
GUIDE FOR NEW SUPPLIERS OF PHARMACEUTICALS TO DANISH PUBLIC HOSPITALS



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1. Welcome

As a new supplier of pharmaceuticals to Danish public hospitals, it is important to collaborate with Amgros. More than 98% of all pharmaceutical packages used in Danish public hospitals are purchased through Amgros' framework agreements.



Amgros exists to work with other healthcare stakeholders to efficiently supply the healthcare system—and to create the conditions for better health. At the same time, we must act responsibly and consider the environment. Amgros' role in this context includes conducting tenders and negotiating agreements, as well as invoicing pharmaceuticals for the Danish regions.

Amgros handles the administrative work of making pharmaceuticals available on agreements for hospital pharmacies, while the physical delivery of pharmaceutical packages is carried out by suppliers to hospital pharmacies, usually via a wholesaler.

This guide walks you through the steps you must complete before hospital pharmacies can purchase under an Amgros agreement. It also contains basic information necessary to become a supplier to Danish hospitals. The guide is for informational purposes only and is not legally binding for either companies or Amgros. For a complete understanding of the requirements Amgros sets for you as a supplier in a specific agreement, you must always refer to the specific documents, including the agreement and related tender documents.

A number of general requirements also apply – for example, a marketing authorization and GxP certification to handle and trade pharmaceuticals in Denmark. These requirements apply to both pharmaceutical suppliers and Amgros

Additionally, Amgros collaborates with the Danish Medicines Council to ensure rapid adoption and implementation of pharmaceuticals in clinical practice. This is done through tenders or negotiation of pharmaceuticals and following suppliers' applications and assessment of the pharmaceutical by the Danish Medicines Council. The Council only processes applications for certain pharmaceuticals. In addition to the general requirements, there are further considerations that suppliers must consider.

This guide helps you understand these considerations so you, as a supplier, get the best

possible start to the collaboration—without wasting unnecessary time securing an agreement. In this way, you help ensure that the pharmaceutical becomes available to patients.

If you are a new supplier, you can also consult the more comprehensive guide: *Amgros' Supplier and Tender Portal – User Guide*. This guide describes Amgros' tendering system, provides details of the information available in the Supplier and Tender Portal, as well as information on *Mine firmasider (My Company Pages)* and how to use them.

2. What does it take to become a supplier to Danish public hospitals?

There are a number of administrative and legal requirements that must be in place to become a supplier to Danish hospitals via Amgros. This section describes some of the basic prerequisites that must be met before you enter into a framework agreement with Amgros for the supply of a pharmaceutical to Danish hospitals. Please also familiarise yourself with the general information available at amgros.dk.

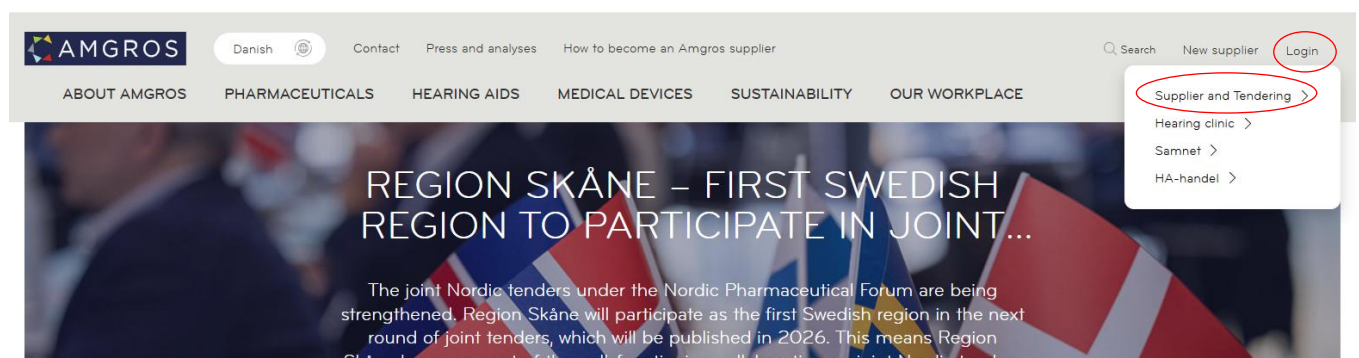
2.1 Amgros' website guides you as a new supplier

If you want to be proactive, make sure your company is registered as a supplier in Amgros' systems. You can read more about this in the following sections.

Once the administrative steps are completed, you can more quickly participate in negotiations or tenders for pharmaceuticals. When you are registered as a supplier, you can receive notifications about published tenders, view agreement prices for current agreements, and access guides such as this one.

