

Message to our Trading Partners

We recognize you, our supplier, as one of the most important links in our supply chain. Our customers' satisfaction often relies on the relationship we have with our suppliers. It is as critical for you to deliver product to us in an efficient, timely fashion as it is for us to deliver to our customers in a satisfactory manner. The procedures contained in our routing guide are to help both of us deliver efficiently to our customers. Communication and visibility are the keys to our success.

We request that ALL suppliers fill out the form below. O.C. Tanner's logistics department keeps records on overall inbound shipping patterns. This Supplier Outbound Profile provides information needed to review geographic distribution and an initial assessment of shipping patterns.

We appreciate your willingness to fill out the supplier outbound profile to allow O.C. Tanner the best possible opportunity to reduce freight costs and provide extraordinary service to our customers.

The O.C. Tanner routing guide can be found at <http://www.octanner.com/logistics/downloads>.

If you have any questions or concerns regarding shipments to O.C. Tanner, please contact us.

Director of Enterprise Logistics
Michael Erickson
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Michael.Erickson@octanner.com

Logistics Manager - Small Parcel
Ray Peterson
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Logistics Manager - Home Delivery and LTL
Nate Robbins
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Nate.Robbins@octanner.com



Supplier Outbound Profile

Please complete the below form and save it and email it to Logistics@octanner.com

Supplier Name:

Product Group Description:

Ship-From Information

Street Address:

City: State: Postal Code:

Pickup Contact Name:

Email Address:

Phone Number: Ext:

Main Transportation Contact Information (If same as ship-from contact, leave blank)

Contact Name:

Email Address:

Phone Number: Ext:

Hours of Operation

Monday: Tuesday: Wednesday:

Thursday: Friday: Saturday:

Sunday:

Pickup Appointment Required? Yes No

Shipment Information

When shipping to O.C. Tanner locations, which is your standard method?

Prepaid Collect

Will you ship on pallets to O.C. Tanner from this location?

Yes (when needed) No

What is the expected total size of shipments to O.C. Tanner each week? (best estimate if no history)

Under 150 lbs.
Between 150 and 3000 lbs.
Over 3000 lbs.

What carriers do you most frequently use? (check all that apply)

| | | | |
|----------------|---------------|----------|------------------------------|
| ABF Freight | Old Dominion | YRC | FedEx Small Parcel |
| Estes Express | R&L Carriers | Reddaway | UPS Small Parcel |
| FedEx Freight | SAIA | | Regional Carrier |
| FedEx National | XPO Logistics | | Other (please specify below) |

Are you able to consistently ship with the same carrier to O.C. Tanner if assigned a carrier?

Yes No

Save Form

Reset Form