

## Shipping Information & Instructions

The purpose of this guide is to inform our Suppliers of the standards that we expect to be followed on all inbound freight shipments to Millennium Pharmaceuticals, Inc. (MPI) locations.

All instructions are mandatory. Following these instructions will expedite the delivery and payment of your order through our Receiving and Accounts Payable Departments helping MPI meet many of its cost and service objectives.

We value our relationship with you as an MPI Supplier. Thank you for your continued support. If you have any questions or need assistance with transportation arrangements contact:

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### Instructions:

1. Each order must be accompanied by a two (2) Packing Lists. The Packing Lists must be clearly visible and placed on the outside of the box. If the Packing Lists are enclosed in a carton, the carton must note "Packing List Enclosed". Packing Lists must include the following:
  - a. MPI Ship To Address
  - b. Recipient Name
  - c. MPI Purchase Order Number
  - d. Part Number
  - e. Description of Material
  - f. Quantity of Material Shipped
2. MPI will not accept C.O.D. shipments.
3. Packaging of materials must meet current National Motor Freight Classification (NMFC) and International Air Transport Association (IATA) standards. Claims that develop due to improper packaging will be charged back to the Supplier.
4. MPI Purchase Order Numbers must be shown on the Bill of Lading or Air Way bill in the reference section.
5. Appropriate Material Safety Data Sheets must accompany products when required.
6. Hazardous Material shipments must be shipped in accordance with all Department of Transportation (DOT) regulations. Appropriate packaging, labeling, and shipment preparation of hazardous materials are the responsibility of the Supplier.
7. Shipments made on behalf of MPI to a Third-Party or shipments sent to MPI from a supplier not listed on the original Purchase Order must comply with the instructions in this guide. MPI Purchase Order Numbers must be reference on the Packing List.
8. Millennium's receiving dock working hours are from 7:30am to 4:30pm, Monday through Friday. Deliveries will only be received during these hours unless prior arrangements are made.