

THE POCKET GUIDE TO **LOGISTICS**

**Ensuring Efficient Delivery
of Clinical Study Materials**



Pocket Guide

Pocket Guide for Ensuring Efficient Delivery of Clinical Study Materials

International logistics should be a team effort. Anyone involved in a transaction can unintentionally cost a company thousands of dollars if certain details are overlooked. Regardless of your title, you should be aware of certain logistics details and understand the caveats to simply slapping on a label and loading your materials onto a truck.

This pocket guide serves as a great reference guide for study teams when it comes to the procurement of study materials and international logistics processes.

Pocket Guide

Declared Value

- Declared value is the manufacture cost or invoice amount charged to the client, i.e. what one paid to have the goods produced.
- Requests to devalue goods, for example claim a zero dollar value when true value is in the hundreds, conflict with international regulations and can result in civil and criminal penalties.

Formal vs. Informal clearance

- Informal clearance shipments, also known as small parcel clearance shipments, are processed through small parcel carriers such as DHL, FedEx, and UPS.
 - Small parcel carriers are allowed to broker lower declared value and lower weight shipments. The limits vary by country.
- Formal clearance shipments are shipments that exceed the country's maximum declared value and maximum weight limitations for informal (small parcel) clearance.
 - Every shipment processed through a freight forwarder is formal clearance, regardless of the declared value or weight of the shipment.

Pocket Guide

The consignee

- The consignee is a party named by the owner of the goods in the transportation documents. This is the party to whom the consignment will be delivered at the final delivery location in country.
- The consignee is considered to be the owner of the consignment for the purpose of filling out the customs declaration, and for paying duties and taxes
- Your consignee must be registered with country customs as an importer in order to avoid a customs clearance delay.

Importer of Record

- Responsible for assisting clearance of a shipment by verifying information such as name of consignee, product, value, terms, broker, etc.
- If this information is not provided within a specific time period, shipments are placed in customs clearance delay.

Pocket Guide

The reality of a customs clearance delay

- Your goods will be held until the importer or the consignee satisfies the necessary requirements (verification of the consignee, proper valuation, terms of trade, etc). That's why it's very important that you have a registered importer who is aware of the import process of that particular country.
- If your shipment sits in the country's customs warehouse for more than 20 days, look out! Typically, the country will impose penalty charges on top of your duties and VAT charges.
- If the required information is not provided in a timely manner, country customs has the power to confiscate or destroy your goods.
- While your goods sit in a customs warehouse, they are owned by that country's government until the goods clear.

Pocket Guide

What can smaller companies do if they don't have the presence to act as an Importer in-country?

- If you do not have an office in the country that you're exporting to, it's very important that you reach out to a clinical research organization (CRO) in-country that you could work with. That CRO in-country would act as an Importer on your behalf.
- Site personnel can act as the importer of record only in they are registered with country customs and can provide their individual tax ID number.
- Without a presence in-country, it will be very difficult or impossible to get your goods imported.

Financial Responsibilities

- The financial responsibility is on the owner of the goods.
- When we ship from Imperial, we are typically requested to ship so that all the charges are billed back to either to our client or Imperial, and no charges are billed to the receiver in-country.
- The provider you are purchasing the goods from can ship your goods with your preferred vendor as long as your preferred vendor is allowed to clear your goods in-country.

Pocket Guide

Bring in the experts!

- If possible, it is always better to let in-country logistics professionals from your company and the company you are purchasing from handle the transaction. Your team members that are involved more in the clinical study management may not have the breadth of knowledge required for the import clearance process.

About the Author

Dan Polkowski is the Export Compliance Manager for Imperial Graphics, an Imperial company. He has been involved in global trade for the past 21 years. He has analyzed the export of numerous commodities to over 100 countries. He currently assists the Imperial Family of Companies' members and clients with technical knowledge and training regarding a wide range of global trade topics.

Pocket Guide

Want to learn more?

Watch our on-demand webinar anytime!



In this on-demand webinar, you'll be educated on 7 pieces of the logistics puzzle that you need to be aware of. Learn what you're really costing your trial & how to prepare for the 7 most misunderstood and costly components of the process.

[WATCH NOW]

Pocket Guide



PART OF THE FAMILY

Imperial Graphics is proud to be a part of the Imperial Family of Companies—a clinical research support organization also comprising DAC Patient Recruitment Services and ClinicaLingua Translation Services. Together, these three vertically integrated brands focus on patient recruitment, translation services and site material production and fulfillment. Imperial Graphics is poised to provide efficiencies and savings not found with other production houses. Working in synergy with our sister companies, we offer start-to-finish clinical trial solutions with the power of three companies through the convenience of one contact and one contract.

We'd love to hear from you!

www.impgraphics.com

855.818.3406

materials@impgraphics.com

For more information, please call 855.818.3406 or visit www.impgraphics.com