

SHIPPING ROUTING Policy GUIDE



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VENDOR STANDARD ROUTING INSTRUCTIONS

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

Coghlin Companies (CCI) has negotiated preferred pricing with select Less than Truckload (LTL), Full Truckload (FTL), Freight Forwarders, and Parcel carriers to include all distribution centers, manufacturing plants, offices, and 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 CCI 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.

OUR MISSION

We help companies design and manufacture the most complex capital equipment and medical devices in the world, leveraging our collective talents to successfully execute our Commercialization Reimagined™ value proposition and unique Time to Market Services™ model.

We drive the most positive, fun, energetic, accountable, engaged, and empowered culture imaginable, ALWAYS prioritizing kindness, collaboration and transparency.

We promote Caring Associate growth, development and advancement to enable the highest probability of retention, exceptional associate and client experiences, and organization-wide referability.

"Customers will never love a company until the employees love it first!" - Simon Sinek

BASIC INFORMATION

CONTACTS			
George Sergi Logistics Manager	georgesergi@columbiatech.com 1-351-215-5005		
Ryan Freed Vendor Portal Help	cciportal@coghlincom	panies.net	
LOGISTICS GROUP			
General Support	support@coghlincom	panies.net	
Shipping Documents	commercialinvoices@columbiatech.com		
LTL	cciltl@coghlincompanies.net		
FTL	cciftl@coghlincompanies.net		
UPS Domestic Customer Service 1-888-742-5877			
UPS International Customer Service 1-800-782-7892			
FedEx Domestic Customer Service 1-800-463-33		1-800-463-3339	
FedEx International 1-800-247-4747		1-800-247-4747	
DHL Customer Service	HL Customer Service 1-800-225-5345		

LOCATIONS:

- 10 Otis Street, Westborough, MA 01581
- 27 Otis Street, Westborough, MA 01581
- 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 Street, West Boylston, MA 01583
- 127 Hartwell Street, West Boylston, MA 01583
- 444 Whitney Street, Northborough, MA 01532
- 721 Hartford Turnpike, Shrewsbury, MA 01545

BASIC INFORMATION

SHIPPING HOURS:

Name	Building	Address	Days	Start time	Close Time
СТ	В3	3 Sassacus Drive Westborough, MA 01581	Mon-Fri	N/A	N/A
СТ	B5	5 Sassacus Drive Westborough, MA 01581	Mon-Fri	7:00 AM	3:30 PM
СТ	B444	444 Whitney Street Northborough, MA 01532	Mon-Fri	7:00 AM	3:30 PM
СТ	B10	10 Otis Street Westborough, MA 01581	Mon-Fri	7:30 AM	3:30 PM
СТ	B27	27 Otis Street Westborough, MA 01581	Mon-Fri	7:00 AM	4:00 PM
СТ	B53	53 Otis Street Westborough, MA 01581	Mon-Fri	7:00 AM	3:30 PM
СТ	B721	721 Hartford Turnpike Shrewsbury, MA 01545	Mon-Fri	7:00 AM	3:30 PM
PDG	101R	101R Hartwell Street West Boylston, MA 01583	Mon-Fri	N/A	N/A
СТ	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

BASIC INFORMATION

RECEIVING HOURS:

Name	Building	Address	Days	Start time	Close Time
СТ	В3	3 Sassacus Drive Westborough, MA 01581	Mon-Fri	7:00 AM	3:30 PM
СТ	B5	5 Sassacus Drive Westborough, MA 01581	Mon-Fri	N/A	N/A
СТ	B444	444 Whitney Street Northborough, MA 01532	Mon-Fri	7:00 AM	3:30 PM
СТ	B10	10 Otis Street Westborough, MA 01581	Mon-Fri	7:30 AM	4:00 PM
СТ	B27	27 Otis Street Westborough, MA 01581	Mon-Fri	7:00 AM	4:30 PM
СТ	B53	53 Otis Street Westborough, MA 01581	Mon-Fri	7:00 AM	3:30 PM
СТ	B721	721 Hartford Turnpike Shrewsbury, MA 01545	Mon-Fri	7:00 AM	3:30 PM
PDG	101R	101R Hartwell Street West Boylston, MA 01583	Mon-Fri	7:00 AM	4:00 PM
СТ	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 that 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 Owner or CCI Logistics Manager. 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 do not have a PO number, please reach out to the CCI Business Owner 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 related to UPS Ground shipments, please contact the CCI Logistics Manager. 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, or UPS Next Day Air by the CCI Business Owner 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 Owner 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, mark the shipment air waybill "Bill Third Party," and use the account number provided by your CCI Business Owner. 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 do not have a PO number, please reach out to the CCI Business Owner 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.

