



Supplier Requirements Toolkit

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C. *E-Productivity - One of Solventum's corporate initiatives for business operation is e- Productivity. It is essential that our suppliers utilize the following electronic tools: . 26*

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I. Packaging Requirements

A. Introduction

Non-regulated goods packaging and unit load requirements are listed in this section. These requirements are to be followed without deviation unless otherwise specified. **If Solventum packaging standards have been supplied for a specific product, the standard will overrule the requirements in this document.** If a Solventum-purchase order specifies a different pallet or packaging structure requirement, the information on the Solventum-purchase order overrules this document. All packaging structure, unit load building and preparation of regulated materials under Department of Transportation (DOT), International Air Transport Association (IATA), or International Maritime Organization (IMO) are the shipper's responsibility. Design and structure should meet these regulations before adhering to the marking and labeling requirements of this document.

B. Package Design

Individual and unit load packaging structure for domestic and international distribution must be capable of meeting the performance requirements of ASTM D4169 "Standard Practice for Performance Testing of Shipping Containers and Systems."

C. Case Dimensions

Fixed case counts, product size, and product shape determine most shipper case sizes for finished goods. If a shipper case size can be designed to keep finished goods shippers in the following size and weight ranges, this will facilitate the ability to convey at distribution locations that use conveyors. Minimum size is 5" X 5" X 3" maximum size is 36" X 20" X 20". Minimum weight is 2 lbs. And maximum weight is 50 lbs. or NIOSH lifting standard suggested maximum.

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D. Case Sealing

Box sealing method must be adequate to contain and protect packaged material. Gluing is not preferred but acceptable. Do not use staples for finished goods shipper carton sealing. Staples are acceptable for large bulk containers of raw material or semi-finished goods. If non-clear sealing tape is used, the tape should not cover graphics. If additional guidance is needed reference RD-131.

E. Finished Goods Contents Label

For marking, labeling and printing on a Solventum finished goods package, contact Solventum Sourcing for specific instructions.

F. Bar Code Requirements for Intermediate and Shipper Containers

Solventum specifies a few different types of bar codes on the intermediate and shipping container levels of finished goods packaging. The choice depends on which market the product is to be distributed to and/or specific customer preference.

To ensure that the Solventum location can accurately and efficiently receive product, it is required that the supplier shipping location contact the Solventum business purchasing the product and get the bar coding specifics for each product shipped. This contact should be done through the Solventum Sourcing organization.

At Solventum, the most commonly specified bar code type for these packaging levels is the SEE-14 (using the Interleaved 2 of 5 symbology). The governing organization for this bar code type is the Uniform Code Council located in Dayton, Ohio (phone: 513-435-3870). The UCC has published a document titled: Application Standard for Shipping Container Codes. The SCC-14 size specifications and bar code locations are detailed within this document. Suppliers/printers of packaging components should have this document on file at their location. If the bar code is to be directly printed on a corrugated carton, 100% magnification bar codes are recommended whenever the carton size allows. If the 100% magnification factor size will not fit, the 80% magnification factor is recommended.

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The most common exception to the SCC-14 at Solventum is the group of businesses, which market products to the health care industry. The supplier is advised to contact the Solventum businesses that the product is being prepared for to receive specific information regarding bar code requirements.

G. Drum & IBC Requirements

All 55-gallon drums should be secured and shipped on a Heavy-duty pallet. Drums intended for export must be of new construction.

Flammable material should be stored in plastic IBCs and drums. These drums and IBCs must comply with NFPA 30.

All Compressed gas cylinders must have valve protection prior to shipment via threaded cap, shroud, or strong outer package. These cylinders must comply with Dangerous Goods Transport Regulations.

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II. Load Building Requirements

A. Introduction

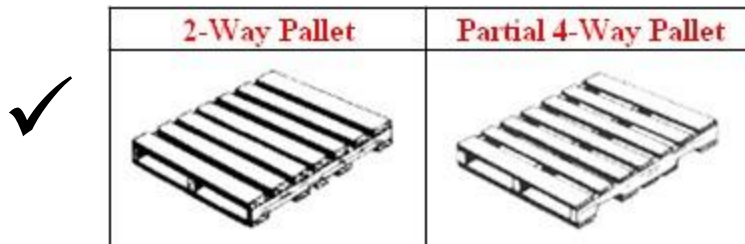
The requirements of this section help facilitate the handling and storage of materials shipped into Solventum locations. Any requirements that are listed on a Solventum packaging standard or Solventum-purchase order will override the requirements of this section.

B. Pallet Requirements

1. Standard

All materials are to be shipped on a Solventum Package Engineering specified pallet. Pallets that are acceptable are as follows:

34-7000-8330-5	48 x 42, 2-way, Heavy Duty	Loads over 1400 lbs.
34-7056-8346-3	48 x 42, 2-way, Heavy Duty	Loads over 1400 lbs., Heat-treated
34-7000-8331-3	48 x 42, 2-way, Light Duty	Loads under 1400 lbs
34-7056-8348-9	48 x 42, 2-way, Light Duty	Loads under 1400 lbs., Heat-treated
34-7026-2187-0	48 x 40, 4-way	Loads under 1800 lbs.
34-7056-8350-5	48 x 40, 4-way	Loads under 1800 lbs., Heat-treated