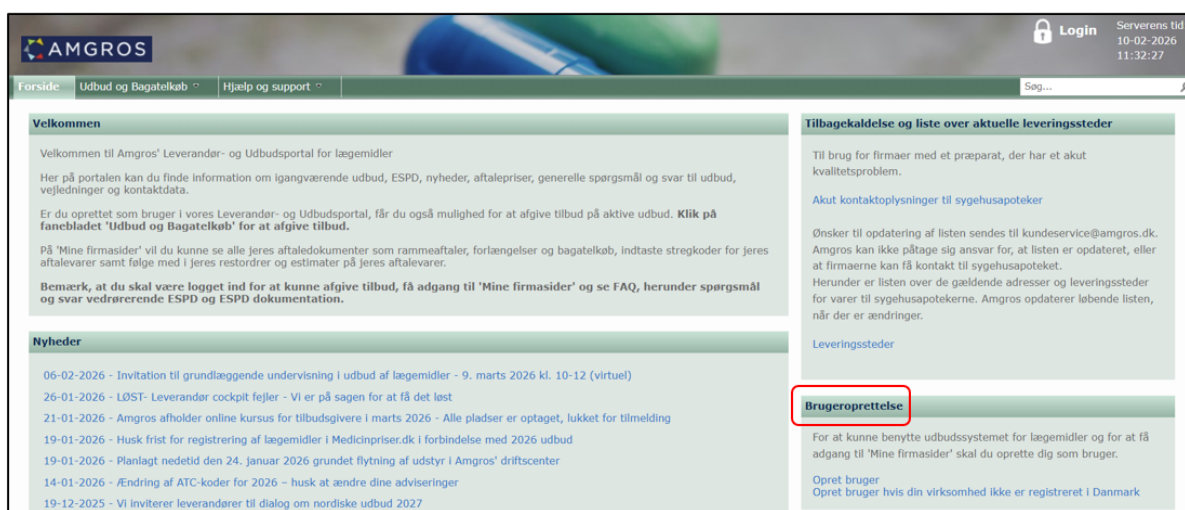
2.2 Registration as a supplier on Amgros' Supplier and Tendering Portal

The first thing you need to do is register your company and any representatives who will act on its behalf on Amgros' Supplier and Tendering Portal, which you can find on Amgros' website under "Login" in the top right corner.



On this page, you will also find additional information for new suppliers just to the left of the login section.

You can create a user login via the ‘User Registration’ option (Brugeroprettelse) on the front page of the Supplier and Tendering Portal.”



After registration, you can log in as a user and, among other things, view published tenders, download tender documents, submit bids, and set up the notification function for all or selected ATC codes. When you register ATC codes under the notification function, you will then receive notification emails when tenders are published that match the ATC codes you have entered as relevant for your company.

It is very important that the information you enter on the Supplier and Tender Portal is correct and up to date, as AmgroS retrieves company information from this portal. In [Appendix 1 “Useful Links,”](#) you will find a list of links, including guidance on the above.

After registration and login, there is a dedicated section called *Mine firmasider (My Company Pages)*, where only your users have access to the information. You can find more details on how to use *Mine firmasider (My Company Pages)* in the accompanying [guide](#).

2.3 Registration as a supplier in AmgroS’ trading system

Just as important as registering on the Supplier and Tender Portal is ensuring that future order flows can be processed through AmgroS’ trading system. Please note that this must be completed no later than 30 days before hospitals can purchase your pharmaceuticals.

In the Supply and Contract Management department, we require all the information specified in [Appendix 2 – Information for registration in AmgroS’ trading system](#) – to complete the registration. Therefore, please ensure that Appendix 2 is fully completed and sent to kundeservice@amgroS.dk.

Please note that this must be completed no later than 30 days before the hospitals can purchase your medicinal products.

2.4 Registration of your pharmaceutical on Medicinpriser.dk

For hospitals to be able to purchase your pharmaceutical under an Amgros agreement, your pharmaceutical must be registered in the public price list Medicinpriser.dk from the Danish Medicines Agency.

Generally, the pharmaceutical must be listed on Medicinpriser.dk no later than three weeks before the agreement start date. This requirement is stated in your framework agreement with Amgros. However, exceptions may occur. If the agreement is based on a tender, it is important that you review the terms and conditions of the specific tender, as a different deadline for registration on Medicinpriser.dk may apply.

For agreements such as a Deployment agreement (Ibrugtagningsaftale) or a Negotiated agreement, it is required that your pharmaceutical is listed on Medicinpriser.dk no later than the date the agreement takes effect.

It is important to note that the submission of the pharmaceutical's price (AIP/PPP – Pharmacy Purchase Price) to Medicinpriser.dk must be made on fixed dates at least 14 days before a new edition of Medicinpriser.dk is published.

For your information, Amgros always evaluates bid prices against the current AIPs listed in Medicinpriser.dk and, generally, only accepts bids below the AIP.

For questions regarding Medicinpriser.dk, Amgros refers to the Danish Medicines Agency – see Appendix 1 “Useful Links.”

2.5 Required authorizations for sale of pharmaceuticals in Denmark

To sell pharmaceuticals in Denmark as a supplier, you must provide documentation from the relevant competent authorities confirming that a number of practices are being complied with. This includes Good Manufacturing Practice (GMP) and Good Distribution Practice (GDP). In addition, you must have a valid marketing authorization for the relevant pharmaceutical.

On the Danish Medicines Agency's website, you can find information on how to obtain these authorisations.

Amgros requires in the tender documents that you hold these authorizations, and Amgros actively verifies that the relevant authorizations are in place for the pharmaceuticals covered by your agreements.

When you enter into a framework agreement with Amgros, you remain responsible for ensuring the physical distribution of your pharmaceutical to hospital pharmacies, for example by using a wholesaler. Regardless of the distribution solution you choose, you are always responsible for maintaining correct temperature conditions during transport. As a supplier, you must be able to guarantee the quality and transportation of your pharmaceutical and

perform Danish reception control so that this step is secured before delivery to the hospital pharmacy.