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)

The CCI Logistics Team contracts 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 with national and regional partners. Please visit the CCI vendor portal, www.vendorrouting.com/coghlincompanies, and enter your LTL shipment data, including a Purchase Order Number, with one PO number referenced per packing slip. The Purchase Order ("PO") must be displayed on the pallet in a large font that can be easily read by the receiving team.

Accurate NMFC # for LTL shipments (including sub-item # if applicable), NMFC Class, number of cartons, and weight by item must be included in the Bill of Lading. It is the Seller's 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: support@coghlincompanies.net

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

CCI APPROVED LTL CARRIERS:	
A Duie Pyle	Saia LTL Freight
Estes Express Lines	Ross Express
Old Dominion Freight Lines	

TRUCKLOAD

Palletized shipments weighing over 10,000 lbs, or greater than 16 lineal feet or 600 cubic feet, are classified as Truckload.

Truckload routes will be determined by the product, origin, destination, and any special service requirements.

Please go to the CCI vendor portal: www.vendorrouting.com/coghlincompanies.

FTL shipment paperwork (BOL) should reference a Purchase Order Number, with one PO number referenced per packing slip. The Purchase Order ("PO") must be displayed on the pallet in a large font that can be easily read by the receiving team. 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 the CCI Logistics Team will coordinate and provide pickup details. Shipment and paperwork should be ready by the time the pickup carrier arrives.



Air Freight Criteria:

For shipments weighing more than 125 KG with timedefinite requirements, please book shipments via the CCI Logistics Team, and we will coordinate and provide pickup details. Shipment and paperwork should be ready by the time the pickup carrier arrives.



Ocean Criteria:

For shipments greater than 12 cubic meters, please book shipments via the CCI Logistics Team, and we will process and confirm within 24 hours of receipt. The CCI Logistics Team will coordinate and provide pickup details.

Shipment and paperwork should be ready by the time the pickup carrier arrives.



Heavy Weight Criteria:

All International Shipments mode and carrier must be approved by the CCI Logistics team. The shipment documents for all International Shipments must be forwarded to the CCI Logistic team before shipping at: commercialinvoices@columbiatech.com

Only CCI approved carriers are to be used. If suppliers are paying for the shipping costs, it must be door-to-door.

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 Expeditated	3-5 Business Days
UPS Worldwide Saver	1-3 Business Days

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.

International Paperwork Requirements

- All documentation must be in English or have an English translation stated.
- Reference all CCI Purchase Orders on the Waybill.
- Purchase Orders are six (6) digits, beginning with a "9 or 10" for Columbia Tech, and a "3" for Cogmedix (example: 1000938 or 326128).
- All shipments must include Packing List, Commercial Invoice (3 copies), Waybill, and Customs Export Documentation. Only one PO number should be referenced per packing slip, and CCI metals worksheet if it is applicable.
- Orders should be consolidated onto one Shipment (waybill). INCO Terms are FCA.
- All cartons must be labeled with P/N and PO #. Please attach all shipping documents to the shipment.
- All suppliers are required to forward a copy of the Commercial Invoice to <u>commercialinvoices@columbiatech.com</u> before releasing the product.

DOCUMENTATION REQUIREMENTS

Tariff Invoice Worksheet





Please contact CCI Logistics Team or your buyer for any help you need with this worksheet at: commercialinvoices@columbiatech.com

CCI TARIFF INVOICE FIELD REFERENCE CHART Tariff Invoice Worksheet Fields Information to Provide Invoice Date Date Invoice Number # Invoice Number **Supplier Name** Supplier Name PO # • The CCI purchase order number • The product's part number and serial number as issued on the CCI PO Part Number # • This will include non-set kit sub-component part numbers · Technical description of item being shipped Description • Use enough details for Customs agents to understand what the item is Quantity Provide the quantity for each line item **Unit Cost** • The PO price for the line item (must match the line item price on the CI invoice) **Line Total** · Commercial invoice total for each line item · The US import 10 digit HTS code **HTS Code** This code is used to identify the goods to Customs and determines the duty rate paid for the goods Percentage of Tariff · Percentage of tariff charged for each line item **Tariff Total** · Total tariff charged for each line item and total for the invoice **Country of Origin** · Country of origin where the parts were made