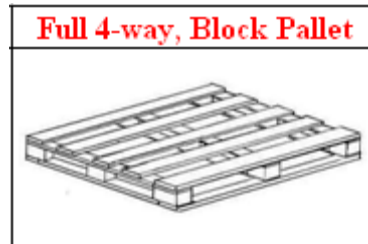
2. Exceptions

- a) If the load exceeds pallet footprint, the product must be supplied on a larger 4-way entry special size pallet, with no product overhanging the pallet. The supplier must inform Solventum.
- b) Make certain to check the purchase order or pack standard for a requirement of a specific pallet type. Purchase order instructions override this document. Pallets must be new or in very good condition. Pallets

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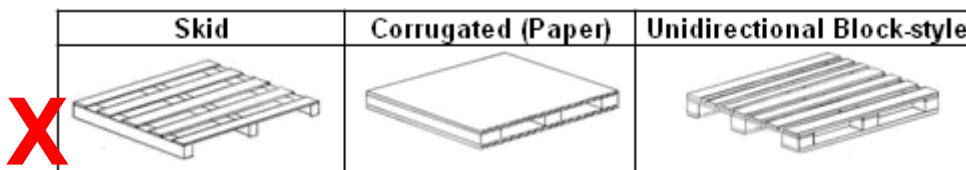
with broken boards, bark, pest infestation, exposed nail heads, and excessive moisture are not acceptable.

c) Perimeter-base block-style pallets are the style used in most PECO and CHEP pallets.



d) Unacceptable

Pallet types that are unacceptable for shipment to Solventum distribution centers are skids, corrugated (paper-based), and unidirectional block-style pallets. Skids and unidirectional pallets do not have a bottom deck board arrangement that works in warehouse storage systems. The corrugated pallets are not strong enough and are not suitable for storage. These pallet types cause additional warehouse handling costs.



3. Phytosanitary (pest control) requirements

a) All solid wood pallets used for shipments from outside the US must be heat-treated and marked according to the ISPM15 phytosanitary standard.

b) Alternately, an exempt pallet may be used. This may be plastic, plywood, or metal but as there are many unsuitable designs in use, it must be approved by the receiving location prior to shipping.

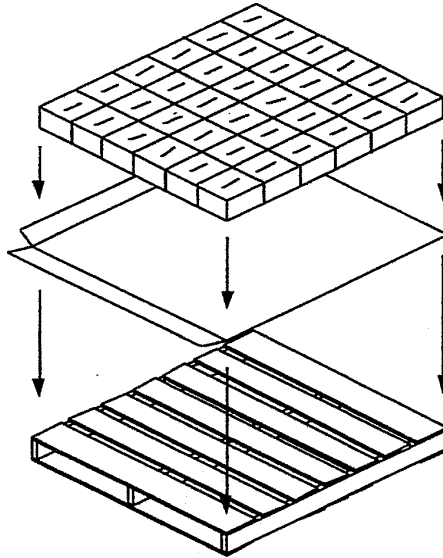
4. Condition of pallets

All pallets must be clean, dry, free from damage or protruding nails, and free from signs of mold or pests. Moisture content of the wood must be no more than 22%.

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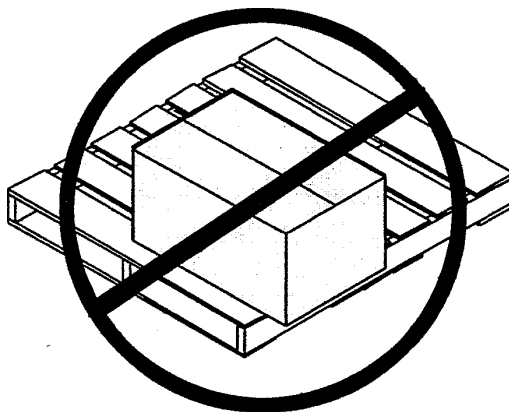
C. Slip Sheet Requirements

One slip-sheet must be placed over the top deck boards of the pallet before stacking boxes on pallet (see illustration below). The slip-sheet is to have a 42" x 48" footprint with 4" flaps on two adjacent sides. Material is to be 275 lb., "C" flute, or 44 lb., ECT corrugated.



D. Shipper Case Overhang

No part of a shipping case should overhang the pallet (see illustration below).



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E. Unit Load Maximum Height

Overall unit load height, including pallet, shall not exceed 48". Loads over 48" may be accepted if approved by a Solventum receiving location.

F. Unit Load Maximum Weight

Total unit load weight should not exceed 2500 lbs.

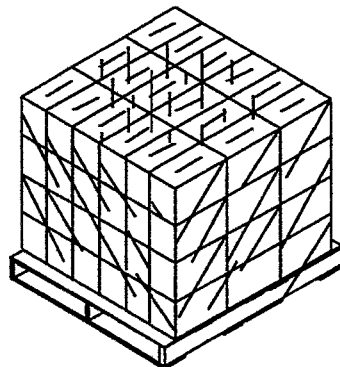
G. Unit Load Stabilization

Shipping case strength along with pallet pattern must be designed to present a stable, damage free unit to Solventum (see illustrations below).

