



1. Summary:

This will serve as routing/logistics instructions when shipping your product to ATS Life Sciences Scientific Products. These terms and conditions cannot be altered, changed, or deviated from without written consent from ATS Life Sciences Scientific Products. Deviations without prior approval from the Buyer, or other authorized person will result in the issuance of chargeback's, which will be deducted from your invoice.

2. How will the Routing Guide appear on the Purchase Order:

2.1 Delivery Instructions will be mentioned on the PO Special Instructions.

2.2 Also, a copy of the freight routing guide will be on our website:

<https://www.scientificproducts.com/pages/compliance-governance>

3. Small Parcel (Shipments less than 150 pounds)

3.1 These shipments are to use the following UPS account numbers respectively.

Site/Address	UPS Account Number
Warminster, PA - 935 Mearns Rd.	120220
Gardiner, NY - 815 State Route 208	120220
Stone Ridge, NY - 3538 Main St	120220
Vineland, NJ - 1172 Northwest Blvd	069512
Buena, NJ - 1002 Harding Highway	R875Y7
Pocomoke City, MD - 2024 Broad Street	068886

3.2 Restrictions on using Small Parcel:

3.2.1 If product is palletized, then it should not go small parcel and please refer to the LTL instructions.

3.2.2 If the product Cubic measurements exceed **30x30x30**, please refer to the LTL instructions.

3.3 Expedited Shipments:

3.3.1 For any shipment that goes UPS Red Next Day Air (NDA); there must be written approval from Management at ATS Life Sciences Scientific Products **prior to shipping** (reference the approval list in section 8).

3.3.2 If Buyer asks for expedited small parcel shipment, then it must ship via UPS Saver or UPS Blue (Second Day Air) services and communication to ATS Life Sciences Scientific Products must be made for written approvals.

4. Less-Than-Truck-Load (LTL) and Full Truck-Load (TL)



4.1 Shipments over 100 pounds (or that are on any type of pallet) must be shipped via Cavalier Express. To make shipping arrangements, use the contact information below and provide the following information.

4.2 Routing Requests must include:

- 4.2.1 Complete Shipping Facility Name and Address
- 4.2.2 ATS Life Sciences Scientific Products shipping location (see detailed addresses below)
- 4.2.3 ATS Life Sciences Scientific Products PO Number
- 4.2.4 Tyle of load (Pallet, Equipment, etc)
- 4.2.5 Weight, Pieces, and Cube of the product
- 4.2.6 Date the product will be ready for pick up
- 4.2.7 Optional (but preferred) – copy of the Packing List

4.3 Contact Information for Cavalier Express:

- 4.3.1 SP@CAVALIER-EXPRESS.COM
- 4.3.2 via Phone (610)-363-8120 – office phone

4.4 **Expedited Shipments:**

- 4.4.1 Any shipments that require expedited LTL/TL services must have written approval from Management at ATS Life Sciences Scientific Products ***prior to shipping*** (reference the approval list in section 8)

4.5 Other approved Carriers:

- 4.5.1 FedEx Freight Collect - (Account Number 19100359)

5. **International Shipments: Intermodal/Overseas: Including Mexico and Canada**

5.1 For all international shipments to validate all necessary import/export processes are followed correctly, please contact ATS Life Sciences Scientific Products. Advanced notice of international shipments is necessary due to the complexities involved with setting up and validating these shipments. Once you are setup with intermodal shipments as a vendor, there will not be a need to contact ATS Life Sciences Scientific Products for preferences as long as you use on of our following preferred carriers.

5.2 Air Freight – is only to be used when written approval from management at ATS Life Sciences Scientific Products. Unauthorized use of shipments could lead to chargebacks on the invoices.

