

# Medline Industries, Inc. Vendor Routing Guide

<b>Mode of Shipment</b>	Carrier	Payee/Terms	Threshold Rules
*PARCEL Inbound to Medline	FedEx *Ground	Medline*/ Collect	0 - 400 lbs ** Max of 25 packages NON OVERSIZED

A Vendor may use an alternate Inbound to Medline Parcel routing option - <u>Only</u> if they have a signed, authorization from Medline exempting it from the FedEx Ground "Collect" program

Less Than Truckload Inbound to Medline	Unyson Logistics	Medline/Collect	401 - 12,000 lbs Up to 10 pallets or 1,100 cubic feet
PARCEL Direct to Customer	Vendor's Carrier	Vendor PPD & Add	0 – 250 lbs ** If over 250 lbs ship LTL
Less then Truckload  Direct to customer	Unyson Logistics	Medline/Collect	251 – 12,000 lbs Up to 10 pallets or 1,100 cubic feet & for Oversized shipments
Truckload	Contact Medline	Medline/Collect	>12,001 lbs Or > 10 pallets or > 1,100 cube

<sup>\*\*</sup> Note: Oversize Parcel is determined by the following formula: TAKE THE DIMENSIONS OF YOUR CARTON AND ADD IT LIKE THIS: L + Wx2 + Hx2 = IF THIS ADDS UP TO BE EQUAL TO OR GREATER THEN 130 THEN YOUR CASE/CARTON IS OVERSIZED. THEREFORE: DO NOT SHIP VIA PARCEL CARRIER AT ALL – PLEASE SHIP LESS THEN TRUCKLOAD ON Medline CARRIER LISTED IN THIS GUIDE\*\*\*

Note2: Bill of Lading requirements and carrier remit to instructions are listed below in the "Mode of Shipment" detail sections.

# Charge-backs

**Carrier:** When our vendor uses a carrier different from the Medline specified carrier, a chargeback is calculated by subtracting the Medline specified carrier freight charge from the actual carrier freight charge.

**Insurance:** Do not insure or declare value on any collect shipment unless authorized by Medline. Any declared value surcharge for insurance will be charged back in full.

#### **Freight Terms:**

On "Prepaid" shipments, or when a vendor does not conform to the freight terms specified on the Medline purchase order, the vendor will pay all freight and accessorial charges associated with the shipment. (Note: If a vendor allows the carrier to sign the Bill of Lading based on pallet count, rather than piece count, Medline will not accept responsibility for case count shortages. Permitting a carrier to sign for pallet count, inserting a shipper load and count notation, said to contain (STC), unable to count (UTC) or including a "shrink wrapped skids" notation on the shipping documents places the responsibility for case count shortages with the vendor or the carrier and Not Medline Industries).

- Electronic Proof of Delivery (EPOD). If a vendor's carrier uses an EPOD, the Medline receiving team member must be able to notate over, short or damaged cases within the device and obtain a copy (via email or print) of the delivery receipt illustrating the discrepancies. The vendor or vendor's carrier must

supply the copy to Medline within 24 hours from request. Failure to supply the adjusted delivery receipt within 24 hours will result in an immediate debit to the vendor for any discrepancies and release Medline from any liability regarding the items in question.

# **Schedule of chargebacks:**

Compliance	Definition	Financial Penalty		
Measure	Definition	Admin Fee	<b>Additional Fee</b>	
Collect & Prepaid Shipments	Failure to follow Medline Routing Guide instructions	\$25.00	All Excess Freight Charges	
Missed Appointment	Failure to arrive for scheduled appointment, without 24 hour prior electronic notification of reschedule request	\$50.00	\$150.00	
Late for Appointment	Failure to arrive within 1 hour of scheduled appointment	\$25.00	\$100.00	
No Appointment	Carrier arrives at Medline DC with no appointment	\$25.00	\$50.00	
Rescheduled "Same-Day"	Carrier/Vendor reschedules appointment within 24 hours of existing appointment	\$25.00	\$50.00	
Multiple Reschedules	Greater than two reschedules on one PO	\$25.00	\$25.00	
Incorrect documents	Missing or incorrect packing lists/bills of lading (i.e.: pieces, weight, etc.) Missing Medline PO reference number	\$25.00	\$50.00	
Pallets	Not meeting specified GMA standards. Improper or damaged pallets	\$0.00	\$100.00	
Packaging/Cartons	Not meeting ITSA standards, Loose flaps, or buckled sides, improper markings (Hazmat)	\$0.00	\$100.00	
Packaging/Cartons	Multiple case sizes for the same SKU (within a single or across multiple shipments from the same vendor)	\$50.00	\$150.00	
Ship dates	Failing to meet "must ship by date/window"	\$50.00	\$200.00	
Web Portal compliance	Omitting or not following Portal instructions		\$100.00	