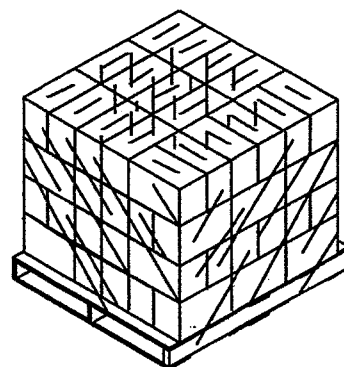
Unit loads made of multiple cases must be securely stretch wrapped with clear polyethylene stretch film. Stretch wrap must go around pallet base as well as shipper cases. This ties the cartons to the pallet for added stability. Both column stacking and interlocking boxes are acceptable as long as boxes are strong enough. If pallet pattern is illustrated on the physical carton, that pattern should be utilized.

If additional unit load containment and stabilization requires strapping, strapping is to be polyester heat-sealed with no metal fasteners. RD-157 or ASTM 4649 should be used for stretch wrapping and RD-207 should be used for banding and stretch wrapping.

Column stack



Interlocking



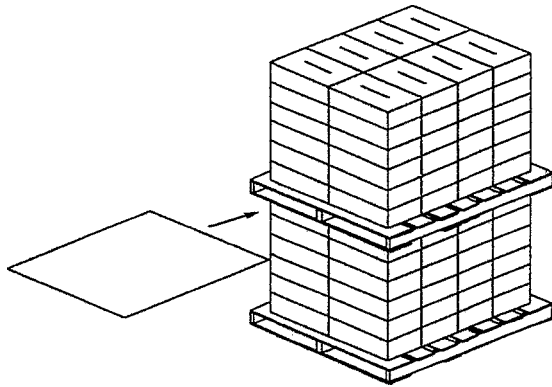
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H. Double Stacking

If unit loads are less than 2000 lbs., they must be designed to handle their own weight, two high in transit. If unit loads are more than 2000 lbs., they must be able to withstand at least 2000 lbs. on top during transit. **If material cannot be double stacked, mark the load accordingly with a do not stack label and do not ship it to the receiving location double stacked.**

When double stacking loads, a slip-sheet or cardboard separator, a pallet and a slip-sheet should be inserted at a minimum of every 48". (See illustration below). Heavier loads should always be loaded on the bottom.

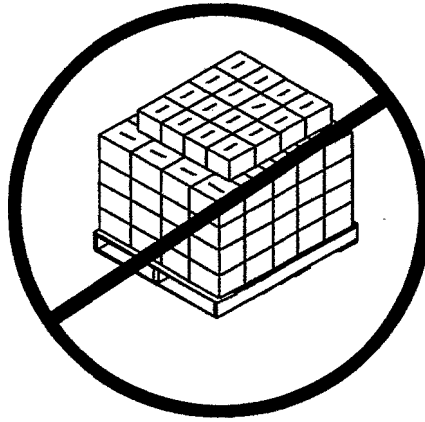
If there are additional concerns regarding double stacking, please contact Package Engineering.



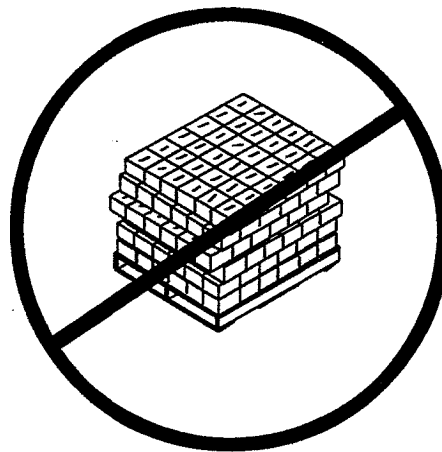
I. Shipping Case Stacking

Cases must be placed on pallet so product labels can be read from outside of pallet. Shipper cases should also be stacked to provide a flat, stable surface to allow placement of another unit load on top, when possible (see illustration below).

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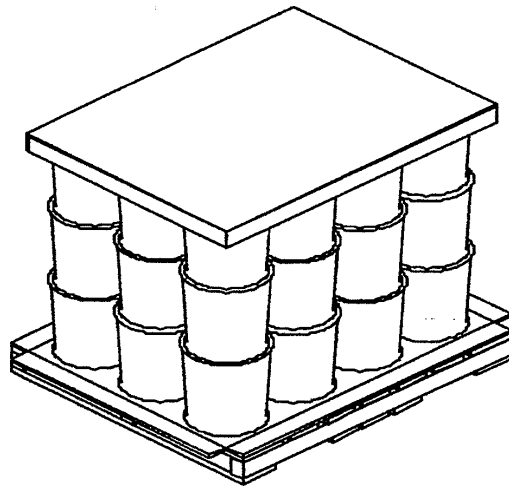
Cases must be stacked without misalignment for maximum stacking strength (see Illustration below).



J. Load Building - Pails

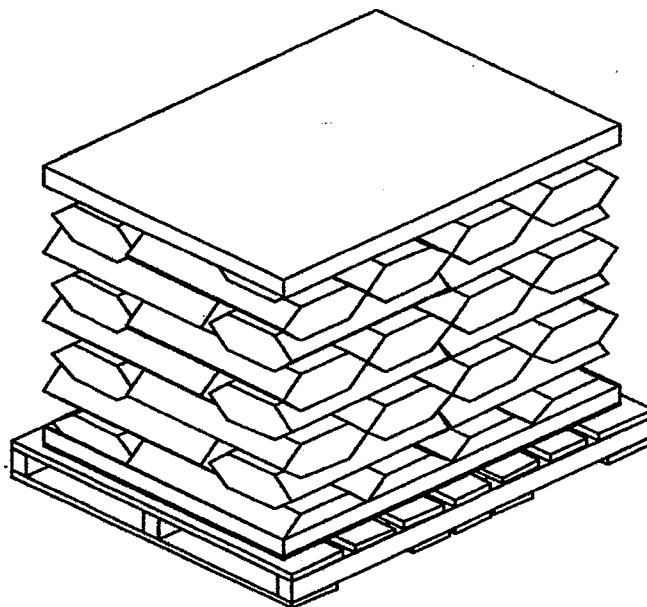
Pails should be utilized by stacking them in columns on a heavy-duty pallet. Prior to placing the pails on the pallets, inspect for nail heads and other protrusions that could puncture pails. A corrugated sheet should be placed between the bottom layer of the pails and the pallets. Pail stacks must be stabilized by wrapping with stretch film. Stretch wrap should secure pails to pallets by having the first few wraps around the base of the pallet. Corrugated tie layers and top caps are also highly recommended (see illustration).

