



Mayo Supply Chain Management
2-11 Ozmun West
200 First Street SW
Rochester, Minnesota 55905
507-284-0652

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Dear Supplier:

Mayo Clinic is continuing the effort to proactively manage freight expenditures. In 2009, we made a change to our freight management processes associated with Mayo's inbound freight which was based, in part, on market place variables along with the need to increase visibility and better control this facet of the supply chain.

As part of this program, we continue to ask that you no longer bill Mayo prepay and add for freight. Instead, we ask you to work with the appropriate individuals (Customer Service, Order Entry, Shipping, Accounts Receivable, Supply Chain, etc.) within your organization to ensure your organization is shipping to Mayo Clinic facilities "**bill third party**".

It is also important that your company ensure **Mayo Clinic purchase order numbers are included in the reference field on the shipping documentation**, when a PO number is provided.

Mayo Clinic appreciates your handling our freight needs and looks forward to your continued assistance with our inbound freight management program. Working together can ensure our patients do not experience any disruption in service.

If you have questions regarding this process, please call our Supply Chain Management Customer Service group at (507)266-5551.

You can also visit <https://www.mayoclinic.org/suppliers/> for additional information regarding the freight program.

Regards,

Dean Weber
Mayo Clinic Enterprise Logistics Manager