2.6 Amgros must qualify your company as a supplier

Amgros is required to qualify your company as a supplier of pharmaceuticals. For us to do so, we require certain information from you. You will be contacted by a representative from Amgros' Supply and Contract Management Department via the email address leverandorstyring@amgros.dk to ensure that Amgros has all relevant certificates in place ahead of the start of the purchasing period.

As part of the qualification process, Amgros also reviews any subsites involved in the supply chain – for example Danish wholesalers or foreign manufacturing sites – to ensure that all required licenses and certificates are in place.

In [Appendix 3 Information for Supplier Qualification](#), (Informationer til leverandørkvalificering) you can see a list of the information you will be asked to provide to Amgros. If this documentation is not in place, hospitals will not be able to purchase your products. Therefore, you are always welcome to submit this information to leverandorstyring@amgros.dk as early as possible in the process of entering into an agreement with Amgros. It is also possible to upload your certificates on the Supplier and Tender Portal (in the same section as ESPD documentation).

2.7 ESPD (European Single Procurement Document) and ESPD documentation

To enter into an agreement with Amgros, you must also complete a European Single Procurement Document (ESPD). This follows EU legislation from 2016, which has been implemented in the Danish Procurement Act. An ESPD is an electronic self-declaration document that must be completed by you as a supplier each time you wish to submit a bid in Amgros' tenders. When you submit a bid via Amgros' Supplier and Tender Portal, completing the ESPD is part of your bid submission. Here, you declare as the supplier that the company itself and its management members are not subject to the mandatory exclusion grounds stated in the [ESPD](#)¹.

Before the agreement is awarded, the supplier(s) with whom Amgros intends to enter into an agreement must make documentation available to Amgros. The documentation must confirm that the information regarding mandatory exclusion grounds provided in the ESPD is correct. ESPD documentation containing personal data must be sent to espd@amgros.dk.

¹ For a more detailed description of which persons are covered by the mandatory grounds for exclusion, please refer to the '[Guide to the Common European Procurement Document \(ESPD\) and documentation for grounds for exclusion](#)', which you can find on the Supplier and Procurement Portal.

Other ESPD documentation must be uploaded on the Supplier and Tender Portal under **Mine firmasider** (My Company Pages) and **Mine dokumenter** (My Documents).



The screenshot shows the Amgros portal interface. At the top, there is a navigation bar with the Amgros logo and several menu items: 'Amgros 1/5', 'Aftaler', 'Tidligere tilbud', 'Strøgkodemærkning', 'Restordre', 'Mine dokumenter' (highlighted), 'Estimater', and 'Firmasider'. Below the navigation bar, the main heading is 'Upload af dokumenter til Amgros'. Underneath, it states 'Her kan 2 dokumenttyper uploades:' followed by a bulleted list: '• ESPD dokumentation*' (with a sub-bullet '• Dokumentation for de svar, der er afgivet i eESPD') and '• §39 tilladelse eller tilsvarende'. A link is provided: 'Quickguide til upload af dokumenter til Amgros klik her'. The 'Upload dokument' form is highlighted with a red box. It contains two input fields: 'Vælg fil:' with a 'Vælg fil' button and the text 'Der er ikke valgt nogen fil', and 'Vælg kategori:' with a dropdown menu showing 'Vælg kategori...'. A 'Send' button is located below the form. On the right side of the form, there are three status indicators: 'ESP', 'Fulds', and 'Sidst'.

As described, you must provide ESPD documentation to Amgros before an agreement can be entered into with your company. If ESPD documentation is missing from even one supplier in a tender group, it delays the award for the entire group.

If your company is registered in Denmark, you can use a service certificate issued by Erhvervsstyrelsen (The Danish Business Authority) as ESPD documentation. Please note that the documentation is valid for one year from the date of issue. After that, you must obtain it again and submit it to Amgros. You will receive a reminder before the documents expire, and it is most practical to start obtaining and uploading new documentation to Amgros at that time.

If your company is not registered in Denmark, you must provide the relevant criminal record information, such as a criminal record certificate for all management members and the company itself. The specific documentation requirement will depend on the documentation available in the country where the company and its management members are established. On eCertis, you can see the documentation requirements for each country.

Please note that obtaining the documents can be time-consuming, and the time required varies significantly from country to country.

On the Supplier and Tendering Portal, you will find a guide that explains ESPD in more detail: “Guide to the European Single Procurement Document (ESPD) and documentation for exclusion grounds.”