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K. Load Building - Bags

Bags should be unitized on a heavy-duty pallet by stacking them in interlocked layers. A corrugated sheet should be placed on the pallet under bottom layer of bags to protect bags from flowing between the deck board gaps and to protect the bags from nails. Unit loads should be top capped and stretch wrapped for additional stability (see illustration).



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III. Labeling and Marking

A. Introduction

Proper labeling and marking is critical when shipping product. This will help the carrier identify the proper destination, expedite the receiving process at its destination and help increase inventory accuracy and reduce adjustments. It is mandatory for every supplier to follow these labeling and marking procedures.

B. Product Label

For Solventum finished goods product labeling refer to Section 1.

C. Over Packing of Non-Regulated Goods

When over packing, the carton should be properly marked so that the receiving crew can easily identify it. This information should also be noted on the placard. “Over Pack” should be written in bold lettering on multiple sides of the box or a unique color box such as red or yellow with pre printed text over pack on the side can be used. If the capability exists it is a best practice to attach a content packing list to the over pack box as well. This carton should be placed on the top of the load as well as at the outer edge of the pallet.

D. Regulated/Protective Service and Special Markings

Every shipment must adhere to Department of Transportation (DOT) and International Air Transport Association (IATA) requirements from supplier to US Distribution Center.

All hazardous materials or dangerous goods marks and labels on packages inside overpack (stretch wrap, banding, etc.) must be duplicated on the outside of the overpack unless they are all completely visible on the overpack.

E. Part Carton Identification

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Less than full carton (Part carton) quantities are discouraged. **Greater than full carton quantities are not acceptable under any circumstance.** Any deviation from a master carton quantity must be marked on the less than full case with “Part Carton” in bold lettering. The Billing units must also be changed on the product line. This carton should be placed on the top layer of the item as well as at the outer edge of the pallet.

F. Multiple Item Identification

1. If multiple items are packed in a single case, mark the case “mixed merchandise” in bold lettering.
 2. Mixed Stock Pallets
 - a. Every attempt to have pure loads should be made
 - b. A mixed pallet must be placarded as mixed and must list quantity by Solventum 10 and/or 11-digit product number on the pallet
 - c. Paper, plastic or cardboard should be used to separate the mixed freight, slip-sheet is preferred.
 - d. Smallest quantity of different stock items should be stacked at the top of the pallet
 3. Mixed Lot numbers
 - a. Every attempt to have pure loads should be made
 - b. A mixed lot pallet must be placarded as “Mixed Lot” and must list the quantity by Solventum 10 and/or 11-digit product number / lot number on pallet.
 - c. Paper, plastic or cardboard should be used to separate the mixed freight, slip-sheet is preferred.
 - d. The smallest quantity of different lot numbers should be stacked at the top of the load.
-

G. Pallet Load Requirements

1. Individual load tickets must be completed and attached to each pallet. The following are the required fields that need to be included on each load ticket:
 - a. Destination
 - b. Ship Date
 - c. SKU
 - d. Invoice number
 - e. Qty in billing units
 - f. Lot or run number (must list quantity by lot)
 - g. Load # (ex. 1 of 2 and 2 of 2)

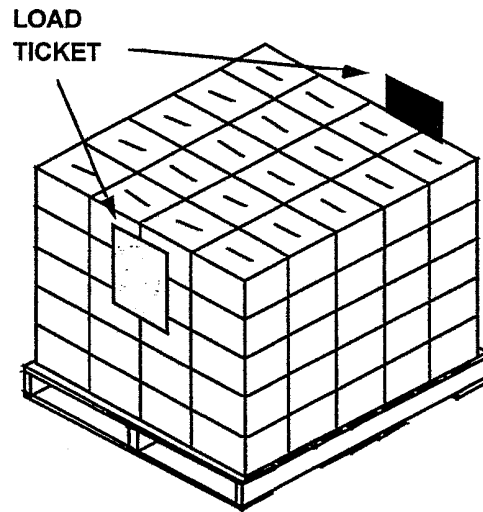
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- h. Trailer # (needed on reship)
2. All packing lists for the shipment need to be placed into an envelope and placed on the tail of the trailer for material traveling door to door. Material being reshipped across a carrier terminal, a vendor's facility or a Solventum facility needs to have the packing list attached to the first load of the order.
3. If the quantity is shipped in layer quantities it is acceptable to slip-sheet multiple layers of product. It is preferred to start a new load at 48" although it is acceptable up to 96" or 2500 lbs.
4. If the quantities are not in layer quantities and if the total cube of the item is 20 or more, then the product should be shipped independently on its own pallet. If the cube is less than 20, it should be combined onto a pallet with other items of the same group.
5. If the quantities are not in layer quantities and if the total cube of the item is 20 or more, then the product should be shipped independently on its own pallet. If the cube is less than 20, it should be combined onto a pallet with other items of the same group.

