



Brooks Automation Inc.
15 Elizabeth Drive
Chelmsford, MA 01824

Tel (978) 262.2400
Fax (978) 262.2500
www.brooks.com

April 1, 2013

Subject: Brooks Automation, Inc. Domestic US Routing Guide v2.3

Dear Valued Supplier,

These instructions superseded all previous Brooks Automation routing instructions and must be followed in order for Brooks Automation to pay the shipping charges. All collect shipments to Brooks Automation must be routed in compliance with designated service level and transportation carrier as stipulated in this Routing Guide. Any deviation from these instructions will result in a charge back of the shipping costs. This Routing Guide will go into effect on December 1st, 2011.

Please ensure the following instructions are followed when shipping into any Brooks Automation facility or vendor of Brooks Automation.

Declared Value:

- **DO NOT** select “**Declare Value**” on Brooks Automation shipments. Brooks Automations shipments are covered under our blanket cargo insurance policy.

Signature Required:

- **DO NOT** select “**Signature Required**” on Brooks Automation shipments. Each one of our facilities has receiving areas therefore you do not need to select this field.

Residential Delivery:

- **DO NOT** select “**Residential Delivery**” on Brooks Automation shipments. There is a charge from the carrier when you select this option. This is applicable to (but not limited to) the following Brooks locations:
 - Brooks Automation Chelmsford
 - Brooks Automation Colorado (Granville Philips)
 - Brooks Automation Austin, TX
 - Brooks Automation Colorado Springs
 - Brooks Automation Petaluma
 - Brooks Automation Santa Clara
 - Brooks Automation Mexico
 - Brooks Automation Poway
 - Brooks Automation Fremont



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Shipment Consolidation:

All orders shipping the same day to the same ship-to (consignee) with the same service level **must be consolidated** by Supplier into a single shipment moving under a single Bill of Lading.

Domestic Small Package Under 150lbs.

Carrier: FedEx

Please utilize the following accounts related to each listed location:

Inbound Location	Bill Recipient Account No.	City/State
Brooks Automation (Legacy Brooks)	002124394	Chelmsford, MA
Brooks Automation (Legacy Helix)	117785300	Chelmsford, MA
Brooks Automation Colorado (GP)	080201281	Longmont, CO
Brooks Automation Austin TX	286519920	Austin, TX
Brooks Automation Colorado Springs	204678499	Colorado Springs, CO
Brooks Automation Petaluma (Polycold)	094161410	Petaluma, CA
Brooks Automation Santa Clara	146918778	Santa Clara, CA
Brooks Automation Mexico	282336847	Laredo, TX
Brooks Automation Poway (Nexus Bio)	328085747	Poway, CA
Brooks Automation Fremont (Crossing)	397112101	Fremont, CA

For all small package shipments to these locations, please utilize **FedEx Ground** service.

In order to ship via FedEx on behalf of Brooks Automation you are required to have your own FedEx account number to enable you to schedule pickup times. If you already have a FedEx account, continue to use that account number. If you don't have an account, call the Vendor Activation Desk at 1-866-883-9290 to set one up.

If you do not have a regular FedEx Ground pick up, the FedEx Ground pickup needs to be scheduled one day in advance. Avoid pickup fees by dropping off your shipment at a FedEx drop-off location. Find the nearest location by calling 1-800-463-3339 or by logging on to www.fedex.com.

It is recommended that Brooks Automation suppliers (when shipping on Brooks' account) set up a FedEx account with a regularly scheduled pick up. FedEx has introduced a new policy in which the "shipper" (in this case the supplier) will be charged \$3.00 per package (for on line pick up requests) or \$4.00 per package (for phoned in pick up requests) if you do not have a regularly scheduled pick up. The weekly cost for a regularly scheduled pick up is \$12.00 - \$15.00 per week for a \$75.00 per week spend or \$20.00 per week for a spend less than \$75.00. The weekly service fee is a standard fee charged by small package carriers. Brooks Automation will not incur this weekly charge for our suppliers.



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For immediate assistance with specific questions about FedEx services contact FedEx Customer Service at 1-800-GoFedEx (1-800-463-3339). Shipping information is also available at fedex.com.

Important Note: Do not use FedEx small package for shipments that are palletized or shipments with dimensions equal to or greater than 38" x 28" x 21". Please utilize the carrier designated for shipments weighing 151+ lbs.

