

SHIPPING GUIDELINES

1. Overview

Purpose

The purpose of this document is to establish supplier guidelines for Cephalon, Inc. (and its subsidiaries Cima Labs and Anesta Corp.) to achieve quality deliveries free of damage, proper identification of material / recipient and labeling consistency.

This guideline applies to all shipments to be received by all Cephalon warehouses.

<u>Section</u>	<u>Title</u>
1	Overview
2	Transportation and Delivery
3	Hazardous Material
4	Labeling
5	Corrugated Containers
6	Pallets

2. Transportation and Delivery

Please ensure the packing slip is on the outside of the shipping container at delivery, so it can be referenced without opening the actual shipping container. Any containers without externally available packing lists may be refused and returned to shipper.

Receiving hours

Anesta Corp. (SLC, UT): Monday through Friday 7:30 a.m. – 4:00 p.m.

Cephalon (West Chester, PA): Monday through Friday 7:30 a.m. – 4:00 p.m.

CIMA Labs (Eden Prairie, MN) : Monday through Friday 7:00 a.m. – 4:00 p.m.

CIMA Labs (Brooklyn Park, MN) : Monday through Friday 7:30 a.m. – 3:30 p.m.

After hours receipts must be authorized in advance by Cephalon Warehouse Management.

Advanced shipment notification / dock appointment

Notification is required for shipments having 3 pallet loads or more. Cephalon delivery appointments can be made by calling the following:

UT: (801) 401-7678

MN: (952)-983-8055

PA: (610) 883-5562

SHIPPING GUIDELINES

Packing lists

All shipments must have a packing list

This document must contain the following:

- Supplier's Name
- Itemized list of materials and vendor lot numbers
- Shipment quantities by lot
- Number of cartons, quantity per carton
- Material expiration dates (if applicable), storage conditions
- Cephalon Purchase Order Number and Line Item Number
- Product Name
- Quantity Shipped
- Cephalon part number **
- MSDS **
- Certificate of Analysis **
- Supplier part number **
- Supplier Lot number **

** if applicable, the MSDS and Certificate of Analysis are separate documents and are required for all direct purchases

The packing list is to be securely attached to a carton and clearly marked "Packing Slip".

Material returns

Rework items returned to Cephalon must have had all previous labeling removed and replaced with new labels. The packing list must identify the load and/or items that are "reworks"

Shipments not meeting these Guidelines

Cephalon reserves the right to refuse receipt of any deliveries not meeting the general conditions listed in this guideline.

All deliveries must be damage free. Damages or leaking materials may be subject to refusal.

Trailers must be clean, free of residue and damage and leak free.

All shipments not meeting these guidelines, which require Cephalon resources to cleanup, repack or properly label, to meet Cephalon standards of product identification, will be subject to a charge back.

SHIPPING GUIDELINES

3. Hazardous Material

Handling

Refer to Code of Federal Regulation 49 (CFR 49) and International Air Transportation Administration (IATA) for all material classification and handling instruction.

Any material and/or product intended for Cephalon use and/or redistribution, classified as hazardous, must fully comply with CFR49 and IATA/ADR regulations.

Documentation supporting the compliance with these regulations must be provided to Cephalon for all products classified as semi-finished and finished goods, including but not limited to MSDS's and packaging test reports.

Documentation supporting the compliance with these regulations must be made available to Cephalon for all incoming material not identified as semi-finished or finished goods.

Any subsequent re-certification of the packaging must also be provided.

In accordance with DOT requirements Cephalon will report Hazardous Material incidences, including undeclared Hazardous Material packages to USDOT for action.

SHIPPING GUIDELINES

4. Labeling

Container Labels

- All product labels must be legible and be able to be clearly read.
- Labels must be white in color with bold black printing.
- Each Container must be labeled with the following:
 - Supplier name
 - Product Name or Description
 - Supplier Part number **
 - Manufacturer's name **
 - Cephalon Part Name **
 - Quantity
 - Supplier Lot Number **
 - Cephalon P.O. Number
 - Attention line

** if applicable

- Suppliers are responsible for creation and application of all labels.
- Storage conditions must be marked on the package (if applicable).