H. Load Ticket Placement - The load ticket is a pallet manifest of contents of the pallet load and must be attached to the pallet (see illustration.)

Load ticket placement illustration

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IV. Packing List

A. Introduction

Packing lists are detailed specifications of the goods shipped from the supplier to a Solventum location. The accuracy on the packing list is vital to processing the receipt and may cause delay in or no payment to the supplier if inaccurate or incomplete.

B. Required Specifications

If all specifications stated below are not on the packing list, it could result in delayed shipments and payments, lost materials, lost discount for Solventum and non value-added efforts on the part of Solventum and supplier personnel.

- Supplier name, address and telephone number, including area code
- Solventum purchase order number
- Solventum purchase order line and schedule number as stated on the Solventum purchase order
- Solventum International invoice number, if applicable
- Solventum 10-digit product number, if applicable
- Solventum description as stated on Solventum purchase order
- Billing units shipped and billing unit type. Billing units must be indicated in same unit type shown on the Solventum purchase order/invoice (i.e., if order calls for lineal yards, shipped quantity must also be shown as lineal yards)
- Quantity listed by lot number.
- Total number and types of pieces shipped on order
- Weight – total weight of order
- Country of destination (international shipments)

Caution!

The packing list should always be in a waterproof pocket or pouch on the outside of the carton. If pallet-load quantity, place the packing list in the upper right hand corner of the front face of the pallet.

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V. Bill of Lading & Air Bill Preparation

A. Introduction

The following list pertains to Solventum requirements for its supplier's bill of lading and air bill preparation. These requirements help Solventum pay the lowest rates, protect Solventum legally, aid the carrier in making delivery and streamlines the freight payment process for Solventum.

B. Requirements

1. List all Solventum-purchase order number(s) and Solventum release number(s).
2. When shipping from one origin to one destination always combine multiple purchase orders on one bill of lading.
3. List complete routing including all carriers on interline shipments.
4. List border crossing points.
5. Name each railroad and interline point for rail shipments
6. Indicate freight terms of prepaid or collect according to the Solventum purchase order instructions. If Solventum is responsible for payment of the freight bill, include the following bill to address:
Solventum (HCSC)
c/o Data2Logistics
PO BOX 61050
Fort Myers, FL 33906
7. List the complete Solventum ship to address along with a building number and dock number, if applicable.
8. List the complete shipper's address along with a contact name and telephone number.
9. **When shipping hazardous materials**, you must have a 24-hour emergency contact telephone number on the bill of lading.

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10. If truckload, rail, tank truck, COFC/TOFC or Solventum Dedicated Fleet, show the appropriate initials and/or numbers identifying the trailer, car or container.
11. If the shipment is a truckload shipment arranged through Solventum Shipment Control, list the Solventum-load control number.
12. If seals are used on the doors, the seal numbers should be listed on the bill of lading.
13. List the type of package, number of pieces and weight
14. List the pallet weight separately.
15. Collect on delivery shipments – Solventum is not set up to receive COD.
16. **Do not insure** Solventum shipments unless requested. Solventum is self-insured.

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VI. Routing Shipments to Solventum

A. Introduction

When routing shipments to Solventum, please follow the PeopleSoft Message Code 156 quoted below:

PeopleSoft Message Code 156

Solventum SHIPPING INSTRUCTIONS FOR DOMESTIC U.S. "COLLECT \ 3RD PARTY" SHIPMENTS:

SHIP NON-PALLETIZED FREIGHT WEIGHING LESS THAN 200 LBS VIA UPS COLLECT GROUND SERVICE USING ACCOUNT NUMBER V6A466.

OR

SHIPMENTS GREATER THAN 20,000 LBS OR 24 PALLETS CALL THE "Solventum SHIPMENT CONTROL CENTER" AT 1-800-328-1355 (651-575-5252 FOR MN & CANADA) AT LEAST 72 HOURS PRIOR TO SHIP DATE

OR

FOR SHIPMENTS BETWEEN 200 LBS AND 20,000 LBS OR 24 PALLETS, USE THE Solventum WEBSITE AT <http://www.Solventum.com/Suppliers>. AT THIS WEBSITE OPEN THE "TRANSPORTATION ROUTING" LINK (PASSWORD NOT REQUIRED), ENTER THE REQUESTED ORIGIN, DESTINATION AND SHIPMENT INFORMATION AND A ROUTING WILL BE PROVIDED. IF NO ACCESS TO INTERNET CALL 1-800- 929-5372.

THE Solventum PURCHASE ORDER NUMBER IS REQUIRED ON THE SHIPPING DOCUMENTS AND WHEN CALLING FOR A ROUTING.

THE FOLLOWING BILLING INSTRUCTIONS ARE REQUIRED ON THE BILL OF LADING:

*3RD PARTY COLLECT
SEND FREIGHT BILL TO:*

*Solventum (HCSC)
c/o Data2Logistics
PO BOX 61050
Fort Myers, FL 33906*

B. Appropriate Packaging

The appropriate packaging for the mode of transportation specified must be used. If unable to comply with the Solventum purchase order routing instructions, email the Solventum Routing Center

Americastransportationoperations@solventum.com before changing the routing. Failure to do this will result in a charge back for the difference in freight costs.

