

02/06/2012



To Our Valued Suppliers:

Re: **INBOUND ROUTING GUIDE**

Please read the enclosed Inbound Routing Guide for Mead Johnson & Company, LLC, ("MJC"). Please forward copies to your transportation department and all shipping locations. This guide supersedes all previous instructions either written or verbal, regarding shipments made to MJC.

The instructions in this routing guide are an integral part your agreement with MJC. Nonconformance with these guidelines can lead to delayed payment, result in *chargebacks* to your company for the cost of extra handling delays or the cost of the freight, and result in rejection of shipments as identified in the guide.

Thank you for your cooperation.

Sincerely,

Richard Martin
Transportation Manager
Mead Johnson & Company, LLC
N. America Distribution

Inbound Routing Guide Contents

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Purpose

The purpose of this guide is to identify shipping practices and simplify processes to support MJC as it relates to shipments to our Michigan and Indiana facilities. **All moves must be identified by Purchase Order numbers.**

Goal

The goal of this guide is to provide contact information, routing instructions, packaging and palletization information, and dock availability to ease supplier routing decisions, reduce costs, and ease dock congestion.

Freight Terms

Collect Shipments – Please ship all orders freight collect **unless**:

- The purchase order terms are prepaid; or
- The order is shipped to a facility other than MJC and MJC has agreed to pay freight charges; these orders should ship 3rd party billing*; or
- The terms are prepaid and add. (the supplier pays freight and bills MJ back on their invoice for the material shipped).

Prepaid Shipments – MJC purchase orders (“PO”) with prepaid freight should be routed by shipper. Please follow shipping guidelines for trailer and security requirements set forth in this guide.

***For collect and 3rd party billing shipments, carriers should send freight bills preceded by a call to MIQ**

Logistics, per contact info on pg 4 to:

**Mead Johnson & Company, LLC
C/O MIQ Logistics
P O Box 7941
Overland Park, KS 66207**

Supplier Requirements

The MJC purchase order is the guiding document for shipping. The supplier/shipper must provide all MJC **purchase order numbers on the bill of lading (“BoL”)**. If multiple purchase orders are contained in the same shipment, all purchase orders must be referenced. Shipper BoL’s must reference the delivery address from the PO, as well as be shipped to meet the due date. In addition, the manufacturing site noted on the PO should also be referenced on the carrier BoL. In some cases deliveries may be shipped early/late but only after **approval from the material planner who wrote the PO**. All systems, records and documents should reference the agreed upon delivery date. Failure to provide the purchase order number or follow these instructions may result in delay of payment and/or non-compliance charges.

MIQ Logistics

MIQ Logistics has been contracted by MJC to provide carrier routing, as well as, complete pre-audit and pay freight bills. For POs written under collect freight terms MIQ Logistics will route trucks, pre-audit and pay Mead Johnson freight bills.

Failure to notify MIQ Logistics of shipment details, including using non-preferred carriers, may result in non-compliance charges. Notification should be in the form of an ASN, or an email, or a scanned copy of a BoL, to MIQ Logistics with the following shipment details noted;

- Shipper;
- Consignee;
- PO#;
- Carrier PRO #;
- Ship date;
- Freight Class;
- Pieces;
- Weight; and
- # of Pallets;

MIQ Inbound Routing Contacts;

Paul Stodulski	773-824-2348	paul.stodulski@miq.com
Lillie Pringley	773-824-2373	lillie.pringley@miq.com
Carol Thomas	773-824-2308	Carol.Thomas@miq.com
Kim Hoffman (Ops Mgr)	773-824-2206	Kimberly.Hoffmann@miq.com
Carlos Nunez (Ops Mgr)	773-824-2324	carlos.nunez@miq.com
Generic ID for any inbound planner		MJCInbound_OB@miq.com

Freight Payment Procedures;

Submit bills to:

**Mead Johnson & Company, LLC
C/O MIQ Logistics
P O Box 7941
Overland Park, KS 66207**

Carrier Trailer and Security Requirements;

- The Supplier is required to perform a trailer inspection prior to loading. All carrier trailers are required to be food grade equipment. Trailers must be clean, free of dirt, insect and rodent free, odor free and water resistant. Non-conforming equipment should be rejected.
- Driver shall use interstate highways and/or the most direct route when moving MJC's freight. At no time shall a driver take a load home. Driver shall not leave the most direct route unless a force majeure event, traffic delays or construction occur, or such departure is preauthorized by MJC.
- MJC's shipments shall not be dropped in an unsecured yard, left unprotected or left unattended.

