



# Inbound Transportation Routing Guide

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### Purpose

These instructions are to be used as a general guideline for transportation to Lifecore Biomedical. This information is provided to assist Lifecore Biomedical suppliers when shipping to Lifecore Biomedical. Please direct any questions to:

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 Rose Gjerde Director of Sr. Supply Chain 1-952-368-6265 rose.gjerde@lifecore.com  
 Mike Allen Supply Chain Lead 1-952-368-6419 mike.allen@lifecore.com

### Scope

The following instructions are applicable to all suppliers shipping product to Lifecore Biomedical facilities in the United States.

Site 1: 3515 Lyman Boulevard, Chaska MN 55318

Site 2: 1245 Lakeview Drive, Chaska MN 55318

These requirements apply to all billable shipments to Lifecore Biomedical shipped against an approved Lifecore Biomedical Purchase Order (PO).

### Responsibilities

Who	Responsibility
Lifecore Biomedical, LLC Supply Chain	Ensure that Import guidelines are appropriate and published revisions are up-to date. This document is contained at: <a href="http://www.lifecore.com/about-lifecore/suppliers">http://www.lifecore.com/about-lifecore/suppliers</a>
Lifecore Biomedical, LLC Suppliers	Ensure understanding and compliance of guidelines.

### Definitions

Concept	Definition
LTL	Less than truckload/Common Carrier
FCL	Full container load



LCL	Less than full container load
BOL	Bill of lading
AWB	Airway bill of lading

**Equipment/Materials**

N/A

**Safety**

N/A

**Procedure**

**Shipping Instructions:** This transportation routing applies to all items purchased FOB Shipping Point, unless otherwise indicated on PO, when the freight cost is not included in the purchase price. Freight prepaid and added to the supplier's invoice or freight collect using supplier's carrier is not accepted. Do not declare additional insurance.

**Lifecore Biomedical Receiving hours:** Lifecore Biomedical M-F 8-4pm.

**Bill of Lading Instructions:** Unless otherwise specified - For shipments to Lifecore Biomedical clearly note on the BOL, "Freight Collect". Reference Lifecore Biomedical Purchase Order #.

**International Imports:** Follow import guidelines at <http://www.lifecore.com/about-lifecore/suppliers>

**Third Party collect:** Shipments to and from non-Lifecore Biomedical locations: For shipments which are not destined to Lifecore Biomedical but are to the account of Lifecore Biomedical the BOL must reference Lifecore Biomedical and state Lifecore Biomedical Purchase Order #. Clearly note on the BOL, "Freight Collect" and instruct freight carrier to Third Party Bill Freight To: Lifecore Biomedical, 3515 Lyman Blvd, Chaska, MN 55318 USA.

**Packing List:** See Supplier Packaging/Labeling Standards at [www.lifecore.com/suppliers](http://www.lifecore.com/suppliers)

**Chemicals:** Shipments of chemicals must include a copy of the SDS and all HAZMAT shipments must be packaged and transported within the applicable requirements of IATA, IMDG, CFR title 49-Transportation

**Failure to comply with these instructions may result in Late Payment to your account.**

	Ship From Location	Shipment type	Carrier	Carrier Contact / Account#
Domestic	Minneapolis / St. Paul Metro Area	Letters and individual packages not to exceed 70 lbs. each. Total shipment weight not to exceed 200 lbs.	Primary: UPS Ground Collect Secondary: FedEx Ground Collect	Primary: www.ups.com, Contact buyer for acct. # Secondary: www.fedex.com Contact buyer for acct. # Reference Lifecore Biomedical PO # in shipment
		70 lbs. to 1,000 lbs.	Priority Small Vehicle-Car/pick-up Service level - 3 Hour or 4 Hour	651-748-4477, Lifecore Biomedical Contact buyer for acct. # and Reference Lifecore Biomedical PO # **Lifecore Biomedical approval required for faster service**
		1,000 lbs. to 25,000 lbs.	Priority Dock Truck Service level - 3 Hour or 4 Hour	651-748-4477, Lifecore Biomedical Contact buyer for acct. # and Reference Lifecore Biomedical PO # **Lifecore Biomedical approval required for faster service**
	National Includes Canada	Letters and individual packages not to exceed 70 lbs. each. Total shipment weight not to exceed 200 lbs.	Primary: UPS Ground Collect Secondary: FedEx Ground Collect	Primary: www.ups.com, Contact buyer for acct. # Secondary: www.fedex.com Contact buyer for acct. # Reference Lifecore Biomedical PO # in shipment
		LTL 70-7,000 Lbs.	CH Robinson	Ship collect-bill to Lifecore Biomedical lifecore@chrobinson.com (800) 473-0136
		Full Truckload, Flatbeds 7,000 lbs. to 44,000 lbs.		Contact Lifecore Buyer
International	Air Import	Letters and individual packages not to exceed 45 Kg each. Total shipment weight not to exceed 90 Kg.	Primary: UPS Worldwide Saver-Collect Secondary: FedEx International Economy-Collect	Primary: www.ups.com, Contact buyer for acct. # Secondary: www.fedex.com Contact buyer for acct. # Reference Lifecore Biomedical PO # in shipment
		46 Kg to 2500 Kg	CH Robinson	Previous arrangements to be made with Lifecore Biomedical buyer. Contacts: Imports@Lifecore.com Ocean Imports: Carly.Evavold@CHRobinson.com Air Imports: MSPAIR@Chrobinson.com Customs: Cari.Goldman@CHRobinson.com

**References**

N/A