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This number may also be called if there are issues with a carrier failing to make a pickup.

C. When to use UPS

Normal routing instructions call for using UPS on shipments under 200 pounds if the packages are under 70 pounds each and less than 130 inches in length and girth combined each. Small cartons should be banded or over packed in a larger carton.

D. Air Freight

For air freight shipments, use UPS for shipments under 150 pounds and BAX Global for shipments over 150 pounds. For hazardous shipments under 150 pounds, use FedEx Express. Solventum prefers second day air service unless next day is requested. **Do not** ship airfreight unless requested by Solventum.

E. Less than Truckload Shipments

Consolidate into one shipment all less than truckload shipments that are being shipped to a Solventum location on the same day or in a two day period.

F. Truck Load Shipments

A truckload shipment is a shipment that takes up more than 24 feet of the trailer. Email the Solventum Shipment Control Center 48 hours prior to the ship date, at Americastransportationoperations@solventum.com. You will need the following information when you call the Shipment Control Center:

1. When will the shipment be available for pick up.
2. Your company's facility code if you have one. If you do not have one, one will be assigned to your company when you call.
3. The Solventum purchase order and release numbers.
4. The weight of the shipment.
5. You will have to know if the shipment is hazardous.
6. Type of trailer needed along with the required equipment.
7. Type of trailer not allowed.

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G. Third Party Shipments

For third party shipments between suppliers or from a supplier to a customer where Solventum is responsible for paying the freight charges and Solventum bills of lading are not being used, the following instructions must be on the bill of lading.

Prepay and Third Party Bill to:

**3RD PARTY COLLECT
SEND FREIGHT BILL TO:**

**Solventum (HCSC) c/o
Data2Logistics
PO Box 61050
Fort Myers, FL 33906**

Solventum purchase order number is required on the freight bill to insure prompt payment of freight charges.

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H. Third Party Air Shipment

If a third party shipment is to go by air, use BAX Global. You must provide the following information on the Burlington air bill.

1. In the space below “Account No.” enter:

**3RD PARTY COLLECT
SEND FREIGHT BILL TO:**

Solventum (HCSC)

**c/o Data2Logistics
PO Box 61050
Fort Myers, FL 33906**

2. In the space marked “Special Instructions/ Additional Reference Information:” enter:

Solventum Purchase Order XXXXXX

001 001		BURLINGTON AIR EXPRESS CORPORATE SUPPORT GROUP 1820 VON KARMAN AVE. IRVINE, CA 92715		358 424 356		C.O.D.	
DATE		DEST. SORT CODE		SHIPPER'S REFERENCE NO.		SHIPPER'S ACCOUNT NO.	
COMPANY		DEPT./FLOOR		CONSIGNEE'S REFERENCE NO.		CONSIGNEE'S ACCOUNT NO.	
FROM (YOUR NAME)		PHONE NO.		TO (CONSIGNEE NAME)		PHONE NO.	
STREET ADDRESS		ACCURATE STREET ADDRESS (BURLINGTON CANNOT DELIVER TO A P.O. BOX)					
CITY		STATE		CITY		STATE	
ZIP (REQUIRED)		ZIP (REQUIRED)		DECLARED VALUE			
BILLING INFORMATION		HANDLING INFORMATION (SPECIAL RATE MAY APPLY)				LIMIT OF LIABILITY	
<input type="checkbox"/> PREPAID SHIPPER \$ <input type="checkbox"/> COLLECT (CONSIGNEE) <input type="checkbox"/> 3RD PARTY (ACCT. NO. OR BILLING ADDRESS NEEDED) ACCOUNT NO. COMPANY NAME STREET ADDRESS CITY STATE ZIP		<input type="checkbox"/> OVERNIGHT (NEXT BUSINESS DAY) <input type="checkbox"/> SECOND DAY <input type="checkbox"/> NEXT FLIGHT OUT <input type="checkbox"/> CHECK BELOW IF PACKAGE IS: <input type="checkbox"/> LETTER <input type="checkbox"/> O.D.M. (CARGMENT OR HAZARDOUS) SIGNATURE OF SHIPPER RELEASE SIGNATURE				1-800-CALL-BAX FOR INFORMATION ON THE BAX OFFICE NEAREST YOU SHIPPER'S REFERENCE NO. SPECIAL INSTRUCTIONS / ADDITIONAL REFERENCE INFORMATION: 2 NO. OF PCS. WEIGHT LENGTH WIDTH HEIGHT DESCRIPTION TOTAL PCS. TOTAL WT. RATE QUOTE NUMBER SIZES SHIP TO CONTAIN NO. OF PIECES RECEIVED BY BAX AT: <input checked="" type="checkbox"/> SHIPPERS' <input type="checkbox"/> BAX TERMINAL TIME/DATE OF PICKUP DRIVER NO. SIGNED FOR BAX OUTSIDE CARRIER: CHARGES APPLIED \$ PRO NUMBER CARRIER NAME	
SHIPPER COPY NON-NEGOTIABLE AIRBILL SUBJECT TO TERMS AND CONDITIONS OF CONTRACT ON REVERSE SIDE							

REMOVE THIS MARGIN FIRST • SHADED AREAS FOR BURLINGTON'S USE ONLY.