Chargebacks are per/shipment and will be resolved by either a debit memo or invoice to the vendor.

# Small Parcel Shipping Procedures: "Into Medline Branches"<400 Lb/25CS

## To Medline Branches Only: Use FedEx Ground "Collect".

If the weight of your shipment is < 400# (AND IS LESS THEN 25 CARTONS AND NOT OVERSIZED) and the shipment is bound for a Medline Branch – please ship FedEx Ground COLLECT. In order to use this option, your company must have its own FedEx Ground account#. If you don't already have an account, call FedEx new accounts directly at 1-800-231-9219 to set one up. Create your FedEx ground collect label to be attached to the package. Labels can be generated with FedEx Ship Manager at Fedex.com or with FedEx Ship Manager soft ware on your PC. You do not need Medline's FedEx account # to ship FedEx ground collect. Collect is the billing option. FedEx will bill Medline for applicable transportation charges from the bar code on the shipping label.

Select FedEx Ground as the service type. Choose "collect" (ground only) in the "Bill Shipment To" field. <u>Enter Medline's Purchase Order Number</u> in the billing reference field for all shipments. This is a required entry and failure to enter this PO# in the reference field will result in a charge back of the

transportation costs. Print your label and affix it to your package. Schedule your package pickup online at fedex.com or by calling 1-800-gofedex (1-800-463-3339). If you do not have a regular FedEx ground pickup allow one extra day for package shipping. Avoid pickup fees by dropping off at a FedEx drop-off location. Find the nearest location by calling 1-800-463-3339 or on Fedex.com

# \*Small Parcel Shipping Procedures: "Into Medline Branches"<400 Lb/25CS

## To Medline Branches Only: PPD & ADD OPTION (Parcel ground only)

Medline expects all vendors to obtain a Fed Ex Ground account # and ship via the Fed Ex Inbound Ground Collect program. This alternative is being made on a temporary basis <u>Only</u> if you have a signed, authorization from Medline Industries, Inc. exempting your company from the FedEx Ground "Collect" program.

Ship PPD&Add on your **own parcel** account ONLY IF YOUR CHARGES ARE LESS THEN \$150. \*IF YOUR COSTS WILL EXCEED \$150 THEN PLEASE REVERT TO THE LESS THEN TRUCKLOAD PORTION OF THIS GUIDE AND USE THE Medline CARRIER INSTEAD

\*\*IF YOU PPD&ADD AND THE CHARGES BACK TO Medline EXCEED \$150 YOUR INVOICE WILL BE SHORT PAID AND Medline WILL ONLY PAY BACK WHAT WE WOULD HAVE PAID HAD YOU COMPLIED WITH THIS ROUTING GUIDE

Note: Medline's Purchase order must be listed in the Package/Billing reference field

# Small Parcel Shipping Procedures: "Drop/Customer Directs" <250 Lbs

## Drop Shipments Only: "Prepaid & Add" on your own parcel account#.

Bill back Medline for these charges when you bill for merchandise. The invoice must have back up detailing these charges sent along with the invoice. Charges are not to include any handling or other service charges. These charges will be reviewed prior to payment. Medline Industries will not file claims against a vendor's carrier on prepaid shipments.

