 <b>SUNOVION</b>	<b>CORPORATE STANDARD OPERATING PROCEDURE</b>	<b>SOP Number:</b> PRO-007	
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WRITTEN BY:	Signature	Date
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Department Head or designee, Affected Department		

## 1.0 OBJECTIVE AND SCOPE

- 1.1 The objective of this standard operating procedure is to define the specific procedures when shipping small packages, LTL, FTL or international shipments on the behalf of Sunovion Inc. This will ensure our preferred carriers are contracted and the correct documents are completed accurately. This excludes the actual commercial product for domestic and international shipments.

## 2.0 RESPONSIBILITY


- 2.1 This policy applies to all employees of the Company and those who act on its behalf of shipping for Sunovion.

Employees are responsible for:

- 2.1.1 Utilizing our preferred and negotiated carrier discounts for all shipping requirements. Contact [corporatelogistics@Sunovion.com](mailto:corporatelogistics@Sunovion.com) for details. All Express shipments are required to be shipped under Sunovion/FedEx accounts.
- 2.1.2 Complying with all Corporate Services Guidelines for small package, LTL and FTL shipments refer to the Corporate Shipping Guide (Attachment 1).
- 2.1.3 Ensuring that if a shipment is Sunovion Inc. related then all corporate policies and procedures are followed
- 2.1.4 Contacting [corporatelogistics@Sunovion.com](mailto:corporatelogistics@Sunovion.com) for processing any international shipments Shipping in or out of the United States requires additional documentation to ensure that your shipment will meet all the government regulations. This will eliminate/reduce risk to Sunovion Inc, and meet the required delivery schedule. The only exception is when shipping documents as this doesn't require a commercial invoice

## 3.0 REFERENCED DOCUMENTS

- 3.1 Related policies, SOP's, and guidelines regarding the shipment of goods on the behalf of Sunovion Inc.

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- Receiving Goods & Completion of Services SOP

#### 4.0 GENERAL

4.1 The Corporate Services Shipping Instructions program provides employees with the knowledge and tools to ensure that all shipments made on behalf of Sunovion ~~Inc.~~ utilize our preferred vendor discounts. Employee must contact Corporate Services [corporatelogistics@Sunovion.com](mailto:corporatelogistics@Sunovion.com) to arrange. Preferred vendors include carriers (FedEx), agents (Transgroup), custom brokers and freight forwarders (Euro-American). This will ensure that proper accounts and cost centers are being used and that the proper documentation is completed so there is no risk to Sunovion Inc. Sunovion Inc. holds the employee and approving manager accountable for non-compliance with Sunovion policies and procedures, and applicable laws and regulations.

#### 4.2 Definitions

- 4.2.1 **Cost Center**: A four-digit number assigned to each department for accounting purposes.
- 4.2.2 **FedEx Freight**: The Sunovion preferred provider for LTL (less than truckload) shipments
- 4.2.3 **Federal Express (FedEx)**: The Sunovion preferred provider for small parcel express shipments.
- 4.2.4 **Federal Express Powership**: A specialized computer and proprietary software provided by FedEx to customers shipping large quantities of packages.
- 4.2.5 **Federal Express Ship Manager/Passkey** a web program that enables users to process shipments from any PC with an Internet connection. Each user must have an account set up by the Corporate Services team [corporatelogistics@Sunovion.com](mailto:corporatelogistics@Sunovion.com)
- 4.2.6 **Preferred Carrier**- An approved supplier that's under contract with Sunovion Inc.
- 4.2.7 **FTL**- Full Truck Load shipments
- 4.2.8 **Corporate Services** -This department has expertise in the operational aspects of shipping and logistics. The shipping offices are located at 84 & 158 Waterford Drive, Marlborough by the loading docks and can be reached by dialing extension 7688 & 7544 or by e-mailing [corporatelogistics@Sunovion.com](mailto:corporatelogistics@Sunovion.com)
- 4.2.9 **Federal Express Ship Manager/Passkey** a web program that enables users to process shipments from any PC with an Internet connection. Each user must have an account set up by Corporate Services [corporatelogistics@Sunovion.com](mailto:corporatelogistics@Sunovion.com)
- 4.2.10 **LTL**-Less than Truckload shipments
- 4.2.11 **Sunovion Shipping Guide**: Provides detailed shipping information for small package, palletized freight and 3<sup>rd</sup> party shipments. This form is located on the Source.
- 4.2.12 **Transgroup**- The Sunovion preferred provider for FTL shipments and those that require special handling or same day delivery.

