IMPORTANT REVISED ROUTING INSTRUCTIONS

December 2009

Dear University of Nevada, Las Vegas Supplier:

The University of Nevada, Las Vegas (UNLV) selected FedEx® as our preferred carrier for all inbound shipments to UNLV in April of 2008. We continue to direct you to ship all of our inbound shipments via FedEx but ask that you carefully review the following revised instructions.

What has changed? The billing option has changed.
Effective immediately the billing option for small parcel shipments has changed to collect. The original account provided in 2008 has been closed. Please discontinue using this account or the shipping charges will revert back to the shipper and will be the responsibility of the shipper. All inbound small package shipments to UNLV should be shipped via FedEx Ground® COLLECT. No billing account number is entered when shipping with FedEx Ground COLLECT.

Mandatory Information Required
The Purchase Order number is a mandatory requirement for both small parcel and LTL shipments. It must be recorded when creating the shipping label or the Bill of Lading (BOL).

Small Package Freight Terms
FREIGHT TERMS: All inbound package shipments to UNLV should be shipped via FedEx Ground® COLLECT or FedEx Freight COLLECT. For further information go to http://delivery.unlv.edu/sites/default/files/fedex.pdf Not applicable to vendors offering free freight or who have an existing contract offering free freight to UNLV. Failure to comply can result in vendor being responsible for freight charges.

LTL shipments will continue to be billed as Collect. The freight should be shipped as Collect with a bill to address of: UNLV
Box 451044
Las Vegas, NV 89154
**Account Confidentiality**
FedEx account numbers are confidential and should only be communicated for the limited purpose of preparing FedEx shipments under these Routing Instructions. Do not post this information online or make it generally available beyond what is required for your company to follow the instructions. We will closely monitor all incoming shipments, invoices and our billing accounts to ensure compliance.

**Compliance Guidelines**
Please review the shipping guideline documents in the addendum. These instructions supersede all previous shipping instructions and must be followed in order for us to pay the shipping costs unless specifically stated otherwise in your supplier contract. Costs associated with any other method of shipment falling outside of these guidelines will not be paid by UNLV and will be the responsibility of the shipper. Additional fees such as FedEx Ground pickup fees are the responsibility of the shipper. Shipments will be audited and deviation from these instructions could result in chargeback.

**Questions**
If you have questions about this shipping policy, contact me. For questions regarding a specific Purchase Order, contact the Buyer. For more information on shipping with FedEx, call the FedEx Activation Desk at 1.866.883.9290 (toll-free), Monday – Friday, 8 a.m. to 5 p.m. CST. Shipping information is also available at fedex.com or you can call FedEx Customer Service at 1.800.GOFedEx 1.800.463.3339 anytime.

As we strive to streamline our supply chain processes, it is increasingly important that we work together to be as efficient and responsible as possible. We appreciate your support with this important initiative.

Sincerely,

Michael Lawrence
Director of Delivery and Telecommunication Services
University of Nevada - Las Vegas
4505 Maryland Parkway
Box 451044
Las Vegas, NV  89154-1044
PH:  (702) 895-1180
# Shipping Guidelines

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<th>FedEx Express</th>
<th>FedEx Freight</th>
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**Package Size**

- **Nonpalletized packages up to 150 pounds, 108” in length, 165” in length plus girth (L + 2H = 2W)**
- **Nonpalletized packages up to 150 pounds, 108” in length, 165” in length plus girth (L + 2H = 2W)**
- **Palletized or nonpalletized freight weighing 151 to 19,999 pounds**
  - **< 10 skids**
  - **< 20 lineal feet of trailer**

**Preferred Service**

- **1 to 5 business days (in the contiguous US).**
  - **Day-definite**
  - **Default Service**
- **Next business day.**
  - **Time-definite**
  - **Requires Buyer authorization prior to shipping**
- **Day-Definite**

**Billing Option**

- **COLLECT, no account number is entered.**
  - Select the word "COLLECT" in the Billing Option drop down
- **Bill Recipient (9-digit account number provided by the Buyer or refer to Purchase Order)**
- **Collect. Enter this address in the Bill Freight Charges to area on the Bill of Lading:**
  - UNLV
  - Box 451044
  - Las Vegas, NV 89154

**Required Information**

- **UNLV PO must be entered in the Reference Field**
- **UNLV PO must be entered in the Reference Field**
- Enter the UNLV PO in the **PO field** or in the Special Instructions section of the Bill of Lading

**Customer Service (toll-free)**

- **1.800.GoFedEx 1.800.463.3339**
- **1.800.GoFedEx 1.800.463.3339**
- **1.866.393.4585**

**Pickup**

- **If you do not have a regular FedEx Ground pickup scheduled, you will need to schedule the pickup one day in advance.**
- **Same-day pickup is available if requested before specified cut-off time.**
- **Same-day pickup is available if requested before specified cut-off time.**

When shipping via FedEx Ground or FedEx Express, shipping labels must be created using an automated shipping platform (FedEx Ship Manager® at Fedex.com, FedEx Ship Manager hardware or software, or your own automated shipping platform). You are encouraged to create the FedEx Freight bill of lading using an automated shipping platform.

Use of other carriers for shipments to UNLV is not permitted unless specifically authorized by the UNLV Buyer. Any costs, including UNLV’s internal costs caused by your deviation of the routing order, or your failure to exactly follow these shipping instructions may be billed back to you.

December 2009
**Addendum**

**Key points for creating a FedEx Ground Collect Shipping Label for UNLV**

3. Package & Shipment Details

- **Service type**: Select FedEx Ground
- **Package type**: Select
- **No. of packages**: First Overnight
- **Weight**: FedEx Express Saver
- **Declared value**: FedEx Ground
- **Ship date**: FedEx Ground

Choose **FedEx Ground** as the service. Once Ground is selected, COLLECT will be an option in the billing field.

4. Billing Details

- **Bill transportation to**: Collect (Authorized Ground Accounts C)
- **Your reference**: Enter the UNLV PO
- **More reference fields**:

Choose **Collect**. The UNLV receiving locations are Authorized Ground Collect Receiving locations.

**Key points for creating a FedEx Freight Collect Bill of Lading for UNLV**

- **Enter UNLV PO**

Required on all LTL BOL:

Complete the Bill Freight Charges to section with the following address:

**UNLV**

Box 451044

Las Vegas, NV 89154

Select **Collect**
Sample UNLV PO

Enter the Purchase Order Number on the shipping label for FedEx Ground & Express labels in the “Your reference field.”

Enter the Purchase Order number in the PO field on the Bill of Lading for FedEx Freight shipments.

Address the shipment exactly as it appears on the Purchase Order.

For LTL shipments, the Bill Freight to field on the Bill of Lading must be exactly as it appears below:

UNLV
Box 451044
Las Vegas, NV 89154