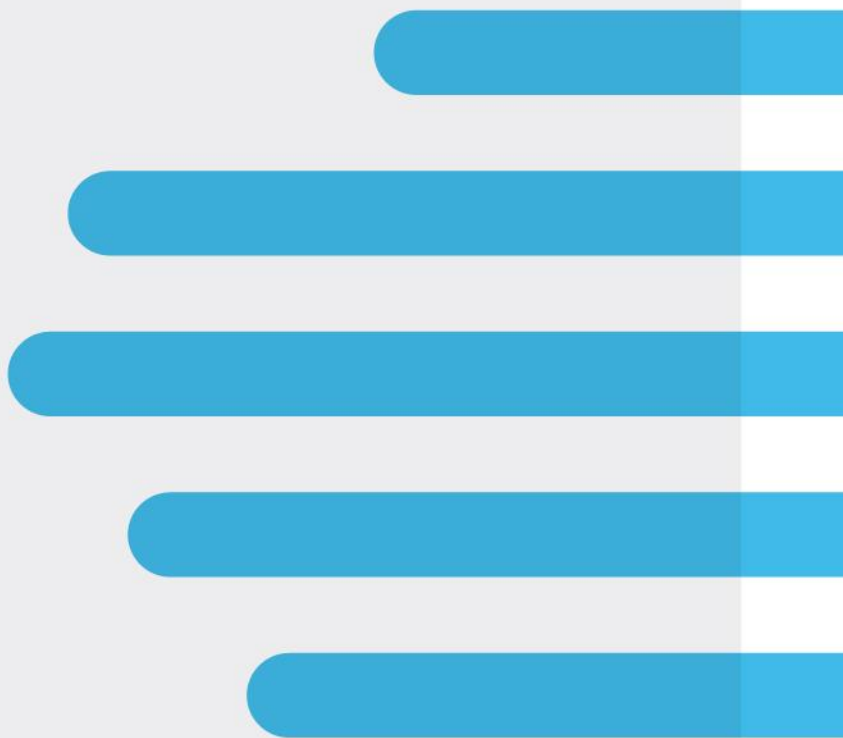


# IQVIA Laboratories “How To” Guide

*How to Ship Samples – Japan*

V01, January 2026



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## IQVIA LABORATORIES HOLIDAY SCHEDULE

IQVIA Laboratories will provide your site with details of courier “no-delivery” days and IQVIA Laboratories opening hours in advance of each national holiday via the Portal.

Site personnel are recommended to review holiday memo and subject visit dates to come up with contingency plans with regards to subject visits requiring sample shipments.

### **What action should be taken if there are critical patient visit collections on a holiday?**

- Review the FedEx (TNT) or Marken holiday letter provided by IQVIA Laboratories to determine if all departments (sample receiving and testing facility) will be closed or if the departments will be operating on minimum staff.
- Discuss with the Sponsor/CRA if the visit cannot be moved to a non-holiday date.
- Query with the assigned FedEx (TNT) or Marken in time to determine if they will be able to collect and make deliveries on that day.
- Discuss with CRA or IQVIA Laboratories assigned Project Management Team on alternative pick up arrangements.

Please note that pickup arrangements are subject to holiday/premium surcharges by the courier that will be charged to the study.

Please contact FedEx (TNT) or Marken or IQVIA Laboratories Project Management Team for confirmation that deliveries can be made prior to local or global holidays.

In addition, there may be site and/or country-specific “no-pick-up” days. Please check these days with IQVIA Laboratories Project Management Team prior to collecting samples.

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## IMPORT AND EXPORT REQUIREMENTS – JAPAN

### Import Requirements

Japan should hold import permits to allow the supply of laboratory kits to be imported into the country. The responsibility for obtaining an import permit is with the sponsor or the third party working on behalf of the sponsor. The person/company applying for the permit must be located in the country where the permit is required. **The general timeline to obtain this permit is 2 to 4 weeks**. IQVIA Laboratories provides assistance in the form of a template packing list and commercial invoice detailing all the lab kit contents for the full duration of the study.

### Export Requirements

Japan requires export permit for the export of diagnostic samples to IQVIA Laboratories. IQVIA Laboratories can provide assistance by providing information on the sample type and estimated sample export volume.

