



NIBR US PO Trade Compliance Instructions for Shipments Originating Outside the US

General Guidance

Shipping pre-alerts with shipping documents and tracking number must be sent on day of export to: nibt-us.tradecompliance@novartis.com.

Invoices should show **“Importer of Record”** followed by our headquarters address:

Novartis Institutes for BioMedical Research Inc.
250 Massachusetts Ave
Cambridge, MA 02139

Invoices should show a **deliver to** address section with the requested delivery address and attention to party.

Transport airway bills and shipping labels are made out to the delivery address requested by recipient.

Do not state our company name simply as “Novartis” or “NIBR”. If abbreviation is needed, use: **Novartis Institutes BioMed Research**

True and defensible values must be declared for each shipment. It is unlawful to declare nominal or low values for Customs purposes. Values declared should be pursuant to the PO.

To reduce chances of clearance delays, the invoice should state:

- **Accurate 10 digit US harmonized tariff number**
- **“disclaim FDA”** UNLESS the material is a drug substance*
- *Drug substances** should be noted as “drug substance” on the invoice
- *“shipper is manufacturer”* or full name and address of manufacturer
- *“for pharmaceutical research”*
- all shipments should be accompanied by the appropriate USDA import guideline statement
- chemical shipments should be accompanied by a TSCA declaration

**drug substances* for US import are defined as FDA-approved material or material in clinical trials

All transport charges must be prepaid by shipper. Duty and taxes are to be paid by Novartis Institutes for BioMedical Research Inc. This is equivalent of transport Incoterms “DAP or CPT”.

Shipment pre-approval is strongly recommended. We will review the draft documents and ask for revisions if needed. This ensures the documents are correct and reduces chances of clearance delays.

For shipment pre-approvals or questions, please contact nibr-us.tradecompliance@novartis.com and rick.kiker@novartis.com.