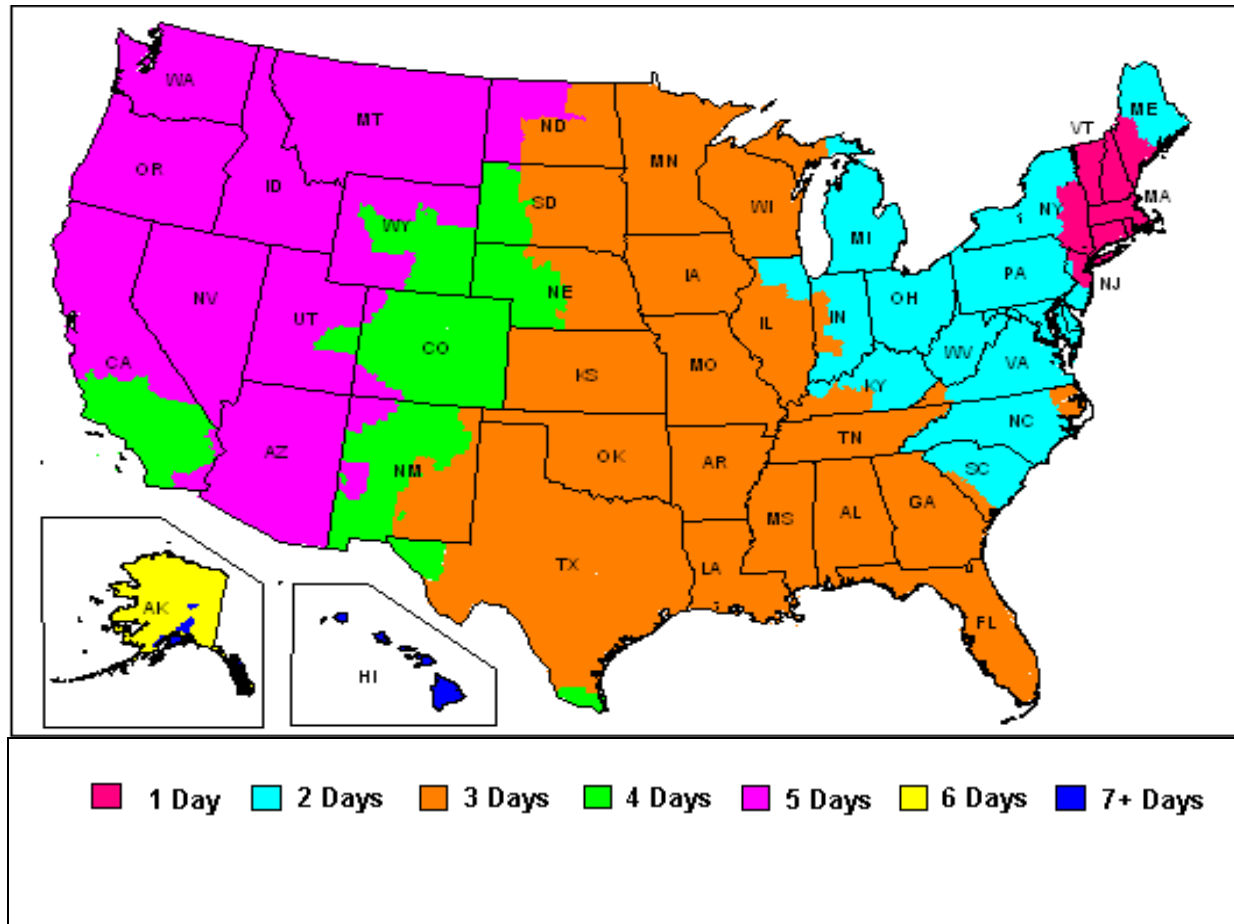
For shipments to Brooks Mexico, please utilize the following "ship to" address:

*Brooks Automation c/o
Cargoquin, Inc.
5803 East Drive
Laredo, Texas 78041*

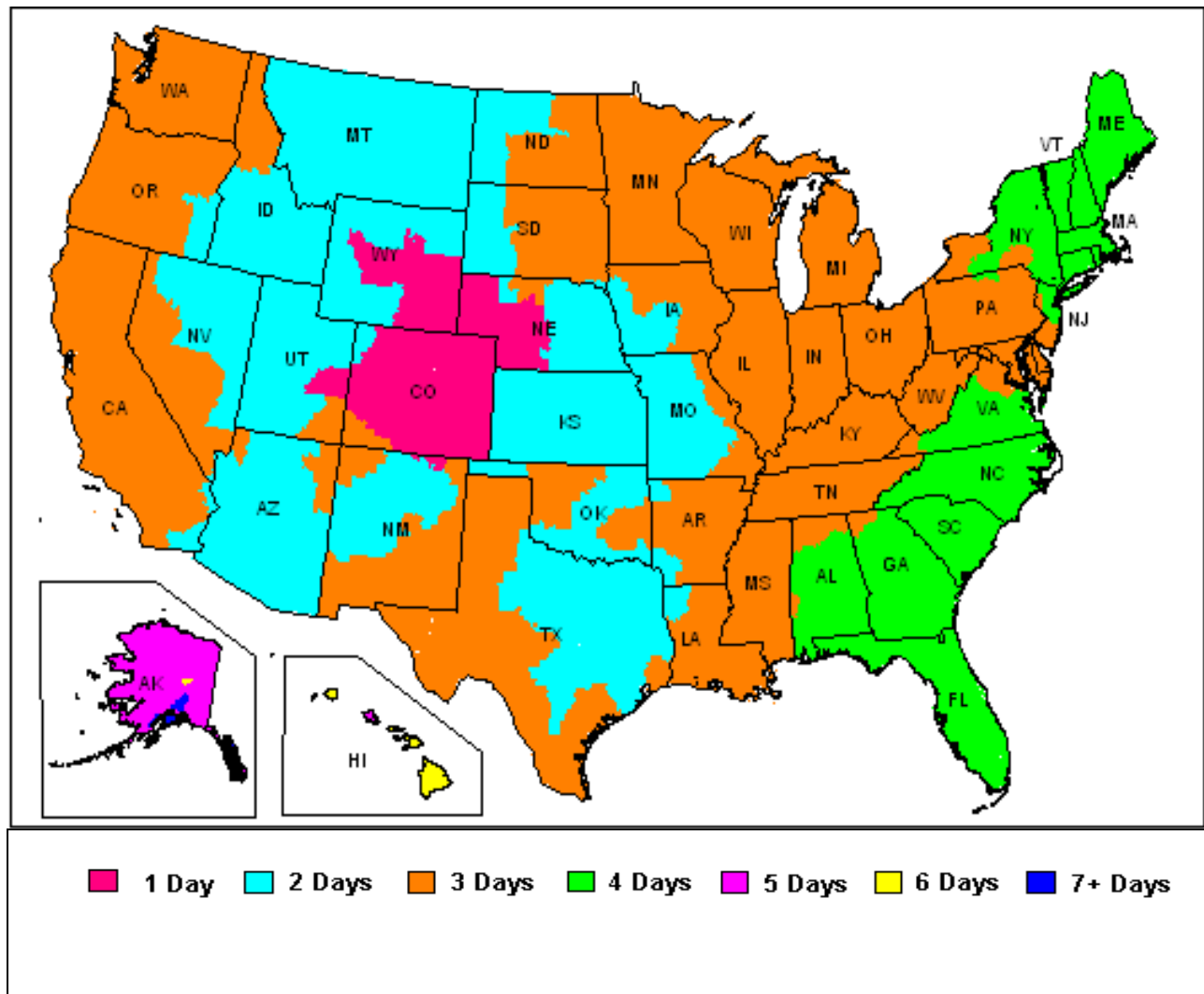
Shippers Reference Field:

Please include the Brooks Purchase Order number in the P.O. number field or the Customer Reference Field Number 2 of the bill of lading. This is required to comply with Brooks Automations instructions and avoid charge back penalties.