DOCUMENTATION REQUIREMENTS

COMMERCIAL INVOICE FIELD REFERENCE CHART

Commercial Invoice Fields	Information to provide
Shipper	 Use the full legal entity name and address of ship-from location Indicate the Shipper contact name and phone number
Seller / Exporter of Record	 This is the current owner of the goods being shipped Use the full legal entity name and address
Receiver	 Use the full entity name of the facility that will receive the shipment Indicate the Receiver contact name and phone number
Purchaser	 This is the CCI entity that submitted the PO to Shipper Use the full entity name and address
Importer of Record	If the Purchaser is not the company, please indicate the full entity name and address
Date of Shipment	Enter date the shipment left Shipper's facility
PO No.	The CCI purchase order number
Incoterms	 Incoterms are contract shipping terms which specify the responsibilities of the importer and exporter for transportation and customs-related costs If unsure of the correct incoterm for the shipment, contact the CCI Logistics Manager for Shipper's account
Part / Serial #	 The product's part number and serial number as issued on the CCI PO This will include non-set kit sub-component part numbers
Description of Goods	Technical description of item being shipped
Country of Origin	 The country of origin is the country in which the item was originally manufactured All items will have only one country of origin assigned The country of origin is not where the goods are located or shipped from Do not guess the country of origin
US Harmonized Tariff Systems (HTS) Code	 This code is used to identify the goods to Customs and determines the duty rate paid for the goods Indicate at least a six-digit HTS code, at minimum
Unit of Measure (UOM)	 State the "unit of measure" as assigned by the HTS code for customs declarations Required for Customs clearance purposes
ECCN	If goods are subject to US Export Control Regulations, please list the applicable ECCN
Net Weight (KG)	Weight of each part # without shipment packing materials
Quantity per UOM	 Indicate the quantity of each part being transferred per the UOM Ex: if UOM is KG, do not list the quantity based on "EA"
Unit Cost (USD) per UOM	 Must match CCI Purchase Order. If PO charge is \$0, please enter correct value for customs purposes ("Customs Value). If shipment is not a sale, indicate the Customs Value for the item reflecting true value of the item Do not estimate, guess, or "round" the value Unit Cost must be based on the UOM Must be listed in US Dollars
Total Unit Value (USD)	 Total unit value will be automatically calculated if the Quantity and Unit Cost fields are populated Must be listed in US Dollars

DOCUMENTATION REQUIREMENTS

CCI Metals Worksheet





Please contact CCI Logistics Team or your buyer for any help you need with this worksheet at: commercialinvoices@columbiatech.com

CCI METALS FIELD REFERENCE CHART

CCI Metals Worksheet Fields	Information to Provide
Shipper	Indicate the Supplier Official Name Date and Invoice Number
Part Number	This field should contain the CCI complete part number
нтѕ	 The US import 10 digit HTS code This code is used to identify the goods to Customs and determines the duty rate paid for the goods
Country of Origin	Provide the COO for each line item
USMCA	If the line item qualifies for the USMCA Agreement, please note yes in that column
Description	 Technical description of item being shipped Use enough details for Customs agents to understand what the item is
Country of Smelt	The country of smelt and a certificate of origin is required for each shipment
Product Price	The PO price for the line item. This price must match the line item price on the CI invoice.
Material	A description of the material used i.e. 5052 Aluminum, Stainless Steel, Steel
Weight (lbs) / ea	The total weight in pounds of each item
Percentage of Metal	Percentage of the metal content in each item
Raw Material Value / Ea.	 Provide the value of the metal content in each item. This value will help determine the duty paid for each line. Indicate at least a six-digit HTS code, at minimum
Line Item Quantity	Provide the quantity for each line item. The item quantity must match the quantity on the CI
Total Content Value per Line Item	This column is the metal value per item multiplied by the quantity. This is important to be completed because this total is what the 50% tariff will be applied.
Total Non Content Value	This is the difference of the total CI line total and the Total content value. This line item must also be filled incomplete because this dollar amount is what the general tariffs are applied.
Total Value Item	The total line item value on the metals worksheet must also match the total of the CI (commercial invoice)

PACKAGE GUIDELINES

To help ensure your shipments are adequately and securely packaged and cushioned for transportation, we offer these general packaging guidelines. From preparing small package shipments to palletizing your freight, we cover the basics of how to pack your shipments properly and securely.

The shipper is responsible for ensuring that freight leaves your plant adequately and securely packaged, cushioned for transportation, and packaged to withstand the journey to the destination under normal travel conditions without being damaged or compromised. Every single box, pallet, container, or bag must be labeled to show the CCI Purchase Order Number – item number. If your packing list serves as the shipping label, please ensure that our order number is visible through the transparent envelope.

