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PPE Procurement Guide and Contact List

AmCham has created the following guide to help U.S. entities procure personal protective equipment (PPE) from China. The breakdown is as follows:

1. Step-by-step PPE procurement from China guide.
2. Best practices when sourcing from China.
3. Contact list of suppliers / traders, lawyers, logistics providers, third-party quality control auditors, and financial service providers.

The following guide is not all-inclusive. It has been compiled from discussions with member companies that have procurement experience. Please reach out to daniel.rechtschaffen@amcham-shanghai.org with any questions or for assistance with requests, orders or donations.



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1. Step-by-Step PPE Procurement Guide

Please note that additional steps may be necessary depending on your specific situation. Please refer to the contact list in part 3 of this guide to connect with suppliers/traders, lawyers, logistics providers, third-party quality control auditors and financial service providers.



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Steps		Contact Organization	Notes
1	Find an FDA-certified PPE supplier	AmCham Shanghai	Inquire on pricing from several vendors; these are usually trading companies and/or middlemen in the supply chain. They confirm rough pricing, as pricing is changing every 48-72 hours both for products and shipping.
2	Audit: Basic due diligence, FDA/CE certification, tax status, commercial licensing	Law firm	Steps 2-4 can be condensed and performed by a “consultant” or “middleman” who performs reasonable assurance over the claims being made by the factories.
3	Get a product and FOB price quote	PPE suppliers / logistics provider	Many suppliers can organize freight forwarding and shipment for buyers and bundle it in the price. In the cases where they can't, buyers will need to contact a logistics company.
4	Optional: Conduct a third-party quality control audit	Third-party quality control auditors	As mentioned, AmCham has not independently conducted quality control audits on our suppliers. AmCham member companies have verified the bona fides of our suppliers but we still recommend that you conduct your own audit if time permits.
5	Sign contract	Buyer / PPE supplier / bank / logistics provider	Steps 5-7 are usually done through a vendor/trading company. A purchase order and sometimes proof of funds is sent to the vendor who then discusses a production timeline with factories and provides the customer: (1) Price of goods, and; (2) vendor/trading company services cost, which typically include: A. Following up with customers, factory contracts and orders; B. Collecting foreign exchange and handling tax refunds (but shall not ensure the success or



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			<p>failure, in accordance with the policies of the state);</p> <p>C. Communicating with the factory about the time of returning the goods to the factory and the transportation arrangement of the goods. (Note: the expenses incurred are not included. Costs cannot be determined according to the actual factory address and the size of the goods);</p> <p>D. Managing all shipping documents and Customs declarations. (Note: Customs declaration fees are not included);</p> <p>E. Communicating with logistics companies on the actual shipping time and transportation information;</p> <p>F. Providing all Customs clearance information. (Note: Customs duties may arise, depending on the circumstances);</p> <p>G: Providing shipping and related charges from the factory to the port estimate;</p> <p>H: Estimating shipping costs from Chinese port to port of destination if the US client does not already have a preferred shipper. (Note: these are given as a rough cost as prices are increasing).</p>
6	Place order and wire payment	Buyer / PPE supplier / bank	Because of market demand, many PPE suppliers are now asking for a 50% deposit upfront and 100% payment upon shipment. Market demand is also resulting price gouging in many cases.
7	Export / clear China Customs	PPE supplier / logistics company	Many suppliers can organize China Customs clearance and shipment for buyers and bundle it in the price. In the cases where they can't, buyers will need to contact a logistics company.
8	Import / clear U.S. Customs	Logistics provider / law firm	U.S. customers need to be aware when importing to the U.S. that several types of medical supplies — for example, KN95 masks — are being stopped or denied entry by U.S.



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			<p>Customs. The burden is on the U.S. customer to confirm the items can be imported. It is important to state clearly what the product will be used for and for the U.S. customer to verify it can be used on their end. We have seen cases where a KN95 mask shipment imported for “Industrial/Civic use” has been allowed in, while the same mask destined for a medical facility has been refused entry by U.S. Customs due to FDA requirements.</p> <p>Be aware of serious contradictions between the FDA and CDC on what PPE supplies can and cannot be used or imported.</p>
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2. Sourcing from China Best Practices

The following is a list of best practices to keep in mind when sourcing from China during ordinary market operations. Please note that not all may be applicable if sourcing PPE during the COVID-19 pandemic.