\*\*Shipments >251 lbs and or Oversized should be treated as LTL - refer to the LTL to Customers' portion of this guide

\*\*DO NOT SHIP OVERSIZED SHIPMENT PARCEL. CHOOSE LTL AS THE SHIPPING METHOD IF YOUR SHIPPING CARTONS DIMENSIONS ADDED UP (L + W + W + H + H) ARE EQUAL TO OR GREATER THEN 130!!!. THAT IS CONSIDERED OVERSIZED

No air freight shipments will be made without written authorization from Medline Industries, Inc. \*\*THERE IS NOW GROUND SERVICE TO HAWAII, ALASKA AND PUERTO RICO –  $2^{ND}$  DAY AIR IS NO LONGER THE ONLY OPTION

Note: Medline's Purchase order must be listed in the Package/Billing reference field

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# Less Than Truckload (LTL): > 400 Lbs < = 12,000 Lbs to MEDLINE Less Than Truckload (LTL): > 251 Lbs < = 12,000 Lbs to CUSTOMERS MAXIMUM CUBIC FEET ALLOWED IS 1100 CUBE

For LTL shipments use Unyson Logistics. Log onto the Unyson Web Portal at <a href="https://www.medlinerouting.com">www.medlinerouting.com</a> or call Unyson Logistics at 1-866-633-5750

(Instructions for Web Portal usage are on Pages 5-15 of this Routing Guide)

VENDORS MUST ENTER PURCHASE ORDER INFORMATION INTO THE UNYSON WEB PORTAL OR CALL UNYSON <u>AT LEAST 72 HOURS IN ADVANCE</u> OF THE DESIRED PICK-UP DATE TO OBTAIN LTL ROUTING INSTRUCTIONS.

## \*\*\*APPLIES FOR SHIPMENTS TO MEDLINE FACILITIES ONLY\*\*

(Charge-back provisions will apply on requests that arrive with less than 72 hour notice, unless prior Medline authorization is acquired)

## 72 HOUR NOTICE IS NOT REQUIRED ON DIRECT TO CUSTOMER SHIPMENTS

All purchase orders ready for shipment on the same day to a single destination must be combined on one bill of lading as a single shipment. Any vendor shipping less-than-truckload needs to abide by the "must ship by" or "must deliver by" dates on the PO. If possible, vendors send only one (1) weekly shipment to each Medline branch. This will help reduce receiving inefficiencies caused by excessively small shipments and reduce freight costs. Shipping terms on Medline purchase orders are predicated on the complete fulfillment of the order in one shipment. Back orders must be shipped FOB destination at the vendor's expense, unless prior approval is obtained from Medline Industries.

# **Bills of Lading must include:**

- Medline's purchase order number plainly displayed.
- Actual name of shipper (Medline assigned vendor number may be used in lieu of shipper name) and shipper's address (if different from name and address on the invoice).
- Name and full address of consignee.
- Complete shipping information: Specific/ Actual carrier name, date shipped, B/L number, number of pieces (cartons, skids, etc.), and weight.
- Description of merchandise as specified in the National Motor Freight Classification.
- Actual freight class of items as indicated in the National Motor Freight Classification
- Note to carrier: "Return copy of Bill of Lading with freight bill."

Mark Your Bill of Lading: 3<sup>RD</sup> Party Billing:

Medline c/o Data2Logistics (MEDL01)
P.O. Box 61050
Ft. Myers, FL 33906

## **Packing slips:**

• A packing slip must be included in every shipment. On drop shipments, packing list must show Medline as the shipper.

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- Packing list must clearly state the Medline purchase order number, quantities, descriptions, and the Medline
  product number of each item being shipped. For multiple purchase orders, the packing list must clearly
  delineate the items and quantities being shipped against each purchase order. If a drop shipment, packing slip
  must indicate customer's purchase order number as well.
- Destination and full address must be shown.
- Shipper's address must be shown if different from name and address on invoice.
- Number of shipping units and weight must be indicated.

# Truckload / Volume Routing Guidelines: >12,000 # //10 skids or 1100 Cube

Call Medline Industries Transportation Department for specific routings on the following:

- Any shipment weighing over 12,000 lbs.
- Any shipment that takes up over 10 pallet positions (standard 48x40)
- Any shipment that takes up over 1,100 cubic feet of trailer space.