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## 5.0 PROCEDURES


### 5.1 Shipping on behalf of Sunovion:

- 5.1.1 To ensure the correct account numbers and cost center are utilized, employees must contact [corporatelogistics@Sunovion.com](mailto:corporatelogistics@Sunovion.com). The supplier must contact Corporate Services and request shipping instructions (Attachment 2).
- 5.1.2 Employees are responsible with ensuring their vendors utilize our preferred carrier discounts. Vendors working on the behalf of Sunovion are required to complete the Request for Shipments form (Attachment 3) Suppliers must contact [corporatelogistics@Sunovion.com](mailto:corporatelogistics@Sunovion.com) to arrange logistics. This will ensure that our Sunovion carriers are contracted for shipment.
- 5.1.3 All questions pertaining to Sunovion shipping requirements must be routed to the Corporate Services department [corporatelogistics@Sunovion.com](mailto:corporatelogistics@Sunovion.com)

### 5.2 Process for shipping by Sunovion Employees


All FedEx shipments can be processed on FedEx Ship Manager/Passkey (web shipping) Attachment 4. Administrative Assistants and other select employees are trained in Ship Manager/ Passkey and can process shipments for their functional group. See attachment 5 & 6 for an example. These individuals are sent an invitation to join the program where they can set-up a User ID and Password. This allows them to ship from their desktop. Ship Manager/Passkey should only be used for document shipments. Please e-mail [corporatelogistics@Sunovion.com](mailto:corporatelogistics@Sunovion.com) for assistance.

- 5.2.1 Another method of shipping Fed Ex is by filling out a handwritten air bill. A Sunovion account number and cost center must be populated. See attachment 7 for an example. FedEx air bills should not be used from corporate headquarters because FedEx Ship Manager/Passkey and FedEx Powership are available. Between 5pm-7pm an air bill may be used for emergency purposes only and can be dropped off at the drop box that's located at the top of the Waterford Street driveway.
- 5.2.2 Any Sunovion employees who work from home, after hours or otherwise have a need for an individual Ship manager/Passkey account please contact [corporatelogistics@Sunovion.com](mailto:corporatelogistics@Sunovion.com) for setup and training.
- 5.2.3 Third Party Program shipments (example shipments between a 3<sup>rd</sup> party and a Clinical Trial/Global Project that will be on-going for a period of time) require special set up for accounting and tracking purposes. Contact the Corporate Services Department [corporatelogistics@Sunovion.com](mailto:corporatelogistics@Sunovion.com).
- 5.2.4 All chemical shipments, in or out of Sunovion Inc. must be processed through the Corporate Services department. [corporatelogistics@Sunovion.com](mailto:corporatelogistics@Sunovion.com)
- 5.2.5 All palletized shipments must be arranged through [corporatelogistics@Sunovion.com](mailto:corporatelogistics@Sunovion.com) . A "Request for Shipment" form (Attachment 2) for external needs and a Shippers Request Form (Attachment 8) for internal needs must be submitted so it can be arranged accordingly.

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## 6.0 ATTACHMENTS

- 6.1 Attachment 1 –Sunovion Shipping Guide
- 6.2 Attachment 2 – Vendor Instructions
- 6.3 Attachment 3 – Request for Shipment Form (External Request)
- 6.4 Attachment 4 – Sunovion/FedEx Partnership
- 6.5 Attachment 5 - FedEx Passkey Instructions and User Guide (Corporate)
- 6.6 Attachment 6 – FedEx Passkey Instructions and User Guide (Field Employees)
- 6.7 Attachment 7 – FedEx Air Bill Screenshot and Description
- 6.8 Attachment 8 - Shippers Request Form (Internal Request)

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#### DOCUMENT HISTORY

<u>Revision</u>	<u>Date Effective</u>	<u>Comment</u>
00		New SOP.

The last page of each SOP is a Document History listing that includes each revision number, effective date, and summary of changes corresponding to that revision.