

2024
SHIPPING
ROUTING
Policy **GUIDE**



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VENDOR STANDARD ROUTING INSTRUCTIONS

(Parcel, International Ocean & Air, LTL & TL Routing)

The Coghlin Companies (CCI) have negotiated preferred pricing with select Less than Truckload (LTL), Full Truckload (FTL), Freight Forwarders & Parcel carriers to include all distribution centers, manufacturing plants, offices, storage facilities. Bill Collect for LTL shipments and Bill Third Party for Parcel to our facilities; we expect full compliance with these instructions to avoid any unplanned transportation costs and surcharges. LTL Collect suppliers and Parcel Third Party Billing should use the carrier noted within the routing guide or carrier dictated by the Vendor Portal.

www.vendorrouting.com/coghlincompanies →

Reminder: This guide is intended to direct the shipping activities of material suppliers to CCI and Subsidiaries. The contents here should not be disclosed or shared with any carriers.

BASIC INFORMATION

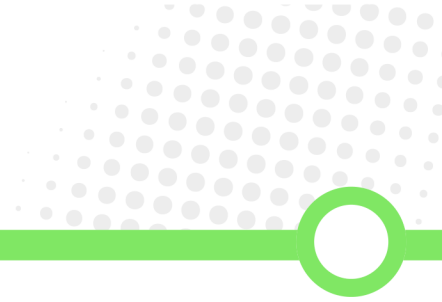
CONTACTS:

Logistics Manager	1-508-929-4600
Logistics Group (LTL, FTL)	columbiatech@techlogistics.com
UPS Domestic Customer Service	1-888-742-5877
UPS International Customer Service	1-800-782-7892

LOCATIONS:

- 10 Otis Street, Westborough, MA 01581
- 27 Otis Street, Westborough, MA 0158
- 53 Otis Street, Westborough, MA 01581
- 3 Sassacus Drive, Westborough, MA 01581
- 5 Sassacus Drive, Westborough, MA 01581
- 125 Fisher Street, Westborough, MA 01581
- 101R Hartwell Ave, West Boylston, MA 01583
- 127 Hartwell Ave, West Boylston, MA 01583
- 444 Whitney Street, Northborough, MA 01532

BASIC INFORMATION



LOCATIONS:

Name	Building	Address	Days	Start time	Close Time
CT	B3	3 Sassacus Drive Westborough, MA 01581	Mon-Fri	7:00 AM	3:30 PM
CT	B5	5 Sassacus Drive Westborough, MA 01581	Mon-Fri	N/A	N/A
CT	B444	444 Whitney Street Northborough, MA 01532	Mon-Fri	7:00 AM	3:30 PM
CT	B10	10 Otis Street Westborough, MA 01581	Mon-Fri	7:30 AM	3:30 PM
CT	B27	27 Otis Street Westborough, MA 01581	Mon-Fri	7:00 AM	4:30 PM
CT	B53	53 Otis Street Westborough, MA 01581	Mon-Fri	7:00 AM	3:30 PM
CT	101R	101R Hartwell Street West Boylston, MA 01583	Mon-Fri	7:00 AM	4:00 PM
CT	B125	125 Fisher Street Westborough, MA 01581	Mon-Fri	7:00 AM	5:00 PM
Cogmedix	127	127 Hartwell Street West Boylston, MA 01583	Mon-Fri	7:00 AM	4:00 PM

GROUND PARCEL

CCI has negotiated preferred parcel pricing with UPS as our primary provider for parcel shipments. Non-Palletized boxes weighing 1-150 lbs., not requiring expedited service, are to be shipped via STANDARD SERVICE UPS Ground.

Please note for all small parcel shipments to a CCI site, use UPS Ground or UPS Ground multi-weight pricing. Mark the shipment waybill "Bill Third Party" and use the account number provided by your CCI Business Representative or CCI Logistics Manager. All items shipped to Columbia Tech or Cogmedix must be packaged with one P/N per carton. Mixing multiple P/N in the same box is not acceptable and may be subject to rejection of delivery at the supplier's cost. This practice will reduce damage and receiving errors.

You must list the CCI Purchase Order number, Invoice numbers and/or other shipment references in the shipment reference field (one of the first three reference fields) on your UPS Shipping Label. If you are shipping multiple purchase orders at once, the documentation must specify the PO number and P/N for each box with one PO number referenced per packing slip. If you have no PO number, please reach out to the CCI Business Representative for help in advance of making the shipment to provide the necessary information for the reference field. Do not declare any value on small parcel shipments.