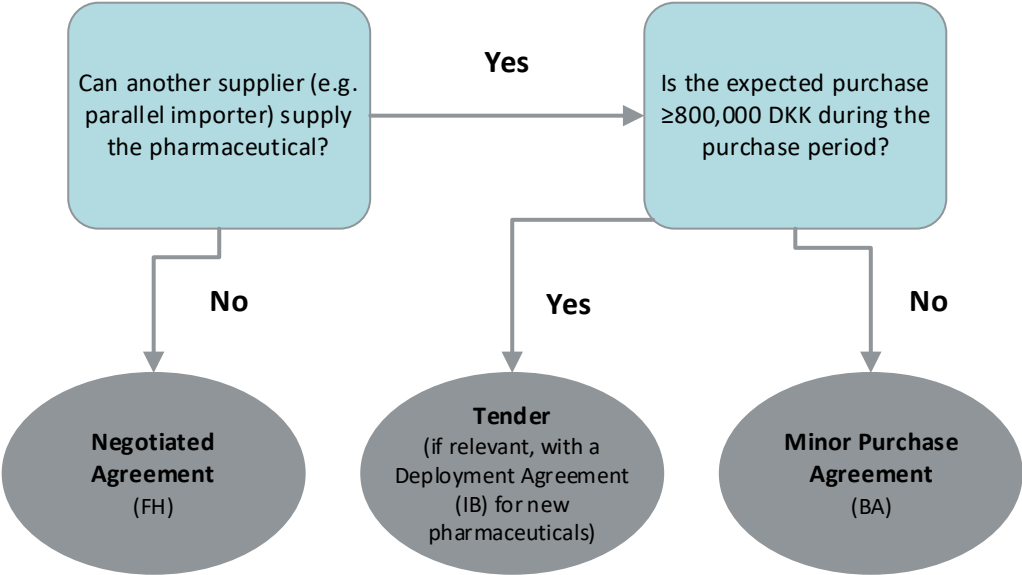
3. Framework Agreement for the Supply of Pharmaceuticals

Public procurement for Danish hospitals is regulated by the EU Public Procurement Directive and the Danish Public Procurement Act. Pharmaceuticals for Danish hospitals are primarily acquired through the tenders conducted by Amgros on behalf of the regions. An agreement with Amgros—either via tender or negotiation—provides access to the entire Danish public hospital market, as a national framework agreement is entered into. To supply pharmaceuticals via Amgros, your company must enter into such a framework agreement. A framework agreement defines the terms under which hospitals can purchase the agreed pharmaceutical.

As a public purchaser, Amgros must tender agreements worth at least \geq DKK 1,611,360 (2026/2027) to allow all EU suppliers to bid. Amgros has, however, decided to tender all agreements (at ATC code level) where the anticipated purchase is \geq DKK 800,000 during the purchasing period (or one year, if the period is shorter), provided that multiple potential suppliers are available.

If only one supplier can supply a pharmaceutical, and the purchase exceeds the threshold value, a negotiated agreement may be entered into. In certain cases, Deployment Agreements (Ibrugtagningsaftaler) may also be used.

The figure illustrates the different “paths” to a framework agreement with Amgros.



Framework agreements may have either public or non-public prices. The pricing model used in each tender is determined on a case-by-case basis. When you participate in a tender or enter into a negotiated agreement, you can offer a discount on your pharmaceutical relative to the list price (AIP). Depending on the specific situation of your pharmaceutical, a discount may promote the use of your product. For example, this may be relevant if the Danish

Medicines Council is to assess whether your pharmaceutical should be recommended as standard treatment in hospitals. Here, the price and cost of your pharmaceutical are significant factors.

In certain cases, you may also enter into an agreement solely with a wholesaler; however, in such situations, the hospital pharmacies will pay the AIP (the list price) as stated on [Medicinpriser.dk](https://www.medicinpriser.dk)².

In most cases, suppliers enter into a framework agreement with Amgros for the purchase of pharmaceuticals, either through tender procedure or negotiations. Once you have a framework agreement with Amgros, the contract price for your pharmaceutical will also be displayed in the hospital pharmacies' IT systems, and at many hospitals this is a prerequisite for the staff to be able to order the product.

3.1 Tender

If there are several potential suppliers of a pharmaceutical and the expected purchase (at ATC code level) exceeds \geq DKK 800,000, Amgros will publish a tender in accordance with the prescribed conditions in the [Danish Public Procurement Act](#), section II, which concerns public procurement above the threshold value. Amgros aims to allow approximately 45 days for submission of bids, and it is possible to ask questions during the active tender on the Supplier and Tendering Portal.

Remember to set up notifications for ATC code(s) of interest. Missing the deadline means losing the opportunity to enter into an agreement for the tendered period. Therefore, monitor the Supplier and Tendering Portal closely.

Amgros publishes tenders throughout the year, but many tenders are published in the spring. Most of these tenders include pharmaceuticals that have not been assessed by the Danish Medicines Council.

For pharmaceuticals assessed by the Danish Medicines Council, Amgros publishes tenders on an ongoing basis. If you submit a bid for these pharmaceuticals, you are encouraged to familiarize yourself thoroughly with the timelines for the Danish Medicines Council's assessments—both for your own pharmaceutical and others in the same therapeutic area. If your pharmaceutical is covered by a medicine recommendation, it is important to be aware of the conditions in the tender documents, the treatment guideline, and the significance of the

² If the purchase is carried out without a tendered agreement with Amgros, the hospital pharmacies may only purchase up to an amount below the applicable threshold value (1,611,360 DKK in 2026/2027).

medicine recommendation for the choice of pharmaceutical. Amgros is willing to enter into agreements regardless of the outcome of the Danish Medicines Council's assessment.

ESPD and ESPD documentation are required for tenders, and the agreement terms may vary from tender to tender.