The following information will be required before a carrier can be scheduled:

- Purchase order number
- > Ship from address
- Contact name, phone/email
- Weight
- Pieces
- Cube or number of pallets & height
- Ready date
- > Requested arrival date

Call the Transportation Department at 847-643-4330 between 9:00 AM and 5:30 PM CST, Monday through Friday for routing instructions. Or email all shipment information to <a href="mailto:Inbound.Routing@medline.com">Inbound.Routing@medline.com</a> please include PO#, # of pcs, # of pallets/skids, total weight and cubic feet as well as the ready date and time. This call/email must be made at least 24 hours prior to desired pick up to allow scheduling of equipment.

The shipper's personnel will load all vendor shipments, or shipper will be liable for any charges incurred at origin for loading or unreasonable delays. Carriers will be responsible for accurate counting of merchandise loaded upon their equipment unless "Shipper Load and Count (SL & C) is indicated. Shippers will seal all trailers on truckload shipments and note seal number on bill of lading.

Please advise the Transportation Department of any consistent moves to our locations so that we can arrange regularly scheduled pick-ups to help avoid continuous calls for routing instructions.

# **Bills of Lading must include:**

- Medline's purchase order number plainly displayed.
- Actual name of shipper (Medline assigned vendor number may be used in lieu of shipper name) and shipper's
  address (if different from name and address on the invoice).
- Name and full address of consignee.
- Complete shipping information: Specific/ Actual carrier name, date shipped, B/L number, number of pieces (cartons, skids, etc.), and weight.

- Description of merchandise as specified in the National Motor Freight Classification.
- Actual freight class of items as indicated in the National Motor Freight Classification

- Note to carrier: "Return copy of Bill of Lading with freight bill."
- 3<sup>rd</sup> PARTY BILLING INFO MUST BE ON SHIPPERS BILL OF LADING FOR THE CARRIER Mail Freight Bills to:

Medline c/o Data 2 Logistics P.O. Box 61050 Ft. Myers, FL 33906

- Medline **must** be indicated as payer of the freight charges on the Bill of Lading.
- Shipments destined to a Medline facility must indicate "Collect" rather than prepaid.

## **Packing slips:**

- **A packing slip must be included in every shipment.** On drop shipments, packing list must show Medline as the shipper.
- Packing list must clearly state the Medline purchase order number, quantities, descriptions, and the Medline
  product number of each item being shipped. For multiple purchase orders, the packing list must clearly
  delineate the items and quantities being shipped against each purchase order. If a drop shipment, packing slip
  must indicate customer's purchase order number as well.
- Destination and full address must be shown.
- Shipper's address must be shown if different from name and address on invoice.
- Number of shipping units and weight must be indicated.

# **Efficient Handing Requirements**

# Pallet requirements: Minimum standard = GMA#2

- Vendors must use 48 x 40 hardwood pallets
- 6 to 7 boards on top, depending on board width which can be 3-1/2" to 5-1/2" wide
- No less than 4 boards on bottom
- Average top deck spacing 2-1/2" to 3-1/2" but can be up to 4"
- 3 stringers (1-1/2" x 3-1/2" each)
- 4-way entry, Flush
- Has plugs (repairs) on stringers
- Plugs can be various length and location
- No more than two boards (stringers) thick at any one point
- Chips or partial split boards are acceptable and may have multiple blemishes and color degradation

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- No pallets with fully split or broken boards will be accepted
- No overhang
- Product must be secured to pallet with shrink-wrap (minimum wrap gage of .79 is required)
- Full flat layers / No "chimney" stacking

# Packaging requirements:

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- Shipping container / carton packaging must meet International Safe Transit Association (ISTA) standards. *Information regarding these standards can be found at www.ista.org or by phone at 517-333-3437*
- Cartons must be taped, glued and/or stapled
- Packaging straps must be able to endure a standard distribution conveyor system
- Cartons must conform to Medline's dimension specifications
- Cartons are to be uniform in dimension for each individual SKU and cannot fluctuate in size or tensile strength within a single shipment, Or across multiple shipments from the same vendor.
- Any change in packaging must be approved by your Medline product manager

# **Hazmat Labeling Compliance:**

- Shipping cartons containing hazardous materials must be marked within DOT regulations
- A Material Safety Data Sheet (MSDS) must accompany any item defined as hazardous/dangerous

## **Product Shelf Life:**

- Unless otherwise stated in the Purchasing agreement, all products delivered to Medline designated locations must have a minimum shelf-life of six (6) months from the date on the delivery receipt.
- Failure to supply minimum shelf-life may result in a dollar penalty or the product being returned to the vendor for full purchase price reimbursement along with any related transportation and warehouse service fees.