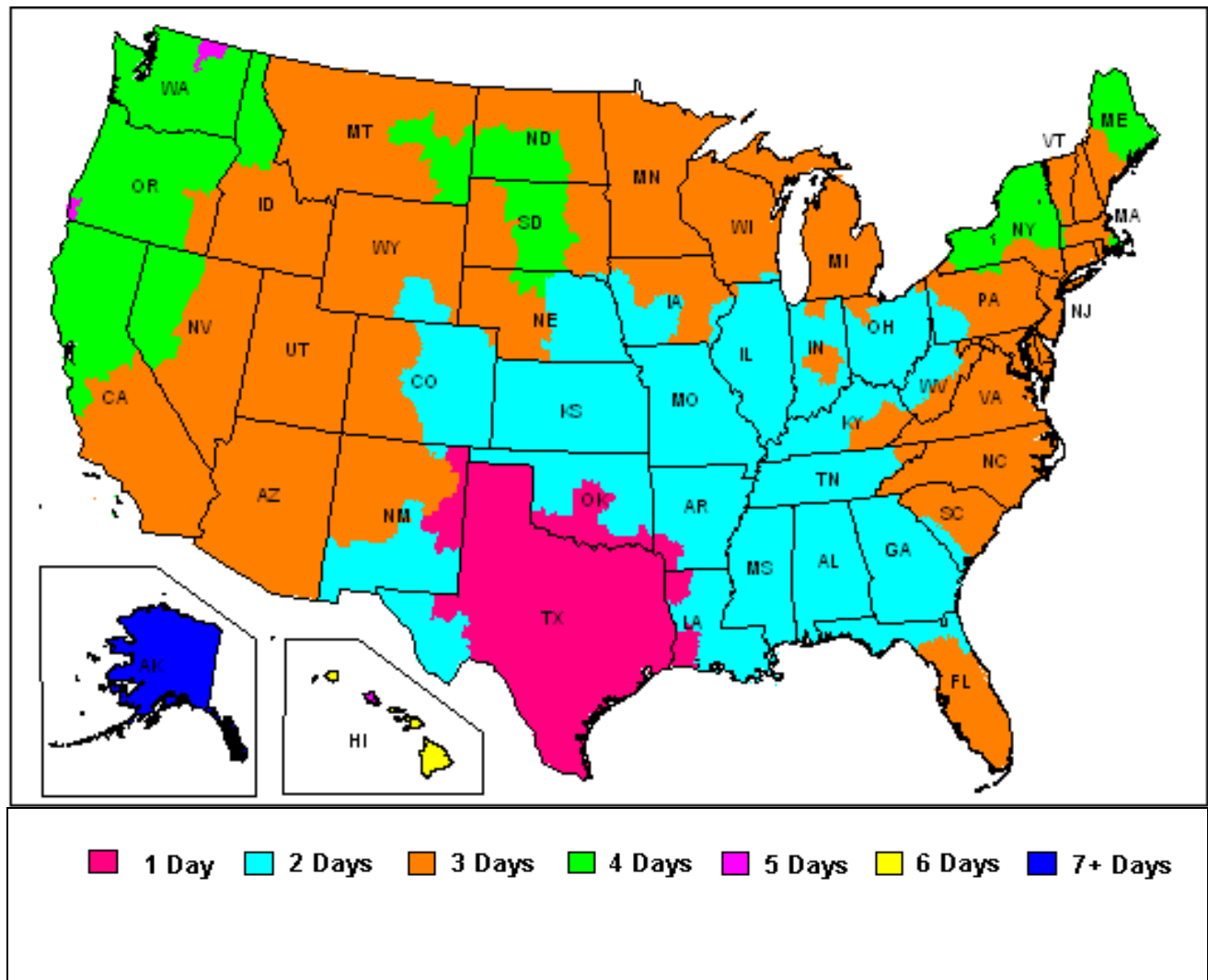
Please refer to the following map for transit times to the Brooks Chelmsford, MA facility:

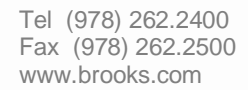


Please refer to the following map for transit times to Brooks Granville Philips, CO facility:

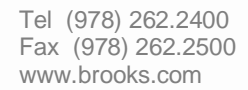


Please refer to the following map for transit times to Brooks Austin, TX facility:



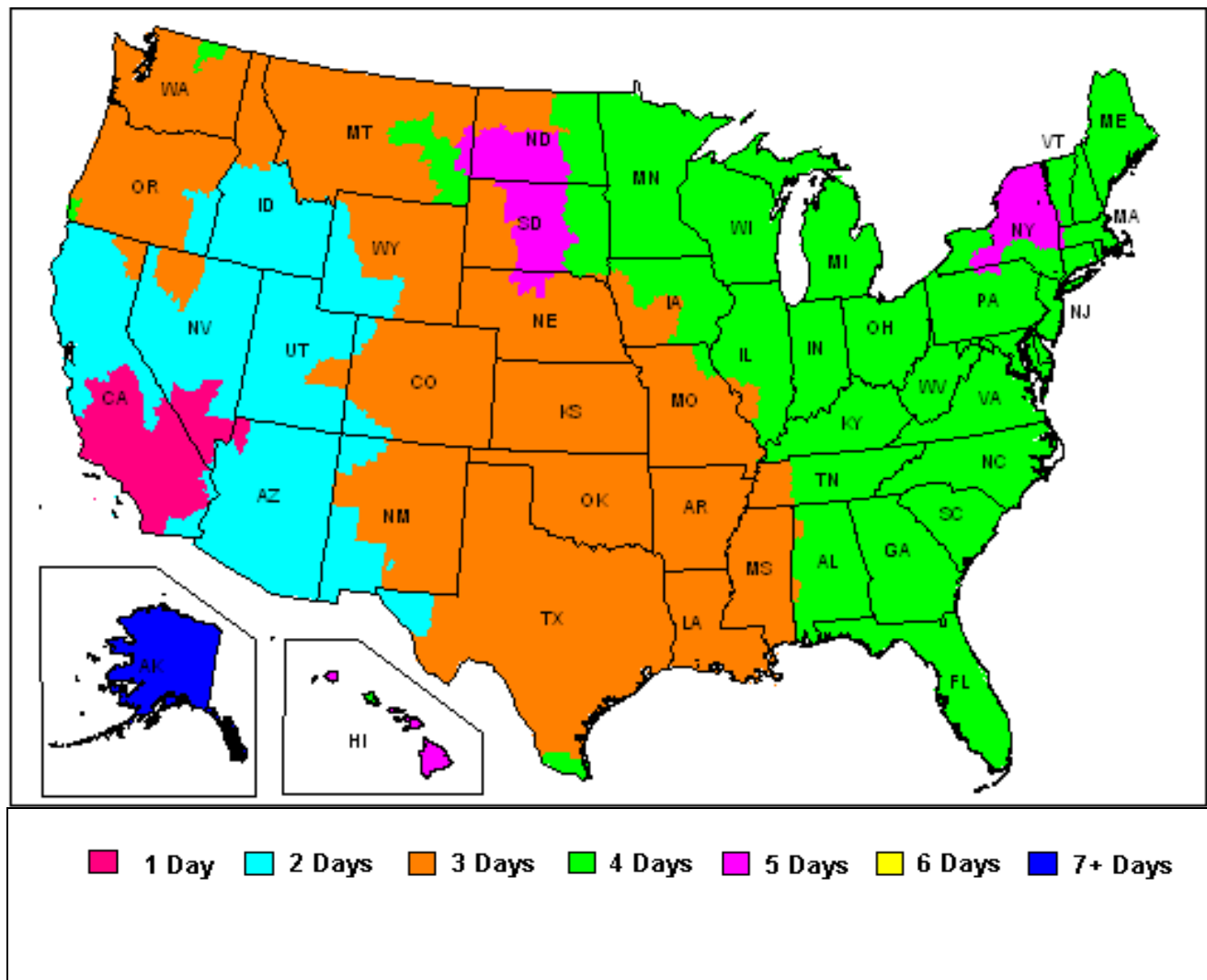


A map of the contiguous United States with each state colored according to its estimated travel time from Los Angeles, California, by car. The legend indicates seven categories: 1 Day (red), 2 Days (orange), 3 Days (yellow), 4 Days (green), 5 Days (blue), 6 Days (purple), and 7+ Days (brown). States like Washington, Oregon, Idaho, Nevada, Utah, Arizona, New Mexico, Colorado, Wyoming, Montana, North Dakota, South Dakota, Nebraska, Kansas, Oklahoma, Texas, Minnesota, Iowa, Missouri, Arkansas, Louisiana, Mississippi, Alabama, Georgia, Florida, Tennessee, Kentucky, Indiana, Michigan, Wisconsin, Illinois, Ohio, Pennsylvania, New York, Vermont, New Hampshire, Maine, Massachusetts, Rhode Island, Connecticut, Delaware, Maryland, Virginia, North Carolina, South Carolina, West Virginia, and Alaska are all colored red (1 Day). States like California, Hawaii, and several others are colored orange (2 Days). Most states in the central and eastern US are green (4 Days) or blue (5 Days). A few states in the northeast are purple (6 Days). No states are brown (7+ Days).