3.2 Negotiated Agreement

Amgros typically enters into a negotiated agreement when we anticipate that the agreement will have an extended duration, e.g. at least one year—and when there is only a single potential supplier of the pharmaceutical. This requires that the conditions set out in Section 80(3) of the Danish Public Procurement Act are fulfilled. Prior to a negotiated agreement, a prior information notice is published on [TED – EU Tenders](#).

ESPD and ESPD documentation are required for negotiated agreements, and the terms and conditions may vary from negotiation to negotiation.

3.3 Deployment Agreement (Ibrugtningsaftale)

A Deployment Agreement covers the initial period of a pharmaceutical on the Danish market, where several suppliers could potentially deliver. In this situation, a framework agreement must be put out to tender. However, since the tender process typically takes six months or more, and a framework agreement will only take effect afterward, there is often a need to have an agreement in place for the interim period. This is where a Deployment Agreement is relevant. It allows the supplier who has introduced the pharmaceutical to the Danish market to quickly enter into an agreement with Amgros. Since Amgros has determined that there could potentially be other suppliers of the pharmaceutical, they also have the opportunity to enter into a Deployment Agreement with Amgros. Hospital pharmacies will purchase under the agreement with the lowest-priced pharmaceutical.

Deployment Agreements are mainly used for pharmaceuticals that are readily available and do not require special distribution conditions. A Deployment Agreements only covers a short period from market introduction until a tendered agreement takes effect. A prior notice is published in the EU before entering into a Deployment Agreement.

ESPD and ESPD documentation are not required for Deployment Agreements, and the contractual terms include the option of immediate termination and without any entitlement to claims for compensation.

3.4 Minor Purchase Agreement (Bagatelkøbsaftale)

A minor purchase agreement is an agreement for the purchase of a pharmaceutical with a small purchase volume, which is not covered by Amgros' usual tenders but is tendered under the rules for procurement below the threshold values. The supplier can submit a price offer

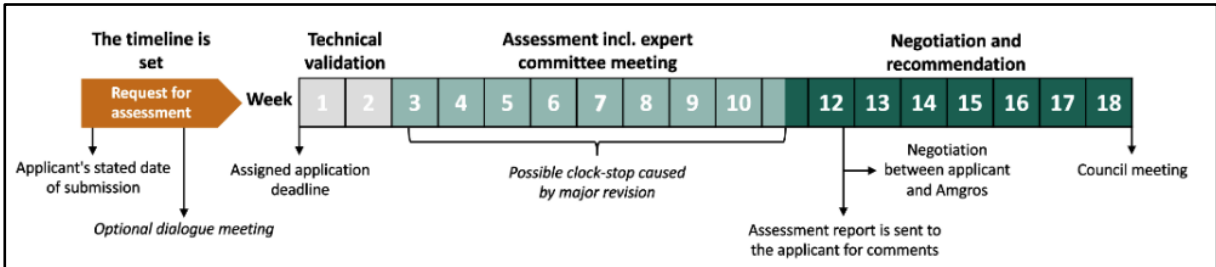
to enter into an agreement with Amgros via the Supplier and Tender Portal. Amgros enters into minor purchase agreements with all suppliers who wish to enter into an agreement that meets the conditions for this. Afterwards, hospitals are free to choose which pharmaceutical they wish to purchase.

ESPD and ESPD documentation are not required for minor purchase agreements, and the contractual terms include the option of immediate termination and without any entitlement to claims for compensation.

3.5 You wish to enter into an agreement for a new pharmaceutical assessed by the Danish Medicines Council

If your pharmaceutical is new for the treatment of a given indication and the Danish Medicines Council recommends it as standard treatment, an agreement with Amgros on the price of the pharmaceutical may be crucial for realizing a sale. This is because you can offer a national discount on the pharmaceutical.

The Danish Medicines Council’s assessment of an application usually takes 18 weeks (source: Danish Medicines Council).



You start by applying for assessment via the method for new pharmaceuticals in the Danish Medicines Council. When the Council has prepared a draft assessment report, it is sent to you and to Amgros. It is used as the basis for negotiations on an agreement with Amgros, and the price is included in the health economic assessment of your pharmaceutical and decision-making procedure of the Danish Medicines Council.

The agreement can primarily be reached in two ways—negotiation or tender. If it is a tender, when you submit your bid, remember that your bid price will be used as the basis for the Council’s decision on recommendation or not.

Once the deadline for submitting bids has passed, the contract price can only be amended in the next tendering round or through a price adjustment, provided that the framework agreement contains such a mechanism. If the comparator is already included in a tendered agreement, this may result in your pharmaceutical also having to be tendered and therefore not being eligible for a negotiated agreement.

If there is no existing tender-based agreement for comparable pharmaceuticals and there is only one possible supplier, negotiation may be possible. Here, it is important that you as a supplier are well prepared, as there are only 14 days in the process to reach a price and an agreement. It is crucial that your representatives in the meeting with Amgros have a clear negotiation mandate so you can quickly decide. In addition, it is important that the administrative steps, such as registering as a supplier, are completed as described in section 2.

When the parties agree on a price and agreement terms, Amgros prepares a negotiation memorandum, which is sent to the Danish Medicines Council. It is part of the Council's decision-making basis for deciding whether the pharmaceutical should be recommended as standard treatment.