We offer these general packaging guidelines. From preparing small package shipments to palletizing your freight, we cover the basics of how to pack your shipments properly and securely.

Palletization of Freight

- Shipments must be in good condition standard four-way entry pallet(s). Preferred pallets 40" x 48" with a maximum height of 60".
 Pallet sizes may vary depending on special packaging requirements.
- Pallets must be securely shrink-wrapped or banded.
- Individual cartons may not exceed 50 lbs in weight unless properly marked with a "HEAVY OVER 50 LBS" label to identify them.
- All cartons on the pallet must be plainly visible to allow for accurate carton count.
- Stack the heaviest weight cartons on the bottom row.
- Use proper stacking height to avoid carton and product crushing.
 Pallets that should not be stacked must be labeled as "Do Not Double Stack." Cartons are to be loaded for optimal pallet utilization.

Small Package (Parcel)

The following steps outline the key considerations for packing most articles to ensure safe transport through the distribution environment.

- Ship freight in corrugated boxes (avoid reusing boxes), crates or shipping containers.
- Use a container strong enough to support the weight of the contents. See Box Strength Guidelines. Never exceed the maximum gross weight limit for the box, which is printed on the Box Maker's Certificate on the bottom flap of most boxes.
- Use at least two inches of appropriate cushioning material to protect internal items from each other and the corners, sides, top, and bottom of containers. Appropriate cushioning materials include corrugated fiberboard, multiple layers of folded newspaper, Styrofoam sheets, and packing blankets.

PACKAGE GUIDELINES (CONT.)

Small Package (Parcel)

- Reinforce edges to protect them from bending. Securely seal closures and seams with reinforced tape. Do not use masking, cellophane, duct, or water-activated paper tapes. Also, do not use string or paper over-wrapped.
- For regular slotted containers, where the flaps meet in the center, apply three strips of tape to the top and bottom of the box.
- For corrugated containers where the flaps overlap, apply three strips of tape to the top and bottom.
- Label each piece with telephone numbers and complete address information, including the postal code of the shipper and consignee.

General Requirements for Labels for all Cartons

The material must have the following information placed in Labels:

- 1. Supplier Name
- 2. Manufacture Part Number
- 3. CCI PO #
- 4. CCI Part Number
- 5. Quantity within the package
- 6. Label each piece with telephone numbers and complete address information, including the postal code of the shipper and consignee.

Notes:

- Do not place the label on a seam, edge, closure, or on top of sealing tape.
- To avoid scanning issues, do not apply tape over the shipping label.
- Please review the UPS small package guidelines: <u>click here</u>

DAMAGE CLAIMS

- When signing for receipt of shipment, please note that the shipment was damaged on the BOL. Some damage may be hidden, but once identified, please contact the 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 the value of merchandise lost or damaged. PRO # or tracking #).
- When forming a detailed item description, try to 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 angles, including the top, bottom, and all four sides, as well as the damaged product.
- Once all documentation and pictures have been gathered, please send the information to the CCI Logistics Manager ASAP. It is important to follow this procedure because claims are time-sensitive.
- Once the claim is filed, store the product and all packaging in a safe place in case an on-site inspection is required.
- Without enough supporting documentation, the processing of a claim could be delayed or denied altogether.

APPENDIX A

Coghlin Companies Shipping Form

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

Destination:

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

Description:

Commodity / Description	
Class (Domestic Only)	
NMFC # (Domestic Only)	
# Pallets / Ctns.	
Dimensions (inches/cm)	
Total Weight (lbs/kgs)	

- International Shipments uses cm and kgs
- Domestic Shipments uses inches and lbs

APPENDIX B

Cross Border Preclearance Process - Full Truckload

- Supplier enters the shipment information into the CCI Vendor Portal or sends shipping details via email to <u>support@coghlincompanies.net</u> and copies <u>commercialinvoices@columbiatech.com</u>. If possible, please provide the number of pieces and weight. If this is not possible, please handwrite this information at the time of shipment.
- CCI Logistics Team then contacts the carrier for the PAPS#, generates a BOL and PAPS #, and returns to the Supplier and copies to CCI Logistics Team at commercialinvoices@columbiatech.com
- Suppliers create commercial documents: Commercial Invoice, packing list, BOL, and any additional tariff documents.
- CT Logistics Team will then forward the paperwork to the CCI clearing house for customs clearance.
 - Once pre-cleared, the supplier needs to notify the CCI Logistics Team that the load has been pre-cleared and is good for pickup. The clearing house will supply a clearance # once the shipment is cleared, which CCI Logistics will provide back to the supplier and carrier.
- The CCI Logistics Team will schedule a pickup with the approved carrier.
- When the load has been picked up, the carrier will submit the paperwork with the Customs Shipment Number, BOL, and PAPS # to the CCI Logistics Team.