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## STANDARD AND PREMIUM COURIER SERVICES

Standard couriers are the most commonly used couriers and handle the majority of sample shipments between investigator sites and IQVIA Laboratories facilities.

Depending on study needs, the sponsor may request that IQVIA Laboratories set up your site to use the Marken premium courier service. The booking and collection process for the premium courier service will differ from that of any standard courier you may also be working with.

Your IQVIA Laboratories Project Management Team will provide courier information documents (Starter Pack) for the applicable courier via the Portal, CRA, or Sponsor.

### Standard couriers

The standard couriers used in JAPAN region is **FedEx (TNT)**.

Your IQVIA Laboratories Project Management Team will provide courier information documents (Starter Pack) for the applicable courier via the Portal, Sponsor or CRA.

**Ambient & Refrigerated Shipments:** All materials required for ambient and refrigerated sample shipping via FedEx (TNT) will be provided to you by **FedEx (TNT)**. Please re-order Air Waybill (AWB) from FedEx (TNT) as required.

The ambient shipper box will be brought by FedEx (TNT) on the sample pick-up date. The refrigerated shipper box will be shipped to the site prior to pickup date or brought to the site on the day of pickup date. Please note that the last call time for booking the pickup for the refrigerated sample is different from that of Ambient or Frozen samples. The cut-off time is 12:00 noon, 2 working days prior to the pickup date.

**Frozen Shipments:** All materials (including dry ice) required for frozen sample shipping via FedEx (TNT) will be brought to you by FedEx (TNT) directly on the day of collection.

When contacting the courier to book collection for ambient, refrigerated, or frozen samples, please ensure you have the pre-printed AWB number you will be using to ship available.

### Booking a collection with FedEx (TNT)

To book a collection, please refer to the courier booking information (Starter Pack) provided to you by the IQVIA Laboratories Project Management Team.

It is important to be aware of the **last call time and last pick-up time (LCT/LPT)** for your site – this can be found in the sample pick-up request form (Email Order Form).

### On the day of collection

- **Frozen shipments only:** The courier will deliver the box containing dry ice. Please see [Shipping Guidance](#) for the shipment procedures.
- **All shipment types:** Please see [Shipping Guidance](#) for additional instructions.

## Premium Courier Service (Marken)

If your site is set up to use Marken premium courier service, the IQVIA Laboratories Project Management Team will provide a Marken Starter Pack, including a collection request form, transit, booking times via the Portal, CRA, or Sponsor. Please note the responsible CRA for your site will likely also receive a copy of the Starter Pack directly from Marken via email.

Marken will provide all packaging materials and paperwork (air waybills, commercial invoices etc) for shipping so there is no need to order these materials from IQVIA Laboratories. However, you can refer to the [Shipping Guidance](#) in this document for **general** packaging instructions.

### Booking a collection with Marken (Premium)

Use the booking form included in your Starter Pack to arrange the collection with Marken Japan Customer Services. **You can find the Marken Japan Customer Services contact details on the booking form.**

Marken will confirm receipt of the booking request either via email or FAX and will process the booking within their system. A reference number will be generated and shared with the site for your reference.

### On the day of collection

The Marken driver will go to the investigator site at the requested collection date and time to collect the samples.

The driver will have any packaging and dry ice, if required, with them at point of collection along with the AWB document which will be applied to the site.

- **Please note:** for same day collection requests, the driver may not always have the AWB with them and in this case, AWB would be applied when the shipment arrives back at the local Marken facility.

Marken will enclose a copy of the customs invoice within the shipment when packing the samples.

Marken will prepare the shipment for export to the receiving country within the required transit times.

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## SHIPPING GUIDANCE

The IQVIA Laboratories Project Management Team will provide your site with booking and contact information for the applicable courier(s). This information can be found in the Document Center area of the Portal, along with additional documentation covering the **study-specific** sample collection, processing, and shipping information.

### IATA Requirements (Applicable if the sample packing is handled by site)

To ensure compliance with IATA (International Air Transport Association) Dangerous Goods Regulations, please note that, as the shipper, you are responsible for packing, marking, and labeling the shipment and declaring on the AWB all in accordance to IATA Dangerous Goods regulations requirement. The courier will inspect your completed shipment/shipping paperwork in your presence and if there are mistakes made, the courier will guide you through making the necessary corrections.

