

PURCHASING GUIDELINES & DELIVERY HANDBOOK



Version 7. FEB 2021

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1. ORDER ACKNOWLEDGEMENT

- ✓ Upon receiving a Purchase Order (PO) from Pharmascience, an order acknowledgement is expected by e-mail on the following elements within 2 to 5 business days:
 - Delivery date at destination
 - Quantity to be delivered
 - Price and currency
 - Incoterm 2020
 - Payment terms
- ✓ In the case the Vendor cannot send confirmation within the expected time frame, the Vendor will supply the Buyer with the date of availability of the acknowledgement.
- ✓ Price discrepancies must be highlighted at the time of the order acknowledgement and resolved before the shipment is received at Pharmascience.
- ✓ Also, by acknowledging the order, the Vendor confirms acceptance of terms and conditions as stated in the Purchase Order.

2. CHANGES IN DELIVERY DATES

- ✓ Any change in delivery date must immediately be communicated to the Operational Planner (Buyer) and must include the reason(s) for the change.
- ✓ Pharmascience expects that the Vendor will do everything reasonable to accommodate Pharmascience's request.

3. PRICE INCREASES

- ✓ Proposed price increases require proper justification. All changes in price must be accepted by the SRM (Supplier Relationship Manager) prior to implementation.
- ✓ In the case of printed materials, prices are subject to volume and combinations; as such, they must be sent to the Supplier Relationship Manager for acceptance.

4. OPEN ORDER REPORT

- ✓ Unless a specific mutual agreement is in place between Buyer and Vendor, Pharmascience expects to receive an open order status report on a weekly basis (or arrange periodical teleconference) in order to maintain alignment between Buyer and Vendor systems and to avoid last minute discrepancies.
- ✓ When a Shared planning model is implemented with the Vendor a different periodical review could be arranged and all details about responsibilities and parameters will be indicated on the Service Level Agreement (SLA)

5. DELIVERY RESPONSIBILITY

- ✓ Delivery responsibility will be following Incoterms that are stated on the PO. If Incoterms are incorrect, please notify the Buyer for correction, to reflect contents of the mutual agreement.

6. DOCUMENTATION

- ✓ Electronic copies must be sent prior to dispatch by e-mail to:
GRPlogistics@pharmascience.com AND your customized share point site
- ✓ Original documents (Packing slip, Bill of Lading and Commercial invoice) must be sent via courier to **Monika Przyborowska (Logistic dept)**
Address: 1177 55th Avenue, Dorval, Quebec H9P 2W3
Email: mprzybor@pharmascience.com
Cell : +1-514-947-3537

Invoices:

- ✓ Shipments where documents are not received prior to arrival at destination may become subject to storage and additional fees for which the shipper will be responsible.

Pharmascience Inc has 3 sites in Canada:	<u>Address: manufacturing site</u> 6111 Royalmount Montreal, QC, H4P 2T4, Canada	<u>Address: warehouse</u> 1177, 55e Av Dorval H9P 2W7 Canada	<u>Address : manufacturing site</u> 100, boul. de l'Industrie, Candiac, QC, J5R 1J1, Canada
Logistic contact	GRPlogistics@pharmascience.com and your share point site Monika Przyborowska : mprzybor@pharmascience.com , Cell: +1-514-947-3537		
Reception contact	receptionroyalmount@pharmascience.com	Reception_Dorval@pharmascience.com	pcastong@pharmascience.com Tel: 438-985-8362
Custom Clearance	CCI-BOL@pharmascience.com and GRPlogistics@pharmascience.com Documents: CCI, NAFTA certificate of origin, AWB, BOL, Commercial invoice and Packing list		
Custom broker	DHL Global Forwarding (Canada) Inc: Address: 555 Montee de Liesse, St-Laurent, Quebec (H4T 1P5), Canada Ligne Generale/Main Phone; + 1 (514) 344-3447 Email : DGF CA YUL Pharmascience dgfyul.pharma@dhl.com		
QA contact (RM, PC)	QCADMINSUPPORT@pharmascience.com Raw materials (excipients & API), non-printed packaging components		
QA contact (FG)	QA_Revisuers_TP@pharmascience.com (Bulk & Finished Products)		
Invoice contact	appms@pharmascience.com		
Change control notifications	ccreception@pharmascience.com		