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## Procedures and Notes for the Unyson Routing Request Website.

#### **Contact Information**

Unyson Logistics Name: Raymond Leisure

Phone: **1-866-633-5750** 

Email: MedlineRouting@unysonlogistics.com

#### **Supplier User Registration**

Go to Internet address <a href="www.MedlineRouting.com">www.MedlineRouting.com</a> Click the "Registration" link Complete the registration form with the required information for the user. Select enter name, company name, title, phone number and extension, fax number, email address, selected username and password. Once the registration is submitted, an email confirmation will be sent to the registering user at the email address supplied.

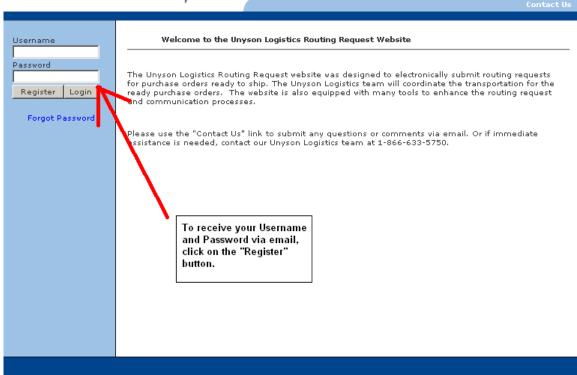
An administrator will review the user registration and enter the corresponding Medline vendor number. When the user registration is approved, an email will be sent to the user. At this time the user will have access with the requested username and password.

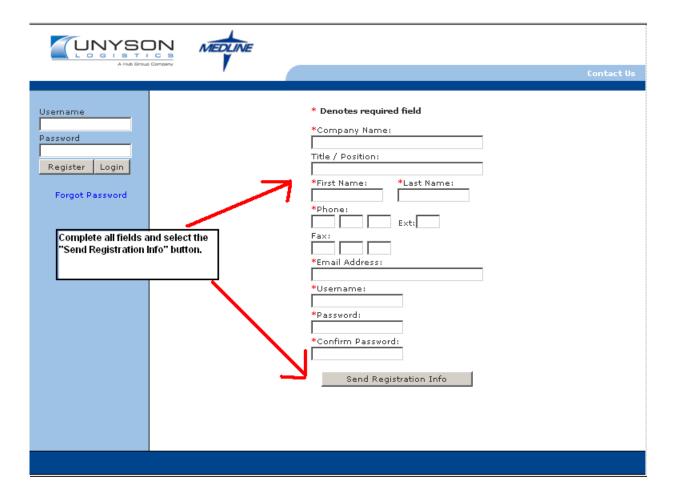
It is recommended that each user register a separate username and password.

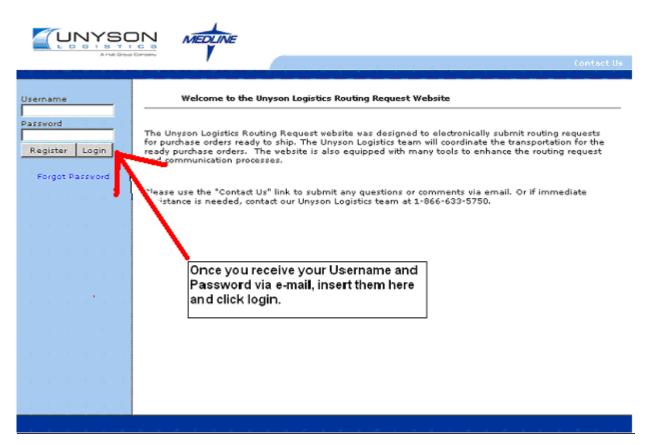
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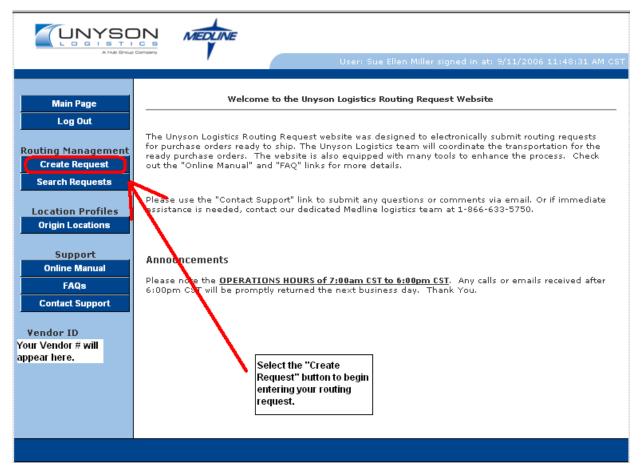
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#### Forgot password?