For services regarding UPS Ground shipments contact the CCI Logistics Manager. For Individual cartons or boxes over 150 lbs. but less than 10,000 lbs. should be palletized and sent via LTL.

AIR PARCEL EXPEDITED SERVICE

When alternate ground service for boxes weighing 1-150 lbs. cannot meet the required delivery date and time, request approval to ship UPS 3 Day Select, UPS 2 Day, UPS Next Day Air by the CCI Business Representative or the Logistics Manager. Premium Services including UPS First Overnight and UPS 2 Day A.M. are prohibited unless approved in writing by the CCI Business Representative or Logistics Manager. After receiving authorization, please select the UPS® Services below based on the most cost-effective option (ranked below) and the desired delivery date as follows:

UPS 3 Day Select	typically a 3-day transit time
UPS 2 Day	typically a 2-day transit time
UPS Next Day Air	next business day service

You must list the CCI Purchase Order number in the shipment reference field (one of the first three reference fields) on your UPS Shipping Label and mark the shipment air waybill "Bill Third Party" and use the account number provided by your CCI Business Representative. All items shipped to Columbia Tech or Cogmedix must be packaged with one P/N per carton. Mixing multiple P/N in the same box is not acceptable and may be subject to rejection of delivery at the supplier's cost. This practice will reduce damage and receiving errors. If you are shipping several purchase orders at once, the documentation must specify the PO number and P/N for each box with one PO number referenced per packing slip. If you have no PO number, please reach the CCI Business Representative for help in advance making the shipment to provide the necessary information for the reference field. Do not declare any value on small parcel shipments.

UPS and Fedex account numbers are confidential and should only be communicated to designated individuals for the limited purpose of preparing UPS or Fedex shipments under these routing instructions. Do not post this information online, on a Purchase Order, Bill of Lading, Commercial Invoice, Shipping Reference fields or other non-restricted view documents or make it available beyond what is your company policy. These accounts are for shipments to CCI facilities only and their use is monitored by our freight audit provider.

LTL SHIPMENTS – NORTH AMERICA

(Less Than Truckload-Palletized & Less than 16 linear feet in the trailer)

Coghlin Companies contracts Tech Logistics for both National and Regional US LTL Service. Single piece shipments > 150 lbs. or multi-piece shipments weighing up to 10,000 lbs. or 600 cubic feet or less than 16 linear feet on the trailer. If you are a CCI Supplier and have an FOB or collect shipment that qualifies for LTL carriage, CCI has contracted Tech Logistics as primary partner. Please go to www.vendorrouting.com/coghlincompanies and enter your LTL shipment data including a Purchase Order Number with one PO number referenced per packing slip. Purchase Order (“PO”) must be shown on the pallet in a large font that can be read by the receiving team without difficulty.

Accurate NMFC # for LTL shipments (including sub item # if applicable), NMFC Class, number of cartons and weight by item must be included in Bill of Lading. It is the Sellers responsibility to update any changes to the NMFC #s applicable to their products. Sellers may be responsible for all additional freight charges resulting from items that are misclassified.

In the event a carrier option is not provided by the Vendor Portal, complete the attached form (Appendix A) and email it to the following: ColumbiaTech@techlogistics.com.

They will return a BOL and schedule the pickup based on your shipping hours, or shop for a volume quote if needed.

CCI Approved Carriers

A Duie Pyle
Estes Express Lines
Old Dominion Freight Lines
Saia LTL Freight
Ross Express

TRUCKLOAD

Palletized shipments weighing over 10,000 lbs., or greater than 16 lineal feet or 600 cubic feet are classified as Truckload. Truckload routings will be determined by the product, origin, destination, and if there are any special service requirements.

Please go to

www.vendorrouting.com/coghlincompanies

FTL shipment paperwork (BOL) should reference a Purchase Order Number with one PO number should be referenced per packing slip. Purchase Order (“PO”) must be shown on the pallet in a large font that can be read by the receiving team without difficulty. In the absence of specific routing and shipping instructions, please contact the CCI Logistics Manager.

INTERNATIONAL SHIPMENTS



LCL (Less than Container Load) Criteria:

Shipments occupying less than 12 cubic meters and not time critical (Note: Transit is typically 10 days longer than full container). LCL booking requests will be processed and confirmed within 24 hours and OCEANAIR will coordinate and provide pickup details. Shipment and paperwork should be ready by the time the pickup carrier arrives. See paperwork requirements below.