- ✓ Appointments required for **all** freight deliveries are to be made with the warehouse contacts provided above.
- ✓ Allow 24 hours for delivery appointment confirmation

Mandatory requirements on the **shipping documents** (BOL, AWB, Packing slip, commercial invoices):

- ✓ Shipper address
- ✓ Destination address
- ✓ PO#
- ✓ Full description of the goods including size, strength & presentation (caps, tabs, vial, packaging machinery & their parts...)
- ✓ Quantity per presentations & total quantities (Unit of measure, each, and dozen...)
- ✓ Unit value, total value (including the currency used) A "0" value is not acceptable for Custom.
- ✓ Country of Origin (where's manufactured not distributed)
- ✓ Incoterms (Sale terms)
- ✓ Total Amount of pieces & Gross weight
- ✓ Transportation conditions (temperature)
- ✓ HS coding (custom tariff number)
- ✓ Data Logger numbers + Consignment Data Logger Form completed

QA documents: (CoA, CoM (release certificate) or CoC)

- ✓ Electronic copy of release documentation (detailed in **Quality Agreement, if not in place, a CofA is mandatory**) must be uploaded to Vendor's folder in share point at least **5 days** (for international) and **1 day** (for domestic & US) **before the estimated shipment receiving date** – procedure outlined in **Exhibit 4**.
- ✓ **Do not group** different documents into one PDF. Each document must be a single PDF file (one PDF per certificate).
- ✓ The name of the documents must follow this standard: **name of the document/number of batch of supplier/Code SKU PMS/description SKU/PO#**
- ✓ Each vendor will be evaluated based on their performance to deliver product release documents.

COGS Inventory Management

- ✓ For suppliers who receive COGs materials from Pharmascience in consignment, please provide the real consumption with each shipment (to be loaded into the share point folder).
- ✓ Vendor report should contain the following information: Inventory (before and after usage), Usage (based on batch record information) and Loss (with explanation).

QUALITY

7. COMPLIANCE WITH REQUIREMENTS FOR CONTAINER SIZE / TYPE AND SITE OF MANUFACTURE

- ✓ Purchased material must comply with site of manufacture and container size/type requirements. Information is provided at the time the item is sourced. In the event that an item specification cannot be complied with, the Vendor will contact the Buyer for resolution. Substitution of an item is not allowed, unless pre-authorized in writing by Pharmascience.
- ✓ Material inside the drums must respect the container closure recommendations to guarantee the quality of the product during transport, handling and storage – this includes the use of multiple bags where appropriate.
- ✓ Drums should be identified with appropriate label indicating information regarding storing conditions, batch number, manufacturing and expiry dates, manufacturing site and address. (Section 16)

8. TRANSPORTATION & CARRIER SELECTION

Please refer to the below when choosing a carrier to contract for carriage when PHARMASCIENCE is responsible for incurring the freight charges:

- ✓ FREIGHT of OVERSEAS origin:

For EXW, FCA & FOB shipments, Vendor to contact Pharmascience Logistic department (GRPlogistics@pharmascience) to assign the correct freight forwarder who will arrange the shipment

- ✓ US origin palletized freight:

- FAREL INTERNATIONAL:

Main Contact: Liza Dawson

Office Telephone Number: (450) 491-0010 X224 or 1-800-621-9245 X224

Fax Number: (450) 491-0015

Email Address: Ldawson@farel.com

Envirotainers: shipments moving in envirotainers must NOT arrive from Friday to Sunday (or day before a holiday, at destination as they will incur storage during the weekend as well as additional rental fees for the shipper for which Pharmascience will not be responsible.

Airline/airline handler must provide clear written return instructions for the empty unit as Pharmascience will not be responsible for fees stemming from incomplete or inaccurate information.

All other Air freight shipment must not arrive at the destination point between Friday and Sunday due to limited free time. Storage charges will be the shipper's responsibility.

No Air freight shipment should move on a direct airwaybill. A reputable freight forwarder must be used for all shipment coordination at origin and destination.

9. STANDARDS FOR ALL CONTAINERS (Case or Drum)

- ✓ Max weight: 23kg or 50lbs.
- ✓ Segregate different batches visually and physically:
 - Ideally 1 batch per pallet.

