

Shipping Instructions



Instructions for Shipping to Intervet International BV The Netherlands

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1. Guide to Using the Shipping Instructions

1.1. Introduction

For this document it is important to take into account: INTERVET INTERNATIONAL BV is the legal name registered in The Netherlands for MSD Animal Health in the Netherlands.

These instructions apply whenever INTERVET INTERNATIONAL BV (MSD AH) is the importer and/or the physical consignee for imported items. INTERVET INTERNATIONAL BV (MSD AH) will act as the importer and/or physical consignee when: 1) it purchases items from suppliers from outside of The Netherlands / European Union , 2) it physically receives items shipped from suppliers located outside The Netherlands / European Union, 3) in certain other situations where INTERVET INTERNATIONAL BV (MSD AH) or otherwise responsible for the items being imported, or 4) if stated otherwise in supplier contracts or agreements.

These instructions are intended to provide general guidance for all non-EU Shippers when shipping to The Netherlands and may include INTERVET INTERNATIONAL BV (MSD AH) -specific requirements in addition to regulatory agency requirements. Additional item/project-specific requirements not detailed in this document will be provided by INTERVET INTERNATIONAL BV (MSD AH) through the Importation Planning Process. Requirements to meet local country export regulations are not addressed in this document. These requirements are subject to change due to new regulations and customs guidance, in which case, an updated version of this document will be provided.

All cross-border movements of items must be accompanied by proper import and export documentation for both commercial purposes and government regulatory compliance. In order to comply with this standard, the following activities must be taken prior to shipping and or receiving the goods.

- Ascertain the proper documentation required for a shipment prior to submitting the document for export and import clearance
- Obtain all required data and government authorization for export and import
- Exercise care in accurately completing shipping documents and regulatory filings
- Ensure that documents for items exported/imported contain all the required information before shipment
- Should maintain a list or database that is periodically reviewed and updated with documentation requirements for items or groups of items
- Ensure that all individuals that initiate shipment documentation are suitably trained and capable of carrying out these actions
- Ensure that appropriate systems and resources are in place to support the above required activities, including automated trade compliance content when available and useful

1.2. Contact Information

For any questions about these instructions, contact:

- AHTC@merck.com

1.3. Broker Information

Broker Information is listed below for the service provider(s) contracted to communicate with Customs on INTERVET INTERNATIONAL BV (MSD AH)'s behalf:

- Kuehne+Nagel NV, Airbuslaan 2-5, 1119 MA Schiphol-Rijk
knams.importpharma@kuehne-nagel.com
- Kuehne+Nagel NV, Willemswerf 10th floor, Boompjes 40, 3011 XB Rotterdam
knnl.customsonly@kuehne-nagel.com
- Kuehne+Nagel NV, Willemswerf 10th floor, Boompjes 40, 3011 XB Rotterdam
knrtm.Pharma@kuehne-nagel.com
- Van de Zand, De Grens 4, 6598 DL Heijen
melding@vandezand.eu
- Rhenus Fresh BV, Folkstoneweg 202, 1118 LN Schiphol
import.fresh.NLSPL@eu.rhenus.com
- Copex Maritime, Eemhavenweg 16, 3089 KG, Rotterdam
Frontoffice.rotterdam@copex.nl

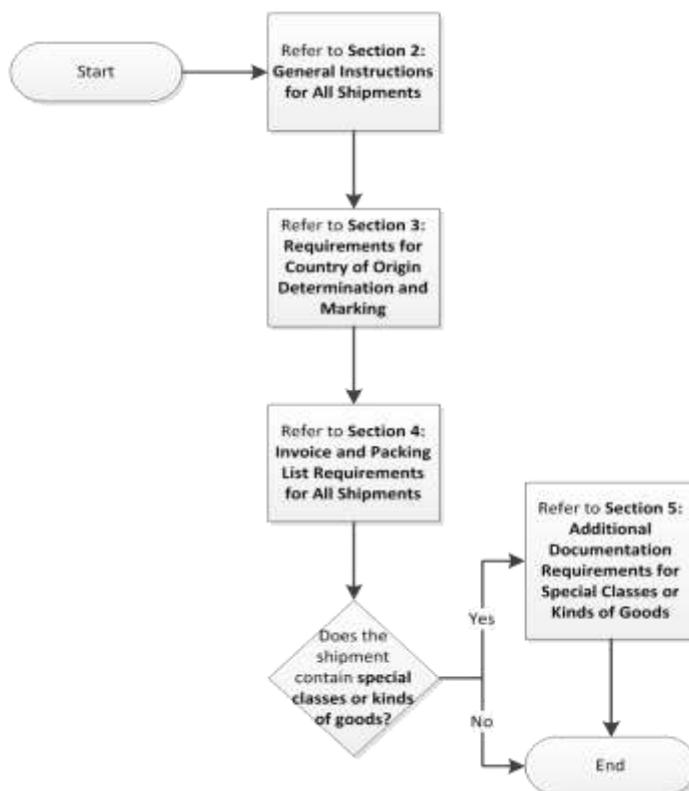
1.4. Delivery Information

Following are INTERVET INTERNATIONAL BV (MSD AH) sites in the Netherlands:

City	State/Province	Receiving Site Name	3PL or MSD
Boxmeer	Exportstraat 44 5831 AL	Intervet International/MSD Animal Health	MSD
Oss	Pivot Park Kloosterstraat 9 5349 AB	Intervet International/MSD Animal Health	MSD
De Bilt	Ambachtstraat 6 3732 CN	Intervet International/MSD Animal Health	MSD

1.5. How to Follow these Shipping Instructions

The process map below summarizes the steps to follow in accordance with these shipping instructions:



2. General Instructions for All Shipments

Below are the general requirements for all shipments made to INTERVET INTERNATIONAL BV (MSD AH):

- 1) INTERVET INTERNATIONAL BV (MSD AH)'s name must appear on all packing lists, bills of lading/air waybills, and invoices as either the Buyer and/or Consignee. INTERVET INTERNATIONAL BV (MSD AH)'s name also appears clearly on all packing lists, bills of lading, and invoices in situations where INTERVET INTERNATIONAL BV (MSD AH) is not acting as the Buyer and/or Consignee but owns or is otherwise responsible for the items to be imported.
- 2) Shipments must list INTERVET INTERNATIONAL BV (MSD AH)'s customs broker as the "Notify Party" on the bill of lading or air waybill. INTERVET INTERNATIONAL BV (MSD AH) will provide the Shipper with this broker information. If the information is unavailable, e-mail the appropriate contact as directed in 1.2 Contact Information.
- 3) INTERVET INTERNATIONAL BV (MSD AH) requires the Shipper to provide certain documentation in advance of shipment. Send the documentation to AHTC@merck.com. Depending on the transportation type, there are different timing requirements for providing documentation.
 - If the goods are being shipped via air, INTERVET INTERNATIONAL BV (MSD AH) requires shipper to provide the shipping documents (commercial invoice, CoA's, packing list, airwaybill

and applicable permits by email at least 48 hours prior to arrival of these goods at the port of unloading.

- If the goods are being shipped via ocean, INTERVET INTERNATIONAL BV (MSD AH) requires shipper to provide the shipping documents (commercial invoice, CoA's, packing list, Bill of Lading and applicable permits by email when available before arrival.
- If the goods are being shipped via road, INTERVET INTERNATIONAL BV (MSD AH) requires shipper to provide the shipping documents commercial invoice, packing list, CMR, permits at least 48 hours prior to arrival of these goods at the destination.
- If the product/material being shipped requires registration or notification under local country import requirements (e.g., local country regulatory agency requirements), the registration or notification are required before the shipment commences.
- If the product/material being shipped requires any registration or notification under local country Agricultural & Pharmaceutical requirements, ensure a pre-planning timeline is initiated to enable all required permits for the product/material to be completed prior to importation.

3. Country of Origin Determination and Marking Requirements

INTERVET INTERNATIONAL BV (MSD AH) requires that the proper country of origin be determined in accordance with Customs Authority requirements in all countries, and that all items and containers are marked with the proper country of origin as required by those Customs Authority requirements.

3.1. Country of Origin Determination

When determining the country of origin for Customs purposes, the general (non-preferential) country of origin of goods under the Netherlands Customs regulations will be the country where the item is wholly grown, obtained or produced. For manufactured items, such as those that our Company exports and/or imports, the Customs country of origin will most often be the country where the final stage of manufacture occurred that imparts the "essential character" of the article.

In The Netherlands, the country of origin is determined according to the concept of "substantial transformation" in which a component material is transformed into a "new and different article of commerce", or the origin may be determined a change in tariff classification, or it may be determined by an ad valorem percentage criterion.

Shippers must identify the country of origin information for each item being shipped, including where relevant, reusable shipping items such as Liquid Nitrogen Containers, Credo Boxes, Temptales/Data Loggers, etc. The stated origin must align with the Netherlands Customs' country of origin determination requirements.

- finished drug product origin information must be on the shipment invoice, packing list, or other shipment document and will include the API(s) manufacturer's name and address, and the formulation site's name and address; and
- all other items must have the origin information stated on the invoice.