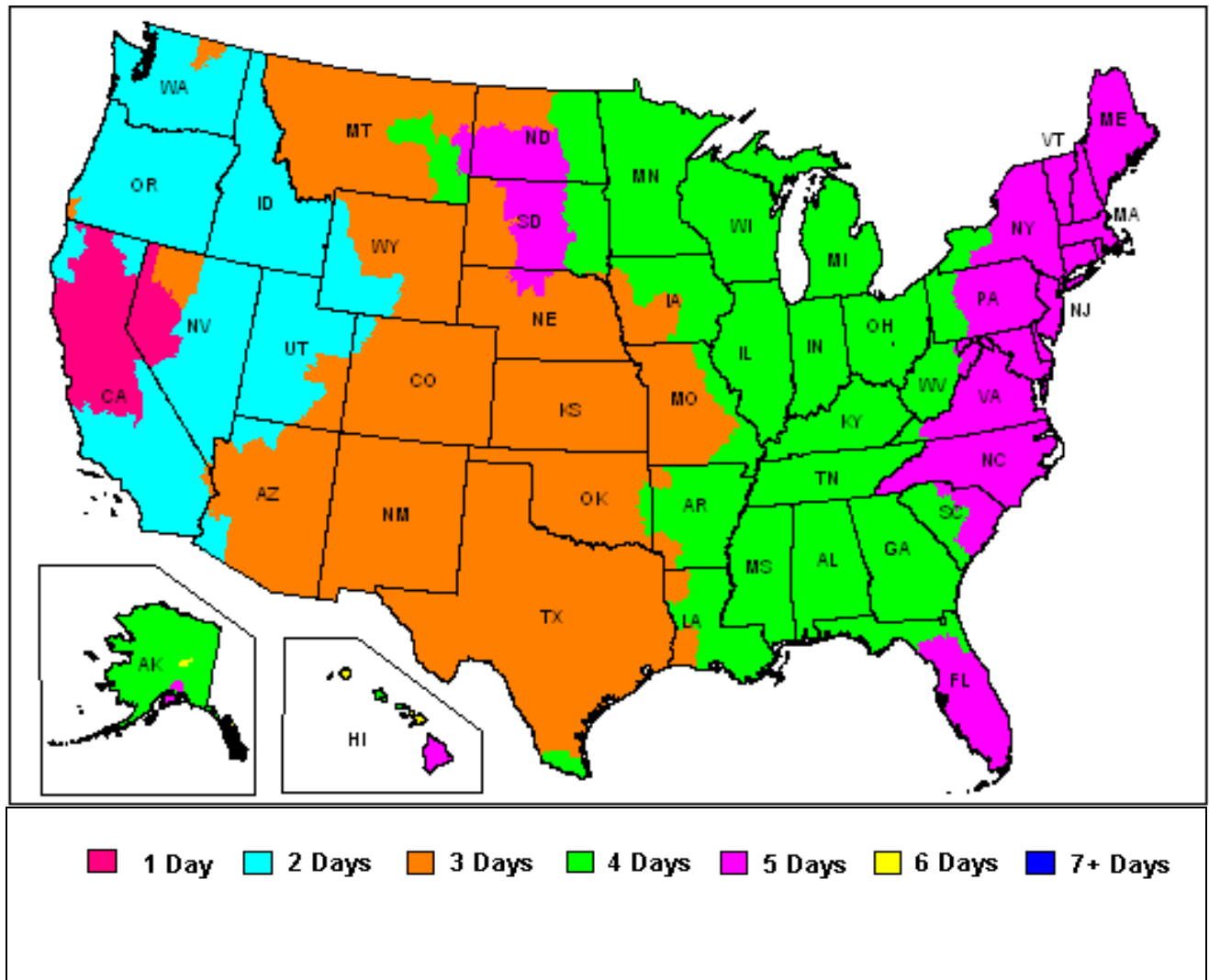


1 Day 2 Days 3 Days 4 Days 5 Days 6 Days 7+ Days

Please refer to the following map for transit times to Brooks Poway, CA facility:



Please refer to the following map for transit times to Brooks Fremont, CA facility:



For transit times to all other Brooks' locations, please log on to the following web address:

<http://fedex.com/grd/maps/MapResult.do>



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Domestic Heavy Weight Package 151+lbs. (LTL) Up to 5,000lbs.

Carrier: FedEx Freight (Economy Service)

For all Brooks Automation shipments, please utilize FedEx Freight. To call in a pick up call 866-393-4585.

Shippers Reference Field:

Please include the Brooks Purchase Order number in the P.O. number field or the Customer Reference Field Number 2 of the bill of lading. This is required to comply with Brooks Automations instructions and avoid charge back penalties.

Freight Billing:

Freight charges are to be billed “Collect” to Brooks Automation and “Third Party Bill” to Brooks Automation for vendor-to-vendor shipments. Please list the carrier as FedEx Freight Economy Service on the bill of lading.

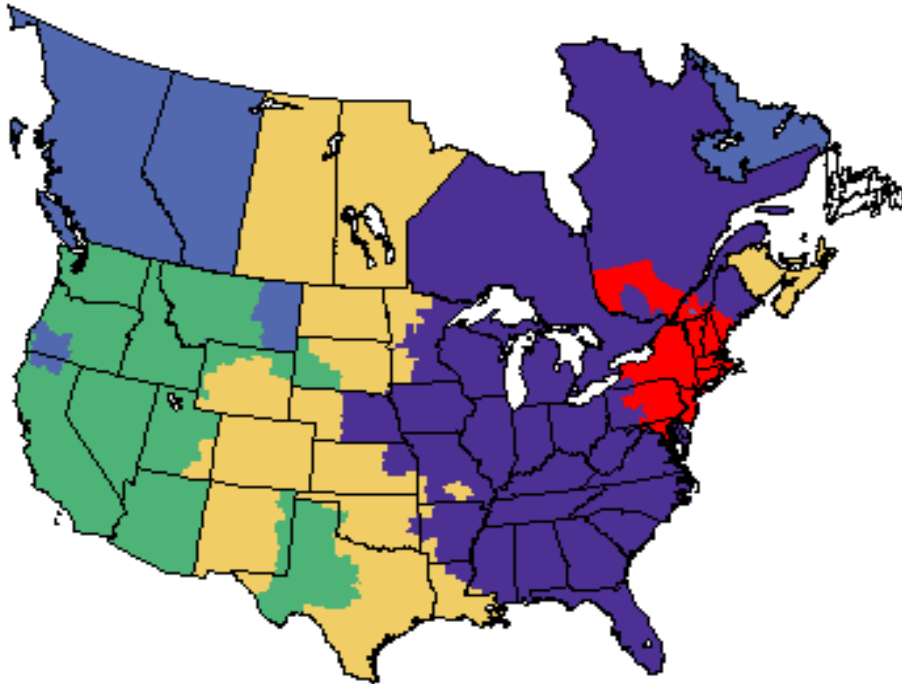
Freight is not to be billed as a purchase order line item. Brooks Automation will **no longer accept prepay and add** shipments from our suppliers. All prepay and add charges will be deducted off your material invoice.

For LTL transit times via FedEx Freight, please refer to the following maps.






For shipments to Brooks Mexico, please utilize the following “ship to” address:

*Brooks Automation c/o
Cargoquin, Inc.
5803 East Drive
Laredo, Texas 78041*

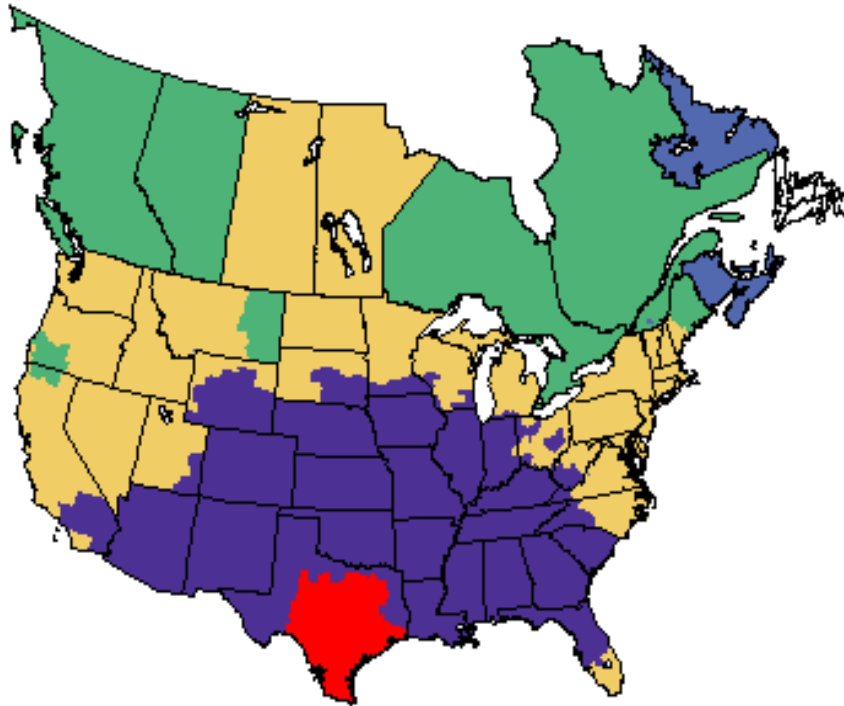
For transit times to our Brooks Automation Chelmsford, MA facility routed with **FedEx Freight**, please refer to the following map:








