



International Shipping Procedures:

Imports to Singapore.

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

Carrier Information:

Express Consignment (small package – except temperature-sensitive): Shippers will utilize Amgen's preferred carrier **UPS** for international shipments destined for Singapore. Account numbers are provided in the Purchase Order. Amgen's name, or the name of a designated representative indicated in the PO must show in the "ship to" or "consignee" fields on the airway bill. * *Please leave broker information of the AWB blank.* *

All shipments consisting of chemicals & raw materials, heavy equipment, temperature sensitive materials will be cleared by Amgen's appointed Customs broker:

Global Air

119 Airport Cargo Road, #01-08 (Export Office)
Changi Cargo Agents Megaplex 1,
Singapore 819454

Amgen Account contact: Chris NG
Email: Chris.ng-pharma@globalair.com.sg
Cell: 65 90052779

Import Services contact: Pauline Tay
Email: pauline.tay-import@globalair.com.sg
DID: 65 878428
Fax: 65 459521

Amgen participates in multiple Global Supply Chain Security programs and encourages suppliers to implement supply chain security measures as recommended by the local Customs authorities.



Procedures:

Supply Chain Contacts:

Shipper must complete and provide shipping documents (see below for required documentation) to Amgen's Supply Chain team) at import-exportcompliance@amgen.com at least 2 business days prior to shipping.

Amgen's Supply Chain team will validate documents, direct brokers on specific clearance instructions and communicate with Shipper if additional / clarification of information is required. Once approval to ship has been provided by Amgen's Supply Chain team, shipment may proceed.

Documentation:

Shipping documentation must include:

- Commercial invoice
- Bill of Lading/House Bill of Lading or Master Air Waybill/House Air Waybill
- Import Permit/Certificate if applicable
- Packing list
- Other relevant supporting documents

Customs Invoice:

Customs Valuation: The transaction value method is first considered in establishing the customs value, which is the [Cost, Insurance, and Freight \(CIF\) value](#) under International Commercial Terms (incoterms).

To establish the customs value using this method, all other charges incidental to the sale and delivery of the imports must be added to the transaction value or the price paid or payable for the imports. Examples of these charges include selling commissions, assists (materials supplied by the importer free of charge or at a reduced rate), packing costs, proceeds of resale accruing to the seller, royalties and license fees, freight and insurance charges.

The value of the goods can never be zero, arbitrarily reduced or fictitious.

Shipping invoice **MUST** contain the following information supplied by the Shipper

1. Shipper and Importer/Consignee name and address
2. Detailed commodity description, quantity/weights, cost/value
3. Proposed Harmonized Tariff Schedule number (required for import permit declaration in Singapore)
4. Total cost/value of shipment with currency of sale indicated
5. Break down of itemized charges if included in the invoice value:
 - Freight (if prepaid by shipper)
 - Rebates, discounts, commissions
 - Insurance (if arranged by shipper)
 - Assists (tools or materials supplied by Amgen at no charge)
 - Packing (if not included in the price of goods)
6. Country of origin of the goods
7. Shipping conditions (includes HazMat information and temperature requirements)
8. Terms of sale / delivery terms– Incoterms
9. Purchase Order, Agreement or Contract number **MUST** be provided.

NOTE: Unless arranged otherwise, Amgen will be responsible for import clearance charges; these costs should be excluded from the cost of the merchandise.



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.

Free Samples: Value of free samples must be determined based on identical or similar goods value – the price of identical or similar goods sold for export to Singapore, if available. If not available, value should include the cost of goods (materials, labor, and overhead) plus an amount for profit.

Controlled goods shown below require a proper **advance** authorization (advance notification, license or certificate of approval) from Competent Authorities (CAs) obtained by Amgen’s Supply Chain team or Customs Broker before they may be imported into Singapore. You may also review the list of controlled goods [here](#).

List of Controlled Goods for Import to Singapore	
Items	Competent Approving Authority
Animals, birds and products thereof	Agri-Food and Veterinary Authority of Singapore
Batteries (primary), alkaline, zinc-carbon and mercury oxide	Pollution Control Department, National Environment Agency
Poisons and hazardous Chemicals	Pollution Control Department, National Environment Agency
Toxic chemicals and precursors	National Authority, Chemical Weapons Convention (NA, CWC), Singapore Customs
Human pathogens	Biosafety Branch, Ministry of Health
Irradiating apparatus	Radiation Protection and Nuclear Science Department, National Environment Agency
Radioactive materials	Radiation Protection and Nuclear Science Department, National Environment Agency

WCB (Working Cell Banks) importation in to Singapore requires an Import Permit issued by Agri-Food and Veterinary Authority of Singapore.

Documents required for import of WCB are listed below:

1. Customs Invoice
2. Declaration to AFVA authority stating:

The imported WCB will not be used:

- a) in animal research involving inoculation into any animal
- b) for human consumption
- c) as clinical specimen
- d) in clinical management of human patients.

3. Certificate of Analysis (CofA) by an Amgen in house veterinarian.