

# PFIZER, INC.

## Commercial Invoice/Packing List

### Instructions/Checklist

### Documentation Requirements for Importation into the US

**PRIOR to shipment of Goods into the US;** Email a copy of the commercial invoice with intended Mode of Transportation to purchaser and Pfizer's Import Dept at [KalamazooSiteImports@pfizer.com](mailto:KalamazooSiteImports@pfizer.com) for pre-shipment review and approval.

Pfizer's Kalamazoo Site Import Dept will provide further instruction for the specific mode of transport.

Upon invoice approval, proceed with shipment and email a complete set of shipping documents (Invoice, AWB or Ocean Bill of Lading, Packing List, CoA, Dangerous Goods Declaration (DGD)) to Purchaser and [KalamazooSiteImports@Pfizer.com](mailto:KalamazooSiteImports@Pfizer.com)

#### The following information must be added to the Commercial Invoice



Invoice		Document must state "Invoice" or "Commercial Invoice". "Proforma" invoices not allowed.
Invoicing Party, Signature, Date		Must be on company letterhead, signed and dated
Purchase Order		Invoice must state Pharmacia & Upjohn's purchase order no.
Sold to Party		Must read: Pharmacia & Upjohn Co. (add address on PO)
Ship to Party		Must read: Pharmacia & Upjohn Co. (add address on PO)
Shipper's Name and Address		Must be listed if Shipper is different from invoicing party
Manufacturer's Name and Address		Must be listed if Manufacturer is different from Supplier
Country of Origin		Invoice must state country of origin
Terms of Delivery (Incoterms)		Must be on invoice and must match Purchase Order
Pfizer's Item #		Pfizer's item number must be listed as noted on Purchase Order
Proper Product Description		A clear product description is required. Codes and abbreviations should not be used without further description.
Currency		Invoice must state currency
Value Match PO		Invoice price must match Purchase Order price
Import compliance information as noted on Purchase Order (HTS, FDA Product Code, Importer of Record, etc.).		All information listed under "Import Compliance Information" on Purchase Order must be added to invoice. Check for additional requirements noted on Purchase Order.
Net Weight		If not on invoice, a packing list must be supplied.
Gross Weight		If not on invoice, a packing list must be supplied.
USDA Statement: If statement doesn't apply contact <a href="mailto:KalamazooSiteImports@pfizer.com">KalamazooSiteImports@pfizer.com</a> as an import permit may be required.		See example USDA Statement declaration instruction on page 6 of this document.
Temperature Control Statements		Temperature requirements (if applicable) must appear on invoice.
Dangerous Goods Declaration Document		<b><u>Must accompany shipment if applicable</u></b>

**IMPORTANT:** PLEASE REFER TO THE FOLLOWING INSTRUCTIONS (BASED ON MODE OF TRANSPORTATION) FOR FURTHER AWB/ BILL OF LADING REQUIREMENTS.

## PFIZER, INC. Ocean Bill of Lading Instructions/Checklist

### Documentation Requirements for Importation into the US

Once approved, proceed with shipment and email a complete set of shipping documents (Invoice, Ocean Bill of Lading, Packing List, CoA, and Dangerous Goods Declaration (DGD)) to Purchaser and [KalamazooSiteImports@Pfizer.com](mailto:KalamazooSiteImports@Pfizer.com)

#### SUPPLIER IS RESPONSIBLE FOR ENSURING FREIGHT FORWARDER IS AWARE OF THE BELOW REQUIREMENTS



Expedite Freight release		Whenever possible, obtain Express Ocean Bill of Lading
Shipper Contact information		Must include full name, address, contact name and phone number of shipper
Forwarder Contact Information		Must include full name of the Forwarder, address, contact name and phone number
Consignee Information		Must include the full name and address of Consignee
Delivery Site Information		Must include the full name and address of the Pharmacia & Upjohn Delivery site (if different from Consignee)
Notify Party		Must include the full name and address of Broker (noted on contact page)
Dangerous Goods Shipments (if applicable)		Must include clearly marked Hazard Class, UN Number and packaging group
<b>Copies of documents:</b> Complete set (Ocean Bill of Lading, Invoice, Packing list, CoA's, DGD, USDA Letter)		Email complete set of shipping documents to Purchaser and Pfizer's Import Dept: <a href="mailto:KalamazooSiteImports@pfizer.com">KalamazooSiteImports@pfizer.com</a>
		Mail one set of documents to Pfizer billing for payment
		One complete set of documents must be turned over to the receiving site upon delivery (attached to delivery bill)
<b>Original documents:</b> Complete set (Ocean Bill of Lading, Invoice, Packing List, DGD,USDA Letter)		Forward one complete set of <b>Original</b> documents to the Custom's House Broker (not required for Express BOL's). Documents are required to arrive at the broker site at least two (2) days before the vessel arrives.
ISF 10+2 requirements:		<b>10 + 2 filings:</b> Ensure forwarder Emails complete set of shipping documents (Invoice, Packing List, ISF Spreadsheet) to Pfizer's ISF Filer (noted contact page) 3 days prior to vessel sailing. <b>Exception: shipments routed through Canada do not require ISF filing.</b> For 10+2 questions, contact <a href="mailto:KalamazooSiteImports@pfizer.com">KalamazooSiteImports@pfizer.com</a>

