By your side
for a healthier world™

530 Herman O. West Drive • Exton, PA 19341
T: 610 594 2900
www.westpharma.com

International Shipping Instructions

Please follow these instructions for international shipment of samples to West Analytical Services in the United States. This information is applicable to all products sent to our facilities in the United States, regardless of whether or not the research is intended to be filed with the FDA. Companies with entities in the United States should have those sites be the importer of record to ensure the fastest possible delivery. Upon completion of the required documentation specified on this form please notify West Analytical Service Customer Care at westanalyticalservices@westpharma.com prior to sending the shipment.

Preparation of Samples for Shipment:
Samples should be packaged appropriately for international shipment. Please note any special handling on the outside of the container, such as "Refrigerate Upon Receipt" or "Keep Frozen". If a temperature or humidity data recorder is included with the shipment, please provide instructions for return.

Couriers for Sample Submission:
Ship samples using your own courier. It is preferred that the freight route to the Philadelphia Port of Entry when possible. All samples are to be shipped DDP Exton, PA (Delivered Duty Paid). *(EXCEPTION: In the rare occurrence where this is not possible, customer cannot be Importer of Record(no presence in the U.S.), please ship UPS collect using UPS Acct #178585. All shipping and handling fees incurred will be invoiced to your company. The UPS web site (www.UPS.com) allows both the submitter and West to track the shipment.)*

Drug Product or Medical Device Product - Required Information for Shipping:
Ship samples using your own forwarder/broker, DDP. *If no presence in the U.S. and cannot be Importer of Record, please see below. In order to comply with United States Federal regulatory requirements and to avoid delays in the importation and receipt of products, please submit a pro forma / commercial invoice prior to shipping to both West and forwarder/broker. Indicate the following information on the invoice:*

West Consignee and Contact Information:
West Analytical Services
Attention: Sample Administration
530 Herman O. West Drive
Exton, PA 19341
Email: westanalyticalservices@westpharma.com

DHL Consignee and Contact Information:
DHL Global
Attention: Christina Franchi/Susan Kennedy
Phone: +610-522-8174
Email: Christina.Franchi@dhl.com
Susan.Kennedy@dhl.com

West FDA Registration Number: Exton, PA #3002804236 (if applicable)
☐Indicate "Samples For Testing Only – No Commercial Value"
☐Country of Origin (where product was manufactured)
☐Indicate manufacturer if different from shipper
Please complete all information required on page 2

International Shipping Checklist

All of the following information is required for importation of Drug product for Analytical Services testing:

☐Material name (include generic name and trade name, where applicable)
☐CAS number of Active/Inactive ingredients (if applicable)
☐IND/NDA/ANDA number of the drug
☐FDA Product Code
☐US Harmonized Tariff Schedule (HTS) code (http://hts.usitc.gov/)
☐FDA Affirmation of Compliance (AofC) Codes and Qualifier (ex DLS/Drug Listing Number)
☐Number of units, unit value and total value
☐Material form (powder, liquid, gas, etc.)
☐Primary packaging (glass, plastic, etc.)
☐Quantity (containers, material wt. and total wt. of shipment)
☐End Use – May require End Use Letter
☐Shipping and storage conditions
☐Applicable information on ingredients of animal origin or cell line genes (USDA)
☐Labeling Information: (i.e. "Not for Human or Animal Use"; "Caution: For manufacturing, processing, or repackaging in the preparation of a new drug limited by Federal law to investigational use" etc.)
☐Certificate of Analysis, Certificate of Compliance, TSCA statement and MSDS (as necessary)

*****If an FDA Product Code has not been established (new drug entities and drugs not filed in the U.S.), one can be built for shipment at: http://www.accessdata.fda.gov/SCRIPTS/ORA/PCB/PCB.HTM

All of the following information is required for importation of Medical Device products or Combination Product for Analytical Services testing:

☐Product name (include generic name and trade name, where applicable)
☐510(k) number of the device
☐Device Listing Number (LST)
☐FDA Affirmation of Compliance (AofC) Codes and Qualifier (ex DEV/Device Registration Number)
☐FDA Product Code
☐US Harmonized Tariff Schedule (HTS) code (http://hts.usitc.gov/)
☐Number of units, unit value and total value
☐Quantity (containers, material wt. and total wt. of shipment)
☐End Use – May require End Use Letter
☐Shipping and storage conditions
☐Applicable information on ingredients of animal origin or cell line genes (USDA)
☐Labeling Information: (i.e. "Not for Human or Animal Use"; "Caution: for manufacturing processing, or repacking"; Etc.)
☐Certificate of Analysis, Certificate of Compliance, TSCA statement and MSDS (as necessary)
☐Initial Importer Facility Number (as necessary)