**IMPORTANT:** it is essential to ensure that the IATA labelling is not covered in any way. Take care when attaching AWB and invoices to the packaging. If even a small portion of the IATA marking is covered, this may cause your shipment to be rejected.

### Commercial Invoice/Custom Invoice Requirements (Not applicable for domestic shipment)

For shipments where a commercial invoice/custom invoice is required, please verify and sign the pre-printed invoice provided. The courier will place a copy of the invoice into the document pouch and affix it to the box. Please provide a copy to the driver and retain another copy at site.

For any queries about specimen shipments at any time, please contact the courier using the details provided on your Starter Pack or the sample pick-up request form.

### Ambient and Refrigerated Samples

#### Gel Pack instructions (Applicable only if used in your study)

**Note:** should you require additional gel packs in your study, these can be ordered via the Portal.

#### Gel Packs for Ambient Shipments

Gel packs should be shipped refrigerated **or** at room temperature, depending on the local, external temperature.

As temperatures and seasonal variances differ from country to country, please refer to the following guidelines for using your gel packs.

**NOTE:** Instructions may vary depending on courier – please refer to your courier starter pack or sample collection procedures.

If External Temperature is $\geq 25^{\circ}\text{C}$ ( $77^{\circ}\text{F}$ )	If External Temperature is $< 25^{\circ}\text{C}$ ( $77^{\circ}\text{F}$ )
REFRIGERATE the gel wrap.  <i>NOTE: Refrigerate the gel wrap for a period of <u>24</u> hours prior to use.</i>	Store the gel pack at <b>ROOM TEMPERATURE</b> (Do not refrigerate).

## Gel packs for Refrigerated Shipments

A selection of gel packs should be stored in both the refrigerator and freezer, as both chilled and frozen gel packs are required for refrigerated sample shipments.

**NOTE:** It is not necessary to separate the gel from their sleeves.

### Conditioning Frozen Gel Packs:

- Place the Gel Packs into a freezer set at  $-20^{\circ}\text{C}$ .
- Let Gel Packs remain in the freezer for 72 hours before using. **Note:** any deviation from this could result in a different thermal performance.
- Let the Gel Packs remain at room temperature for a minimum of 30 minutes before using.

### Conditioning Refrigerated Gel Packs:

- Place the Gel Packs into a refrigerator set at  $2^{\circ}\text{C}$  ~  $8^{\circ}\text{C}$ .
- Let Gel Packs remain in the refrigerator for 72 hours before using. **Note:** any deviation from this could result in a different thermal performance.

## Frozen samples

**NOTE:** Instructions may vary depending on courier – please refer to your courier starter pack or sample collection procedures.



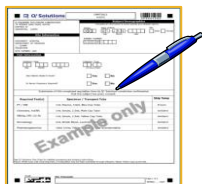
## AMBIENT sample packaging – FedEx (TNT)

Step 1) ~ 4) and 12): Completed by site

- 1) Select the appropriate Protocol Visit-Specific Kit.

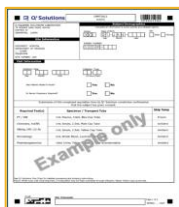


- 2) Complete the entire requisition form.



- 3) Collect the sample(s), centrifuge, and transfer (if applicable) to appropriate transfer tube(s).

- 4) Pass the ambient samples and requisition form to FedEx (TNT), indicating appropriate temperature.



Step 5) ~ 11) and 13): Completed by FedEx (TNT)

- 5) Verify the protocol name on the requisition form and the AWB matches the Email Order Form (EOF).



- 6) Count the total number of requisition forms and tubes and write the quantity on the AWB.

- 7) Check the accession number and patient ID on the requisition form to correspond with the tube label. Place the tube(s) into the absorbent tube holder.



- 8) Place the tube holder into Specimen Shipping Bag (SSB) and seal. Insert requisition form and AWB into a back pocket of SSB.



- 9) Place SSB into Ambient Box equipped with Cold/Heat Storage Agent at back of lid and bottom of the box.

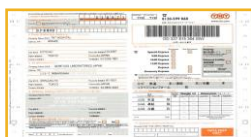


- 10) Verify if the quantity of requisition form and tubes matches with the quantity on the EOF. If there is any discrepancy, confirm with the site coordinator.