The recommendation decision is usually made at a Council meeting scheduled about 3–4 weeks after the conclusion of negotiations. If your pharmaceutical is recommended, an agreement can take effect immediately afterward. Among other things, it is required that your pharmaceutical is visible on Medicinpriser.dk currently, and that you have provided approved authorizations/documents and are registered in Amgros' trading system.

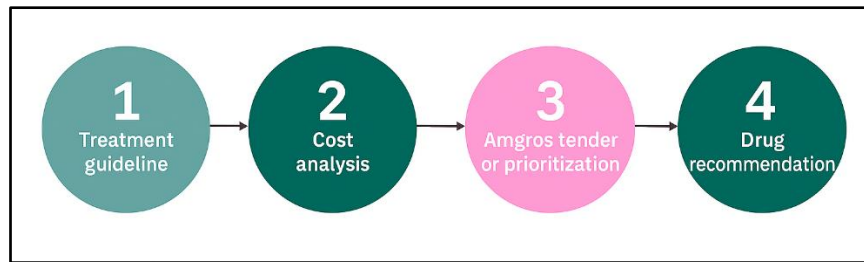
3.6 You wish to enter into an agreement for a pharmaceutical included in a therapeutic area in the Danish Medicines Council

If the Danish Medicines Council has recommended and clinically equated your pharmaceutical with other pharmaceuticals for the treatment of a given disease, Amgros will subject these pharmaceuticals to competition together in one or more tenders. The results of these tenders will feed into a medicine recommendation. A framework agreement with Amgros is important to ensure that your pharmaceutical is competitive.

The Danish Medicines Council prepares, for many disease areas, a treatment guideline and subsequently a medicine recommendation, where recommended and clinically equivalent pharmaceuticals are ranked. The recommendation typically focuses on the treatment of new patients. The recommendation list ranks the pharmaceuticals as first choice, second choice, etc. The pharmaceutical recommended as first choice will be used for most new patients. In many cases, 80% of new patients will be treated with the first choice.

Before preparing the medicine recommendation, the Council prepares a treatment guideline. If the Council determines that several pharmaceuticals in the guideline are clinically equivalent, the price of treatment (possibly including other costs associated with treatment) will be decisive for the ranking in the medicine recommendation.

The process for preparing a medicine recommendation is shown schematically as illustrated (source: Danish Medicines Council).



You can read more about how the Danish Medicines Council prepares treatment guidelines and medicine recommendations (lægemiddelrekommandationer) on the Council's website³.

As outlined above, the Danish Medicines Council may in addition to a treatment guideline, also carry out a cost analysis. The cost analysis defines which costs, including price, should be included when comparing the use of clinically equivalent alternatives listed in the treatment guideline. Among the equivalent pharmaceuticals in the guideline, the alternative associated with the lowest treatment costs will be placed at the top of the medicine recommendation list.

If the pharmaceutical is subject to a tender, the medicine recommendation will only take effect at the start of the procurement period for the relevant agreement. The medicine recommendation always specifies when it takes effect.

3.7 You wish to enter into an agreement for a pharmaceutical not assessed by the Danish Medicines Council

If you are a new supplier and wish to supply a pharmaceutical that is *already* on the Danish market and is *not* to be assessed by the Danish Medicines Council, an agreement with Amgros will usually be entered into via a tender. However, Amgros may also, in some cases as described earlier, enter into a deployment agreement or minor purchase agreement.

It is always important to thoroughly review the tender documents, as the requirements may vary between tenders. For many pharmaceuticals that are not assessed by the Danish Medicines Council, the tender may include criteria relating, among other things, to sustainability.

³ <https://medicinraadet.dk/>

Regardless of the specific agreement in question, you must be able to answer the questions listed in the checklist in [Appendix 4 'Checklist'](#) in the affirmative.

3.8 Amgros' Role in the Danish Medicines Council's Processes

Amgros assists the Danish Medicines Council with negotiations for new pharmaceuticals in the Council's assessment process.

For pharmaceuticals included in therapeutic areas, Amgros is responsible for ensuring bids via tenders for the pharmaceuticals so that the Council can prepare medicine recommendations.

4. After Contract Award by Amgros

Once you have entered into an agreement with Amgros, whether following a tender procedure or negotiations, you must prepare for the supply of the pharmaceuticals covered by the agreement. This section outlines important key points in that regard.

4.1 Understanding Estimates

When Amgros issues a framework agreement for tender, the product list includes an estimate of how much hospitals have historically purchased in the most recent comparable period. These estimates are usually based on *historical* consumption, if available.

Following the award of an agreement, Amgros obtains expected consumption estimates from hospital pharmacies and sends them to you. These may differ from the initial estimates provided in the tender. It is important to emphasize that Amgros is not obligated to purchase the stated volume, as it is only an estimate of the expected consumption. An exception to this applies to agreements that include a purchase obligation.

You should be aware that stockholding requirements apply prior to the start of the purchasing period. This may vary between one and three months of inventory at the commencement of the purchasing period. In many cases, a three-month stock level is required to ensure a rapid transition to the winning supplier at the hospital pharmacy.”

4.2 Delivery and Delivery Times

Delivery and delivery times are crucial for our collaboration with you as suppliers. For deliveries to hospital pharmacies, it is important that you can deliver within 3 business days from the order date. If an order is placed for, for example, 10 units, all 10 units must be delivered within this timeframe.