- If more than 1 batch, they MUST be identified and shrunk separately from each other on the same pallet.
- ✓ Partial containers must be clearly labeled "PARTIAL", preferably in color, placed on the top.



10. PACKAGING OF MATERIAL

- ✓ The Vendor is responsible for ensuring that all material is properly packed so that it arrives on Pharmascience premises in good condition, clean and without damage.
- ✓ Palletized material must be adequately stabilized via stretch-wrap, straps or other means to prevent shifting of loads on pallets during transit. In the event that materials arrive in non-conform condition, Pharmascience reserves the right to refuse the shipment and have it sent back at the Vendor's expense.
- ✓ Shrinks should be shipped according to approved PMS specification.
- ✓ **RAW Materials and BULK:** Should be in an opaque and plastic drum, adequately sealed.



Wrong because:
Overhang from pallet
Missing Thermo wrap/foil

- ✓ **Finished goods:** Ensure cases are properly filled / packed to reduce product movement during transport.



- ✓ Finished goods should be packaged and shipped according to approved PMS specification.
- ✓ The Thermo wrapping or thermo foil must be used on all pallets when moving cargo by airfreight. Double wrapping should be used when weather reaches over 30 degrees Celsius at origin or destination.

11. TAMPER EVIDENT SEAL

- ✓ A tamper evident seal feature must be present on each container to ensure that material was not tampered with during transit.

12. BATCH NUMBERS

- ✓ Materials are to be supplied from one single batch number in one single delivery unless pre-authorized in writing by Pharmascience.

13. SHELF LIFE

- ✓ Products with less than 75% of remaining shelf life or retest should not be sent to Pharmascience unless pre-authorized by the Buyer.

14. PALLET STANDARDS

- ✓ All shipments must arrive on Heat Treated wooden pallets.

Dimensions (in cm)	102 x 122 x 10
Weight (in Kg)	12

Dimensions (in inches)	40 x 48 x 4
Weight (in lbs)	25

- ✓ Pallets must be open on all 4 sides (4-way pallets) as the forklift must be able to freely manipulate the pallet.
- ✓ On-skid maximum weight = 1100kg / 2500lbs.
- ✓ Maximum height of a pallet with inventory = 132cm / 52".



- ✓ Please contact GRPlogistics@pharmascience if, exceptionally, you are considering shipping on other types of pallets (plastic / cardboard). At all times, Canadian Phytosanitary Regulations must be respected.
- ✓ All pallets must be shrinking wrapped.

Wrong because:
Load Overhangs on the pallet



- ✓ Over-hang greater than 1 inch is not allowed on sides, front nor back of pallets.
- ✓ Avoid palletization patterns that have one box in the middle as pallets need to be broken down to put indications on center boxes.

15. PACKING LIST & DATA LOGGERS

- ✓ 1 copy of the Packing List is required inside the container. Identify the shipper containing the Packing List.



- ✓ Data Loggers are required inside the container. Identify the shipper containing the Data Logger.



- ✓ For easy visual reference please ensure to identify the containers containing both the Data Logger and Packing Slip by using colored labels.
- ✓ For easy retrieval of the datalogger, information on its location should be indicated on the packing list.
- ✓ If our agreement does not reference the data logger to be used please note: **PREFERRED DATA LOGGER is "TEMP TALE 4"**, always ensure the units are programmed to capture temperatures for the duration of the transit time plus 5 days. Number of data loggers per shipment should be as follows:
 - Air shipments should contain 1 data logger per 4 pallets minimum
 - Ocean shipments should contain minimum 2 data loggers per container regardless of container size placed one at each end of the container.
 - Data loggers must be verified that they are turned on and functioning prior to placement in the shipment.
- ✓ Consignment Data Logger form to be completed prior to ship (Exhibit 3).

16. LABELING

Inners Case and masters / Shipper Labels Specifics:

- ✓ Labels must be 102 x 154 mm (4 x 6 in).
- ✓ Each bar code must include its corresponding human readable interface in alpha-numerical values (text font min 6pt).
- ✓ No boxes must be put around the bar codes nor line around the label.
- ✓ We allow certain latitude on the positioning and sizes of the barcodes, lines and text. What is important to respect is the layout provided in this document. If certain portions of the label cannot be produced, please contact Pharmascience to discuss the impacts and the possible solutions.