- 11) Confirm there is no missing information. FedEx (TNT) to sign date and time, then ask the site coordinator to sign.

- 12) Site to confirm the quantity of tube(s) passed to FedEx (TNT) matches with the quantity indicated on the AWB. Sign the AWB and retain the backup page of the AWB.



- 13) Transportation: Consolidate into transportation box at designated hub and deliver to IQVIA Laboratories. In some areas, samples are to be picked up in the transportation box



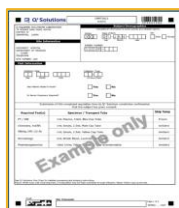
## REFRIGERATED sample packaging – FedEx (TNT):

Step 1) ~ 4) and 12): Completed by site

- 1) Select the appropriate Protocol Visit-Specific Kit.



- 2) Complete the entire requisition form.



- 3) Collect the sample(s), centrifuge, and transfer (if applicable) to appropriate transfer tube(s).

- 4) Pass refrigerated samples and requisition form to FedEx (TNT), indicating appropriate temperature.

A screenshot of a requisition form with a yellow border. It contains various fields for patient information, test orders, and a barcode. A large diagonal watermark reads "Example only".

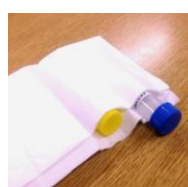
**Note:** LCT is different from that of Ambient or Frozen samples. The cut-off time is 12:00 noon, 2 working days prior to the pickup date. Shipper box will be sent to the site prior to pick-up date or brought to the site on the day of pickup date.

**Step 5) ~ 11) and 13): Completed by FedEx (TNT)**

- 5) Verify the protocol name on the requisition form and the AWB matches with Email Order Form (EOF).

A screenshot of a requisition form with a yellow border, similar to the one in step 4. It contains fields for patient information, test orders, and a barcode. A large diagonal watermark reads "Example only".A screenshot of an Air Waybill (AWB) form with a yellow border. It contains a barcode and various fields for shipping information.A screenshot of an Email Order Form (EOF) with a yellow border. It contains various fields for order information and a barcode.

- 6) Count the total number of requisition forms and tubes and write the quantity on the AWB.
- 7) Check accession number and patient ID on the requisition form to correspond with the tube label. Place the tube(s) into the absorbent tube holder.

A screenshot of a requisition form with a yellow border, similar to the ones in previous steps. It contains fields for patient information, test orders, and a barcode. A large diagonal watermark reads "Example only".

- 8) Place the tube holder into Specimen Shipping Bag (SSB) and seal. Insert requisition form into a back pocket of SSB. TNT AWB will not be placed into the back pocket in refrigerated.



- 9) Place the bubble wrap containing SSB and the requisition form into packing box. 1 patient sample per 1 box.

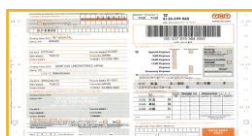


- 10) Place the inner carton together with cool pack in the shipper box and IATA list of contents card on top of foam lid.



- 11) Confirm there is no missing information. FedEx (TNT) to sign date and time, then ask the site coordinator to sign.

- 12) Site to confirm the quantity of tube(s) passed to FedEx (TNT) matches with the quantity indicated on the AWB. Sign the AWB and retain the backup page of the AWB.**



- 13) Close the lid, place the AWB into vinyl pocket and attach it to the shipper box. Hand write the AWB No. with the permanent marker on shipper box.



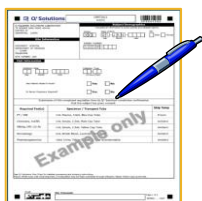
## FROZEN sample packaging – FedEx (TNT):

Step 1) ~ 4) and 12): Completed by site

- 1) Select the appropriate Protocol Visit-Specific Kit.



- 2) Complete the entire requisition form.



- 3) Collect the sample(s), centrifuge, and transfer (if applicable) to appropriate transfer tube(s).

- 4) Pass the frozen samples and requisition form (if applicable) to FedEx (TNT), indicating appropriate temperature.



## Step 5 ~ 11 and 13: Completed by FedEx (TNT)

- 5) Verify the protocol name on the requisition form and the AWB matches with Email Order Form (EOF).



