



SUPPLIERS' SHIPPING GUIDE TABLE OF CONTENTS

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Introduction:

The “DCP Midstream Shipping Guide” contains terms and instructions that are made a part of the Agreement between DCP Midstream (Buyer) and Supplier and pertains to all orders delivered to Customer’s destinations. All Products shall be shipped to Customer under the Terms of Sale, Freight Terms and Incoterms agreed to and by the route and methods of transportation specified within this Shipping Guide.

Compliance:

The shipping instructions contained within this document cannot be altered, changed, or varied, without written consent from the Buyer. If Supplier outsources the shipment of products to a third party, supplier is responsible for ensuring that the third party ships any DCP Midstream orders in accordance to this Shipping Guide.

Any deviation from these instructions without prior written approval from the Buyer will result in the enforcement of Customer’s “Charge-Back Policy” and the issuance of charge-backs which will be billed to the Supplier or deducted from Supplier’s invoice to Buyer.

Purchase Order

- The DCP Purchase Order number format is FSP01-0000XXXXXX.
- It will be sent to your company by the agreed to method (email, fax, etc.) between you and DCP.
- **Before this PO is put into your order entry system, ensure the following:**
 - **All information is from the PO, and not another source.**
 - **If information, such as ship to, quantity, etc. need to be corrected on the PO, please contact the Buyer identified on the PO.**
- Please make sure you have a good ship to address as follows in the PO
"Ship To" field or in the body:
DCP Midstream Location Name
Street Address or Directions
City, State ZIP Code

The destination contact and phone number should be in the header information.

If you do not have a good ship to address or the destination contact/phone number, contact the buyer listed on the PO for a valid address and a corrected PO will be dispatched.

- If the order is a parcel or LTL order, ship the order complete unless you have instructions from the buyer to ship the items as they become ready.
- Drop Shipments: See the section on Drop Shipping from Your Supplier or suppliers and the the section on the Packing List.
- **All PO's are to be shipped to the address as identified on the purchase order. Only DCP Midstream Supply Chain Management personnel can authorize a different ship to location. Supplier's failure to ship Parcel/LTL or Company Truck Delivered orders to the Ship To address identified on the PO, will incur a charge-back \$50 per occurrence.**

PARCEL (SMALL SHIPMENT) OR LTL ORDERS

- A Parcel Shipment is defined as weighing 150 pounds or less and less than 165 inches Length plus Width Plus Height.

A LTL Shipment is defined as weighing 151 pounds or more or more than 165 inches Length plus Width plus Height but less than a Truck Load shipment.

- Parcel and LTL orders are to be shipped FOB Destination, Freight Allowed or Prepay and Add.
- All orders must ship to the Ship To DCP location, address or directions and the destination contact/phone number identified on the PO. Only DCP Midstream Supply Chain Management Personnel can authorize a different ship to location.

Supplier's failure to ship Parcel/LTL or Company Truck Delivered orders to the Ship To address on the PO will incur a charge-back \$50 per occurrence.

- If the ship to DCP location has the following in the name, contact the buyer to make sure this location is manned 8-4, M-F to receive a parcel or LTL shipment:

Station

CS – means compressor station

Booster

Site

Sometimes with such locations, they are not manned and the parcel or LTL carrier has to set up a date/time with the destination contact to deliver or the buyer may have you send the order to a plant in the area that receives 8-4, M-F. The plant will deliver to the station, CS or booster/site.

If the carrier has to set up a delivery time/date with the destination contact, your Shipping Department will have to tell that to the carrier on the bill of lading (BOL) for the order under Special Instructions.

- **Carrier:** The carrier is your decision but DCP asks to try to select a carrier that does not have to interline between the origin ZIP code and the DCP destination ZIP code.

If you do not have a carrier that delivers on its own trucks to the destination ZIP code on the PO, please state in the shipment alert.

And this applies if you use UPS Freight. UPS Freight interlines. UPS Parcel does not.

- **Shipment Alerts:** Please email the shipment alerts to dcpl logistics@dcpmidstream.com with the following information:

#1. DCP PO Number and Packing List attached.

#2. Name of carrier/tracking number, ETA and packing list. (If the tracking number is on the BOL, you can email the BOL and the packing list.)

#3. If your carrier interlines to deliver to the destination ZIP code, please list the interlining carrier's name and phone number for DCP Logistics to call to get their tracking number and ETA.

Expediting Fee or If Order Becomes Urgently Needed:

- If DCP has paid an "Expediting Fee" to have you push up the completion of the order, please contact DCP Logistics at dcplogistics@dcpmidstream.com or 713-735-3854 as faster delivery transportation may be needed than normal Parcel or LTL service.
- If the order becomes urgently needed by the DCP location during manufacturing, please contact DCP Logistics at dcplogistics@dcpmidstream.com or 713-735-3854 to arrange faster delivery than normal Parcel or LTL service.

SUPPLIERS DELIVERING WITH THEIR OWN TRUCKS

- These orders are purchased FOB Destination, Freight Allowed.
- Do not deliver without first confirming the following with the DCP contact listed on the PO:
 - #1. Confirm ship to is correct on the PO.
 - #2. Confirm contact name/cell phone number for unloading.
 - #3. Discuss pieces, weights and dimensions for unloading with the unloading contact for unloading equipment to be confirmed – forklift, crane, etc.
 - #4. Confirm date/time for unloading.