Service Standards

- | | |
|--|--|
|  - Next day |  - 4th day |
|  - 2nd day |  - 5th day and beyond |
|  - 3rd day | |

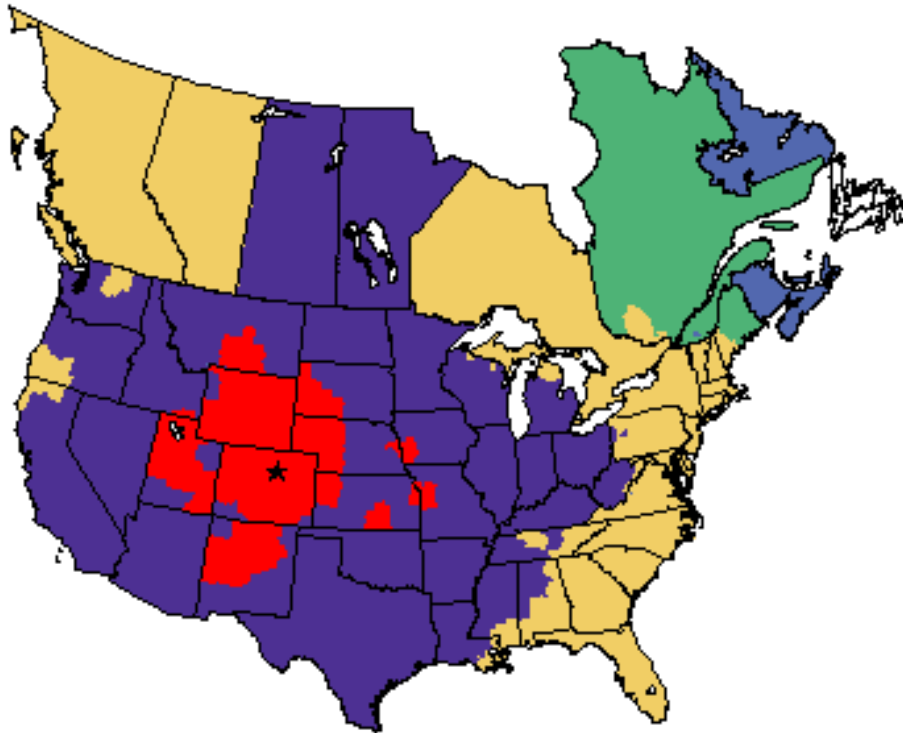
For transit times to our Brooks Automation Austin, TX facility routed with **FedEx Freight**, please refer to the following map:








Service Standards

- | | |
|--|--|
|  - Next day |  - 4th day |
|  - 2nd day |  - 5th day and beyond |
|  - 3rd day | |

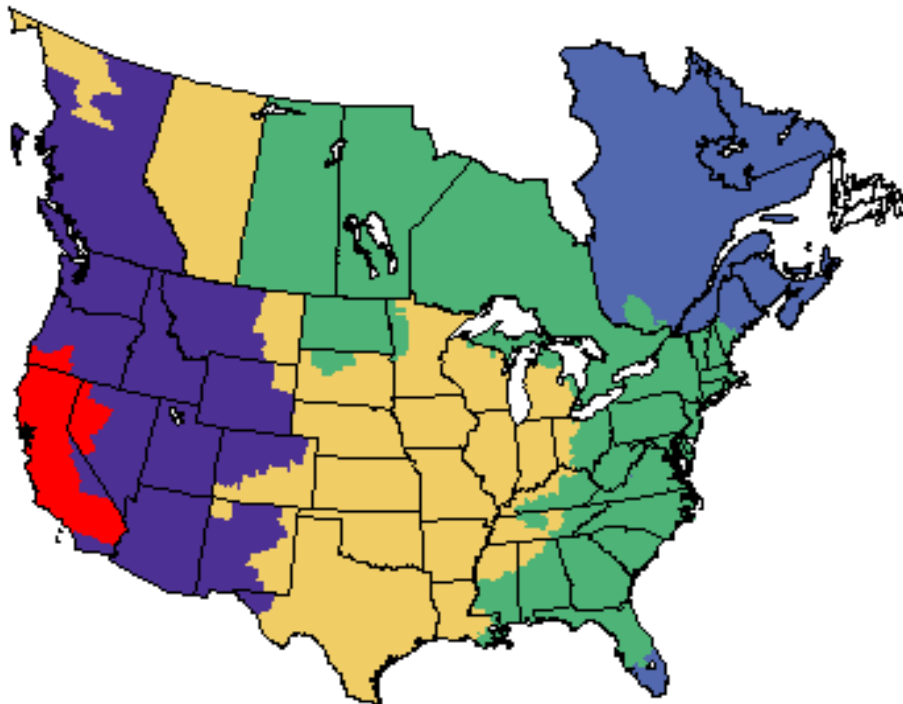
For transit times to our Brooks Automation Granville Philips, CO facility routed with **FedEx Freight**, please refer to the following map:








Service Standards

- | | |
|--|--|
|  - Next day |  - 4th day |
|  - 2nd day |  - 5th day and beyond |
|  - 3rd day | |

