



## The Basics for Suppliers

### What Amgen Looks for in a Supplier:

<b>Quality</b>	<ul style="list-style-type: none"> <li>Amgen sets high standards of performance for itself and the products we manufacture. We expect the same from our suppliers</li> </ul>
<b>Cost Savings</b>	<ul style="list-style-type: none"> <li>We value suppliers who continually look for ways to help us lower our cost through savings in all areas</li> </ul>
<b>Innovation</b>	<ul style="list-style-type: none"> <li>We look for suppliers who value and engage in continuous improvement and who provide more efficient products and services</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>We look for suppliers who take advantage of the use of technology to maintain a competitive edge</li> </ul>

### How to Register with Amgen:

<b>Business Plan and Marketing Plan?</b>	<ul style="list-style-type: none"> <li>Develop your Business Plan and Marketing Plan</li> </ul>
<b>Business Size and Classification</b>	<ul style="list-style-type: none"> <li>Amgen values doing business with small and/or diverse business. Please determine whether your company qualifies as a small business by visiting the U.S. Small Business Administration website/ Table of Small Business Size Standards. Please see resources in page 2.</li> </ul>
<b>DUNS Number</b>	<ul style="list-style-type: none"> <li>Obtain your company DUNS Number (unique nine digit identification number) free of charge. Please see resources in page 2.</li> </ul>
<b>Central Contractor Registration</b>	<ul style="list-style-type: none"> <li>Register in the Central Contractor Registration (CCR) website. Please see resources in page 2.</li> </ul>
<b>Register with Amgen</b>	<ul style="list-style-type: none"> <li>Click on the Potential Supplier Registration link located in the Amgen.com website at <a href="http://www.amgen.com/partners/suppliers.html">www.amgen.com/partners/suppliers.html</a></li> </ul>
	<ul style="list-style-type: none"> <li>Once in the Supplier Information Portal, click the 'Potential Supplier Registration' tab and follow the instructions</li> </ul>

### What to Expect from Amgen:

<b>Upon completion of your Potential Supplier Information Profile</b>	<ul style="list-style-type: none"> <li>Your information will be reviewed, logged and forwarded to the appropriate Sourcing professional at Amgen</li> <li>The Sourcing professional will go through a screening process to determine if a match exists between your capabilities and our business requirements and needs</li> </ul>
<b>If there is a current need</b>	<ul style="list-style-type: none"> <li>If we determine your company's capabilities are aligned with our business requirements and needs, your company will be invited to competitively bid on a procurement opportunity</li> </ul>
<b>If there is no current need</b>	<ul style="list-style-type: none"> <li>If your company is not contacted by us, there may be various reasons for this including there being no present procurement opportunity that aligns with your company's capabilities</li> </ul>

### Amgen's Supplier Diversity (SD) Program:

<b>What is Supplier Diversity?</b>	<ul style="list-style-type: none"> <li>Supplier diversity is a proactive business process that seeks to ensure large, small and diverse businesses have equal access to sourcing opportunities</li> </ul>
<b>Mission</b>	<ul style="list-style-type: none"> <li>Amgen has established a Supplier Diversity Program to ensure that small businesses are not excluded from participating in the supply of goods and/or services required by Amgen. Amgen is committed to identifying and awarding contracts to small, disadvantaged, women-owned businesses consistent with Amgen's requirements. Amgen strives to identify, develop, and utilize small, disadvantaged, veteran, disabled veteran, and women-owned business enterprises, as well as Historically Underutilized Business Zones (HUBZone), in our procurement program.</li> </ul>
<b>Objective</b>	<ul style="list-style-type: none"> <li>Use of a diverse supplier base which is reflective of the marketplace</li> <li>Encourage economic development and competition</li> <li>Be a leader in good corporate citizenship</li> </ul>
<b>Who Manages Amgen's Supplier Diversity Program?</b>	<ul style="list-style-type: none"> <li>The Small Business Liaison Officer (SBLO) oversees the success of the program</li> <li>The SBLO is an advocate for doing business with Amgen and matches suppliers with the appropriate sourcing professional(s)</li> </ul>