- ✓ The bar codes must be successfully scanned by standard.

Detailed attributes: Please note the customer specific requirement may prevail over the following formats as per the product's Master.

- 1. Owner:** Name of the owner of the product (Pharmascience or its client)
 - 2. DIN:** Drug identification number
 - 3. Product name**
 - 4. Strength and format**
 - 5. Storage conditions:** Indicate applicable storage conditions.
 - 6. * UPC Code:** this code uses the UPC-A format.
 - 7. * Batch number:** The batch is coded using a Code-128 bar code (preferred) or 39 format. It is strongly recommended to place the alpha-numeric value to the left of the Bar Code.
 - 8. Expiration Date:** A Code-128 bar Code (preferred) or 39 format is used to identify the expiry date. The value must be DDMMYYYY where DD is the two digits identifying the day, MM is the two digits identifying the month, and YYYY is the four digits identifying the year. (Ex: 30042013 indicates an expiry of April 30th, 2013)The alpha-numeric values (MMYY) AL13 are necessary above the bar code and the DD.MM.YYY under the bar code: 30.04.2013
 - 9. Manufacturing Date:** This is a Code-128 bar code (preferred) or 39 format. The alpha-numerical values that apply are the same as in point 3, above.
 - 10. Case Quantity:** A Code-128 bar code (preferred) or 39 format is used for the quantity. It is strongly recommended to put the alpha-numerical values to the left of the bar code under "Qtee Caisse/Case QTY" test.
 - 11. * SCC-14 code:** An interleaved 2 of 5 barcode used to identify the shipping container (preferred) or a Code-128 or 39 format. It is necessary to indicate the packaging type (case or drum) to the left of the Bar Code as well as the case number (1 of 5, 2 of 5 etc.)
- * Critical information**

Pharmascience Inc. 1	→	Name of the owner of the product
DIN: 02238545 2	→	Drug identification number
ASAPHEN EC 3	→	Product name
Comprimés / Tablets		
80mg 4 Format: 1000Tabs	→	Strength and format
Conditions d'entreposage / Storage Conditions Temp. 5 15-30 °C	→	Storage conditions
UPC: 6 [Barcode]	→	* (#3) Unit UPC code : UPC-A format
Unité/Unit		
Lot/Batch 7 [Barcode]	→	* (#1) Batch number : Code 128 (preferred) or 39 format
430645		
Pér./Exp: FE10 Fab./Mfg: [Barcode]	→	Expiration date and Manufacturing date:
[Barcode] 8 [Barcode] 9	→	Code 128 (preferred) or 39 format
29.02.2010 08.08.0000		
Qté Case / Case Qty 10 [Barcode]	→	Case quantity : Code 128 (preferred) or 39 format
48		
UPC: 11 [Barcode]	→	* (#2) Case SCC-14 code for the case / shipper: 1 2 of 5 bar code (preferred) or Code 128 or Code 39
Case / Case		
86 do/of 66		
40625972010741		

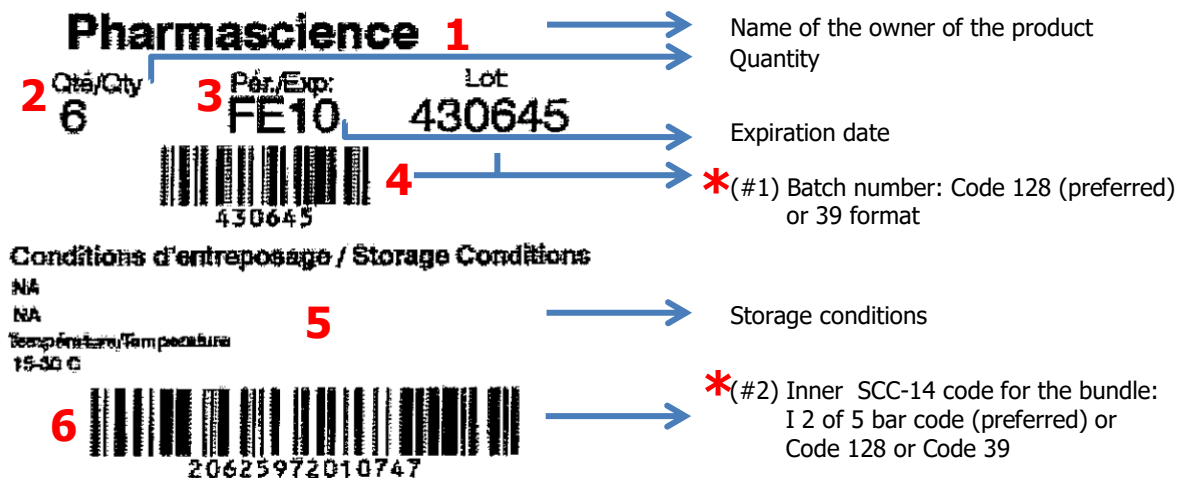
Shrink / Inner label:

- ✓ Labels must be 63.5 x 76.2 mm (2.5 x 3 in).
- ✓ Each bar code must include its corresponding human readable interface in alpha-numerical values (text font min 6pt).
- ✓ No boxes must be put around the bar codes nor line around the label.
- ✓ Inner label is applied over the packaging shrink film.
- ✓ We allow certain latitude on the positioning and sizes of the barcodes, lines and text. What is important to respect is the layout provided in this document. If certain portions of the label cannot be produced, please contact Pharmascience to discuss the impacts and the possible solutions.
- ✓ The bar codes must be successfully scanned by standard.

Detailed attributes:

1. **Owner:** Name of the owner of the product (Pharmascience or its client)
2. **Quantity:** Number of units within the inner pack.
3. **Expiration date:** The expiration date is in a MMY format. For example, FE10 indicates an expiry date of February 2010.
4. *** Batch number:** Bar code using a Code-128 (preferred) or 39 format.
5. **Storage Conditions:** Indicate applicable storage conditions.
6. *** Inner SCC-14 code:** This is a "I 2 of 5" bar code (preferred) or Code 128 or 39 format. The human readable must be placed under the bar code.

* Critical information



17. SHIPMENT SPECIFICS

Return to vendor:

- ✓ Pick-up of materials being returned to vendors are to be done under the same conditions as deliveries:
 - Pick-up appointments are required at our sites.
 - Return P.O # is required.
 - All commercial documentation for customs needs to be available at the time of pick-up.

RUSH!

- ✓ **ONLY** when you have been requested to send materials "RUSH", please ensure your shipper packaging has a **colored label stating "RUSH"**.
- ✓ Ensure to be given processing priority at point of reception.

18. RECEIVING SITES PROCEDURES

ROYALMOUNT: Packaging Components & Raw Materials

DORVAL: Finished Product Reception

CANDIAC site

Procedures:

- ✓ Carriers appointed by the Vendor are responsible for contacting the Pharmascience Receiver to set a mutually agreed appointment time. Vendor and Receiver must have agreed on a time prior to delivery.
- ✓ If any issues arise between Vendor/Carrier and Receiver in the determination of an acceptable appointment time, they will be escalated to the Warehouse Manager for resolution.
- ✓ PO number and Vendor/Manufacturer batch number must appear on each parcel.
- ✓ To ensure that materials arrive in good condition, the Vendor/Shipper/Carrier must ensure that:
 - Recommended storage conditions for all materials on board are respected during entire transit.
 - The trailer is in good and clean condition and is exempt from any leftover from previous deliveries.
 - Material is not loaded with food products nor with materials that release odors, such as perfumes fragrances, spices and others.
 - Pallets of Packaged Finished Goods material are not double-stacked unless authorized by Pharmascience.
 - The trailer is sealed with a tamper-evident device when a full truck-load is to be delivered.
 - The Receiver witnesses breaking of the seal on arrival at Pharmascience.
 - Temperature recorders are included with freight when shipping in temperature-controlled trailers.

19. REMINDER

- ✓ Non-conformity to the outlined standards may result in monetary penalties:
 - Monetary penalties may be levied for work involving:
 - Palletizing of freight
 - Re-labeling of shippers or bundles
 - Re-work of packaging
 - Missing data loggers
 - Non-compliance with shipping in the required temperature conditions / lack of thermo wrapping.
 - Penalties will be assessed and applied accordingly.