Trailer Seals

- Truckload trailers are to be sealed by supplier or supplier's agent at origin and remain sealed at all times, with seal number noted on the BoL. MJC receiving should remove the seal, not the driver.
- For inbound shipments that are received with a seal broken or missing; the product will be immediately quarantined until further notice. Notification will be sent to the MJC Transportation Manager, MJN Corporate Security, local QA/QC contact, and the Carrier. Results of the investigation conducted by MJC will dictate disposition of the shipment.

For the avoidance of doubt, the carrier trailer, security, and seal requirements set forth on this page are minimum requirements in addition to (and not in lieu of) supplier's and/or carrier's duties at law, including the duty of care, or by contract.

ROUTING INSTRUCTIONS

MJC INTERNATIONAL SHIPMENTS – Contact Frank Sturiale - 812-429-7907

PARCEL INSTRUCTIONS

- Collect shipments weighing **300** pounds or less should be shipped via Fedex **Ground**.
- FedEx account numbers will be provided by the MJC procurement department point of contact.
- If your shipment does not meet the FDEG weight and size restrictions, please follow the LTL routing instructions set forth below. Palletized freight should ship LTL regardless of weight.
- FedEx maintains limited liability for shipments. For high value freight (valued at over \$1,000), Supplier should contact MIQ Logistics to arrange freight regardless of weight.

LTL INSTRUCTIONS

For all collect inbound LTL movement please use:

1. Con-Way Freight (CNWY), **www.con-way.com** (800) 755-2728
2. Supplier must notify MIQ Logistics of routing for collect POs where the supplier is following the above instruction. Failure to do so may result in non-compliance charges. Use contact info on page 4 of this document.

TRUCKLOAD INSTRUCTIONS

- For all collect shipments greater than 3,000 lbs, up to and including Full Truck Loads, please call the MIQ Logistics for routing instructions.

TIME SENSITIVE SHIPMENTS/EXPEDITE

If a shipment is time sensitive in nature and the delivery needs to be expedited, please call MIQ Logistics for routing instructions (see phone numbers listed on page 4).

Air Freight Instructions

When you are requested by MJC to ship via air freight and MJC will be billed for the freight cost, **you must:**

- Record the **name** and **department number** of the MJC or MIQ Logistics person authorizing air freight; and
- Record the MJC purchase order number on both the air bill and packing list.

SHIPPING LABEL INSTRUCTIONS/REQUIREMENTS

HAZARDOUS MATERIALS SHIPPING INSTRUCTIONS

All shipments of hazardous materials and dangerous goods must conform to the conditions and specifications as published by the Department of Transportation in Title 49 CFR, or otherwise as required by applicable law or regulation.

SHIPPING LABEL REQUIREMENTS

The shipping label must have all of the following:

- The full MJC purchase order number (including release number if applicable);
- The complete ship to address as shown on the MJC purchase order, including any company contact (example – Attn: John Doe, Research Dept.);
- Labels placed on top of non-palletized boxes. Labels on palletized boxes and drums must be on side and face out;
- Pallets should be loaded on trailer in such a way that the labels can read without removing the pallet; and
- Number of packages/pallets included in shipment (example – 1 of 3).

PACKING SLIP REQUIREMENTS

The packing slip must:

- Have the MJC purchase order number (including release number if applicable);
- Have the number of packages included in the shipment;
- Have a full product description of all items as shown on the MJC purchase order (including item numbers as applicable);
- Have a column showing what items are on backorder;
- Have the line items in the same sequence as the items are listed on the MJC purchase order;
- Have the complete ship to address as shown on the MJC purchase order;
- Have net weight;
- Have the supplier's customer service phone number;
- Be placed on top of nonpalletized boxes. Packing slip on palletized boxes and drums must be on side and face out; and
- Have MSDS and Certificate of Analysis (CoA), or Certificate of Confirmation (CoC) included as needed.

