

In-Situ Freight Routing Guide

Current as of April 7, 2021

Dear Valued Supplier,

In-Situ is implementing a routing guide for our inbound shipments. The purpose of this routing guide is to provide clear instructions for shipping on In-Situ's account number. These shipping instructions should save time and increase efficiencies for both our supply chain partners and In-Situ.

Routing Instructions for FedEx® COLLECT

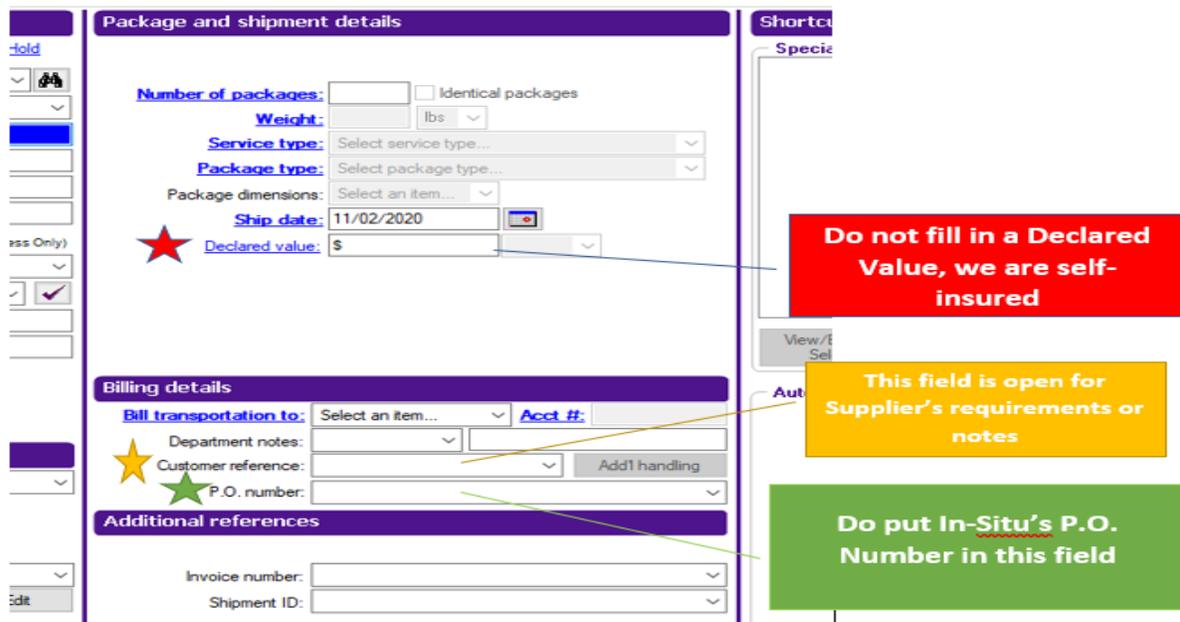
FedEx Ground Collect is our preferred method, please ensure shipments are sent on our ground account number provided by the supply chain team.

In order to ship via FedEx, you will need your own shipper account number for pickup and routing purposes when shipping via FedEx to our facility or when drop-shipping to our customers.

- If you do not have an account number you can request one by going to **fedex.com**, or call 1.800.463.3339 (1.800.GoFedEx) to set one up.

All FedEx shipments must be prepared using an automated shipping solution, either FedEx Ship Manager® at fedex.com or FedEx Ship Manager hardware or software.

- DO NOT fill in a declared value, In-Situ is self-insured
- Do not mark signature required, we sign for all shipments
- Customer Reference is open for suppliers to use as needed
- P.O. Number, put in In-Situ's PO number(s)



The screenshot shows the 'Package and shipment details' section of a shipping software interface. It includes fields for 'Number of packages', 'Weight', 'Service type', 'Package type', 'Package dimensions', 'Ship date', and 'Declared value'. Below this is the 'Billing details' section with 'Bill transportation to', 'Department notes', 'Customer reference', and 'P.O. number' fields. The 'Additional references' section contains 'Invoice number' and 'Shipment ID' fields. Three callout boxes provide instructions: a red box points to the 'Declared value' field with the text 'Do not fill in a Declared Value, we are self-insured'; a yellow box points to the 'Customer reference' field with the text 'This field is open for Supplier's requirements or notes'; and a green box points to the 'P.O. number' field with the text 'Do put In-Situ's P.O. Number in this field'.

Rev 003 4.7.2021 SBramsen



Small package shipments are defined as:

- Shipments less than 150 lbs.
- Shipments that do not exceed 108" in length, 165" in length plus girth (L + 2H + 2W)

If a shipment needs to go via FedEx Freight, please use our FedEx Freight account number provide by the supply chain team.

Freight shipments are defined as:

- Shipments that exceed more than 150 lbs.
- Shipments that exceed 108" in length, 165" in length plus girth (L + 2H + 2W)

All FedEx shipments to our facility should be billed **COLLECT, FOB Destination**

For pick-ups:

Schedule your package pickup online at fedex.com or by calling 1.800.463.3339 (1.800.GoFedEx).

- If you do not have a regular FedEx Ground pickup, the FedEx Ground pickup needs to be scheduled one day in advance.
- Avoid pickup fees by dropping off your package at a FedEx drop-off location. Find the nearest location online at fedex.com or call 1.800.463.3339 (1.800.GoFedEx)

Documentation requirements:

All shipments should contain a packing slip, other requirements should be called out on the In-Situ Purchase order (ie. Country or Origin, Certificate of Compliance...)

Contact Information:

In-Situ
221 East Lincoln Ave.
Fort Collins CO 80524
970.498.1500 main line

Ship to Location:

In-Situ has two locations where materials may be sent, the details for delivery will be provided on the purchase order supplied by In-Situ:

Main Building:
221 East Lincoln Ave,
Fort Collins CO 80524

Second Location:
101 East Lincoln Ave
Fort Collins CO 80524

Mailing Address and or Remit to Address:

221 East Lincoln Ave.
Fort Collins CO 80524
acctspayable@in-situ.com

Rules & Penalties:

All shipments should be sent on In-Situ's account as "Bill Recipient". "Bill Recipient" means the specified charges will be billed to the recipient. Unless explicitly authorized or agreed to by an In-Situ Purchasing representative, suppliers are required to follow the instructions listed within this routing guide. Not following this guide such as using unapproved carriers, unapproved shipment methods, and or unapproved charges such as adding insurance and signature required can result in the vendor being billed for the additional charges and/or negative impact on invoice payments for the provide materials.