EXHIBIT 1: ONLINE REFERENCE SITES

- ✓ NAFTA CERTIFICATE OF ORIGIN: <http://www.cbsa-asfc.gc.ca/publications/forms-formulaires/b232-eng.pdf>
- ✓ Canada Customs Invoice: <http://www.cbsa-asfc.gc.ca/publications/forms-formulaires/ci1.pdf>
- ✓ Canada Customs Tariff (2013):
 - HS Code determination
 - <http://www.cbsa-asfc.gc.ca/trade-commerce/tariff-tarif/2013/01-99/tblmod-01-eng.html>
- ✓ Canadian Heat Treated Wood Products Certification Program (CHTWPCP): <http://www.inspection.gc.ca/plants/forestry/imports/wood-packaging/eng/1361328825468/1361328931666>
- ✓ Guidelines for environmental control of drugs during storage and transportation (GUI-0069): <https://www.canada.ca/en/health-canada/services/drugs-health-products/compliance-enforcement/good-manufacturing-practices/guidance-documents/guidelines-temperature-control-drug-products-storage-transportation-0069.html#s2.3.2>

EXHIBIT 2: INCOTERMS 2020



	Any Transport Mode		Sea / Inland Water Way Transport				Any Transport Mode				
	EXW	FCA	FAS	FOB	CFR	CIF	CPT	CIP	DAP	DPU	DDP
	Ex Works	Free Carrier	Free Alongside Ship	Free On Board	Cost & Freight	Cost Insurance & Freight	Carriage Paid to	Carriage Insurance Paid to	Delivered at Place	Delivered at Place Unloaded	Delivered Duty Paid
Packaging	Buyer or Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Loading Charges	Buyer	Seller*	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Delivery to Port / Place	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Export Duty & Taxes	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Origin Terminal Charges	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Loading on Carriage	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Carriage Charges	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Insurance						Seller "Free of Particular Average"		Seller "All Risks"			
Destination Terminal Charges	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller
Delivery to Destination	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller
Unloading at Destination	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller**	Buyer
Import Duty & Taxes	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller

EXHIBIT 3: CONSIGNMENT DATA LOGGER FORM

CONSIGNMENT AND DATA LOGGER DETAILS

To be filled by Subcontractor site before shipping the Goods

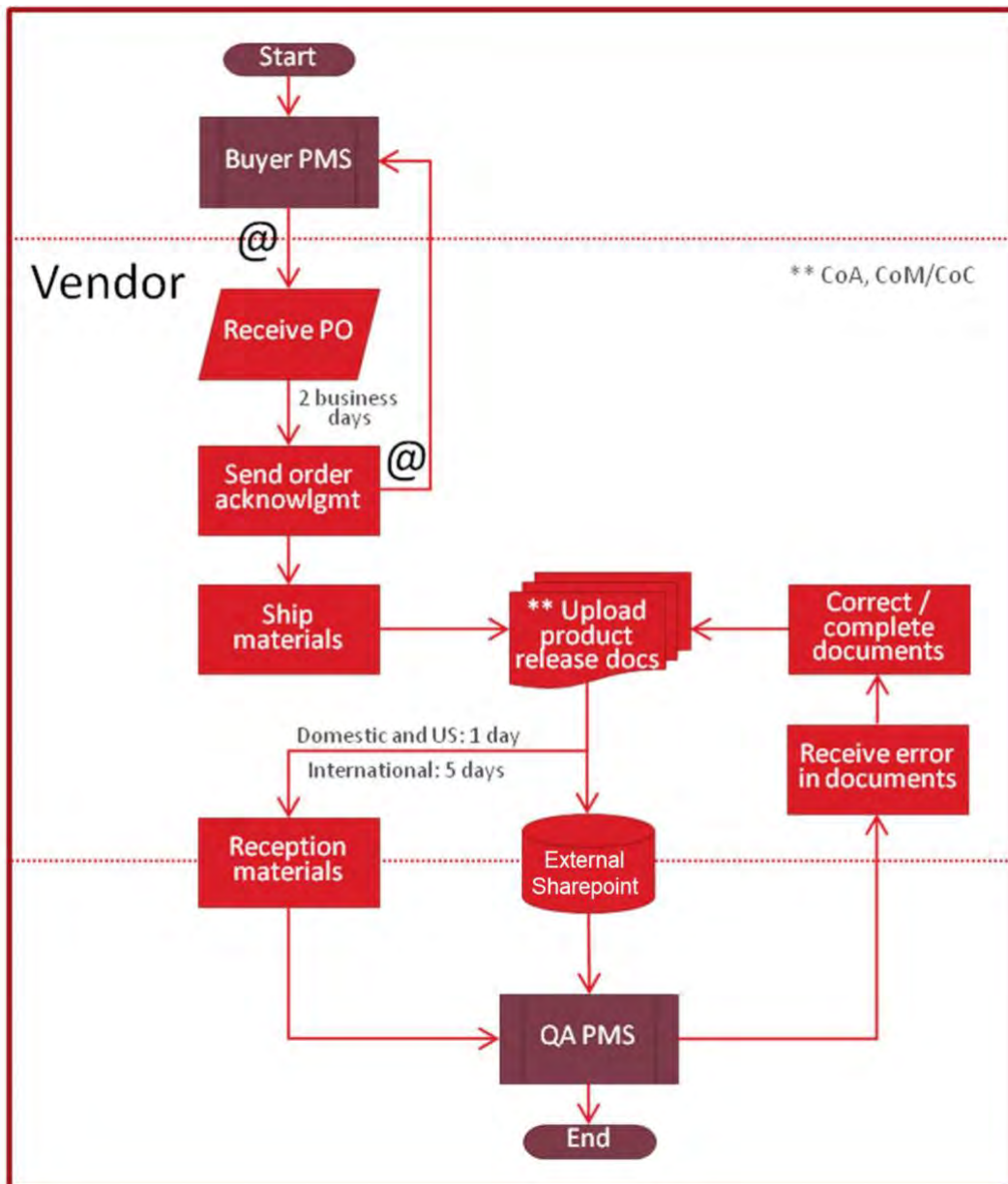
PO # / Invoice #	
Storage condition during transportation	15-30°C <input type="checkbox"/> 2-8°C <input type="checkbox"/> other:
Delivery from	
Receiving location	