For critical pharmaceuticals, it may be necessary for Amgros to inquire whether it is possible to store these at the shared warehouse operated jointly by Amgros and the hospital pharmacies. A more flexible approach applies to your deliveries to this warehouse, subject to the terms of the framework agreement. The Framework Agreement imposes an obligation to

deliver to the ST warehouse, but Amgros will – as before – engage in dialogue with the supplier regarding the practical aspects of warehousing. Although the delivery time to the warehouse is not as critical, the order must still be delivered within 12 business days from the date of order placement.

If you are unable to deliver, you as the supplier are liable for damages.

4.3 Master Data from Suppliers and Products

Amgros must receive master data from you as suppliers. This is necessary to ensure the correct administration of our agreement and invoicing. If you are uncertain about the information required in Appendix 2 ‘Information for registration in Amgros’ trading system’, please contact Amgros at kundeservice@amgros.dk.

More specifically, we need your company name, address, country, and CVR number. If your company is registered outside Denmark, we need the corresponding legal organization number (e.g. VAT No, Company Registration No.).

If payment for your delivery is to be made to a company other than the one supplying your goods, Amgros must receive the name, address, country, legal registration number, and bank account number of that company to process payment correctly.

If you deliver the product from a country other than the company’s home country, Amgros must receive the name, address, country, and legal organization number for that company. This information is necessary for Amgros to correctly register and report the delivery to Intrastat. You must also provide the tariff code, net weight in kilograms, and country of origin for each item number covered by the agreement.

If you are required to pay compensation for failure to deliver, it is the legal entity that won the agreement that must pay the compensation. Therefore, Amgros uses the information already provided about name, address, country, email address, and legal organization number, as stated during user registration. If you require that compensation invoices from Amgros include specific information (e.g., PO number), you must provide this.

All master data must be in place prior to the first agreement for delivery, cf. section 1.

If you contact kundeservice@amgros.dk, we can run a test order (dry run) to ensure that we exchange the correct information before placing the first actual order in the trading system.

4.4 Electronic Invoicing

Amgros uses electronic invoicing, as is required by law, cf. rules governing public sector invoicing. This means that Amgros must receive invoices electronically from you as suppliers. To ensure this works correctly, Amgros requires a designated contact person in your company. This must be someone who has insight into and understands how your electronic invoices and credit notes are set up, cf. Appendix 2 ‘Information for registration in Amgros’

trading system'.

4.5 Changes in Supplier Details

If there are any changes or additions to your supplier information, you must notify Amgros immediately at kundeservice@amgros.dk. This may include changes such as switching wholesalers, an item number change, or changes in net weight, tariff code, etc. Write 'Changes in supplier information for <Supplier name and ID>' in the email subject line.

Appendices

Appendix 1: Useful Links

Links relevant for the Supplier and Tender Portal:

- [How to become an Amgro supplier - Amgro](#)
- [Amgro's Tendering and Supplier Portal](#)
- [User account creation](#)
- [Various user guides](#)
- [Overview of active tenders and related information](#)
- [Set up a notification for tender publication \(login required\)](#)
- [User guide for Mine firmasider \(My Company Pages\)](#)

Obtaining supplier authorisation:

- [Company authorisations and registrations](#)

Reporting prices to medicinpriser.dk:

- [Notification of prices and range via DKMANet](#)
- [Medicinpriser.dk](#)

ESPD documentation:

- [eCertis](#)

Links to relevant processes in the Danish Medicines Council:

- <https://medicinraadet.dk/ansogning/18-ugers-proces>
- <https://medicinraadet.dk/om-os/medicinradets-arbejde/behandlingsvejledninger-og-laegemiddelrekommandationer>

Other links:

- <https://www.retsinformation.dk/eli/lta/2015/1564>
- [TED - tenders electronic daily](#)

Appendix 2: Information for Registration in Amgros' Trading System

SUPPLIER REGISTRATION - MAPPING OF ORDER PROCESS

This form, **SUPPLIER REGISTRATION**, must be returned separately to kundeservice@amgros.dk as soon as possible and before the agreement starts.

In case of different order processes related to the products, please fill out a form for each order process.

PLEASE FILL IN ALL FIELDS BELOW:

Your company information	
(Your) Company Name:	
(Your) Address:	
(Your) Postal Code/City:	
(Your) Country:	
(Your) VAT Number:	
Email address(es) for receiving replacement or refund invoices: Please provide the email address where replacement and/or refund invoices should be sent.	