1. **Manufacturers Only:** Try to avoid middleman trading companies pretending to be factories.
2. **Accredited Factories & Products:** Thoroughly vet the certifications as genuine. Also, a factory should provide multiple samples in advance for end-user inspection and approval. The factory must be held accountable to produce exactly as sampled and per specification.
3. **People’s Republic of China Export Permitted:** Ensure China government allows this product by this vendor specifically to be exported to the U.S. at this time.
4. **References:** The vendor must provide multiple client references and those should be followed-up on for commentary.



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5. **Third-Party Quality Control:** An auditor needs to be on site during and after production to ensure adherence to specifications, quality standards and that it is on schedule for committed to completion date milestones.
6. **Sales Contract:** Any contract should be reviewed by an experienced global supply chain practitioner to ensure it is detailed and includes enough protection clauses to prevent errors due to incompetence or trickery. Quality of Workmanship, Adherence to Specifications, Price Consistency and On-Time Finishing Production must all be written into the contract. Penalties and/or rewards could also be written into the contract to ensure on time performance.
7. **Logistics:** Should generally be controlled by the U.S. purchaser and budgeted for either air freight, sea freight or sea/air combination.
8. **Payment:** Should be either a Letter of Credit, which is rigid and bureaucratic but protects all parties, or a maximum 20% deposit. (NB: For sourcing PPE during the COVID-19 pandemic, a much higher deposit is often requested.)
9. **U.S. Customs Duty:** Parties should verify present import duty rates and check if they must pay punitive duties or could seek exemption.
10. **Priorities:** Amongst the various State or local purchasers, it would be logical to have a coordinated order of urgency, or else orders could be chaotic.
11. **China+n:** It would be helpful to have multiple countries of origin to source from where possible.

3. PPE Procurement Contact List

AmCham Shanghai has collated a list of personal protective equipment (PPE) suppliers, lawyers, logistics providers and financial service companies that can help with PPE procurement from China. This list will be updated as we gain more contacts.

*Please note that as of March 31, all entities must receive a registration license from the National Medical Product Association (NMPA) to export certain products for medical purposes. Many suppliers are in the process of applying for NMPA registration. Please contact suppliers directly to ask if they have received their license. **This regulation does not affect export of PPE for non-medical purposes.** Please see [here](#) for the Ministry of Commerce announcement of the regulation as well as the list of NMPA-approved manufacturers (without contact numbers).*

*Please note that the following PPE suppliers and traders have been recommended by AmCham Shanghai member companies. **AmCham Shanghai has not independently verified the suppliers** but can connect interested parties with third-party auditors.*



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Suppliers / Traders

Suppliers

江苏鱼跃医疗设备股份有限公司

Jiangsu Yuyue Medical Equipment & Supply Co., Ltd.

NMPA Registration: YES

Location: Danyang City, Jiangsu

Products: Ventilators, head thermometers, oxygenerators, breathing masks

Order time: Four weeks

Capacity: Varies, probably around 50 but need to reach out to supplier

Contact info: Jennifer Lu, (+86) 136 0610 9828, Jennifer.lu@yuyue.com.cn

无锡红豆运动装有限公司

Wuxi Hongdou Sports Co., Ltd.

NMPA Registration: YES

Location: 22/F Fortune Plaza, 578 Dongxiang Road, Xianshan District, Wuxi City, Jiangsu

Products: KN95 masks, disposable medical masks, isolation gowns

Contact info: Ada, ada.xia@hongdou.com

南通海盟实业股份有限公司



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Nantong Hymo Industrial Corp., Ltd.