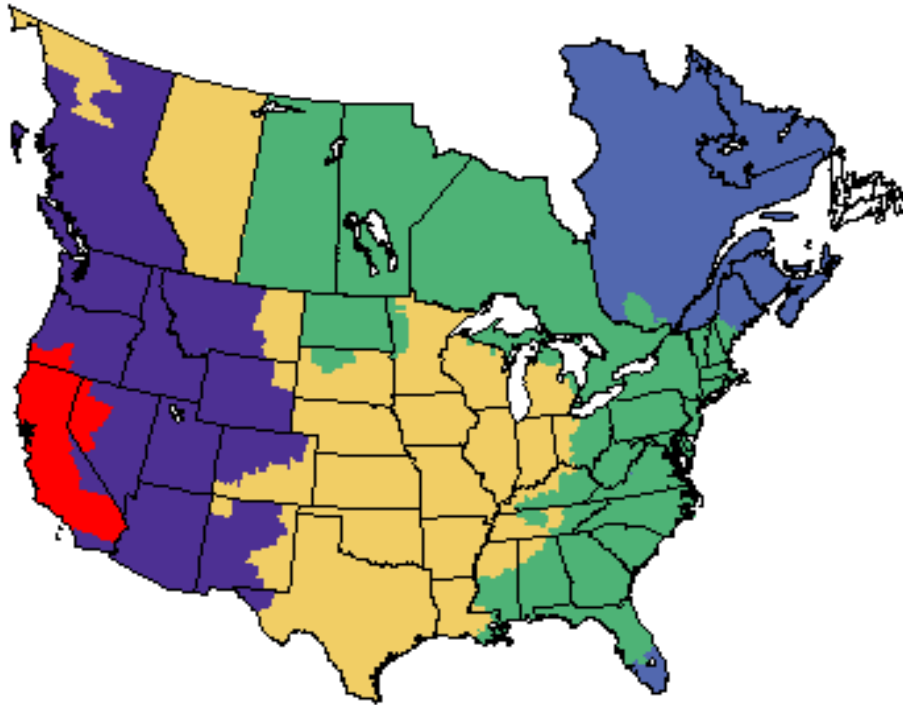
For transit times to our Brooks Automation Petaluma, CA facility routed with **FedEx Freight**, please refer to the following map:








Service Standards

- | | |
|--|--|
|  - Next day |  - 4th day |
|  - 2nd day |  - 5th day and beyond |
|  - 3rd day | |

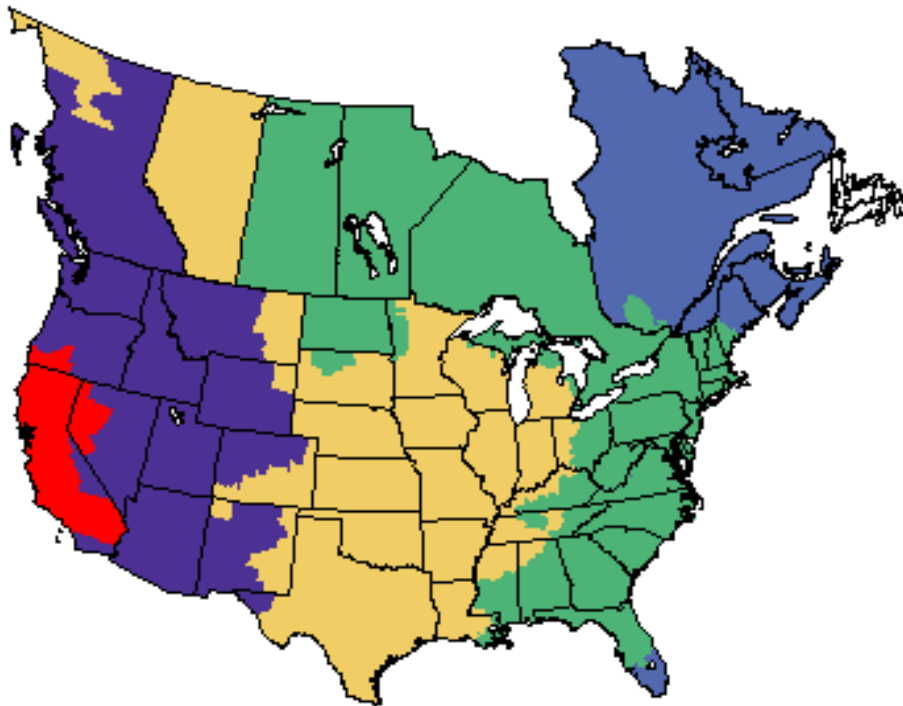
For transit times to our Brooks Automation Poway, CA facility routed with **FedEx Freight**, please refer to the following map:








Service Standards

- | | |
|--|--|
|  - Next day |  - 4th day |
|  - 2nd day |  - 5th day and beyond |
|  - 3rd day | |

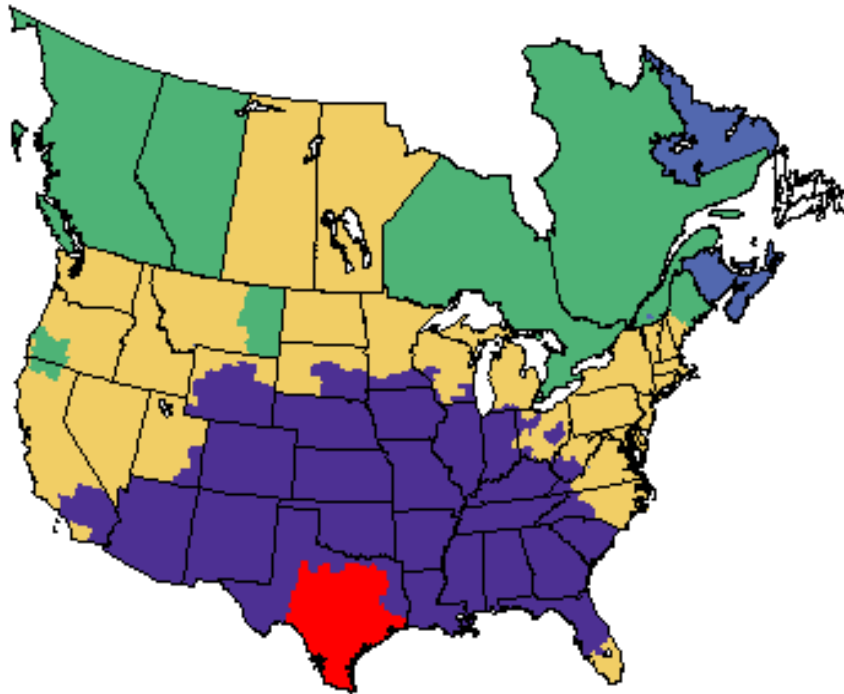
For transit times to our Brooks Automation Freemont, CA facility routed with **FedEx Freight**, please refer to the following map:



Service Standards

- | | |
|--|--|
|  - Next day |  - 4th day |
|  - 2nd day |  - 5th day and beyond |
|  - 3rd day | |

For transit times to our Brooks Automation Laredo, TX (ship to location for Monterrey, MX) facility routed with **FedEx Freight**, please refer to the following map:



Service Standards

- | | |
|--------------|------------------------|
| ● - Next day | ■ - 4th day |
| ● - 2nd day | ■ - 5th day and beyond |
| ■ - 3rd day | |

For transit times to all other Brooks' locations, please go to www.FedEx.com.
From the home page, click on Freight and then click on transit times.