NOTE: Goods imported pursuant to a free trade agreement (FTA) will be subject to the specific rules of origin provided for in the FTA in order to benefit from reduced duties. These preferential rules may differ from the general rules of origin and from the rules of one FTA to another. There may also be different certification/documentation requirements. Goods may not be declared for import under an FTA without INTERVET INTERNATIONAL BV (MSD AH) prior written approval. This

approval will be based on the Shipper and INTERVET INTERNATIONAL BV (MSD AH) verifying through written analysis and substantiating in a certificate/statement of origin, as required under the specific FTA, that the goods qualify for treatment under that FTA's rules. This certificate/statement must be available before or at the time of import. All documentation, research and analysis related to FTA qualification determinations must be retained as required under the FTA.

3.2. Marking of Items or Containers

In accordance with country's requirements, items or their containers that INTERVET INTERNATIONAL BV (MSD AH) imports must be marked with the country of origin, if applicable.

4. Invoice and Packing List Requirements for All Shipments

INTERVET INTERNATIONAL BV (MSD AH) requires the Shipper to complete and provide an invoice and packing list for every shipment. Below are the requirements for completing the invoice and packing list. A combined Invoice/Packing List is permitted if all required information appears on that single document.

4.1. Invoice Requirements

The invoice provided to INTERVET INTERNATIONAL BV (MSD AH) by the Shipper must be in English and must contain the following elements:

- 1) Full name, address and EORI of the buyer (and the full name and address of the consignee, if different than the buyer):

INTERVET INTERNATIONAL BV (MSD AH), Wim de Korverstraat 35, 5831 AN, Boxmeer, the Netherlands, EORI NL001154680
- 2) Full name and address of the invoicing party (shipper and/or manufacturer).
- 3) Invoice number, page number(s), and date. If the invoice consists of more than two pages, each page must be numbered consecutively, such as Page 1 of x. In addition, the invoice must be dated and must have a valid invoice number
- 4) Merck or MSD's Purchase Order (PO) number
- 5) Complete item description (i.e., an item description that is sufficient to determine the tariff classification of the item, not merely an item name, number or abbreviation). Tariff classifications are not required to be stated on the invoice if the Customs regulations in both the country of export and in the country of import do not require that data to be stated.

Please note that there are specific requirements for the types of items listed below:

- a. If the item is a chemical, the complete item description should be followed by the word "Chemical." The CAS Number, full chemical name and structure should be provided if possible.
- b. If the item is an active pharmaceutical ingredient (API), the complete item description should be followed by the word "API."
- c. If the item is a pharmaceutical intermediate (i.e., an API mixed with excipients but not yet in final dosage form), the complete item description should be followed by the word "Intermediate."

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- d. If the item is a finished drug product, the complete item description should be followed by the words “Drug Substance.” The item description should also include the strength and dosage form (e.g., tablet, capsule) of the drug product.
 - 6) Country of Origin of each product/material included in the shipment, if not captured on one of the other shipping documents (e.g., packing list, Certificate of Analysis/Compliance/Conformity, Certificate of Origin, etc.). Refer to Section 3.1 above.
 - 7) Unique identification number for item being shipped (UPC, SKU, model/part number, material ID, etc.)
 - 8) Value of each line item and total invoice value with the currency of the transaction (three letter code, e.g., EUR, USD, SGD, GBP, etc.).
 - a. Valid invoice values must be provided for all transactions. Fictitious, arbitrary, or nominal values are never acceptable.
 - b. For certain types of transactions, our Company requires a VCP (value for customs purposes) Code as well as the statement, “Value for Customs Purposes Only” to be included on the invoice. Refer to Appendix I for additional details.
 - 9) Breakdown of any taxes, fees, or charges incidental to the shipment (e.g., freight, insurance, commission, cases, containers, coverings, cost of packing, and any other charges)
 - 10) Discounts, rebates, drawbacks, and bounties, separately itemized
 - 11) “Additions to Value” that are not included in the product price may be separately identified on the invoice:
 - a. Costs of packing (e.g., packing materials, cases, containers, coverings) associated with the shipment
 - b. Commissions charged to INTERVET INTERNATIONAL BV (MSD AH)
 - c. Royalties or license fees related to the merchandise being shipped
 - d. Assists (e.g., materials, supplies, equipment, design/engineering work done outside the Netherlands, etc., provided to the Vendor by INTERVET INTERNATIONAL BV (MSD AH) free of charge or at a reduced cost and used to produce the goods being shipped) – as required according to the 3rd Party Exporter VCP Decision Tree.
 - 12) International freight and insurance (if included in the invoice price, these charges should be itemized separately on the invoice)
 - 13) Incoterms Rule with the Year and Named Place (aligned with the contracted terms of delivery identified in the contractual agreement/PO with the supplier or sender), **preferably CIP Amsterdam (AIR) or CIF Rotterdam (SEA).**
Important Note 1: For all incoterms it is required to clearly detail the: FOB Value, Freight charges, Insurance and Total Value.
Important Note 2: Incoterms DDP and EXW are prohibited by Merck, for all shipments worldwide.
 - 14) Shipment line item quantity, unit of measure and total quantity
 - a. If the item requires special clearance, a more detailed listing of the quantity and how the item units are packed may be needed (e.g., listing how many tablets in a bottle or vials in a box, as well as the number of bottles or boxes in each carton).