If an approved registered user does not recall their password, click on the "Forgot Password" link on the home page. This will display an open field on the home page for the user to enter their current username. Next, click on the "Send Password" button. An email will be sent to the user providing the registered username and corresponding password.

#### Username Disabled?

If an approved registered user does not log into the website for <u>60 calendar days</u>, their username will automatically be disabled. To reactive your username, follow the links under the log in error to submit an email requesting that your username be reactivated.



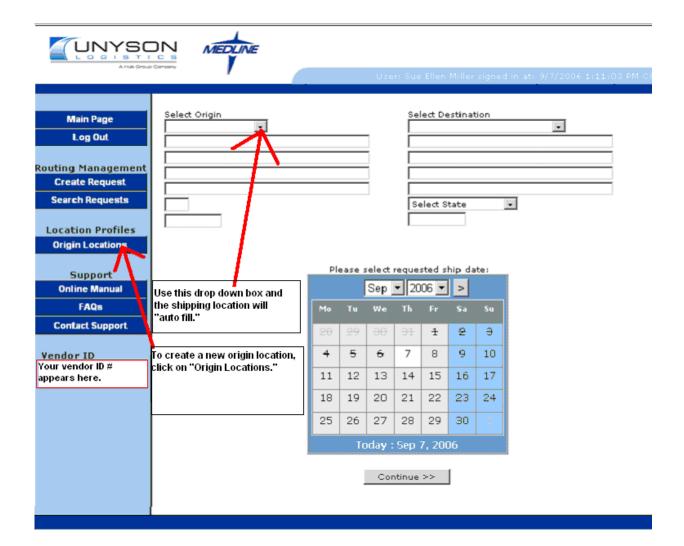
#### **Location Profiles**

**What is an origin location?** An origin location is where the freight will be shipping from. An origin location MUST be entered before a routing request can be submitted.

#### Add a New Origin Location

Each user must enter their current shipping locations by clicking on the "Origin Locations" link. A page will be displayed requiring that an origin name, address, city, state, zip, contact name, phone number and email address be entered. It is recommended that as much information available be entered for each shipping location to assist in the routing process. Once the information has been entered, click the "Add Location" button at the bottom of the page. The origin location will be listed on the right side of the page.

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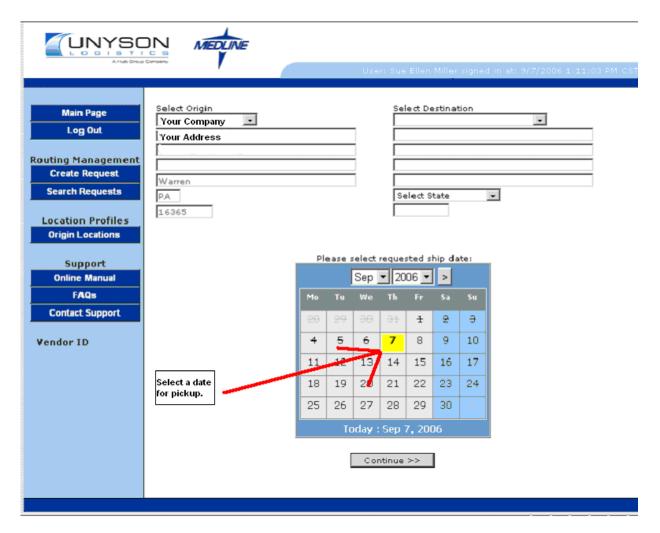


## Edit an Existing Origin Location

To update the origin location information, click the "Origin Locations" button. Next, click the desired location name listed on the right. The selected location information will be populated in the location form. Make the necessary edits and click the "Submit Changes" button at the bottom of the page.