- 6) Count the total number of requisition forms and tubes and write the quantity on the AWB.

- 7) If the requisition form is submitted with the frozen sample, the requisition form is to be placed into the bubble wrap. Tubes (and requisition form if applicable) to be placed into the SSB containing absorbent sheet.



- 8) Place the AWB into the back pocket of SSB.



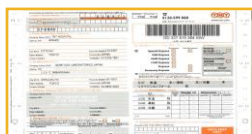
- 9) Place the SSB into Frozen Box and fill the box with 3.5 Kg of dry ice on top of SSB.



- 10) Verify if the quantity of requisition form (if applicable) and tubes matches with the quantity on the Email Order Form (EOF). If there is any discrepancy, confirm with the site coordinator.



- 11) Confirm there is no missing information. FedEx (TNT) to sign date and time, then ask the site coordinator to sign.





- 12) Site to confirm the quantity of the requisition forms (if applicable) and the tube(s) passed to FedEx (TNT) matches with the quantity indicated on the AWB. Sign the AWB and retain the backup page of the AWB.



- 13) Transportation: Consolidate into the transportation box at designated hub and deliver to IQVIA Laboratories. In some areas, samples are to be picked up in the transportation box.



### **AMBIENT sample packaging – Marken:**

Step 1) ~ 5), 8) and 10): Completed by site

- 1) Select the appropriate Protocol Visit-Specific Kit.



- 2) Complete the entire requisition form.

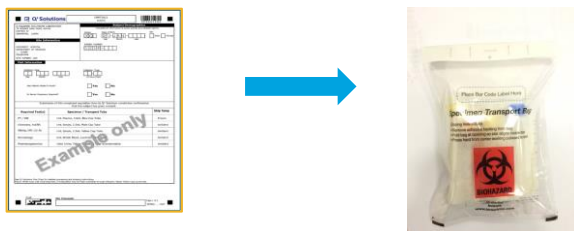


- 3) Collect the sample(s), centrifuge, and transfer (if applicable) to appropriate transfer tube(s). Place tube(s) into the absorbent tube holder.





- 4) Place a copy of the completed requisition form into the back pouch of the Biohazard Bag. Do not seal the Biohazard Bag. Site to allow Marken driver to verify tube counts in the tube holder.



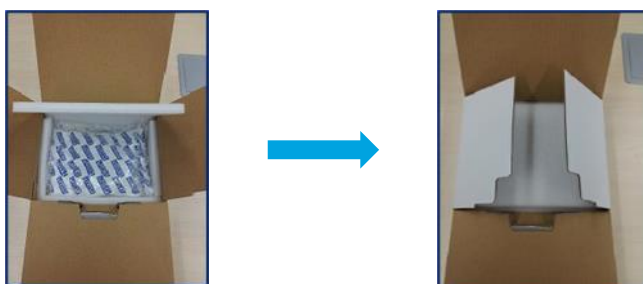
- 5) Once verification is complete, site to place the tube holder into the Biohazard Bag and seal it. Hand it to Marken driver.

**Step 6), 7) and 9): Completed by Marken**

- 6) Place Gel Wrap over the Biohazard Bag containing the samples and fold into half.



- 7) Place the Biohazard Bag with Gel Wrap into a bubble wrap and pack into Marken shipper box. Marken driver brings the AWB on the day of the sample pickup.



- 8) Marken to close and seal the shipper box.



- 9) Site to sign and date on the AWB and pass it to Marken driver. Receive the Marken driver's signed AWB and keep the copy of the signed AWB at site.



- 10) Marken drive to attach the signed AWB to the shipper box.

## REFRIGERATED sample packaging – Marken:

Step 1) ~ 5), 8) and 10): Completed by site

- 1) Select the appropriate Protocol Visit-Specific Kit.



- 2) Complete the entire Requisition Form.



- 3) Collect the sample(s), centrifuge, and transfer (if applicable) to appropriate transfer tube(s). Place tube(s) into the absorbent tube holder. Check the accession number on the requisition form to correspond with the sample labels.



- 4) Place a copy of the completed requisition form into the back pouch of the Biohazard Bag. Do not seal the Biohazard Bag. Site to allow Marken driver to verify tube counts in the tube holder.



