

## 1.0 PURPOSE

The purpose of this Business Practice (BP) is to describe how to ship international non-commercial and non-clinical miscellaneous products.

## 2.0 SCOPE

This Business Practice applies to all international non-commercial and non-clinical Amgen products, such as, but not limited to:

- Not-for-human use
- Non-product
- Non-clinical
- General mailroom parcels

## 3.0 ROLES AND RESPONSIBILITIES

Role	Responsibility
Management	Ensure that this procedure is followed and staff receive training
Staff	Complete required training
Shipment Initiator	Fills out web-based shipment request form (SRF)
Shipping Department	Creates a delivery note without reference (DNWR)
Transportation Operations/Manager Import/Export	Creates appropriate master data to allow processing of required international miscellaneous shipment customs documentation

## 4.0 REFERENCES

Not Applicable

## 5.0 DEFINITIONS

Terms	Definition
AES	Automated Export System
DNWR	Delivery Note without Reference
GTS	Global Trade Service
Sanctioned Party List	An official list of individuals or organizations that are denied certain trade privileges or with whom trade is banned
Shipment Request Form (SRF)	A web-based form used to start the international miscellaneous shipment process

## **6.0 EQUIPMENT**

Not Applicable

## **7.0 MATERIALS**

Not Applicable

## **8.0 SAFETY**

Not Applicable

## **9.0 PRACTICE**

Refer to Appendix 1 for details of the Miscellaneous Shipments process.

### **9.1 Initiator**

- 9.1.1 Complete the Shipment Request Form (SRF).
  - 9.1.1.1 Trigger email to Shipping Department with information required for Shipping Department and Transportation Operations groups.
- 9.1.2 Provide the appropriate information to Transportation Operations to clear any blocks.

### **9.2 Shipping Department**

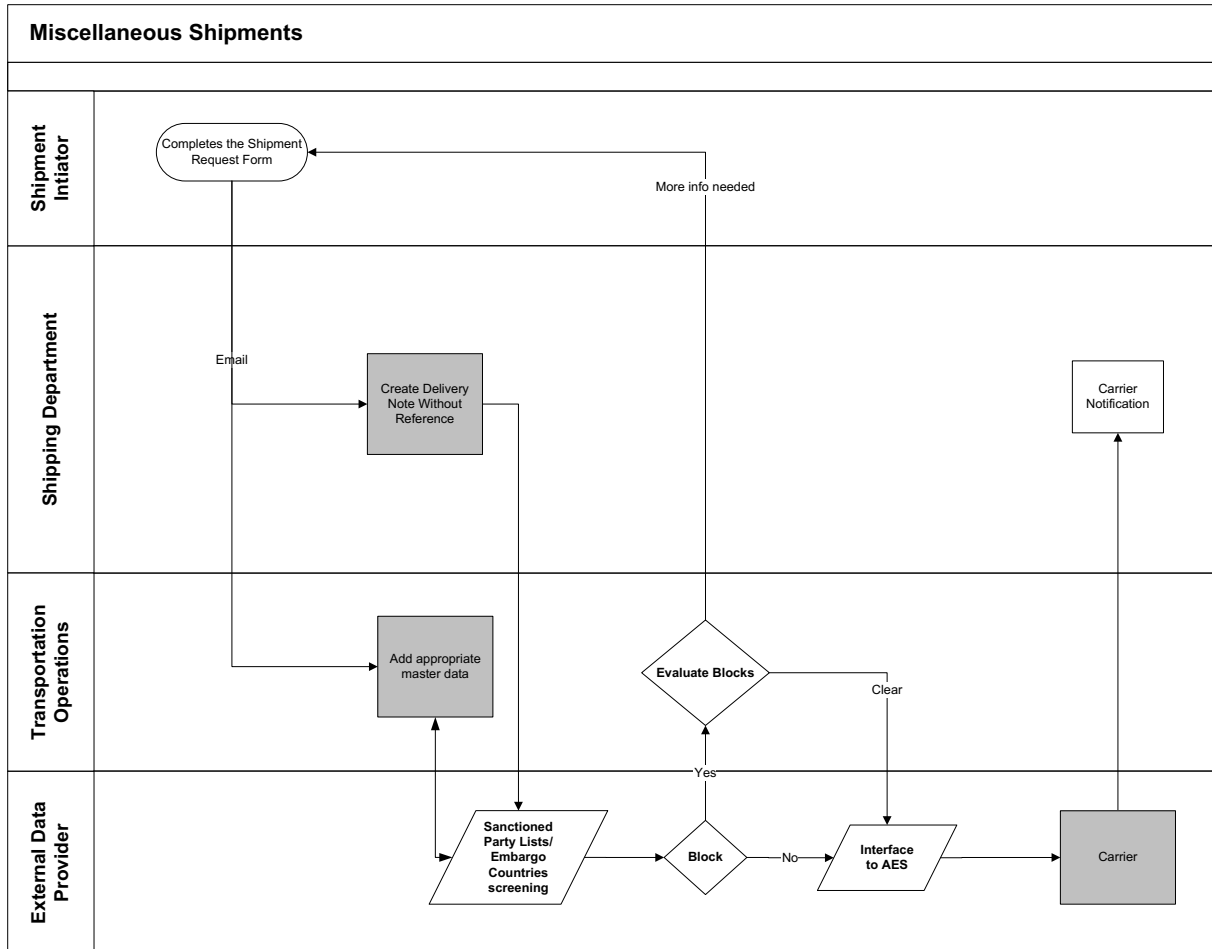
- 9.2.1 Create Delivery Note without Reference (DNWR).
  - 9.2.1.1 DNWR triggers:
    - Sanctioned Party List screening
    - U.S. embargo country determination
    - Product licensing/classification determination
    - Creation of export documents
    - Creation of carrier labels
    - Electronic notification to U.S. Commerce Department (AES)
    - Electronic notification to carriers
- 9.2.2 Receive shipment status notification from carriers.

### **9.3 Transportation Operations**

- 9.3.1 Add appropriate master data to Global Trade Service (GTS).
- 9.3.2 Evaluate the sanctioned party and embargo blocks.

## APPENDIX 1

### Miscellaneous Shipments Process Flow



**DOCUMENT HISTORY**

<b>Change</b>	<b>Justification</b>
New	Needed for North America ERP implementation