APPENDIX C

CCI Vendor Portal

Summary

To maximize efficiencies and ensure vendor compliance, it is the intention for all suppliers to use the CCI Vendor Portal for inbound logistics.

The portal may be used to book LTL and truckload shipments. www.vendorrouting.com/coghlincompanies

Follow These Steps Below:

STEP 1: Open the Portal

Open your browser and go to: www.vendorrouting.com/coghlincompanies

You will be brought to the page above; no login info is required.





COLUMBIA TECH AND COGMEDIX

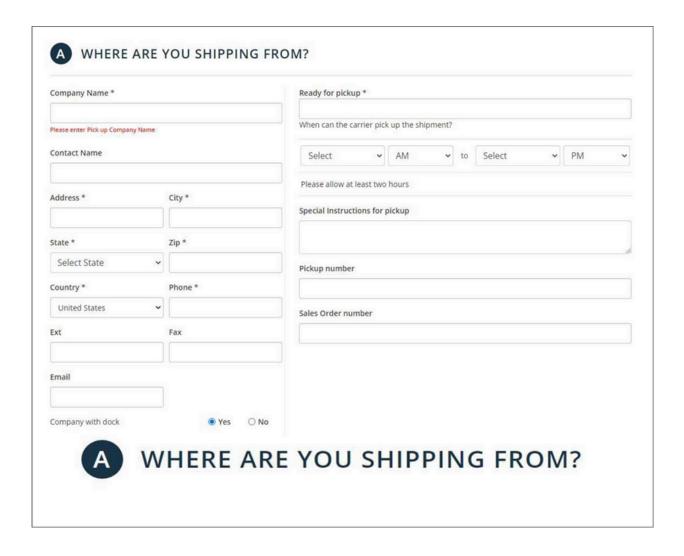
PLEASE FILL OUT THE INFORMATION BELOW TO GET YOUR CARRIER OPTIONS. TYPE THE ZIP CODE OF THE LOCATION YOU ARE SHIPPING TO IN SECTION B THEN SELECT THE LOCATION FROM THE DROP DOWN. IF YOU HAVE ANY QUESTIONS PLEASE CALL 1-877-630-2801. *FTL USE NMFC# 111111



STEP 2: Section A - Origin Information

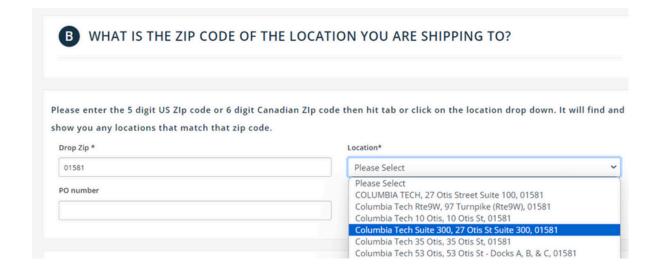
Manually fill any fields. Please make sure any field with an asterisk is filled out.

Please ensure all necessary fields are entered and accurate.



STEP 3: Section B - Destination Information

Manually enter the zip code for the receiver and select the corresponding Columbia Tech, Cogmedix, or Coghlin location from the drop-down menu.



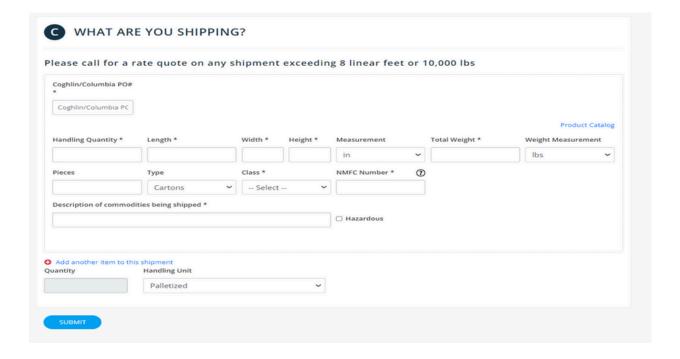
STEP 4: Section C - Product Information

- Please enter the product information for your shipment. You must input a PO # and your NMFC #.
- Please reach out to the CCI Logistics Team if you need assistance with your NMFC #, or if shipping FTL, use NMFC # 11111 and class 50.