NMPA Registration: NO

Location: 20 Yuejiang Road, Nantong, Jiangsu

Products: Reusable isolation gown

Contact info: Angel Zhao, (+86) 138 1461 5040, angel_zhao@hymotex.com

江苏苏美达轻纺国际贸易有限公司

Sumec Textile & Light Industry Co., Ltd

NMPA Registration: NO

Location: Nanjing

Products: N95/FFP3 masks, FFP2 masks, KN95 masks, disposable masks, hand sanitizer

Contact info: Lili Gu, (+86) 138 1400 0714, gulili@sumec.com.cn

苏州市李良济健康产业有限公司

Suzhou Liliangji Health Industry

NMPA Registration: NO

Location: Suzhou

Products: Disposable medical masks

Contact info: Zhao Yimin, (+86) 139 6216 3489

上海原特芭企业管理有限公司

Terbit China Company Limited



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NMPA Registration: NO

Products: Disposable masks, KN95 masks, non-sterile disposable protective suits for medical use, sterile disposable protective suit for medical uses, safety goggles

Contact info: Eric Chu, (+86) 138 1863 3163, ericchuhk28@163.com

泰兴市苏星有限责任公司

Taixing Suxing Co., Ltd.

NMPA Registration: NO

Location: Taizhou, Jiangsu

Products: Ventilators

Order time: Two months

Capacity: 50 ventilators

Contact info: Wu Zhihua, (+86) 139 0526 6067, 1458415765@qq.com

Traders / Wholesalers

ChinaBio

Location: Zhangjiang Hi-Tech Park, 1077 Zhangheng Road, Shanghai

Certificates: NIOSH, FDA, CE

Products: N95 NIOSH-certified particulate respirator (made in Taiwan), N95 NIOSH-certified particulate respirator with valve (made in Taiwan), KN95 respirator face mask, surgical mask, disposable medical face mask – sterile, disposable medical face mask - non-sterile, disposable face masks, powder-free nitrile medical examination rubber gloves (polymer patient examination glove), isolation protective gown/suit (non-surgical), medical shield, medical goggles, medical goggles with head wrap (non-vented),



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non-contact infrared thermometers (professional grade), disinfective wipes, hand sanitizer gel.

Contact info: Greg Scott, (+86) 130 2012 9548 (China), (+1) 858 205 3339 (U.S.)
greg.scott@chinabio.com

上海戈耳地安安防工程有限公司

Shanghai Guardian Security Company (DBA RiskManagementChina)

Location: Room 513, Block A WOLICITY, 31 Hunan Road, Lane 2419, Pudong, Shanghai

List of Products: Face mask (Single Use - YY/T0969), surgical mask (YY/0469 (ASTM F2100 Equivalent)) non-sterile and sterile (ear loop or tie behind head), respirator (GB2626 = N95 and KN95) respirator (GB19083-2010 = N95s (N95 surgical equivalent)), gloves - latex and nitrile, isolation gowns and protective suits - levels 1-4, infrared thermometers, goggles - medical grade and non-medical grade, shoe booties/covers - non-woven, bouffant - head covering, surgical drapes. (Please inquire for other specialty items.)

Contact info: Ed Nichols, (+86) 139 1724 2341, ed@riskmanagementchina.com

江苏九焱耀元国际贸易有限公司

Jiangsu Shining Star International Trade Co., Ltd.

Location: Room 3-116, Zhongnan Century City, Jingkou District, Zhenjiang, Jiangsu

Products: NIOSH N95 masks, KN99/FFP3 masks, KN95/FFP2 masks, disposable surgical masks, face shields, goggles, isolation gowns, hand sanitizer. (Please inquire for other PPE products.)

Contact: Andy Zhang mobile/WeChat (+86) 139 0167 9005, 1003461@QQ.COM,
andyzhang@shshiningstar.com

Golden Pacific Fashion & Design Co., Limited

Location: Room 1100-1101, F17, Section B, Huaqiao International Business Park, 2 Xugong Qiao Road, Kunshan, Jiangsu



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Products: KN95 respirator masks, disposable 3-ply nonwoven protective face masks

Contact info: Michael D. Crotty, (+86) 139 1723 9971, mcrotty@mktassociates.com

DENARE Pte Ltd

Location: Twenty Li Village, Huandong Street, Zhuji City, Shaoxing, Zhejiang

Products: Gloves, N95 Masks (NIOSH), Surgical Masks (FDA), Gowns (FDA), Gloves (FDA,CE), Sanitizers

Contact info: Alex Bryans, (+1) 323 847 4069, alex.b@denaregroup.com

南京坤泰纺织有限公司

Nanjing Texpert Holding Industrial Co., Ltd.

