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)
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 provided 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](http://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.