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Full Truckload Shipments 5,000 + lbs

For shipments weighing 5001+lbs please provide the following to Donna.Dion@Brooks.com or Richard.Kunicki@Brooks.com.

- Address where freight is shipping from
- Shipping hours of operation
- Total # of skids shipping
- Dimensions of skids and class of freight
- Description of freight
- Are skids stackable
- Total Weight shipping

A quote # will be forwarded to you within 24 hrs of receiving the above required information. The quote number must be referenced when calling in the pick up with the Brooks appointed carrier.

Domestic Express Shipments less than 150 lbs (REQUIRES PRIOR AUTHORIZATION)

Carrier: FedEx

Please utilize the following accounts related to each listed location:

Inbound Location	Bill Recipient Account No.	City/State
Brooks Automation (Legacy Brooks)	002124394	Chelmsford, MA
Brooks Automation (Legacy Helix)	117785300	Chelmsford, MA
Brooks Automation Colorado (GP)	080201281	Longmont, CO
Brooks Automation Austin TX	286519920	Austin, TX
Brooks Automation Colorado Springs	204678499	Colorado Springs, CO
Brooks Automation Petaluma (Polycold)	094161410	Petaluma, CA
Brooks Automation Santa Clara	146918778	Santa Clara, CA
Brooks Automation Mexico	282336847	Laredo, TX
Brooks Automation Poway (Nexus Bio)	328085747	Poway, CA

In order to ship via FedEx on behalf of Brooks Automation you are required to have your own FedEx account number to enable you to schedule pickup times. If you already have a FedEx account, continue to use that account number. If you don't have an account, call the Vendor Activation Desk at 1-866-883-9290 to set one up.



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Important Note: Do not use FedEx small package for shipments that are palletized or shipments with dimensions equal to or greater than 38" x 28" x 21". Please utilize the carrier designated for shipments weighing 151+ lbs.

All shipments not shipping ground service require Brooks Automation's authorization.

In order to obtain authorization to ship via any service other than ground, you must contact the Brooks Automation Buyer/Planner to obtain an authorization code. The authorization code MUST be included in the Customer Reference Field 1 along while the Brooks Purchase Order number in the P.O. number field or Customer Reference Field 2 on the bill of lading.

Ex.

Customer Reference Field 1: PAL1123

Customer Reference Field 2: PO: 1234567

If you do not include the authorization code in the Customer Reference Field of the bill of lading, Brooks Automation will reject the freight invoice and you will be charged back the freight charges.

In the event that you **did** receive an authorization code but **did not** include this information in the Customers Reference Field, Brooks Automation will authorize payment of the freight however, you will be charged a **\$150 administrative fee** to be deducted off your material invoice.



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Domestic Express Shipments 151 + lbs (REQUIRES PRIOR AUTHORIZATION)

Carrier: Expeditors International

For shipments to Chelmsford, MA, Petaluma, CA, Santa Clara, CA, Poway, CA, Longmont, CO, Colorado Springs, CO, Laredo, TX, Austin, TX, and any other Brooks or Brooks vendor locations, please utilize Expeditors International.

For a listing of Expeditors International offices near your location, please visit www.expeditors.com. Each office location has a general number that you can utilize to call in a pick up. You can also email Donna.Dion@Brooks.com or Richard.Kunicki@Brooks.com with your location and you will be provided with a telephone number to utilize to arrange the pick up.

All shipments not shipping ground service require Brooks Automation's authorization.

In order to obtain authorization to ship via any service other than ground, you must contact the Brooks Automation Buyer/Planner to obtain an authorization code. The authorization code MUST be included in the Customer Reference Field 1 along while the Brooks Purchase Order number in the P.O. number field or Customer Reference Field 2 on the bill of lading.

Ex.

Customer Reference Field 1: PAL1123

Customer Reference Field 2: PO: 1234567

If you do not include the authorization code in the Customer Reference Field of the bill of lading, Brooks Automation will reject the freight invoice and you will be charged back the freight charges.

In the event that you **did** receive an authorization code but **did not** include this information in the Customers Reference Field, Brooks Automation will authorize payment of the freight however, you will be charged a **\$150 administrative fee** to be deducted off your material invoice.



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Other Important Policies

Shipments Returned to Suppliers:

If a shipment is returned to a supplier due to a supplier quality issue, Brooks Automation, Inc. will not bear the expense of the transport to return the product to the supplier, nor will be bear the expense of the transport for the supplier to ship the material back to Brooks once the product is repaired and/or replaced. The supplier will be asked for their freight account number and the shipments will be shipped to the supplier collect.

Labels:

All shipping documents and package labels must meet Brooks Automations requirements:

- Packing lists must be attached to the outside surface of the package and be readily visible.
- When consolidating multiple purchase orders or preparing an over-pack, the outer package must show all purchase order numbers included in the shipping container.
- All shipments must be clearly marked with country of origin. Country of origin should be either marked on the product or if that is not possible, marked on the container the product is shipped in.

Failure to adhere to the guidelines will result in the charge back of all freight charges. Brooks Automation will only pay freight charges if our designated carrier is utilized and all the guidelines within this routing guide are followed.

If you have questions or concerns regarding the material included here in, please contact Donna Dion at Donna.Dion@Brooks.com or Rick Kunicki at Richard.Kunicki@Brooks.com .

Thank you for your continued support. We look forward to working with you.

Sincerely,

Donna M. Dion
Director of Global Logistics
Brooks Automation, Inc.
15 Elizabeth Drive
Chelmsford, MA 01824