Location: 404 Fuxin International Building, 359 Hongwu Road, Qinhuai District, Nanjing

Products: Isolation gowns, isolation coveralls, medical protective clothing, masks, nitrile gloves, ventilators

Contact info: Zhang Hua, (+86) 138 1405 4222, zhanghua@texpert.cn

义乌市安珉医疗器械有限公司

Zhejiang For You Essentials / Yiwu An Min Medical Instruments Co., Ltd.

Location: A3-302, CRC, Dongshibei Street, Jinhua, Zhejiang,

Products: N95 medical masks, KN95 medical masks, protective clothing (sterile & non-sterile), medical goggles

Contact info: Sun Lin, (+86) 188 5183 7888, sunny.sun@corona.sg

泰安昊越服饰有限公司



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(Daiyin) Tai'an Guohua Apparel Co., Ltd

Location: 71 Leigushi Street Tai'an, Shandong

Products: Disposable protective masks, N95 surgical medical masks, KN95 disposable protective masks, disposable isolation gown with cuff, surgical medical isolation gown with taped seam

Contact info: Marco, (+86) 186 5385 7960, Marco4616@163.com

Law Firms

*AmCham Shanghai has been in contact with several law firms and in-house counselors who are willing to help with contract review and basic due diligence on a pro bono basis. The firms include Arnold & Porter Kaye Scholer, Baker McKenzie, Cooley, DLA Piper, Faegre Drinker Biddle & Reath, Latham & Watkins, O'Melveny & Myers, Paul Hastings and Ropes & Gray. Please reach out to **Chris Schob** (tel: **(+8621) 2307-7080**, email: cschob@omm.com) at O'Melveny & Myers, who will coordinate these requests.*

Logistics

The following logistics providers can help answer questions on logistics pricing, steps on how to ship and the documents that are required for export.

UPS China



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- Elaine Fu, Director of Sales, eefu@ups.com
- Gigi Xie, Sales Operations Supervisor, xgigi@ups.com
- Michelle Jia, michelle.jia@ups.com

FedEx

- Lydia Xiao, Managing Director, zxiao@fedex.com
- Yuki Xu, Sales Manager, (+86) 189 1760 7902, yuki.xu@fedex.com

Yusen Logistics (China)

- Jarrod M. Ward, Regional Chief Business Development Officer, jarrod.ward@cn.yusen-logistics.com
- Tony Fann, Route Development Manager for U.S./CA, (+86) 150 2189 4467, tony.fann@cn.yusen-logistics.com

Quality Control Auditing / Consultants

The following quality control auditors and consultants can help determine whether a supplier's product meets quality standards and perform reasonable assurance over the claims being made by the factories.

Bureau Veritas

- Deborah Cao, Business Development Manager, (+86) 158 0217 0172, deborah.cao@bureauveritas.com
- Barney Li, Business Development Senior Executive, (+86) 181 0179 5311, barney.li@bureauveritas.com

Pro QC

- **China:** Pablo Cardenas, Supplier Development Project Manager, (+86) 158 6757 5040, WeChat: pcecheverria, pablo_cardenas@proqc.com



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- **USA:** Jennifer Stepniowski, Regional Director – Americas, (+1) 813 428 3277, jenn@proqc.com

Tidal Wave Consulting

- Cameron Johnson, Partner, (+86) 139 1843 0428, cameron.johnson@tidalwave.cn

Financial Services

The following financial service providers can help answer questions on payment logistics.

HSBC

- Henry Feng, Head of Healthcare Sector, henryfeng@hsbc.com.cn
- Peter Sim, Head of Procurement, peter.sim@hsbc.com.cn

JPMorgan Chase Bank China

- Erin Chen, MNC, (+86) 21 5200 2461, erin.chen@jpmorgan.com