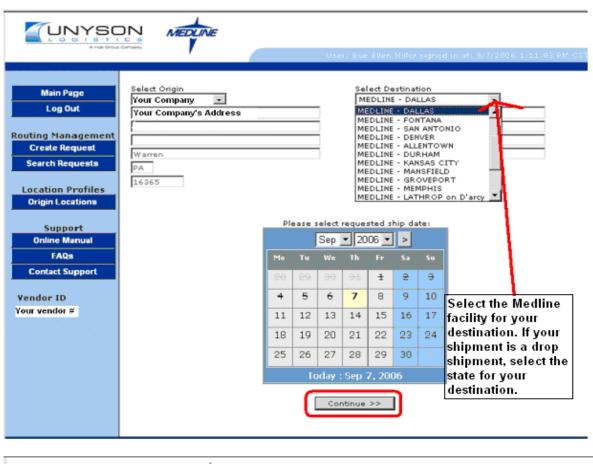
## Delete an Existing Origin Location

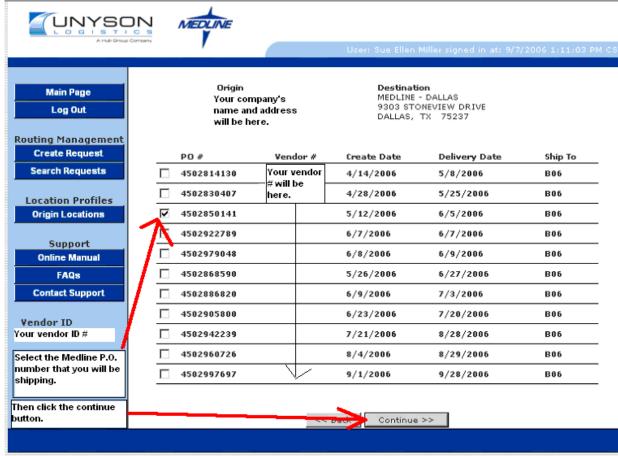
To delete a origin location, click the "Origin Locations" button. Next, click on the desired location name listed on the right. The selected origin information will be populated in the location form. Next, click the "Delete" button at the bottom of the page. The origin location will be removed from the list on the right.



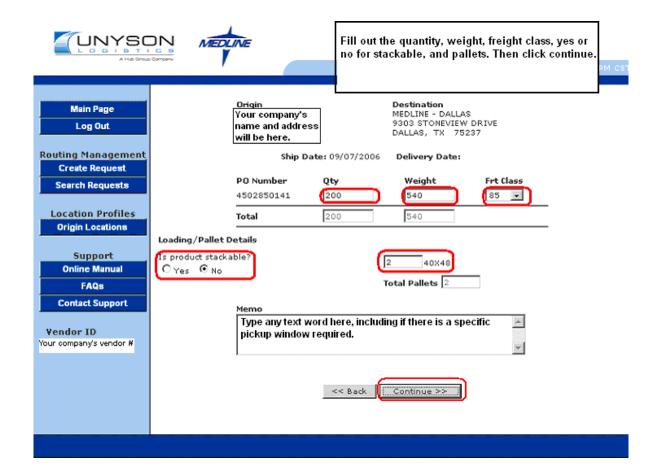
## \*\*\* Pickup Requests

MUST BE RECEIVED BY UNYSON AT LEAST 72 HOURS IN ADVANCE OF THE SHIP DATE. THIS WILL ALLOW TIME FOR LTL CONSOLIDATION. THANK YOU FOR YOUR COOPERATION





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#### User: Sue Ellen Miller signed in at: 9/7/2006 1:11:03 PM CS