Supplier Requirements Toolkit

I. UPS Third Party

If Solventum has given you a Solventum UPS Account Number and permission to ship air, you can ship third party by UPS.

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VII. Invoicing

A. Introduction

It is essential that the invoice requirements noted below are followed to ensure invoices are paid promptly and efficiently.

B. EDI Invoice (810)- it is essential that invoices are sent using Electronic Data Interchange (EDI).

- **Paper copies of invoices, including past due invoices, are NOT sent to Sourcing Operations if productive EDI.** It is our expectation that all suppliers be EDI totally capable.
- The supplier name must be transmitted to Solventum plus the 9-digit zip code (this can be provided by your local post office if you do not already have this)
- The 10-digit purchase order number must be transmitted in the correct segment (BIG04).
- Be sure the complete ship to address is indicated (N1-N4 segments)
- Item and schedule numbers that match the purchase order need to be transmitted (IT101 Segment).
- Unit of measure must agree with the purchase order unit of measure (IT103 Segment).
- The Solventum part number, when provided on the PO, must be entered in the IT106 segment.
- The terms of the purchase are the terms by which the invoice will be paid.
- Tax status must match the Solventum-purchase order. The correct state, count or city tax must be referenced in the appropriate field along with the corresponding dollar amounts. (TX101, TX102, TX105)
- Ensure your invoice calculations are mathematically correct.
- Receipt of the transmission is verified through the 997 transaction.
- Price must match purchase order

C. E-Productivity - One of Solventum's corporate initiatives for business operation is e-Productivity. It is essential that our suppliers utilize the following electronic tools:

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EDI Purchase (850)

Solventum submits purchase orders using the format guidelines which can be found on our website –

www.Solventum.com/us/aboutSolventum/ec/edi_guidelines.html. This EDI purchase order should be received before any shipment is made or invoice submitted.

EDI Purchase Order Acknowledgement (855)

The purchase order acknowledgement is the vehicle used to ensure that Solventum and the supplier agree on the accuracy of the purchase order.

Each order requires a purchase order acknowledgment be transmitted indicating agreement or exceptions before shipment.

EDI Invoice (810)

See guidelines in Invoicing Section above.

EFT – Electronic Funds Transfer

All suppliers are encouraged to embrace electronic funds transfer. For more information call the Solventum-ePayment Solutions Center at 1-800-815-2460.

Supplier Inquiry System - eSupplier

The Supplier Inquiry System is an extranet application that allows non-Solventum business users the ability to inquire on their Invoice, Payment and Purchase Order Status information.

All non-Solventum business users of the eSupplier application are required to have either a Network Access Agreement or Extranet Access Agreement in place with Solventum's Corporate IT Security organization before ENL and PeopleSoft access can be established.

The eSupplier application will be available for use 24 hours a day 7 days a week. Technical support will be available Monday thru Friday between the hours of 8:00AM and 5:00pm (CST).

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VIII. Shipping and Receiving Accuracy

A. Requirement

The overall requirements of this section are to assure that exact material quantity is transferred - ship and or receive. This is critical to assure the proper accounting – in both quantity and value – of material transferred in and /or out of Solventum and our suppliers.

B. Shipping and Receiving System Interactions

The table below highlights the different systems that can be used to transfer material. The purpose of the table is to provide the user with pros/cons of a particular systems impact on inventory accuracy AND what are the key actions the user must take to ensure inventory accuracy with particular system use.

The COMS 09N is the preferable transaction. This allows for load information to be transferred to the receiving location preventing errors and retaining birthdates, quantity, QC etc. The downside is that there is no ability to future date or generate backorders. For Inventory status “2” and “K”, large quantities e.g. exceeding truckload, multiple lines can be entered on this transaction to type-off or create separate orders.

The COMS 05N should be used only when moving between locations where material is to be expensed. This transaction should be used cautiously because of the problems it can cause to Factory Planner and plant system.

PMCS to PMCS is used extensively in Abrasives locations and is generated by the receiving plant placing an order for a load of material already in PMCS at the shipping location. Backorders and future dating don't apply. This method can create Over/Short problems when one of the locations is a non-GMS location.

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The use of Phone calls/E-mail which result in the use of SISR's are highly discouraged except in business critical situations, e.g. system crashes, contingency plan. This method allows the most opportunity for problems in all the systems involved in shipping/receiving.

PROS & CONS FOR INTERPLANT TRANSFERS

Shipping System	Order Triggering	Acctg Category \$'s	Order Tracking	Load Information	Link to Factory Planner	Order Visibility	Future Dating	Backorder/Split Order	CIAS Over/Short Problem	Adj Input	Ship Notice Impact
PMCS/PMCS by load	Y- by load	Y	Y by load	Y	Y	Y	N	N	Y - for non GMS to GMS locations	N	Y
COMS/PMCS by order											
COMS/05N	Y	Y	N	N	N	Y	Y	Y	N	N	Y
COMS/09N	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y
Phone calls/E-mail											
SISR	N	Y	N	N	N	N	N	N	Y	N	N
Order Triggering	Automatic notification to the shipping location										
Acctg Category \$	Moves the \$'s between accounting categories										
Order Tracking	Viewing inprocess and intransit steps										
Load Information	Ability to create PMCS transaction at the receiving location to receive against										
Link to Factory Planner	Visability verification for receipt and shipping										
Order Visibility	Order Viewing capability on designated systems										
Future Dating	Order entered to be processed at planned future date										
Backorder/Split Order	Ability to create a backorder if shipment is incomplete or product is not available										
CIAS Over/Short Problem	Greater potential impact on CIAS processing										
Adj Input	Pertaining to receipt quantity verification										
Ship Notice Impact	Ability to process an on-line ship notice										

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C. Shipping Accuracy Requirements

The requirement of this section is to assure the proper product/material, quantity, along with the proper documentation arrive at the destination accurate and on time.