Pallet load Labels

1. Each Pallet must be clearly labeled with a pallet tag. The pallet tag will have the following information:
 - Cephalon Purchase Order number and Line Item Number
 - Product Name
 - Cephalon Part number
 - Supplier Part Number (if applicable)
 - Supplier Lot Number
 - Pallet Break down (summary of what's on the pallet)

There will be a pallet tag on the front of every pallet.

Whenever possible, the packing list must be on the pallet closest to the trailer door.

2. Mixed pallets will be organized and where possible kept to a minimum.
 - All mixed pallets will be marked with the supplier lot and count of each item on the pallet.
 - Pallets with mixed lots must be clearly identified clearly marked front and back.
3. Storage conditions other than room temperature must be marked on each pallet.

SHIPPING GUIDELINES

5. Corrugated Containers

- Generally, the selection of a corrugated container will depend on the specific component, method of transportation and the method of handling by both the supplier and receiver.
- Cephalon prefers and highly encourages the use of recycled materials.
- Other factors to consider are:
 - Handling Labor
 - Handling equipment
 - Transportation cost
 - Packaging
 - Direct Labor
- When volumes warrant, palletization is required.
- Individual containers should not weigh greater than 75 pounds.
 - This does not include bulk raw chemicals.
 - Containers bound to pallets
 - Deviation requires approval in writing.
- All containers, trays and lids must have a manufacturer's certificates with bursting, puncture or ECT (edge crush test) limits visible on the underside (bottom) of the assembled container (**fig. 1**).
- Rice Paper or yellow corrugated is not allowed.
- The preferred packing material for partial container(s) is Bubble Pack. Paper can also be used. Note: The use of Styrofoam packing peanuts is no longer acceptable as packing material for Cephalon Shipments

Containment

- The only acceptable methods of sealing manually handled cartons are strippable reinforced, asphaltic, or plastic tapes, and spot gluing. Staples are only acceptable with prior approval from the Cephalon Receiving Department.
- All cartons must be secured to a pallet.
- The preferred method of securement to pallets is plastic, heat sealed strapping of green polyester, shrink/stretch film (**PVC films are unacceptable**) and unitizing adhesives for cartons.
- When shrink/stretch films are used, labels used and adhered to the film are encouraged to be of the same material as the film for ease of recycling.

SHIPPING GUIDELINES

- Metal banding is only acceptable when prior approval is obtained.

Diagram

The following illustrates a Manufacturer's Certificate (fig. 1)



6. Pallets

Definitions

- Expendable pallets are designed specifically for one-trip only.
- Four-way entry pallets are designed to permit entry of fork or pallet jacks from all sides (fig. 2).
- Notched stringer is designed to permit four way entry for forklift and two-entry for pallet jacks.
- Deck boards make up the faces of a pallet and either carry or rest upon the goods packed.
- Stringers are the wooden runners to which the deck boards are fastened and serve as a spacer between top and bottom decks to permit the entry of mechanical handling devices.
- Flush stringer pallets- outside stringers are flush with the ends of the deck boards.
- Pallets must be New or #1 or "A" condition rated

Standard Pallet

Type	All wooden pallets must be double face, non-reversible wood construction and be of flush stringer design (fig. 2). All pallets are to be four-way entry. Cephalon must approve any intended deviations. Standard pallet 48(L) x 40(W). Supplier may use alternate pallet types after Cephalon approval (in writing) has been obtained
Load	All materials must be neatly stacked with NO overhang allowed. Including pallet must not exceed 48" (ground to top of load), unless otherwise authorized by Cephalon.

SHIPPING GUIDELINES

Diagram

The following is a flush notched stringer type pallet: (fig. 2)

