

GlaxoSmithKline Pharmaceuticals
U.S. Transportation ROUTING GUIDE
For Pharma U.S. Domestic Use Only
Effective: 01-JUN-2015 Revised: 20-MAY-2015 SLW

GlaxoSmithKline (GSK Pharma) shipments must be pre-approved by GSK Pharma and transported by GSK Pharma approved carriers in order for GSK Pharma to assume responsibility for freight charges.

Supplier Compliance will enable GSK Pharma to satisfy business requirements, mitigate risk, optimize transportation and improve shipment visibility. **Failure to comply** with these routing instructions **will result in freight charges being redirected to the Pharma supplier or deducted from the Pharma supplier invoice.**

Pharma supplier compliance reports will be generated as follows:

- Compliant Shipment = when the Pharma supplier submits the routing request in accordance with routing instructions.
- Non-Compliant Shipment = when the Pharma supplier fails to utilize an approved carrier or fails to follow routing instructions.

Pharma Transportation Operations Center (TOC) hours of operation are 7:30 a.m. – 5:30 p.m. Eastern U.S.

Pharma TOC = 1-800-286-4191 U.S.

Pharma TOC = YZX78129@gsk.com

Once GSK Pharma has granted shipping approvals, please call the TOC at least 48 hours in advance of pickup for the following:

FINISHED GOODS *

DANGEROUS GOODS *

TEMPERATURE CONTROLLED *

EXPEDITED and/or AIR CARGO *

HIGH VALUE and/or SPECIAL HANDLING *

PUERTO RICO and/or THIRD PARTY *

MORE THAN 10 SKIDS and/or OVER 4000 POUNDS and/or REQUIRING OVER ¼ OF TRAILER FLOOR SPACE *

The **following information is required** and must be provided to the Pharma TOC when transport routing is requested:

- Notification of shipment contents including dangerous goods classification.
- Special pickup, transport or delivery requirements (e.g. temp control, urgent delivery, lift gate service, dual driver protection).
- GlaxoSmithKline Pharma approved reference number. *
- GlaxoSmithKline Pharma Contact who authorized the purchase.
- Shipments characteristics including pallet count, piece count, dimensions, piece weight, total weight.
- Shipper Name, Street Address, City, State, Zip Code, Contact Name, Telephone Number, Email Address.
- Consignee Name, Street Address, City, State, Zip Code, Contact Name, Telephone Number, Email Address.
- Requested pickup date & time, requested delivery date & time.
- Shipper and/or Consignee Hours of operation.

Shipments originating from a non-GSK Pharma location destined for a GSK Pharma site should be sent “Freight Collect” with transport documents referenced accordingly. Please contact your GSK Pharma Buyer or Liaison with questions on freight terms.

Once GSK Pharma has granted shipping approvals, the following routings may be executed without TOC contact:

1 - 200 POUNDS Parcel / Small Package Ground Transport

UPS Ground Parcel via GSK Pharma provided bill-to account. *

201 - 3999 POUNDS Palletized Ground Transport

Old Dominion Freight Lines LTL. *

Please direct freight claims inquiries to the TOC.

Shipment tracking available via carrier website or the TOC.

Shipments not advance authorized by GSK are prohibited.

Non-business shipments are strictly prohibited.

Billing address for non-Parcel (e.g. LTL, TL) shipments pre-approved for freight payment by GSK Pharma:

GlaxoSmithKline Pharma c/o CTSI
5100 Poplar Avenue
Suite 1750
Memphis, TN 38137
901-766-1500

Charges associated with last minute cancellations will be charged back to the supplier or deducted from the supplier invoice.

* GlaxoSmithKline approved reference number (e.g. GSK cost center, GSK purchase order, GSK PAR number, GSK Study number) **MUST** be referenced on Bill of Lading / Air Bill. If unknown, please contact your GlaxoSmithKline Pharma Buyer or Liaison to obtain this information. **Shipments with NO GlaxoSmithKline APPROVED REFERENCE NUMBER will be charged back to the supplier or deducted from the supplier invoice.**