



Supplier Guidance

Statement of Work (SOW)/Proposal

To accurately document obligations and ensure that a Purchase Order (PO) includes the data elements and level of details required by Amgen, this guidance document provides instructions to Amgen staff and suppliers on what to include in a statement of work ('SOW'; also commonly referred to as scope of work, work order, order, proposal, etc.), when applicable. Submission of an SOW that is incomplete or includes extraneous information may result in rejection, rework or lengthier reviews.

An SOW defines specific activities, deliverables, schedule/timelines, and fee structure of a supplier providing services to Amgen. When applicable the SOW should include, but is not limited to, the following:

- **Client (Amgen) Contact Information**
 - Amgen entity name and address
 - Amgen contact name, phone and email
- **Supplier Contact Information**
 - Supplier full legal entity name and address
 - Supplier contact name, phone and email
- **Description of Goods/Services**
 - General overview of the services/goods to be provided
 - Where the work will be performed (onsite at Amgen location/remote/supplier location)
 - Key vendor personnel
- **Deliverables**
 - What is being provided (written reports, analysis of survey, interview data, presentation materials, brochure, etc.)
 - Acceptance criteria
- **Resources**
 - Supplier resources
 - Amgen required resources to complete the services
 - Roles and responsibilities of both parties
- **Schedule/Milestones**
 - SOW start and end dates and any other timeline details
 - Milestones (if applicable), including specific start and end date for the service performance period of each milestone (this is not the invoice schedule)
 - Expected delivery date(s) of any goods
- **Compensation / Pricing Details**
 - Clearly define the pricing structure (e.g., Time and Materials, Not-to-Exceed, Lump Sum/Fixed Fee, etc.) and provide associated details (e.g., hours and rates, quantity and unit price, not-to-exceed amount, fixed fee for entire SOW, fixed fee for each milestone)
 - Reimbursable Expenses (if applicable)
 - Total Amount
 - Additional details required, if applicable:
 - If the SOW is longer than 12 months, provide clear pricing details for each annual (12-month) period (Amgen requires that each PO line covers no more than 12 months)
 - If both goods and services are being provided, ensure pricing is distinct for both (Amgen requirement for PO set up)



Example SOW Pricing Tables

Use all that apply. Include subtotals for different tables and include a grand total for the full SOW.

Hourly Rate Pricing Structure:

The hourly rate shall be broken down as follows:

Description of Service / Resource Name or Title	Hourly Rate (Price/Hour)	Estimated Hours	Amount ([Currency])

Lump Sum/Fixed Fee Pricing Structure:

The Fixed Fee Amount shall be a total amount equal to \$ _____, broken down for reference purposes only, as follows:

Description of Service / Resource Name or Title	Hourly Rate (Price/Hour)	Estimated Hours	Fixed Fee Amount ([Currency])

Fixed Fee Milestone Pricing Structure:

All payments to Provider are contingent upon Provider satisfying each deliverable/milestone set forth below. The total cost shall be an amount equal to \$ _____.

Deliverable / Milestone	Fixed Fee Milestone Amount ([Currency])

Not-To-Exceed Pricing Structure:

The Fees shall be subject to a not-to-exceed pricing structure, and the Not-to-Exceed Amount shall be an amount equal to \$ _____ broken down as follows:

Description of Service / Resource Name or Title	Hourly Rate (Price/Hour)	Estimated Hours	Not-To-Exceed Amount ([Currency])



Reimbursable Expenses, Not-To-Exceed Pricing Structure:

Reimbursable Expenses shall be subject to a not-to-exceed pricing structure, and the Not-to-Exceed Amount shall be an amount equal to \$_____ broken down, for reference purposes only, as follows:

Expense Description	Not-To-Exceed Amount ([Currency])

Invoicing Requirements

For **ALL** invoice requirements please always refer to the [Amgen Invoice Guidelines](#), found on Amgen.com -> Partners -> Supplier Resources -> Invoice Guidelines. Please note, invoices **MUST** be itemized and include the same level of details as the associated purchase order (PO), including:

- The applicable PO line number for each good/service being billed
- Invoice item descriptions broken down to match the description on the applicable PO line
 - If payment is contingent upon milestones being achieved, include the specific milestone(s) achieved and the associated service dates for each milestone.
- Billed amount (including quantity, unit price and unit of measure) applicable to each PO line

If the supplier must provide more detailed itemization than the associated PO lines, please ensure a summary is provided according to the guidelines above in order to ensure proper application against the PO.

Submission of an invoice that is incomplete may result in rejection or delays in processing or payment.