DATA LOGGER DETAILS

No. of Data loggers	
Model / Serial #	
Calibration	Done on: _____ Next due date: _____
Data logger start time	
Dispatch date	
Data Logger placed in container # / pallet #	
Vendor remarks (if any specific requirement):	Vendor to sign & date:
Prepared by: (Name & Date)	Verified by: (Name & Date)

- 1 Copy to be send with Invoice / PO
- 1 Copy to keep by Subcontractor

EXHIBIT 4: External Share point Collaborative Environment – Procedure and User Guide.




Connecting to the Collaborative Share point Site:

See below

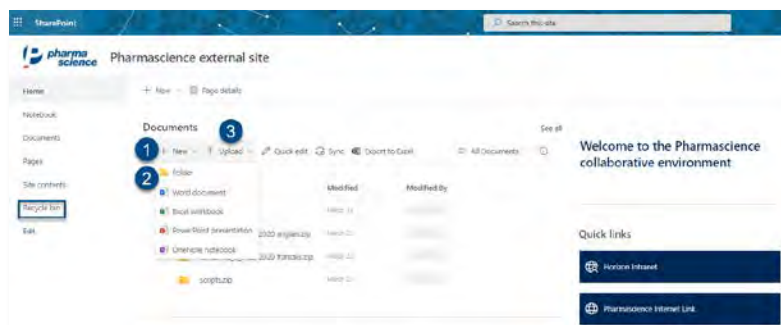
Welcome to Pharmascience's collaborative ecosystem! Our digital efficiency leads us to want to be agile while ensuring the security of our documents that we will jointly file as a result of our business partnership. It should be noted that all content posted on this site is the property of Pharmascience according to the policies in effect.

But first of all, how to connect to it?

Receiving an email	Authentication
 <p>Look in your spam! The invitation may be there.</p>	<p>Connect to the O365 account via the URL and bookmark the site for easy navigation.</p> <p>Create a Microsoft account, free of charge, with a strong password by following the procedure in the Appendix. The email address must be the same as the one given beforehand. Once authenticated, click again on the hyperlink in the email.</p>

How to add a directory or a document?