Origin Your company's name and address will be here. **Destination** MEDLINE - DALLAS 9303 STONEVIEW DRIVE DALLAS, TX 75237

Ship Date: 09/07/2006 Delivery Date: 6/5/2006

 PO#
 QTY
 Weight
 Frt Class

 4502850141
 200
 540
 85

 Totals
 200
 540

Memo

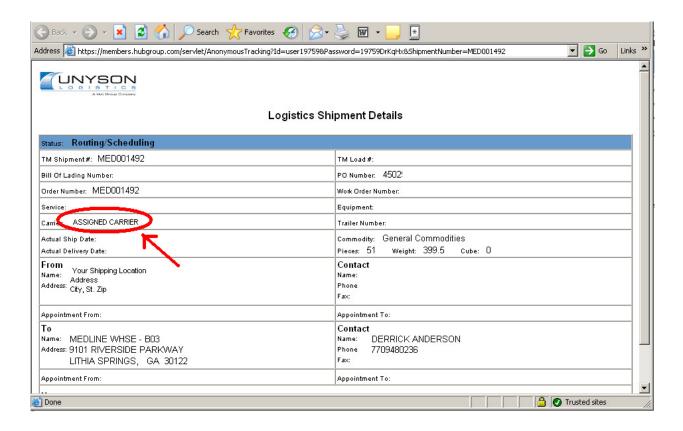
<< Back Verify & Complete >>

Proofread all the information above and if it is all correct click on the Verify & Complete button.

#### **View Carrier Assignment**

When the carrier has been assigned to the routing request, an email will be sent to the user who entered the request. The email will contain a link to the "Check Status" page of the Unyson Routing Request website.

To access the check status page prior to the email notification, search for the particular request and under the routing request details, the "Check Status" button is available. Click the "Check Status" button to view the current routing status.



#### View a Submitted Request

Go to the "Search Request" link. Routing requests can be filtered a variety of ways. Each search method is separated by a black line.

#### **Search Methods**

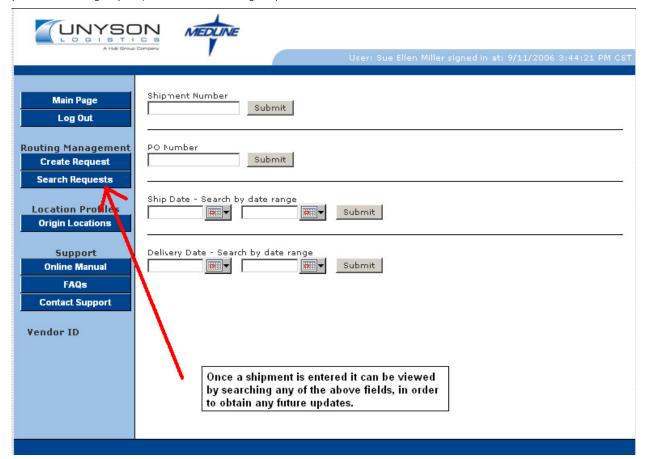
**Ship Request Number**: Enter the assigned shipment number beginning with a "MED" and click the corresponding "Submit" button. The requested shipment will be displayed.

**PO Number**: Enter the PO number as entered on the routing request and click the corresponding "Submit" button. The routing request(s) containing the purchase order will be displayed.

**Item Number**: Enter the item number as submitted on the routing request and click the corresponding "Submit" button. The routing request(s) containing the item number will be displayed.

**Ready To Ship Date**: Enter the "requested ship date" date range and click the corresponding "Submit" button. The routing requests scheduled to ship on or between the entered dates will be displayed.

**Ship to Arrive By Date**: Enter the "Ship to Arrive By Date" date range and click the corresponding "Submit" button. The routing requests schedule to delivery on or between the entered dates will be displayed. To view the details of a particular routing request, click on the "Routing Request number" link.



## Support

### **Online Manual**

Click the "Online Manual" link for help in using the website. Use the "Print" button at the bottom of the page to print a copy of the Online Manual.

#### **FAQs**

Click the "FAQs" link for answers to commonly asked questions.

#### **Contact Support**

Click the "Contact Support" link to submit question, concerns or recommendations for improvement via email to Unyson Logistics.

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