Requirement

- Physical verification of Solventum ID, all barcodes match associated Solventum ID's, quantities, load ID
- Update the systems with the verified information
- Generating the proper paperwork – Manifest, packing list, Bill of Lading.

Verification

- Match all barcodes with respective Solventum ID
- Match Solventum ID and quantity to the Order
- Match Load ID to the picking document

System Update

- When updating the Systems the matching Order Number must be selected to assure accurate shipment.
- Actual shipping quantities that are different than the requested order quantity must be updated on the system.
- If Load ID is unable to be matched in Verification process then the actual load id must be updated on the system.
- When the trailer leaves the dock the System Update needs to be completed. This update should not be delayed to the following day. This is even more critical *on the last calendar day of the month for Revenue Recognition and for Inventory Reconciliation.*

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Paperwork Generation

- Need to generate an electronic ship notice for billing or transfer purposes, COMS manifest for saleable purchases, a bill of lading and packing list.
- Packing list - see section 4. Packing List
- Bill of Lading - see section 5. Bill of Lading & Air Bill Preparation
- For all shipments using COMS - A COMS manifest and a Ship Notice needs to be generated **PRIOR** to physical shipment
- **All Finished Goods** shipments need a COMS manifest and a Ship Notice generated **PRIOR** to physical shipment.

Contract Manufacturing

When shipping to Solventum locations the following documents and information necessary are:

- COMS Manifest
- Bill of Lading
- Packing List
- Solventum PeopleSoft Purchase Order Number

The preferred method of generating a COMS Manifest is to use OFO or Web-FASS.

The Solventum PeopleSoft Purchase Order number needs to be referenced on the Packing List. See section 4.

Packing List Required Specifications.

D. Receiving Accuracy Requirement

The requirement of this section is to assure the proper product/material, quantity, and paperwork is received properly at the receiving destination accurately and on time.

Requirement

- Paperwork (packing slip and correct PO for all purchased materials, COMS Manifest and packing slip for Manufactured Finished Goods).
- Physical verification of Solventum ID, all bar codes match associated Solventum ID's and quantity to the paperwork.

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- Update the systems with the actual information not the information from the paperwork.
- Updating of Multiple systems has to occur on the same day for a given order (especially at month end) to assure matching system month end balances.

Verification

- Match all barcodes with respective Solventum ID
- Match Solventum ID and quantity to the Order
- If load is ticketed and usable by the receiving location then match load ID to inbound paperwork or electronic communication.

System Update DC

- When updating the Systems the matching PeopleSoft Order Number must be selected to assure an accurate receipt and matching COMS Order Number (Replenishment or Make Order) for Purchased Finished Goods only. For Manufactured Finished Goods the matching of the COMS Order number will assure an accurate receipt.
- Actual received quantities must be updated in the system if they are different than the requested order quantity.
- Update the system with the newly assigned load id.
- These updates should not be delayed to the following day. All systems need to be updated on the same day especially at month end for Reconciliation purposes.

System Update - Plant

- When updating the Systems the matching PeopleSoft Order Number must be selected to assure an accurate receipt and matching COMS Order Number (Replenishment or Make Order). This is for Purchased Finished Goods only.
- For Manufactured Finished Goods the matching of the COMS Order number will assure an accurate receipt.
- When updating the Systems for Materials other than Purchased and Manufactured Finished Goods the matching PeopleSoft order or matching Transfer Order must be selected.

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- Actual received quantities must be updated in the system if they are different than the requested order quantity.
- Update the system with the newly assigned load id where applicable.
- These updates should not be delayed to the following day. All systems need to be updated on the same day especially at month end for Reconciliation purposes.

System Update - Contract Manufacturing

- When updating the Systems the matching PeopleSoft Order Number must be selected to assure an accurate receipt and matching COMS Order Number (Replenishment or Make Order). This is for Purchased Finished Goods only.
- When updating the Systems for Materials other than Purchased Finished Goods the matching PeopleSoft order must be selected.
- Actual received quantities must be updated in the system if they are different than the requested order quantity.
- Update the system with the newly assigned load id where applicable.
- These updates should not be delayed to the following day. All systems need to be updated on the same day especially at month end for Reconciliation purposes.

Paperwork Generation

- If the pallet doesn't have a usable load ID then a load ticket needs to be generated see Load Ticket – section 3-F.

- Are the loads adequately built & stretch wrapped
- Is the shipment is blocked and braced to stop movement and damage during transit
- Are the pallets the correct size, type and in good condition.
- No cartons overhang the pallet
- Slip sheeting is done where needed.
 - Between layers of different products on a load
 - Between the product and the pallet
- Pallets are placarded (with / barcoding if capability exists)
- Packing lists are with shipment
- A ship notice is entered if the capability exists.
- Over pack cartons identified
- Part cartons are always to be located on the top layer of an item, properly identified and placed in a visible location.
- Physical quantity shipped matches system quantity
- Solventum ID and respective bar codes match
- Ship Notice is issued PRIOR to physical shipment