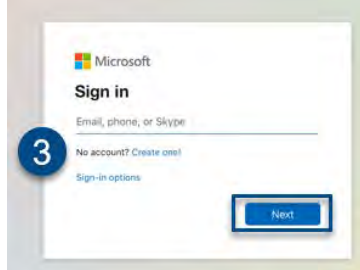
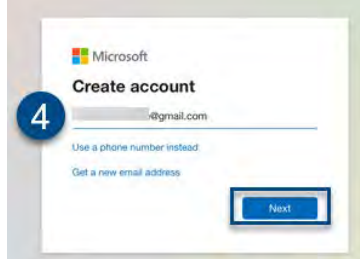
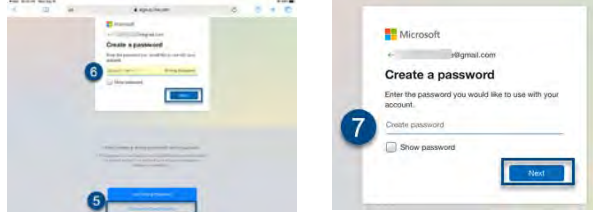
Each site with libraries may be different; your contact person will have to specify which library to use for your document management. In this example, the **Documents** library is used. To add a folder, click on **+New** 1 and **Folder** 2 or create a new document using basic Microsoft tools (Word, Excel, Powerpoint and OneNote). Your documents are already in your ecosystem and ready to be transferred? Use the **Upload** 3 function.


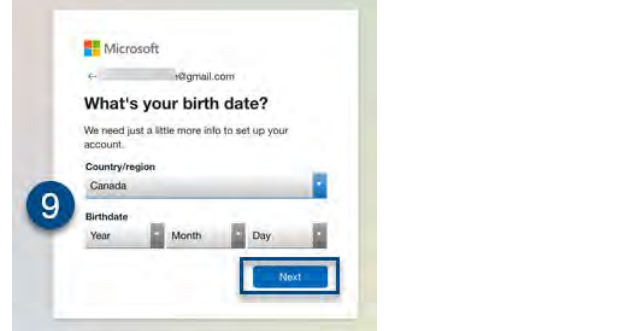
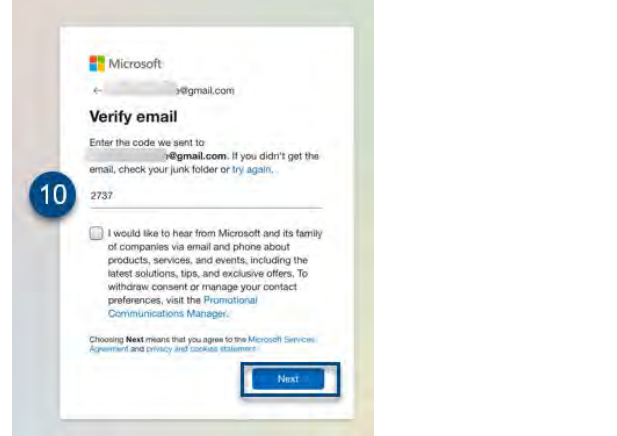


Finally, the **Recycle bin** function makes it possible to recover a document that has been erased by mistake.

Annexe

Setting up an account with Microsoft.

Procedure	Screens
<p>1 By clicking on the link on the external site, Microsoft will ask you to authenticate yourself.</p> <ul style="list-style-type: none"> ○ An account for your organization? Click on  and access the Pharmascience external link. ○ A OneDrive, Xbox LIVE, Outlook or other service account? Click on  and access the Pharmascience external link. <p>2 Don't have an account? Click on the Create a Microsoft account link.</p>	
<p>Click on the Create one! hyperlink and press the Next button.</p>	
<p>Enter your email address and press the Next button to proceed to the next step.</p>	
<p>You have two choices for creating a strong password: the system use of a Microsoft-generated password or the personal choice of a password.</p> <p>The following screen shows the personal choice of a password. Press Next to proceed to the next step.</p>	

<p>Enter your first and last name and press the Next button to proceed to the next step.</p>	
<p>Enter your country and date of birth as required by Microsoft. Press Next to proceed to the next step.</p>	
<p>A confirmation email will ask you to enter a 4-digit code to validate your identity. Enter the code and press Next to proceed to the next step.</p>	
<p>Finally, Microsoft asks you to turn the robot right side up. Press Next one last time to complete the configuration.</p> <p>You now have access to the sharing site and we wish you a great collaboration!</p>	