

6/9/16



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. In the event MJN and Supplier are parties to a written agreement signed by both parties, the terms of the written agreement shall prevail over any conflicting terms in this Inbound Routing Guide.

The instructions in this routing guide are an integral part of 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,

Ken May  
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, Indiana, and third party manufacturing 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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 MJC 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 must be contacted a minimum of **24-48 hours prior to pickup** in order to provide time needed to secure transportation.

MIQ Inbound Routing Contacts;

Paul Stodulski	773-824-2348	Paul.Stodulski@miq.com
LaKisha Williams	773-824-2213	LaKisha.Williams@miq.com
Carol Thomas	773-824-2308	Carol.Thomas@miq.com
Amy Kimmel	773-824-2342	Amy.Kimmel@miq.com
Jeff Douglas (Log Mgr)	773-824-2202	Jeff.Douglas@miq.com

Generic ID for any inbound planner

[MJNsupport@miq.com](mailto:MJNsupport@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**

- Supplier/shipper shall be responsible for the safe packaging of all Products in packaging materials specified by MJC. Supplier/shipper is required to inspect and take necessary actions to ensure all trailers and their associated loads are dry and are free of debris, dust, dirt, trash, odors, grease, rodents, insects (including, but not limited to Psocids), and pests of any kind, and is responsible for the proper and safe loading of Products onto Food Grade Trailers (hereinafter defined). Food Grade Trailer means a trailer that is not contaminated, nor has the potential to have been contaminated, by the prior use of the trailer for transportation of toxic chemicals, including, but not limited to, pesticides, rodenticides, insecticides and/or other hazardous materials, substances or chemicals, and has not otherwise been used for transportation or been in close proximity of any liquid or solid waste or garbage or any like material. Products shall not be commingled with toxic chemicals, including pesticides, rodenticides, insecticides and /or any other hazardous materials, substances or chemicals at any time prior to shipment. Non-conforming equipment should be rejected. Extra expenses sustained, as a result of the Supplier/shipper's failure to comply with MJC's requirements stated herein and shipping instructions shall be the responsibility of the Supplier/shipper.
- Any supplier utilizing supersaks for shipping must line the wall of the trailer with cardboard to prevent damage in the event that a wood walled trailer is used for transportation.
- 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**

- Supplier/shipper must ensure all trailers are sealed at origin upon successful loading and that the seal number is documented on the BoL, Bill of Lading. All Products must be shipped in accordance all applicable laws, rules and regulations. Extra expenses sustained, as a result of the Supplier/shipper's failure to comply with MJC's requirements stated herein and shipping instructions shall be the responsibility of the Supplier/shipper.
- 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, MJC Corporate Security, local QA/QC contact, and the Carrier. Results of the investigation conducted by MJC will dictate disposition of the shipment.
- MJC receiving, not the driver, should remove the seal.

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/shipper's and/or carrier's duties at law, including the duty of care, or by contract.

## **ROUTING INSTRUCTIONS**

### **MJC INTERNATIONAL SHIPMENTS**

- Imports managed by MJC with MJC as the Importer of Record must be initiated through the Import Compliance department at MJC to determine HTS codes and regulatory requirements.
- Globally MJC has relationships with multiple forwarders, but for the U.S., MJC works primarily with Kuehne and Nagel. **Key Contacts for Kuehne-Nagel in Chicago, IL can be reached at 847-290-6344.** Please ask for the MJC account team.
- MJC IMPORT DEPARTMENT – 812-429-5030
- MJC EXPORT DEPARTMENT – 812-429-5490

### **PARCEL INSTRUCTIONS**

- Collect shipments weighing **250** pounds or less should be shipped via **Fedex Ground** (FDEG).
- FedEx account numbers will be provided by the MJC procurement department point of contact.
- If supplier/shipper's 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 unless it is deemed truckload by the below criteria.
- 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 movements 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 supplier/shipper is requested by MJC to ship via air freight and MJC will be billed for the freight cost, **supplier/shipper 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 be 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 supplier/shipper's 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 pages 9-11 of this guide.
- Palletized raw materials shall be wrapped-around with shrink-film ensuring that all stocks are covered in 360' configuration with sufficient coverage over the top of the pallet to protect the contents from incidental water contact. Wrapping shall be performed in an area verified by the supplier to be free from any flying and crawling insects. The addition of shrouds , as well as the shrink-film procedure described herein, is preferred for all materials shipped in super sacks.

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/shipper'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>
<b>Receiving Hours:</b> 7:00 am – 2:00 pm Central (Mon-Fri)	<b>Receiving Hours:</b> 5:00 am – 1:00 pm Central (Mon-Fri)
<b>Dock 3 – 812-429-5087</b>	<b>Appointments Necessary:</b> Call 812-429-8519
<b>Dock 41 – 812-429-7868</b>	

- 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. Central (Mon-Fri)  
Appointments Necessary 24 hours in advance-812-833-3795

**Finished Goods Receiving Hours:** 7:00 am to 3:30 pm Central (Mon-Fri)  
Appointments Necessary 24 hours in advance-812-833-3797

Contact either dock for direction on indirect shipments.

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

MJC has four (5) 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 and 2:30pm Eastern
  - 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 am – 1:30 pm Eastern (Mon-Fri)
  - Appointments are Mandatory, 24 hours in advance and must be made between the hours of 6am and 2:30pm Eastern
  - Contact: Shipping Coordinator for appointments-(616) 748-7215.
  
- 4. MJC-C/O Kenco Logistics**  
8250 Logistics Drive  
Zeeland, MI 49464

  - **Receiving Hours:** 7:00 am– 3:00 pm Eastern (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 am and 3:00 pm Eastern, Monday thru Friday. Weekend deliveries are possible.

**5. MJC-C/O ALTL Inc.**

9548 Adams  
Zeeland, MI 49464

- **Receiving Hours:** 6:00 am– 6:00 pm Eastern (Mon-Fri)
- Appointments Necessary – Call (616) 748-2585 x3
- Appointments must be scheduled at least 24 hours in advance.
- Schedule appointments between the hours of 6:00 am and 6:00 pm Eastern, Monday thru Friday. Weekend deliveries are possible.