

SCHEDULE 1  
Quest Diagnostics Incorporated Routing Guide

Quest Diagnostics Incorporated developed this Routing Guide to help suppliers accurately prepare shipments destined for Quest Diagnostics facilities. In order to assure a consistent flow of products to Quest Diagnostics, your adherence to the Routing Guide is critical. Any violation of these instructions causing Quest Diagnostics additional expense or unrecoverable delays result in charge backs against your company.

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I. GENERAL RULES

A. For supplies, the INCO term is FOB Destination terms of sale and freight should be (e)-3s (1012d) 413e (Re) suppliers will bill Quest directly for the cost of the freight.

B. For

equipment (diagnostic machines, lab equipment, etc.) or Items of High Value (sensitive electronic equipment, etc.) the shipment must be shipped Prepay and Add FOB Destination (including installation & certification) terms.

- a. If the terms are any different than FOB Destination, the supplier must contact the "Quest Contact" (listed below) at least one week prior to shipping. Supplier must transport Equipment or items of high value with the proper carriers.

C. Quest Diagnostics has 3 days from time of delivery to inspect a shipment for damage.

D. On the shipping documents (airway bill (AWB) or bill of lading (BOL), the purchase order number must be documented in the reference field. If the PO numbers or GL Code are missing, invoice payment may be delayed.

E. If any shipments are not in compliance with the Quest Diagnostic's routing instructions, then the supplier shall issue a credit for the overcharge freight costs and any rebilling charge.

F. If any service that requires a "Written Approval" (as listed in the Supplier Specific Guidance) and

II. AIRSHIPMENTS:

A. Utilize air transportation when:

1. the Purchase Order specifically authorizes air transportation; or
2. When "Quest Contact" approves air transportation in writing.
3. When the shipment is traveling internationally.

B. In shipping refrigerated product that cannot be delivered by ground within 2 days,

and (f)

#### IV. ROUTING MATRIX

- A. Temperature Specific Guidance for Domestic shipments
1. For Specimen shipments use FedEx Priority Overnight.
  2. For Perishable Supply shipments ship the following days
    - Monday & Tuesday use FedEx 2nd Day PM
    - Wednesday, Thursday use FedEx Standard Overnight
    - Friday use FedEx Priority Overnight for Saturday delivery
  - 3.

V. Quest Contact:

If you have any questions or require approval please contact.

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