PALLETIZATION/OTHER REQUIREMENTS

- Drop shipments must have the MJC purchase order number.
- Adherence to special shipping instructions (i.e., hazardous materials, refrigerated material, and carrier information as described in the MJC routing guide) as shown on the MJC purchase order or as required by your company.
- Deliveries should adhere to dock receiving/shipping hours as shown on the purchase order and in this guide by site location.
- Each box should contain items for one purchase only.
- Invoice payments will be significantly delayed if materials are sent to locations other than those indicated on the MJC purchase order.
- Pallet requirements are as follows:
 - 48(L) x 40(W) x 52(H);
 - Four-way entry;
 - Stringers should be solid and free of plates, cracks, or double runners;
 - Top and Bottom lead edge boards should be solid and free of missing wood;
 - Interior boards should be solid with at least five on top and three on the bottom deck;
 - Nails should all be flush with no protrusions;
 - Clean - free of debris, dirt or grease; and
 - Failure to comply with pallet requirements may result in non-compliance charges.
- Material Pallet Patterns should not include any overhang of the pallet itself that may create damage during loading/unloading or while in transit.
- Slip Sheets must be approved for use prior to shipping. Contact receiving location to verify capability using contact info on pg 12-15 of this guide.

Supplier shall ensure that the foregoing palletization and other requirements are met with respect to all shipments to MJC. Failure to comply with pallet requirements may result in non-compliance charges. Notwithstanding the foregoing, the requirements set forth on this page are minimum requirements in addition to (and not in lieu of) supplier's and/or carrier's duties at law, including the duty of care, or by contract.

***Mead Johnson & Company, LLC
Evansville and Mt. Vernon, IN
Delivery Instructions and Directions***

The MJC campus has multiple buildings and sites with multiple dock areas where product may be delivered in Evansville and Mt. Vernon, IN.

It is very important in giving proper directions that the correct destination is known. This should be in the bill of lading address for any shipment to MJC, and match what is listed on the purchase order.

LOCATIONS:

1. **MJC, Evansville Main Plant**
2400 W. Lloyd Expressway
Evansville, IN 47721-0001

<u>Building/Dock 3 and 41</u>	<u>Building/Dock 33</u>
Receiving Hours: 7:00 a.m. – 2:00 p.m.	Receiving Hours: 5:00 a.m. – 1:00 p.m. (Mon-Fri)
Dock 3 – 812-429-5087	Appointments Necessary: Call 812-429-8519
Dock 41 – 812-429-7868	

- Indirect shipments (machine parts, cleaning supplies, etc) typically go to dock 3.

2. **MJC Distribution Center**
3101 Highway 62 East
Mt. Vernon, IN 47620

Raw Material/Component Receiving Hours: 7:00 a.m. to 2 p.m.
Appointments Necessary 24 hours in advance-812-833-3444

Finished Goods Receiving Hours: 7:00 a.m. to 3:30 p.m.
Appointments Necessary 24 hours in advance-812-833-3460

Contact either dock for direction on indirect shipments.

***Mead Johnson & Company, LLC Zeeland, MI
Delivery Instructions and Directions***

MJC has four (4) different locations where product may be delivered to the Zeeland, MI plants.

It is very important in giving proper directions that the correct destination is known. This should be in the bill of lading address for any shipment to MJC.

LOCATIONS:

1. MJC ZIPP Plant

100 N. Fairview Street
Zeeland, MI 49464

OR

(Materials for Foreign Trade Zone)

MJC Nutr.

Foreign Trade Zone
43B Inbond
100 Fairview Street
Zeeland, MI 49464

- **Receiving Hours:** 24 hours per day – 7 days per week
- Appointments are Mandatory, 24 hours in advance and must be made between the hours of 6am est and 2:30pm est
- Contact: Shipping Coordinator for appointments-(616) 748-7215.

2. MJC ZIPP Plant

Bulk Liquids

- **Receiving Hours:** Call for receiving hours
- Standing appointments established – Call (616) 748-7193 for changes/issues.
- Appointments should be scheduled at least 24 hours in advance.

3.MJC-Main Street Plant

725 E. Main Street
Zeeland, MI 49464

- **Receiving Hours:** 7:00 A.M. – 1:30 P.M. Mon. – Fri.
- Appointments are Mandatory, 24 hours in advance and must be made between the hours of 6am est and 2:30pm est
- Contact: Shipping Coordinator for appointments-(616) 748-7215.

4. MJC-C/O Kenco Logistics

8250 Logistics Drive
Zeeland, MI 49464

- **Receiving Hours:** 7:00 A.M. – 3:00 P.M. Mon. – Fri.
- Appointments Necessary – Call (616) 748-9321 x220
- Appointments must be scheduled at least 24 hours in advance.
- Schedule appointments between the hours of 7:00 A.M. and 3:00 P.M., Monday thru Friday. Weekend deliveries are possible.