**PFIZER, INC.**  
**Airway Bill**  
**Instructions/Checklist**

**Documentation Requirements for Importation into the US**

Once approved, proceed with shipment and email a complete set of shipping documents (Invoice, AWB, Packing List, CoA, and Dangerous Goods Declaration (DGD)) to Purchaser and [KalamazooSiteImports@Pfizer.com](mailto:KalamazooSiteImports@Pfizer.com)

**SUPPLIER IS RESPONSIBLE FOR ENSURING FREIGHT FORWARDER IS AWARE OF THE BELOW REQUIREMENTS**



Courier Shipments		Courier Shipments must have the Broker Select option checked on HAWB
Shipper Contact Information		Must include the full name, address, contact name, and phone number of shipper
Forwarder Contact Information		Must include full name of the Forwarder, address, contact name and phone number
Consignee Information		Must include the full name and address of Consignee
Delivery Site Information		Must include the full address and contact name of the Pharmacia & Upjohn delivery site (if different from Consignee)
Notify Party		Must include the full name and address of Broker (noted on contact page)
Dangerous Goods Shipments (if applicable)		Must include clearly marked Hazard Class, UN Number, and packaging group
<b>Copies of documents:</b> Complete set: (AWB, Invoice, Packing list, CoA's, DGD, USDA Letter)		Email complete set of shipping documents to Purchaser and Pfizer's Import Dept: <a href="mailto:KalamazooSiteImports@Pfizer.com">KalamazooSiteImports@Pfizer.com</a>
		Mail one set of documents to Pfizer billing for payment
		One complete set of documents must be turned over to the receiving site upon delivery (attached to delivery bill)
<b>Original Documents:</b> Complete set: (AWB, Invoice, Packing List, DGD, USDA Letter)		One complete set of the original documents to accompany the shipment

# PFIZER, INC.

## Truck Shipments

### Instructions/Checklist

#### Documentation Requirements for Importation into the US

Upon approval, proceed with shipment and email a complete set of shipping documents (Invoice, AWB or Ocean Bill of Lading, Packing List Dangerous Goods Declaration (DGD)) to Purchaser and [KalamazooSiteImports@Pfizer.com](mailto:KalamazooSiteImports@Pfizer.com)

#### SUPPLIER IS RESPONSIBLE FOR ENSURING FREIGHT FORWARDER IS AWARE OF THE BELOW REQUIREMENTS



Shipper Contact Information		Must include the full name, address, contact name, and phone number of shipper
Forwarder Contact Information		Must include full name of the Forwarder, address, contact name and phone number
Consignee Information		Must include the full name and address of Consignee
Delivery Site Information		Must include the full address and contact name of the Pharmacia delivery site (if different from Consignee)
Notify Party		Must include the full name and address of Broker (noted contact page)
<b>Copies of documents:</b> Complete set: (Bill of Lading, Invoice, Packing list, CoA's, DGD, USDA Letter)		Email complete set of shipping documents to Purchaser and Pfizer's Import Dept: <a href="mailto:KalamazooSiteImports@Pfizer.com">KalamazooSiteImports@Pfizer.com</a>
		Mail one set of documents to Pfizer billing for payment
		One complete set of documents must be turned over to the receiving site upon delivery (attached to delivery bill)
<b>Original Documents:</b> Complete set: (Bill of Lading, Invoice, Packing List, DGD, USDA Letter)		One complete set of the original documents to accompany the shipment
Dangerous Goods Shipments (if applicable)		Must include clearly marked Hazard Class, UN Number, and packaging group

