

We5/24/2022



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,

Stacy Siegelin  
Transportation Manager  
Mead Johnson & Company, LLC  
N. America Distribution

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## **PURPOSE**

The purpose of this procedure is to identify shipping practices and simplify processes to support MJC as it relates to shipments to our Indiana, Michigan, Nevada, 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 Transplace, per contact info on pages 4-5 to:**

**Mead Johnson & Company  
LLC C/O Transplace  
P O Box 425  
Lowell, AR 72745**

### **SUPPLIER REQUIREMENTS**

The MJC purchase order and the Inbound delivery numbers are the guiding documents 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. The Inbound delivery number is another guiding document for shipping. The supplier/shipper must provide all Inbound delivery numbers on the bill of lading (“BOL”). If multiple inbound delivery numbers are contained in the same shipment, all Inbound delivery numbers 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 and Inbound delivery number or follow these instructions may result in delay of payment and/or noncompliance charges.

## TRANSPLACE

Transplace 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 Transplace will route trucks, pre-audit and pay MJC freight bills.

Failure to notify Transplace of shipment details, including using non-preferred carriers, may result in noncompliance charges. All vendors are required by MJN to release their Purchase orders in the Transplace portal via the OMS tool. Notification should be through OMS, with the following shipment details noted;

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

TRANSPLACE must be contacted a minimum of **48 hours prior to pickup** in order to provide time needed to secure transportation.

## TRANSPLACE INBOUND ROUTING CONTACTS

Load Planning Requests / Inquiries	<a href="mailto:MJN-Planning@transplace.com">MJN-Planning@transplace.com</a>
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Stephen Parker  
Operations Manager  
479-770-7458  
[Stephen.Parker@transplace.com](mailto:Stephen.Parker@transplace.com)

Heather Green  
General Manager  
(479) 770-7752  
[Heather.Green@transplace.com](mailto:Heather.Green@transplace.com)

## **FREIGHT PAYMENT PROCEDURES**

*Submit bills to:*

**Mead Johnson & Company, LLC**  
**C/O Transplace Texas, LP**  
**P O Box 425**  
**Lowell, AR 72745**

### **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. **This applies to LTL shipments as well.**
- 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**

### **PARCEL INSTRUCTIONS**

- Collect shipments weighing **250** pounds or less should be shipped via **UPS Ground (UPSN).**
- UPS account numbers will be provided by the MJC procurement department point of contact.
- If supplier/shipper's shipment does not meet the UPS 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.

- UPS maintains limited liability for shipments. For high value freight (valued at over \$1,000), Supplier should contact Transplace to arrange freight regardless of weight.

## **NON-PARCEL INSTRUCTIONS**

For all collect inbound movements:

- If you have an issue with the Supplier Portal, please email Transplace for routing instructions (see contacts listed on pages 4-5).

## **TIME SENSITIVE SHIPMENTS/EXPEDITE**

If a shipment is time sensitive in nature and the delivery needs to be expedited, please email Transplace for routing instructions (see contacts listed on pages 4-5).

## **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:**

- Authorization for air freight must come from RB with direction from the requester.

## **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 – 812-429-6409
- MJC EXPORT DEPARTMENT – 812-429-5659

## **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 non-palletized 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.
- Palleted 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.

- Any supplier utilizing supersaks for shipping must line the wall of the trailer with cardboard to prevent damage or introduction of wood splinters into the supersaks in the event that a wood walled trailer is used for transportation.
- 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. MJC 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 and not used for transporting of MJC products. 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.

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.

At receipt, during the inspection of the product, if pallet(s) are found to show signs of being in contact with any liquid, **regardless of the location or amount of liquid contact**, MJC reserves the right to immediately reject the pallet(s) of product and the pallet(s) surrounding up to the entire trailer load due to the potential of a latent defects. The supplier/shipper will be responsible for these damages in full.

**PLANTS AND DISTRIBUTION CENTER CONTACT AND ADDRESS INFORMATION**

**INDIANA LOCATIONS**

***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.

**1. MJC, Evansville Main Plant**

2400 W. Lloyd Expressway  
Evansville, IN 47721-0001

<b><u>Building/Dock 3 and 41</u></b>	<b><u>Building/Dock 33</u></b>
<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 – 812-429-8519</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:** Open 24 Hours a day, Central (Mon-Fri) Appointments  
Necessary 24 hours in advance-812-833-3797

Contact either dock for direction on indirect shipments.

**MICHIGAN LOCATIONS**

***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.

- |  |    |  |
|--|----|--|
| <p><b>1. MJC ZIPP Plant</b><br/>100 N. Fairview Street<br/>Zeeland, MI 49464</p> | OR | <p><b>(Materials for Foreign Trade Zone)</b><br/><b>MJC Nutr.</b><br/>Foreign Trade Zone<br/>43B Inbound<br/>100 Fairview Street<br/>Zeeland, MI 49464</p> |
|--|----|--|

- **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) 748-7108 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) 748-7115.

#### 4. MJC-C/O Kenco Logistics

750 E. Riley St.  
Zeeland, MI 49464

- **Receiving Hours:** 7:00 am– 3:30 pm Eastern (Mon-Fri) □ Appointments Necessary – Call (616) 953-5193
- Appointments must be scheduled by noon prior to delivery day.
- Schedule appointments between the hours of 7:00 am and 3:30pm Eastern, Monday thru Friday.

### NEVADA LOCATIONS

*Mead Johnson & Company, LLC North Las Vegas, NV Delivery Instructions and Directions*

#### 1. RB Health Las Vegas DC

4800 East Tropical Parkway  
North Las Vegas, NV 89115

- **Finished Goods Receiving Hours:** 8:00 am– 10:00 pm Pacific (Mon-Fri)
- Appointments Necessary – Please email:
  - [DLLVSIInbounds@rb.com](mailto:DLLVSIInbounds@rb.com)
  - [Christina.Aldape@reckitt.com](mailto:Christina.Aldape@reckitt.com)
  - [Oscar.Lopez2@reckitt.com](mailto:Oscar.Lopez2@reckitt.com)
- Appointments must be scheduled within 48 hours of delivery; 24 hours if transit is 1 day.
- Escalation Contact for appointments: [Ryan.Wuerz@rb.com](mailto:Ryan.Wuerz@rb.com)
- **Main Office Line: (702) 800-8648**

### PENNSYLVANIA LOCATIONS

*Mead Johnson & Company, LLC Myerstown, PA Delivery Instructions and Directions*

#### 1. RB Health Myerstown DC

60 Central Blvd  
Myerstown, PA 17067

- **Finished Goods Receiving Hours:** 8:00 am– 10:00 pm Pacific (Mon-Fri) ;  
6:30am-3:30PM (Sat-Sun) – 24/7 for Drop with notification.
- Appointments Necessary – Please email:
  - [DLMYRInbound@rb.com](mailto:DLMYRInbound@rb.com)
- Appointments must be scheduled within 48 hours of delivery; 24 hours if transit is 1 day.
- Escalation Contact for appointments: [DLMYREscalation@rb.com](mailto:DLMYREscalation@rb.com)
- **Main Office Line: (717) 883-3910**