## Amgen’s Supplier Diversity Program is inclusive of the following Business Classifications:

Small Business:	
<b>Small Business</b>	<ul style="list-style-type: none"> <li>SBA has established numerical definitions, or "size standards," for all for-profit industries. Size standards represent the largest size that a business (including its subsidiaries and affiliates) may be to remain classified as a small business</li> <li>A supplier can verify if the company qualifies as a small business by visiting the U.S. Small Business Administration Web Site/ Table of Small Business Size Standards</li> </ul>

Diverse Business:	
<b>Disadvantaged Business</b>	<ul style="list-style-type: none"> <li>At least 51% owned, managed and controlled by one or more socially and economically disadvantaged individuals</li> <li><b>There is no disadvantaged certificate process to complete, simply self-certify</b></li> </ul>
<b>Woman Owned Business</b>	<ul style="list-style-type: none"> <li>A for-profit enterprise, regardless of size</li> <li>Physically located in the United States or its trust territories and owned</li> <li>At least 51% owned and controlled by a woman or women, who control the management and daily operations of the business</li> <li><b>WBENC certification process is preferred</b> (<i>Please see resources section</i>)</li> </ul>
<b>Minority Owned Business</b>	<ul style="list-style-type: none"> <li>A for-profit enterprise, regardless of size</li> <li>Physically located in the United States or its trust territories and owned</li> <li>At least 51% owned and managed by a "Minority Group member" who is African-American, Asian American, Hispanic or Native American</li> <li><b>NMSDC certification process is preferred</b> (<i>Please see resources section</i>)</li> </ul>
<b>Veteran-Owned Business</b>	<ul style="list-style-type: none"> <li>At least 51% owned by a veteran</li> <li><b>There is no veteran-owned certificate process to complete, simply self-certify</b></li> </ul>
<b>Service-Disabled Veteran-Owned Business (SDVOB)</b>	<ul style="list-style-type: none"> <li>At least 51% owned by a service disabled veteran</li> <li><b>There is no SDVOB certificate process to complete, simply self-certify</b></li> </ul>
<b>Historically Underutilized Business Zone (HUBZone)</b>	<ul style="list-style-type: none"> <li>At least 51% owned and controlled by U.S. Citizen, or a Community Development Corporation, or an agricultural cooperative or an Indian tribe;</li> <li>Principal office is located within a 'Historically Underutilized Business Zone;</li> <li>At least 35% of employees must reside in a HUBZone</li> <li><b>SBA HUBZone certification process is required</b></li> </ul>

**Self Certification** means that you are certifying that you have read and understood the eligibility criteria and are certifying that you qualify.

Make Use of Resources: Helpful Websites	
<b>U.S. Small Business Administration</b>	<p>The SBA provides financial, technical and management assistance to help Americans start, run, and grow their business.</p> <ul style="list-style-type: none"> <li>U.S. Small Business Administration: <a href="http://www.sba.gov">www.sba.gov</a></li> </ul>
<b>Central Contractor Registration (CCR)</b>	<p>To further help small business market and promote their goods and services to large organizations the Central Contracting Registration site is dedicated to serving small and diverse businesses. Amgen accesses this system to locate potential small business.</p> <ul style="list-style-type: none"> <li>Central contractor Registration Site (CCR): <a href="http://www.ccr.gov">www.ccr.gov</a></li> </ul>
<b>D-U-N-S® Number</b>	<p>The D-U-N-S® Number is required to register your company with Amgen.</p> <ul style="list-style-type: none"> <li>To request your D-U-N-S® Number visit: <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a></li> </ul>
<b>Other Resources</b>	<p>Other resources for diverse businesses:</p> <ul style="list-style-type: none"> <li>California Small Business Programs: <a href="http://www.ca.gov">www.ca.gov</a></li> <li>DA4S (Diversity Alliance for Science): <a href="http://www.diversityallianceforscience.com">www.diversityallianceforscience.com</a></li> <li>NMSDC (National Minority Supplier Development Council): <a href="http://www.nmsdc.org">www.nmsdc.org</a></li> <li>NAWBO (National Association of Women Business Owners): <a href="http://www.nawbo.org">www.nawbo.org</a></li> <li>WBENC (Women’s Business Enterprise National Council): <a href="http://www.wbenc.org">www.wbenc.org</a></li> <li>VAMBOA (Veteran and Military Business Owners Association): <a href="http://www.vamboa.org">www.vamboa.org</a></li> </ul>