## Broker and ISF Filer Contact information

### EXPEDITORS INTERNATIONAL

<p>Expeditor International Memphis is Pfizer's Customs Broker and ISF Filer for freight forwarders other than DHL and Panalpina.</p>	<p><b>Special Notes:</b></p> <p>Incoterms Ex-Works, FCA, FAS and FOB require DHL or Panalpina as the Freight Forwarder.</p> <p>Both DHL and Panalpina are responsible for processing the ISF Filing for shipments they handle.</p>
<p>Broker Contact information:</p> <p><b>Air, Ocean &amp; Truck Shipments Crossing US Border from Canada:</b></p> <p><b>Notify Party on Bill of Lading:</b>  Expeditors Memphis Branch  6005 Freeport Avenue, Suit102  Memphis, TN 38141</p>	<p>Main Contact: Pfizer Team  PH: 901-362-9771  Email: <a href="mailto:Pfizer-Mem@Expeditors.com">Pfizer-Mem@Expeditors.com</a></p> <p><b>ISF Filing:</b>  Expeditors Import Security Filer (ISF) email address:  <a href="mailto:Pfizer-Mem@Expeditors.com">Pfizer-Mem@Expeditors.com</a>  cc: <a href="mailto:KalamazooSiteImports@Pfizer.com">KalamazooSiteImports@Pfizer.com</a></p>

## USDA Statement Instruction

1. For goods that **DO NOT** contain animal derived products:
  - a. **chemically synthesized materials** (API, Intermediates for further processing, including samples )
  - b. **human and veterinary pharmaceuticals** (Finished Drugs for sale, including samples not intended for sale)
  - c. **vaccines for human use** (including samples not intended for sale)

Provide a written statement supplied on foreign producer/shipper letterhead which:

- a. Identifies the material (name).
- b. Confirms the material is chemically synthesized.
- c. Confirms the material does not contain any animal or cell culture derived products.
- d. Confirms the material was not derived from any animal or cell culture derived products.

See Example 1 below.

2. For goods that **DO** contain animal derived products:
  - a. **human and veterinary pharmaceuticals** (Finished Drugs for sale, including samples not intended for sale):

Provide a written statement supplied on foreign producer/shipper letterhead which:

- i. Confirms that the product being imported is approved by the FDA; and
- ii. Includes a copy of the FDA-approved commercial drug product label.

See Example 2 below.

- b. **vaccines for human use** (including samples not intended for sale):

Provide a written statement supplied on foreign producer/shipper letterhead which:

- i. Confirms that the product being imported is approved by the FDA; and
- ii. Confirms the human vaccine is in final dosage form and packaging and intended for human use only.
- iii. Confirms that the product does not contain live livestock and poultry viral agents; and
- iv. Includes a copy of the FDA-approved commercial vaccine label.

See Example 3 below.

4. If the pharmaceutical or vaccine to be imported cannot meet these criteria, then a USDA import permit may be required.

**EXAMPLE 1: FOR CHEMICALLY SYNTHESIZED MATERIALS**

Use Company Letterhead

**USDA STATEMENT**

January 24, 2019

To Whom it May Concern:

RE: [insert invoice # or MAWB]

We confirm that the following statements apply to the product listed in this shipment:

[insert product description]

Following USDA Guideline 1105:

THIS MATERIAL IS CHEMICALLY SYNTHESIZED.

THIS MATERIAL DOES NOT CONTAIN ANY ANIMAL OR CELL CULTURE DERIVED PRODUCTS.

THIS MATERIAL WAS NOT DERIVED FROM ANY ANIMAL OR CELL CULTURE DERIVED PRODUCTS.

Sincerely,

ADD NAME AND SIGNATURE

**EXAMPLE 2: FOR HUMAN AND VETERINARY PHARMACEUTICALS**

Use Company Letterhead

**USDA STATEMENT**

January 24, 2019

To Whom it May Concern:

RE: [insert invoice # or MAWB]

We confirm that the following statements apply to the product listed in this shipment:

[insert product description]

Following USDA Guideline 1100:

THIS MATERIAL IS UNITED STATES FDA APPROVED.

A COPY OF THE FDA APPROVED COMMERCIAL DRUG PRODUCT LABEL IS INCLUDED.

Sincerely,

**ADD NAME AND SIGNATURE**



**EXAMPLE 3: FOR HUMAN VACCINES**

Use Company Letterhead

**USDA STATEMENT**

January 24, 2019

To Whom it May Concern:

RE: [insert invoice # or MAWB]

We confirm that the following statements apply to the product listed in this shipment:

[insert product description]

Following USDA Guideline 1100:

THIS MATERIAL IS UNITED STATES FDA APPROVED.

THIS HUMAN VACCINE IS IN FINAL DOSAGE FORM AND PACKAGING.

THIS HUMAN VACCINE IS INTENDED FOR HUMAN USE ONLY.

A COPY OF THE FDA APPROVED COMMERCIAL DRUG PRODUCT LABEL IS INCLUDED.

Sincerely,

**ADD NAME AND SIGNATURE**