- b. Net Weight and Gross Weight with the Unit of Measure (Net Weight is the weight of the item being shipped exclusive of its container and packaging materials. Gross Weight is the weight of the goods plus any packaging materials, for example outer cartons, pallets, shrink-wrap, etc.).
- 15) Legible name and/or email address of responsible individual(s), who has, or who can readily obtain, knowledge of the shipment
- 16) Port of Entry in The Netherlands through which the products/materials will be cleared.
- 17) Payment Terms, according to the established negotiation with INTERVET INTERNATIONAL BV.

4.2. Packing List

Where the Shipper’s invoice does not contain all of the required data, a Packing List must be prepared with the remaining data. The Packing List provided to INTERVET INTERNATIONAL BV (MSD AH) by the Shipper must be in English and must contain the following elements:

- 1) Final delivery address (ship to)
- 2) Purchase order number(s)
- 3) Item description(s)
- 4) Item unique identification code(s) and batch reference (lot number)
- 5) Total net weight and unit of measure
- 6) Dimensions of shipment and unit of measure
- 7) Total number and type of containers being shipped (for example, pallets, credo boxes, etc.)
- 8) Special shipping instructions, when applicable

5. Additional Documentation Requirements for Special Classes or Kinds of Goods

Additional documentation is required for shipments of Special Classes or Kinds of Goods identified by INTERVET INTERNATIONAL BV (MSD AH).

In some instances, a particular form or permit may be required, while in other cases a particular statement must be included in the documentation. Secure the appropriate documentation listed below.

Agency	Category	Required Document / Specific Instructions
Health Authority	Animal by-products and derived products	Original document stating nature, quantity and origin must be provided by sending party. Shipment must be accompanied by Intervet International permit for ADP products. Shipment must be labelled according to specific requirements. Complete import procedure on ADP will be provided upon request or in case of an applicable shipment.

Appendix I: Valuation Information

1. Invoice for Commercial Sale Transactions

If this is a sales transaction based on a price per unit of measure, the invoice must reflect the actual sales price (which should be the same as the price indicated on the Merck or MSD Purchase Order). No VCP code is required. Note that additions to the invoice value, as described in Section 2, may be required.

2. Invoice for Free of Charge Materials

Refer to the 3rd Party Exporter VCP Decision Tree or the Merck and MSD Exporter Decision Tree, as appropriate, for specific guidance on VCP shipments. Include both the VCP Code as requested for each scenario and the statement "Value for Customs purposes only" on the invoice.

VCP values are only for the value of the item itself. They do not include the costs of international freight, insurance or packaging materials (such as Credo and non-Credo containers, Liquid Nitrogen Containers, etc.). Packaging materials should be itemized separately on the invoice (see the [GTC Sync page](#) for current values for these types of items)

Note: VCP Updates occur each May. Always use the link below to ensure the most current VCP Decision Tree and Price List is referenced.

- [GTC VCP SharePoint:](#)
[https://collaboration.merck.com/sites/GlobalTradeCompliance/SitePages/Value-for-Customs-Purposes-\(VCP\).aspx](https://collaboration.merck.com/sites/GlobalTradeCompliance/SitePages/Value-for-Customs-Purposes-(VCP).aspx)

3. Vendor-to-Vendor Shipments

The above valuation requirements and methods also apply to scenarios where a vendor ships material to another vendor and it is known that Merck or MSD will be the final destination of the materials. In such a scenario, Vendor 1 must determine the value of the invoice to Vendor 2 according to the 3rd Party VCP Exporter Decision Tree. However, Merck or MSD is the Importer using site's Importer/Tax/Business Identification Number (e.g., VAT/GST, EIN, EORI, BN)) when Vendor 2 initiates the shipment for delivery at Merck or MSD.

When creating the invoice for shipment to Merck or MSD, Vendor 2 must add to the invoice value from Vendor 1 any necessary additions based on the 3rd Party Exporter VCP Decision Tree. If more vendors are involved, the same rule applies to each participant of the transactions. See the diagram below for a summary of these scenarios:

