

**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 and Pfizer’s Import Dept (at [kalamazoositeimports@pfizer.com](mailto:kalamazoositeimports@pfizer.com)) 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, and broker (noted on contact page)

**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		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). If statement doesn’t apply contact <a href="mailto:kalamazoositeimports@pfizer.com">kalamazoositeimports@pfizer.com</a> as an import permit may be required.		<b><u>API, Intermediates, Medical Device Components, or Raw Materials-</u></b> “The imported material is either chemically synthesized or it does not contain any animal or cell culture derived products or additives such as albumin or serum” -or- <b><u>Human Drug Products-</u></b> “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		<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**

Upon approval, 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, and broker (noted on broker/ ISF Filer contact page)

**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)
Hazardous Material 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)		Email complete set of shipping documents to Purchaser and Pfizer’s Import Dept: <a href="mailto:kalamazoositeimports@pfizer.com">kalamazoositeimports@pfizer.com</a>
		Email complete set of documents to Pfizer’s broker (noted contact page)
		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)		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**

Upon approval, 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, and broker (noted broker/ ISF Filer contact page)

**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)
Hazardous Material 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)		Email complete set of shipping documents to Purchaser and Pfizer's Import Dept: <a href="mailto:kalamazoositeimports@pfizer.com">kalamazoositeimports@pfizer.com</a>
		Email complete set of documents to Pfizer's broker (noted on contact page)
		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)		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) to Purchaser, Pfizer's Import Dept, and broker (noted contact page)

**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)		Email complete set of shipping documents to Purchaser and Pfizer's Import Dept: <a href="mailto:kalamazoositeimports@pfizer.com">kalamazoositeimports@pfizer.com</a>
		Email complete set of documents to Pfizer's broker (noted contact page)
		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)		One complete set of the original documents to accompany the shipment