ORDER HANDLING:

A DANISH WHOLESALER/DISTRIBUTOR ARE HANDLING ORDERS, DELIVERY AND INVOICING	
Danish Wholesaler/distributor:	

DOES A DANISH WHOLESALER RECEIVE THE ORDER?	
If yes, Please write the name of the wholesaler that is used?	
If no, Please fill out in details below To whom shall the order be placed? <i>Please write the E-mail address to whom the order shall be placed:</i>	
Are the order placed in an external system? <i>Please write the name of order system:</i>	
Please specify a contact person in case of order related questions: <i>Please write the name and an E-mail address</i>	

INVOICING:

DOES A DANISH WHOLESALER / DISTRIBUTOR HANDLE THE INVOICING:	
If yes, Please write the name of the wholesaler/ distributor that is used?	
If no, Please fill out in details below Please write the name of the invoicing issuing part?	
Please provide all necessary bank details for Amgros to use when issuing payment for the invoice: From Denmark: Bank registration number: Bank account number: Inside the EU: Swift code: IBAN: Outside the EU: Swift code: IBAN: Bank account:	
We only accept electronic invoices in Amgros I/S Please provide the EDI or the GLN number:	
Document type:	Nemhandel <input type="checkbox"/> Peppol <input type="checkbox"/> EDI <input type="checkbox"/>
If required, a “dry run” of the invoice exchange process will be conducted in collaboration with the relevant IT personnel. Please indicate the appropriate contact person within your IT department who should be involved. <i>Please write the name(s) and an E-mail address(es)</i>	
Email address for receiving replacement or refund invoices: Please provide the email address where replacement and/or refund invoices should be sent.	

INTRASTAT INFORMATIONS:

PLEASE ENSURE THAT ALL RELEVANT INTRASTAT DATA IS COMPLETED ACCURATELY

If invoicing is without Danish VAT, please specify net weight* and tariff code for each item number.

*Net weight must be specified in kg.

	Item Number	Net weight	Tariff code

DISTRIBUTION:

ARE PRODUCTS DISTRIBUTED THROUGH A DANISH WHOLESALER?

If yes,

Kindly specify the name of the wholesaler that will be used

If no,

Please fill out in details below

Which company distribute the products?

(Please specify name, address, postal code, Country and the VAT Number)

Is the product(s) sent from a warehouse abroad?

If yes, please specify from which country:

Yes No

Import control and inspection of the product(s).

Which company performs import control/receiving inspection in Denmark prior to delivery of the product?

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Appendix 3: Information for Supplier Qualification

Amgros must receive the following information from you to qualify you as a supplier:

- Contact person for quality:
 - Specify on the Supplier and Tendering Portal whom Amgros may contact to ensure qualification.
- Pharmaceuticals:
 - List which pharmaceuticals the agreement will cover, including:
 - Pharmaceutical form (e.g., tablets, IV, oral suspension)
 - Any special conditions and which ones (e.g., narcotics, psychotropic, radioactive, or temperature-sensitive substances)
- Authorizations/Certificates:
 - Valid authorizations for manufacturing, import, and/or wholesale of pharmaceuticals
 - Valid certificates for manufacturing, import, and/or wholesale of pharmaceuticals
 - Valid authorizations and/or certificates applicable to the site from which pharmaceuticals are dispatched to Amgros' warehouse or the hospital.

Any new or updated certificates must be promptly submitted to leverandorstyring@amgros.dk

IMPORTANT: The contracting party signing the agreement must be the holder of the relevant authorizations and certificates.

Supplier/distributor of:	Attach:
Pharmaceuticals, finished products (any pharmaceutical)	Valid authorization Valid GDP certificate
Unregistered specialties (IRS)	Valid authorization with supplemental provisions regarding IRS
Narcotic substances	Valid authorization to handle controlled substances ('narcotics authorization')
Pharmaceuticals requiring refrigeration/freezing	Valid authorization with a supplemental provision on temperature-controlled pharmaceuticals (refrigerated and/or frozen)."

- For pharmaceuticals from the EU/EEA – Danish receiving control:
 - Specify where the Danish receiving control performed (for all deliveries of pharmaceuticals)
 - GDP authorization of the company in Denmark that performs receiving control on your behalf as the supplier (if applicable)

- For pharmaceuticals from third countries (non-EU/EEA):
 - Describe the conditions for release of pharmaceuticals for use in the EU/EEA imported from a third country (e.g., which manufacturing company the Qualified Person (QP) releasing for use in the EU/EEA is affiliated with, and where the release takes place)

- Distribution route:
 - It is also important that you carefully document all stages of the supply chain and demonstrate compliance with applicable legislation. Remember to ensure that all necessary permits, certificates, and insurance arrangements are updated and available for inspection. You must also prepare procedures for handling complaints, recalls, and special safety considerations in connection with transport and storage of pharmaceuticals.

Appendix 4: Checklist

Are you as suppliers ready to enter into a framework agreement with Amgros?

If you can answer yes to the following questions, you are well prepared to enter into an agreement with Amgros or participate in an Amgros tender.

- **User registration:** Are you—and your company—registered as a user on Amgros' Supplier and Tendering Portal?
See section 2.2 for details.

- **Company authorization, etc.:** Do you have a company authorization (§39, WDA or similar) to trade pharmaceuticals in Denmark/the EU, including an agreement with a distributor/wholesaler in place?
See section 2.5 for details.

- **ESPD documentation:** Have you provided complete ESPD documentation for the company and all management members (not required for Deployment agreements and Minor purchase agreements)?
See section 2.7 for details.

- **Registration in Medicinpriser.dk:** Is your pharmaceutical registered in Medicinpriser.dk?
See section 2.4 for details.

- **Electronic invoicing:** Are you ready for electronic invoicing?
See section 4.4 for details.

AMGROS 2026

Amgros I/S
Dampfærgevej 22
2100 København Ø

Tlf: +45 8871 3000
www.amgros.dk