Air Freight Criteria:

For shipments weighing more than 125 KG with time definite requirements, please book shipments via OCEANAIR, and we will coordinate and provide pickup details. Shipment and paperwork should be ready by the time the pickup carrier arrives. See paperwork requirements below.



Ocean Criteria:

For shipments greater than 12 cubic meters, please book shipments via OCEANAIR and we will process and confirm within 24 hours of receipt. OCEANAIR will coordinate and provide pickup details. Shipment and paperwork should be ready by the time the pickup carrier arrives. See paperwork requirements below.

INTERNATIONAL SMALL PACKAGE

Small package and heavy air criteria shipments weighing less than 125 KG with time definite requirements and orders requiring expedited shipment (above ocean) Please use the following UPS methods:

UPS International Standard	6-10 Business Days
UPS Worldwide Expedited	3-5 Business Days
UPS Worldwide Saver	1-3 Business Days

All items shipped to Columbia Tech or Cogmedix must be packaged with one P/N per carton. Mixing multiple P/N in the same box is not acceptable and may be subject to rejection of delivery at the supplier's cost. This practice will reduce damage and receiving errors.

Freight should always be booked "Freight Collect." Shipment and paperwork should be ready by the time the pickup carrier arrives. See paperwork requirements below. Please contact the Logistics Manager or Business Owner for the CCI account # to use.

Paperwork Requirements

- Reference all CCI Purchase Orders on the Waybill
- Purchase Orders are six (6) digits, beginning with a "9" and "3" (example: 958938 or 326128)
- All shipments must include Packing List, Commercial Invoice, Waybill, and Customs Export Documentation. Only one PO number should be referenced per packing slip.
- Orders should be consolidated onto one Shipment (waybill)
- INCO Terms are FCA
- Please attach all shipping documents and forward to CCI Logistics Manager
- Please attach all shipping documents and forward to CCI Logistics Manager
- All carton must be labeled with P/N and PO #.

COMMERCIAL INVOICE

- Be in English or have an English translation stated
- Contain the complete name and address of the shipper, consignee, and Importer of Record
- List country of origin for all items
- List 2023 HTS
- Include CCI PO on all packing slips and invoices
- State the currency code of the declared value
- The incoterm (Terms of Sale) must be declared
- A detailed description of each item allowing Customs to ascertain the duty
- Manufacturers Name address for each style
- The quantities and the weights and measures of the country or place from which the merchandise is shipped, or in the weights and measures of the United States

DAMAGE CLAIMS

- When signing for receipt of shipment please note the shipment was damaged on the BOL. Some damage may be hidden, but once identified please contact CCI Logistics Manager ASAP.
- All claims will require some form of supporting documentation to help locate a missing package or provide an accurate resolution (Ex: Invoice to provide value of merchandise lost or damaged. PRO# or tracking#).
- When forming a detailed item description try and be as specific as possible.
- During a damage claim, photo documentation will be required and a physical inspection at an approved location may be needed as well. Please take photos of the damaged packaging from all views, top, bottom, and all 4 sides as well as the damaged product.
- Once all documentation and pictures are gathered, send all information to the CCI Logistics Manager ASAP. This is important to follow this procedure because claims are time sensitive.
- Once claim is filed, store the product and all packaging in a safe place in case on-site inspection is required.
- Without enough supporting documentation, the processing of a claim could be delayed or denied altogether.

APPENDIX A

Columbia Tech/Cogmedix Domestic LTL Shipping Form

Date	
Origin	

Company Name	
Address	
City, State, Zip	
Shipping Hours	
PO #	
Contact Name	
Contact Email	

Destination:

Company Name	
Address	
City, State, Zip	
Contact Name	
Contact Email	

Description:

Commodity	
Class	
# Pallets / Ctns.	
Dimensions (inches)	
Total Weight (lbs)	

APPENDIX A

Columbia Tech/Cogmedix International Shipping Form

Date	
Origin	

Company Name	
Address	
City, State, Zip	
Shipping Hours	
PO #	
Contact Name	
Contact Email	

Destination:

Company Name	
Address	
City, State, Zip	
Contact Name	
Contact Email	

Description:

Description/ PN	
# Pallets / Ctns.	
Dimensions (cm)	
Total Weight - kg	
CBM	