- 5) Once the verification is completed, site to place the tube holder into the Biohazard Bag and seal it. Hand it to Marken driver.

#### Step 6), 7) and 9): Completed by Marken

- 6) Prepare shipper box.



- 7) Place Gel pack and partition inside a box. Count total number of samples (**Site to refer to Step 5**). Seal a bag and place it on red dotted line as below image. Place a partition on it and place the remaining Gel pack. Marken driver brings the AWB on the day of the sample pick up.



- 8) Site to sign and date on the AWB and pass it to Marken driver.

- 9) Marken driver closes the inner lid to complete packaging and signs on the AWB. Marken driver hands the copy of the AWB to site and attaches the signed AWB to the shipper box.



- 10) Site to keep the copy of the signed AWB at site.



## FROZEN sample packing - Marken

Step 1) ~ 5), 8) and 10): Completed by site

- 1) Select the appropriate Protocol Visit-Specific Kit.



- 2) Complete the entire requisition form.



- 3) Collect the sample(s), centrifuge, and transfer (if applicable) to appropriate transfer tube(s). Place the tube(s) into the absorbent tube holder or Cryobox (if applicable and supplied).



- 4) Place a copy of the completed requisition form into the back pouch of the Biohazard Bag. Do not seal the Biohazard Bag. Site to allow the Marken driver to verify tube counts in the tube holder or Cryobox.



- 5) Once verification is complete, site to place the tube holder or Cryobox into the Biohazard Bag and seal. Hand it to Marken driver.

**Step 6), 7) and 9): Completed by Marken**

- 6) Place the Biohazard Bag and dry ice (6 kg) into bottom of shipper box. For batch shipping, multiple Biohazard Bags or a Cryobox (if supplied) may be placed in one frozen shipper box. (Packed by MARKEN).



- 7) Place the foam lid on the insulated container. Place the requisition forms on top of the foam lid and secure shipper flaps with tape if required. Marken driver brings the AWB on the day of the sample pick up.

- 8) Site to sign and date on the AWB and pass it to Marken.

The image shows an Airway Bill (AWB) form. It includes a header with the "MARKEN" logo and "AIRWAYBILL" text, followed by a barcode. The form contains several sections for shipping details, including origin and destination information, dates, and a table for tracking the shipment's progress through various stages.

- 



- [illegible]

[illegible]

## FedEx (TNT) Ambient

## Air waybill Number

## Sign and Date

IQVIA Laboratories “How To” Guide – Shipping Samples Japan, V01 January 2026



## FedEx (TNT) Frozen

**Kindly ensure the Sender Ref. No. is stated as the same Protocol Name written exactly as indicated on the cover page of the study documents. If not, kindly amend to the correct Protocol Name.**

## Air waybill Number

<b>WHITE SECTIONS ARE MANDATORY. PLEASE COMPLETE IN CAPITALS AND PRESS HARD.</b>			
<b>1. Sender's Account Number</b> Cross Box <input type="checkbox"/> and provide receiver's account number → or call Customer Service for correct account details.		<b>SENDER LIABLE FOR UNPAID CHARGES</b>	
<b>2. Invoice to Receiver</b>			
<b>3. Customer Reference</b> (Information you would like on the invoice (if required))			
<b>4. From (Collection Address)</b> Company Name: Address:			
City:		Postal / Zip Code:	
Province/Region:		Country:	
Contact Name:		Tel. No.:	
<b>5. To (Receiver)</b> Company Name: Address:			
City:		Postal / Zip Code:	
Province/Region:		Country:	
Contact Name:		Tel. No.:	
<b>6. Delivery Address</b> (If different from receiver's address above) Company Name: Address:			
City:		Postal / Zip Code:	
Province/Region:		Country:	
Contact Name:		Tel. No.:	
<b>7. Dangerous Goods</b> (Cross correct box) <b>Does this consignment contain any dangerous goods?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
<b>CARRIAGE OF THIS CONSIGNMENT IS SUBJECT TO THE TERMS AND CONDITIONS ON THE REVERSE</b>			
<b>Your Signature</b>		<b>Received by TNT</b> (to be completed by TNT)	
Date:   /   /         (Day/Month/Year)	Date:   /   /         Time:                  :		

## CUSTOMER SERVICE

☎ 1800-214 1111



GD 302 153 855 WW

Please quote this Number if you have an enquiry.