5.3 Approved Carriers:

- 5.3.1 Expeditors – Philadelphia (**PREFERRED**)
 - 5.3.1.1 Contact – Daniel Maggiano (daniel.maggiano@expeditors.com)
 - 5.3.1.2 Many Countries will have their own local groups and contacts, please engage with them for further relationship and development

- 5.3.2 UPS Supply Chain Solutions



5.3.2.1 Contact – Wendell Vann (wvann@ups.com)

5.3.3 DSV Global Transport and Logistics

5.3.3.1 Contact – Jacob Andersson (Jacob.Andersson@us.dsv.com)

5.4 Routing Requests must include:

- 5.4.1 Complete Shipping Facility Name and Address
- 5.4.2 ATS Life Sciences Scientific Products shipping location (see detailed addresses below)
- 5.4.3 ATS Life Sciences Scientific Products PO Number
- 5.4.4 Tyle of load (Pallet, Equipment, etc)
- 5.4.5 Weight, Pieces, and Cube of the product
- 5.4.6 Date the product will be ready for pick up
- 5.4.7 Required – Copy of the Packing List
- 5.4.8 Required – Copy of Commercial Invoice

5.5 Incoterms for International Freight

- 5.5.1 EXW and FOB are the preferred and recommended use incoterms when moving freight from overseas
- 5.5.2 CIP, DAP, DDP are also encouraged and should be discussed and negotiated prior to use

6. Efficient Handling:

6.1 Optimum pallet handline is a “No Touch” pallet, delivered to our door, meeting the following conditions:

- 6.1.1 Quality Pallet – pallets that are in good condition and can easily be picked up and moved around
- 6.1.2 Stretch Wrapped and/or Tied to prevent Movement
- 6.1.3 No Overhang on the pallet
- 6.1.4 Possibility for double stacking, where applicable (prevents items from being damaged by other loads during transit)
- 6.1.5 Packing List is clearly visible on the lead pallet.

6.2 Any exceptions to these standards must be pre-authorized by an authorized representative of ATS Life Sciences Scientific Products BEFORE shipping.

7. ATS Life Sciences Scientific Products Sites and Authorized Approvers:

Site Name (DBA)	Address	DBA or Associated
Warminster	935 Mearns Rd. Warminster, PA 18974	Hull, SP Scientific
Gardiner	St. Rt 208 Gardiner, NY	Virtis, FTS
Vineland	1172 N WEST BLVD	Wilmad Lab Glass



	VINELAND NJ,08360	
Buena	1002 Harding Highway Buena, NJ 08310	HB Instruments
Pocomoke City	2024 Broad Street Pocomoke City, MD 21851	Bel-Art
Stone Ridge	3538 MAIN ST STONE RIDGE NY 12484	FTS, Virtis

7.1 For expedited shipments, written approval is required from **one of the members** on the approval list below. This is to discourage the vendor from selecting expedited shipments when the buyer is asking for urgent shipments.

ATS Life Sciences Scientific Products Management and Authorized Approvers:	
Buyer	Ground, Basic Shipments
Sourcing Manager	Expedited Freight and Air Shipments – Written Only
Supply Chain Manager	Expedited Freight and Air Shipments – Written Only
Director of Operations	Expedited Freight and Air Shipments – Written Only
Director of Global Supply Chain	Expedited Freight and Air Shipments – Written Only
Member of ELT	Expedited Freight and Air Shipments – Written Only

8. Compliance: (Vendor Freight Chargebacks)

- 8.1 The following circumstances require that a freight chargeback to the vendor be initiated.
- 8.1.1 Origin Detention – ATS Life Sciences Scientific Products pays carrier detention invoices when the carrier can provide supporting documentation. A claim can only be filed when written proof is provided that the detention charges are incorrect. If the detention charges are a result of vendor misgivings, then chargebacks might be applied.
 - 8.1.2 TONU (Truck order not used), Layover – Based on documentation received from the freight carrier, vendor will be subject to charges associated with a vehicle ordered not used or layover charges when product is not ready to ship on requested ship day.
 - 8.1.3 Not following these instructions can and will lead to chargebacks to the vendor for lack of compliance to our Shipping Policies.