le total à la zone 17, précisez :  (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada  (ii) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, d'érection et d'assemblage après importation au Canada	24. If not included in field 17 indicate amount: Si non compris dans le total à la zone 17, précisez :  (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada  (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat	25. Check (if applicable): Cochez (s'il y a lieu) :  (i) Royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ont été ou seront versés par l'acheteur  <input type="checkbox"/>  (ii) The purchaser has supplied goods or services for use in the production of these goods L'acheteur a fourni des marchandises ou des services pour la production de ces marchandises	



Form 2 Commercial / Customs Invoice

COMMERCIAL INVOICE

Date:

Reference:

<u>SHIPPER/EXPORTER:</u>	<u>CONSIGNEE:</u>
<u>CUSTOMS BROKER/ NOTIFY PARTY</u>	<u>IMPORTER OF RECORD (IF OTHER THAN CONSIGNEE)</u>

Material Description	Quantity	COO	HS Number	Unit value (currency)	Total Value (currency)

Total Value: \$-----

INCOTERMS:

Carrier / AWB Number:

Number of packages:

Weight:

Purpose of shipment:

Temperature Requirements:

I declare all the information contained in this invoice to be certified true and correct.

Name and Title of Shipper

Signature

Date:



## Part II: 3<sup>rd</sup> Party Exports from Canada

**All export and re-exports processed on behalf of Amgen and/or its subsidiaries must be in compliance with Canadian law and regulations regarding exports, also with the laws and regulations of the country to which the exported goods are being shipped**

Global Trade Operations (GTO) reviews export documents and is available to assist with Canadian export requirements determination, assignment of Tariff classification, export report B13A, export license determination, country of origin certificates for Amgen products, import requirements, Incoterms responsibilities, import duty/tax rates and payment options.

*Global Trade Operations strives to maintain import/export guidance current. Please contact us if you notice that any web links referenced in this document have expired or if you need additional information.*