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**8a. Services** (Cross one box only to select a Service)
 

	Documents	Non-Documents	Domestic
☎ <b>Special Express</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
☎ <b>9:00 Express</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
☎ <b>10:00 Express</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
☎ <b>12:00 Express</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Express</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Economy Express</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

☎ Please contact Customer Service to arrange shipment. For contact and service details, please see brochure.  
If no service is selected, the Express service will be provided and invoiced.

**8b. Options** (Cross boxes)
 

<b>Priority</b> ☎ <input type="checkbox"/> <small>Priority handling from pickup to delivery For Express and Economy Express</small>
<b>Enhanced Liability</b> <input type="checkbox"/> <small>For documents and non-documents subject to condition 17 on reverse</small>
Currency <input type="checkbox"/> <small>Please provide value details</small>

---

**9. Special Delivery Instructions** (Reserved for your instructions (if required))  
 PACK IN ACCORDANCE WITH IATA PI650 & PI904 (CLASS 9 DRY ICE UN1845)

**10. Goods Descriptions** (If dutiable please complete section II)
 

General Description <small>Please put full details on commercial invoice items</small>	Number of Items	Weight		Dimensions (cm)		
		Kilos	Grams	Length	Width	Height
BIOLOGICAL SUBSTANCES CATEGORY B, UN3373_PACKAGES						
Total						

Star No.                      Total                      Type                      Weight                      Dimensions

---

**11. Dutiable Shipment Details** (Complete for dutiable consignments)  
 Receiver's VAT / TVA / BTW / MWST No.
 

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**SENDER'S COPY**  
Please keep for reference

## Sign and Date

**Please email the FedEx (TNT) EOF to determine the pickup date and time for your site. The FedEx (TNT) information and any notes are noted on the EOF or starter pack.**



## FedEx (TNT) Ambient and Frozen Commercial Invoice (Not applicable for domestic shipments)

Please only use the pre-printed Commercial Invoice supplied by FedEx (TNT).

COMMERCIAL INVOICE				
DATE OF EXPORTATION		EXPORT REFERENCES (i.e. order no., invoice no., etc.)		
SHIPPER/EXPORTER (complete name and address)		CONSIGNEE (complete name and address) Q SQUARED SOLUTIONS PTE. LTD. 438B Alexandra Road #07-01/04 Alexandra Technopark SINGAPORE 119968 Attn: Pre-Analytical Team Tel no. 6602 1103		
COUNTRY OF EXPORT		IMPORTER - IF OTHER THAN CONSIGNEE (complete name and address)		
COUNTRY OF MANUFACTURER				
COUNTRY OF ULTIMATE DESTINATION SINGAPORE				
INTERNATIONAL AIRWAY BILL NO.		(NOTE: All shipments must be accompanied by an International Air Waybill)		
NO. OF PKGS.	FULL DESCRIPTION OF GOODS	QTY.	WEIGHT	TOTAL VALUE
2	Biological Substance Category B UN3373			
	Blood	_____ mL	_____ kg	US\$10
	Serum	_____ mL		
	Plasma	_____ mL		
	Urine	_____ mL		
	Other body fluids	_____ mL		
	Biopsies	_____ mL		
Packed in accordance with IATA Packing Instruction 650 Human material containing no animal material and not of tissue culture origin Transported for diagnostic testing as part of a clinical trial.				
TOTAL NO. OF PKGS.			TOTAL WEIGHT	TOTAL INVOICE VALUE
			_____ kg	US\$10
<b>OF NO COMMERCIAL VALUE; VALUES STATED FOR CUSTOMS PURPOSE ONLY</b> I DECLARE ALL THE INFORMATION CONTAINED IN THIS INVOICE TO BE TRUE AND CORRECT.				
SIGNATURE OF SHIPPER/EXPORTER (Typed name and title and sign)		DATE		

1. Indicate the Air Waybill Number.
2. Indicate the number of packages per shipment.
3. Indicate the volume (in mL) of the samples sent. Please indicate "NA" if a particular sample is not collected, i.e. if only Urine sample is to be sent, indicate "NA" for Blood, Serum, Other body fluids and Biopsies.
4. Indicate the total weight of the package in kilograms.
5. Sign the Commercial Invoice.
6. Date the Commercial Invoice.

