

ROCHE DIAGNOSTICS
ROUTING INSTRUCTIONS AND ROUTING MATRIX

I. BILLS OF LADING

- A. List every Purchase Order (PO) or the words, "Credit Card" and the Roche Diagnostics (RD) employee first initial and last name if an RD Credit Card was used, on the bill of lading
- B. Multiple POs shipped at the same time must be tendered to the carrier as one shipment. If your supplier system forces them to print separate bills of lading, it would be advisable to link all bills of lading under one master bill.
- C. Describe the product under the appropriate National Motor Freight Classification (NMFC) description, indicating the item number, class and weight.
- D. Density bump if your NMFC items permit it, this will result in lower transportation charges.
- E. On all truckload shipments or Less than truckload (LTL shipments) of 5 pallets or more, it should be noted on the billing of lading to contact the RD Receiving Department for an appointment at (317) 521-2610 or (317) 521-4676.

II. COLLECT / THIRD PARTY BILLING SHIPMENTS

Our Routing Matrix should be used for all collect or 3rd party shipments when RD is responsible for the freight charges. This would include all shipments to our Distribution Center in Indianapolis, IN., shipments between suppliers made on RD's behalf or drop shipments made to RD customers.

- A. The Routing Instructions state the specific RD preferred carriers that must be used by RD Suppliers. Collect or 3rd Party shipments tendered to carriers other than those supplied in the Routing Matrix or by our Traffic Department will be refused and any freight charges associated with those shipments will not be paid. Redelivery will be made at the shipper's expense.
- B. When calling for routing, please be prepared to supply following information:
 - 1. Origin City, State and ZIP
 - 2. PO Number
 - 3. Number of Cartons
 - 4. Total Weight by Freight Class
 - 5. NMFC Item Numbers
 - 6. Cube (if possible) or Linear Feet

ROUTING INSTRUCTIONS FOR DOMESTIC SHIPMENTS

Mode	Shipment Wt or Cube	States	Carrier Assignment
Ground	1 – 150 lbs	All	FedEx Ground Collect
	151 – 4999 lbs	All	See LTL Carrier Matrix
	> 5000 lbs or 10 Pallets	All	Call or email RD Traffic Department at 317-521-4676 or rdo.routing@roche.com
Air			
Next Day	All	All	Call or email RD Traffic Department at 317-521-4676 or rdo.routing@roche.com
Second Day	All	All	Call or email RD Traffic Department at 317-521-4676 or rdo.routing@roche.com
All Temperature Sensitive Shipments			Call or email RD Traffic Department at 317-521-4676 or rdo.routing@roche.com

LTL CARRIER ROUTING MATRIX

Ship From	Ship To	Carrier
AK or HI	All States	Call or email RD Traffic Department at 317-521-4676 or rdo.routing@roche.com
All states except AK or HI	All states except AK or HI	FedEx Freight
All states	AK or HI	Call or email RD Traffic Department at 317-521-4676 or rdo.routing@roche.com
Shipments between suppliers and drop shipments		Call or email RD Traffic Department at 317-521-4676 or rdo.routing@roche.com

Freight Bill Preparation:

All Bills of Lading should be marked “Freight Collect- 3rd Party Billing”

The 3rd party billing address should be marked as follows:

Roche Diagnostics c/o SSUI
 9595 SW Gemini Drive
 Portland, OR 97008

Local phone numbers FedEx can be found on their websites at www.fedex.com