

PFIZER, INC.
Commercial Invoice/Packing List
Instructions/ Checklist

Documentation Requirements for Importation into the US

PRIOR to shipment of Goods into the US, Email copy of the invoice to purchaser for approval. Once approved, proceed with shipment and email a complete set of shipping documents (Invoice, AWB or Ocean Bill of Lading, Packing List) to Purchaser, Pfizer's Import Dept at: KalamazooSiteImports@pfizer.com and broker (noted on AWB/BOL instructions)

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'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
Proper Product Description	A clear product description is required. Codes and abbreviations should not be used without further description.
Currency	Invoice must state a currency
Value Match PO	Invoice price must match Purchase Order price.
Import compliance information	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 must appear on all invoices (choose one)	<u>API, Intermediates, Medical Device Components, or Raw Materials</u> - "The imported material is either chemically synthesized or it does not contain any animal or cell culture derived products or additives such a albumin or serum". -or- <u>Human Drug Products</u> - "Human pharmaceuticals, ready for use, not containing live animal or poultry viruses as a vector".
Temperature Control Statements	Temperature requirements (if applicable) must appear on invoice.

Hazardous Goods Declaration Document	<u>Must accompany shipment if applicable</u>
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IMPORTANT: PLEASE REFER TO THE FOLLOWING INSTRUCTIONS (BASED ON MODE OF TRANSPORTATION) FOR FURTHER AWB/BILL OF LADING REQUIREMENTS

PFIZER, INC.
Airway Bill
Instructions/ Checklist

Documentation Requirements for Importation into the United States

PRIOR to shipment of Goods into the US, Email complete set of shipping documents (AWB, Invoice, Packing List) to **Purchaser**, Pfizer's Import Dept at: KalamazooSiteImports@pfizer.com and broker at: Pfizer-jfk@expeditors.com

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 delivery site (if different from Consignee)
Notify Party	Must include the full name and address of Broker (listed below)
Hazardous Material Shipments (if applicable)	Must include clearly marked Hazard Class, UN Number, and packaging group
Use of Material Statement	AWB must include statement indicating the use of the material (if noted on Purchase order).
Copies of Documents: (complete set: AWB, Invoice, Packing list)	Email documents to the Purchaser and Site Administrator: kalamazoositeimports@pfizer.com
	Email documents to the Broker: pfizer-jfk@expeditors.com
	One complete set of documents must be turned over to the receiving site upon delivery (attach to freight)
Original Documents: (complete set: AWB, Invoice, Packing list)	One complete set of the original documents must accompany the shipment
	One complete set of the original documents must be provided to Pfizer Billing for Payment
Broker's name, address, telephone number, fax, and e-mail; Expeditors International New York, 245 Roger Ave, Inwood, NY 11096. Contact: Hetal Chitroda; Phone: 516-371-3330; Email: Pfizer-jfk@expeditors.com	

Revised by: C Twichell

Date: 12 July 2010

PFIZER, INC.
Ocean Bill Of Lading
Instructions/ Checklist

Documentation Requirements for Importation into the US

PRIOR to shipment of Goods into the US, Email complete set of shipping documents (Ocean Bill of Lading, Invoice, Packing List) to **Purchaser**, Pfizer's Import Dept at: KalamazooSiteImports@pfizer.com and broker at: Pfizer-jfk@expeditors.com

Expedite Freight release	Whenever possible, obtain Express Ocean Bill of Lading
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 name and address of the Pharmacia delivery site (if different from consignee)
Notify Party	Must include the full name and address of Broker (listed below)
Hazardous Material Shipments (if applicable)	Must include clearly marked Hazard Class, UN Number, and packaging group
Use of Material Statement	BOL must include statement indicating the use of the material (if noted on Purchase order).
Copies of documents: Complete set (Ocean Bill of Lading, Invoice, Packing list)	Email complete set of shipping documents to Purchaser and Pfizer's Import Dept: KalamazooSiteImports@pfizer.com
	Email complete set of documents to Pfizer's broker at: Pfizer-jfk@expeditors.com
Original documents: Complete set (Ocean Bill of Lading, Invoice, Packing list)	Forward one complete set of original 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
	One complete set of the original documents must be provided to Pfizer Billing for Payment
ISF 10+ 2 requirements:	10+2 filings: Ensure forwarder Emails complete set of shipping documents (Invoice, Packing List, ISF Spreadsheet) to Pfizer's ISF Filer at: pfizerisf@expeditors.com 3 days prior to vessel sailing Exception: shipments routed through Canada For 10+2 questions, contact kalamazoositeimports@pfizer.com
Broker's name, address, telephone number, fax, and e-mail; Expeditors International New York, 245 Roger Ave, Inwood, NY 11096. Contact: Hetal Chitroda; Phone: 516-371-3330; Email: Pfizer-jfk@expeditors.com	
ISF 10+2 Filing contact information Expeditors International New York, 245 Roger Ave, Inwood, NY 11096. Contact: natalie.lascale@expeditors.com ; Email: pfizerisf@expeditors.com	

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PFIZER, INC.
Truck Shipments
Instructions/ Checklist

Documentation Requirements for Importation into the US

PRIOR to shipment of Goods into the US, Email complete set of shipping documents (Bill of Lading, Invoice, Packing List) to **Purchaser**, Pfizer's Import Dept at: KalamazooSiteImports@pfizer.com and **broker** (listed below)

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 name and address of the Pharmacia delivery site (if different from consignee)
Notify Party		Must include the full name and address of Broker (listed below)

Copies of Documents:		Email complete set of documents to the Purchaser, Site Administrator at the importing site and broker
		One complete set of documents must be turned over to the receiving site upon delivery (attach to freight)

Original Documents:		One complete set of original documentation must accompany the driver for Customs Clearance at point of entry
		One complete set of the original documents must be provided to Pfizer Billing for Payment

<p>Border shipments from <u>Canada</u> Please email copies of all documents to broker: Expeditors-Pfizer Team, US Northern Border/DTT. Contact: Tara.Adkins@expeditors.com. Ph: 734-857-5033. Carriers should fax their documents for clearance to: Fax: 734-857-5153.</p>
<p>Border shipments from <u>Mexico</u> Please email copies of all documents to broker: Kuehne & Nagel. Contact: Nick.Laviola@kuehne-nagel.com. Ph: 201-413-5703. Fax: 201-413-0245.</p>

Revised by: C Twichell
Date: 12 July 2010