## Marken Ambient and Frozen (see Marken Starter Pack for more information)

MARKEN		AIRWAYBILL		616X04756457	
Shipper		Consignee		Waybill Number	
		Q Squared Solutions Pte Ltd		616X04756457	
		79 Science Park Drive		Schd Collection	
		#04-08 Cintech IV		Schd Delivery	
		Singapore Science Park One		Client Account	
		Singapore 118264		SG019	
Contact		Contact	Kae Siang Ngo		
Reference		Reference			
Telephone		Telephone	+65 68021106		
Content Description	PCS	Range (°C)	Kgs	Packaging	Supplier
BIOLOGICAL SUB CAT B (AMB/FRZ)					
TOTALS	Pieces	Actual Kgs	Volu Kgs	Value (USD)	10.00
Special Instructions			Collected in good order & condition	Received in good order & condition	
			Signature	Signature	
Shippers signature			Printed name	Printed name	
Printed Name			Date	Time	Date
Date			Photo ID Type		
NOTE: The goods described above are accepted in apparent good order and condition (except where noted by shipper or noted above) for delivery to the stated consignee, subject to Marken's Standard Terms and Conditions, available for review at <a href="http://www.marken.com/terms-and-conditions.aspx">http://www.marken.com/terms-and-conditions.aspx</a> , which limit Marken's liability.					


Air Waybill Number

Sign and Date

**FOR FROZEN SHIPMENTS ONLY:**  
Indicate the amount of dry ice in kilograms.

**To contact Marken –  
please refer to the contact  
information in Marken Starter Pack**

## Marken Ambient and Frozen Commercial Invoice (Not applicable for domestic shipments)



**PROFORMA INVOICE**

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**SENDER**

**CONTACT :**  
**PHONE :**

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**CONSIGNEE**

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<b>REFERENCE</b>	<b>PROTOCOL :</b>	<b>STUDY : SP</b>	<b>SITE :</b>
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**COMPLETE DESCRIPTION OF GOODS**

Non Infectious / Non Hazardous - Biological Substance Category B UN3373  
Human Blood / Serum / Urine / Tissue / \_\_\_\_\_ (specify if others) Samples

Blood : \_\_\_\_ ml each \_\_\_\_ tube/slide(s)      Tissue : \_\_\_\_ ml each \_\_\_\_ tube/slide(s)

Urine : \_\_\_\_ ml each \_\_\_\_ tube/slide(s)      Serum : \_\_\_\_ ml each \_\_\_\_ tube/slide(s)

Total number of tube/slides(s) : \_\_\_\_      Others : \_\_\_\_ ml each \_\_\_\_ tube/slide(s)

This shipment contains human diagnostic specimens, and is packed in compliance with IATA specifications. The samples are of human material containing no animal material and not of tissue culture origin. Human material that was neither inoculated with, nor exposed to infectious agents of agriculture concerns, including zoonotic agents. These items are to be used for medical research purposes and laboratory testing only.

Number of packages	: ____ Piece(s)	<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 100%;"> <b>Marken Airwaybill Number</b>   <span style="font-size: 1.2em; font-weight: bold;">616X</span> </div>
Total Gross Weight	: ____ Kg	
Country of Origin	:	
Delivery Terms	: DDP	

This shipment has No Commercial Value. Not for sale / resale.  
For Customs Purposes only, a value of USD \$10 can be attributed.

<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 100%;"> <b>Date</b>           ____/____/____          (dd/mm/yy)       </div>	<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 100%;"> <b>Signature</b>   <div style="height: 40px;"></div> </div>
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MARKEN Internal Ref : 616-5G019-COVID19

1. Indicate the volume (in mL) of the samples sent. Please indicate "NA" if a particular sample is not collected, i.e. if only Urine sample is to be sent, indicate "NA" for Blood and Serum.
2. Date the proforma invoice. Indicate the air waybill number.
3. Date the Proforma Invoice.
4. Indicate the air waybill number.
5. Sign the Performa Invoice.

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## REVISION LOG

Date/Version	Page(s)	Revision	Notes
V01 January 2026	N/A	N/A – first version	