Trinity Health has selected FedEx as its preferred carrier for small package and less-than-truckload ("LTL") shipments to its Member Facilities. This Routing Guide provides instructions for shipping products to Trinity Health locations. If shipping charges contractually apply, compliance with the requirements of this Routing Guide is mandatory. Trinity Health will not pay shipping charges for any orders not shipped in accordance with this Routing Guide unless contractually required or prior authorization is granted.

SHIPPING TERMS: If shipping charges contractually apply, ship FOB Destination, Bill Third Party, using the FedEx account numbers provided on purchase orders. The FedEx account numbers are confidential and are to be used only for Trinity Health member locations.

SHIPPING INSTRUCTIONS: Follow the steps outlined below to implement the Trinity Health program for shipping FedEx Ground:

**Small Parcel – FedEx Ground and Express**

Unless otherwise authorized by Trinity Health, ship all single piece shipments up to 150 pounds and all multiple piece shipments up to 300 pounds via the FedEx account numbers provided on purchase orders.

- Bill third Party to the FedEx account number on the purchase order.
- FedEx ground is the default mode of service for small parcel shipments. Any shipments requiring Express (expedited) service will be authorized by Trinity Health or indicated on the purchase order.

**Freight (LTL) Shipments**

Unless otherwise authorized by Trinity Health, ship all single piece shipments over 150 pounds and all multiple piece shipments over 300 pounds (up to 20,000 lbs.) via FedEx Freight. FedEx Freight Economy is the default mode of service for LTL shipments.

- Bill Collect to the billing address provided on the purchase order.

PICKUP AND DELIVERY REQUIREMENTS:

- **Account Setup:** Suppliers will need their own FedEx shipper account number for pickup and routing purposes.
- **Additional Fees:** FedEx shipping charges will be invoiced directly to Trinity Health. All other
transit-related fees (for example, handling, and/or pick up fees) are the responsibility of the Supplier and will not be paid by Trinity Health.

- **Pickup:** Suppliers are responsible for coordinating the pickup of the shipment. Schedule your package pickup on-line at www.fedex.com or call 1-800-GO-FEDEX. If there is not a regularly scheduled FedEx Ground pickup at your address, schedule FedEx Ground pickup one day in advance. Avoid pickup fees by dropping-off the shipment at a FedEx drop-off location. Find the nearest location at www.fedex.com or call 1-800-GO-FEDEX.
- **Delivery:** All deliveries to Trinity Health locations will be made by FedEx during normal business hours, Monday through Friday, unless otherwise specified by Trinity Health.

**DOCUMENTATION REQUIREMENTS:** Trinity Health requires that the purchase order number be clearly posted in the PO number field when entering the shipment into the FedEx system. Failure to include the purchase order number will delay acceptance of the delivery and/or payment.

**COMPLIANCE:** These instructions supersede all previous shipping instructions and apply to all shipments for which Trinity Health is contractually obligated to pay the shipping charges including all orders shipped “prepay and add”. Trinity Health will monitor all incoming shipments and invoices for compliance with this Routing Guide. The Supplier is responsible for the payment of all additional fees resulting from non-compliance with this Routing Guide.

**ACCOUNT CONFIDENTIALITY:** FedEx account numbers are confidential and may only be used and/or communicated for the limited purpose of preparing FedEx shipments to Trinity Health member facilities. Do not post account numbers on-line or make them available beyond what is required for compliance with this Routing Guide. Trinity Health monitors the account numbers for misuse. Supplier is responsible for any unauthorized charges associated with Trinity Health's FedEx accounts and/or credit line.

**CLAIMS PROCESS:** Shipments made utilizing a Trinity Health freight account number (Bill Third Party) do not impact the FOB designation. Supplier is responsible for filing a claim with FedEx to recover the cost of the product(s) in the event of loss or damage in transit when shipping terms are FOB Destination. File a claim at www.fedex.com to recover the value of the items. The tracking number and ship date are required.

**CUSTOMER SUPPORT:** If you need support or have questions about account set up, please contact the FedEx Activation Team at 1-866-883-9290 Monday through Friday, 8 a.m. to 5 p.m. CST. For after hours support, contact FedEx Customer Service at 1-800-GO-FEDEX. Shipping information is also available at www.fedex.com.

Thank you for complying with the Trinity Health Freight Management Program. If you have any questions regarding the Program or this Routing Guide, please contact Marcia Rozek, Trinity Health Logistics Manager, at Marcia.Rozek@trinity-health.org and (734) 343-0036.

Sincerely,

Louis Fierens
Senior Vice President, Supply Chain and Fixed Asset Management
Trinity Health