TRUCK LOAD ORDERS

- If you are delivering with your own truck, see the Section 3 – Suppliers Delivering With Their Own Trucks.
- If you are not delivering with your own truck, these orders are purchased FOB Origin. Loading DCP's arranged truck is in the scope of the seller. If you did not sell where loading is in your scope but DCP's scope, please contact the buyer for the order to be revised to include loading in the seller's scope.

DCP uses flatbed trailers to load as DCP's locations do not have unloading docks.

If a van trailer is needed to load because of the nature of the order not being able to be tied down on a flatbed due to damage to the order, please advise along with the following information for non-permit, truck load orders.

- **Non-Permit, Truck Load Order: 2 Weeks Before The Order Is Ready To Ship.**
Contact DCP Logistics at dcplogistics@dcpmidstream.com or 713-735-3854 with the following information for DCP Logistics to arrange a carrier to load.
Provide the following information:
 - #1. PO Number
 - #2. Pieces, weights and dimensions for shipping.
 - #3. Pick Up Location: Company name, address, contact for loading/phone number.
If not shipping complete from one address, list all loading addresses, etc. and #2 from each address.
 - #4. Seller's Reference number (sales order) for order.
 - #5. Advise if any of the following is needed to load:
 - #A. Appointment time to load.
 - #B. Air-Ride Trailer
 - #C. Tarp
 - #D. If anything needed by the driver other than normal PPE to load.
 - #E. Dunnage if more than 4 x 4's are needed.
 - #6. Any other information needed for loading not covered above.
- **Permit Orders: ARO + 4 Weeks.**
Contact DCP Logistics at dcplogistics@dcpmidstream.com or 713-735-3854 with the following information for DCP Logistics to determine the transportation permit requirements with the states involved for transit as with estimated weight it may take 8-12 weeks to obtain the needed transportation permits from the states involved:
 - #1. DCP PO number
 - #2. Estimated pieces, weights and dimensions for shipping.
 - #3. Shipping drawing clearly showing overall L x W x H and weight.
 - #4. If a vertical vessel, are shipping saddles in seller's scope?
 - #5. Shipping From: Company name, address, city, state, ZIP.
 - #6. Contact name/phone number/email address for loading issues.

PACKING LIST/MARKS

Please include the following on your packing list:

- #1. DCP Ship To location.
- #2. DCP PO Number.
- #3. DCP PO Item Number
- #4. Packing list descriptions match or as close as possible to PO descriptions.

Marks: Each piece shipping should be marked with the DCP ship to address, contact name/phone number, referencing the DCP PO number/brief description of contents and numbered 1/_, 2/_, etc.

Example:

DCP Midstream Name of Location

Street address or directions

City, State ZIP

Attn: Unloading contact name/phone number

Re: PO #XXXXXX/Brief Description

1/3, 2/3, 3/3

- When drop shipping from your supplier to a DCP location, make sure your supplier puts DCP's PO number on its packing list along with the information requested above .

DROP SHIPMENTS FROM YOUR SUPPLIER

The information in this Guide will apply to orders you drop ship from your supplier or suppliers.

ORDERS TO ANOTHER DCP SUPPLIER

DCP will purchase items from a supplier to ship them to another supplier to be installed on what the receiving supplier is building for DCP.

If this is the case with the PO you have received, you should have in the body of the PO, the PO number for what the receiving supplier is building for DCP. You should reference this PO number in the ship to label/marks to assist the receiving supplier's Receiving Department to know why the parts arrived.

Example:

Ship to/Marks: DCP Midstream

C/O Name of Receiving Supplier

Address

City, State ZIP

Attn: Receiving/phone number

Re: DCP PO Number to you/Brief Description for Receiving Supplier's PO number

1/2, 2/2

If you do not have the **receiving supplier's PO number** for what is being built for DCP, contact the buyer on the PO to you.

INTERNATIONAL ORDERS – DCP MIDSTREAM AS **U.S. IMPORTER OF RECORD**

If this order to you is shipping from outside the U.S. and DCP Midstream is to handle the transportation and/or be the U.S. importer of record (clear U.S. Customs), contact DCP Logistics at dcplogistics@dcpmidstream.com or 713-735-3854 with the following information:

- #1. DCP PO number.
- #2. If Sold to DCP, DAP DCP location for which seller arranges transportation, maintains title from origin to destination but DCP Midstream clears U.S. Customs.

If DCP is to clear U.S. Customs, Logistics will email you the “Sold To” information , etc. for the documents for DCP to clear U.S. Customs.

Email DCP Logistics the contact name/phone number/email address for the exporting company and order reference number, if not DCP’s PO number.

OR

If Sold to DCP, Ex Works or FCA Named Place for which DCP Midstream will arrange transportation from origin to destination and clear U.S. Customs.

Email DCP Logistics the contact name/phone number/email address for the origin company and order reference number, if not DCP’s PO number.

RENTAL EQUIPMENT

Rental equipment will be delivered by the supplier, FOB Destination, to DCP’s location and the supplier will arrange delivery back to the supplier’s location, FOB Origin, from the DCP location when the rental period is over.