*The weight must be over 15,000 lbs to receive a FTL rate at this time.

· Click "Submit" when finished.

Note: Handling Quantity refers to # of pallets or units the carrier will be physically touching. Pieces refers to # of pieces on the handling unit.

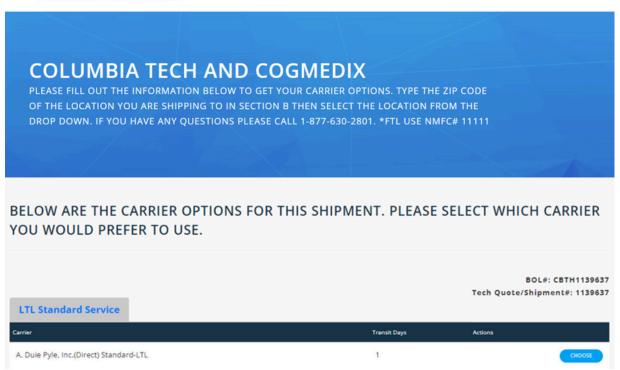


STEP 5: Carrier Options

- The most cost-effective LTL carrier will display on the next screen. If your shipment exceeds LTL weights or dimensions, you will be prompted to fill out a routing request sheet.
- Please click "Choose" next to the carrier in order to proceed with creating this shipment.



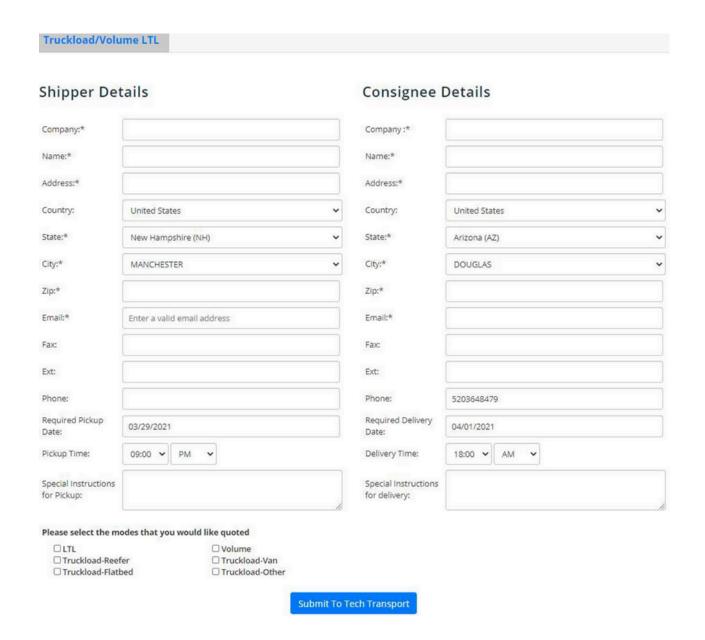




APPENDIX C

STEP 6: Routing Request Sheet

- If on the previous screen your shipment did not meet the LTL criteria with a common carrier, you will be prompted to fill out this routing request sheet.
- Please be sure to indicate your desired equipment type and click "Submit".



STEP 7: Schedule Pickup

- **YOU MUST CLICK "SCHEDULE PICKUP" TO SEND A PICKUP REQUEST TO THE CARRIER. Carrier pickup will be scheduled electronically.
- If you do not click "SCHEDULE PICKUP", your shipment will not be booked with the carrier.
- You must also download a printable copy of your BOL from this screen to give to the driver.





COLUMBIA TECH AND COGMEDIX PLEASE FILL OUT THE INFORMATION BELOW TO GET YOUR CARRIER OPTIONS. TYPE THE ZIP CODE OF THE LOCATION YOU ARE SHIPPING TO IN SECTION B THEN SELECT THE LOCATION FROM THE DROP DOWN. IF YOU HAVE ANY QUESTIONS PLEASE CALL 1-877-630-2801. *FTL USE NMFC# 11111 THANK YOU FOR SELECTING "A. DUIE PYLE, INC.(DIRECT) STANDARD-LTL " PLEASE USE THE BOL LINK BELOW FOR THIS SHIPMENT FOR ACCURATE PRICING ALL SHIPMENTS MUST BE SCHEDULED BY CLICKING SCHEDULE PICKUP BUTTON BELOW **SCHEDULE PICKUP** DOWNLOAD BOL START NEW SHIPMENT