

If Incoterms are: EXW within U.S.

- **Shipments 350# and under:**
Third Party Bill
UPS Ground Acct # AF6241
Reference Field 1: NUNA
Reference Field 2: PO NUMBER
 - **Shipments COLD OR FROZEN 350# and under:**
Third Party Bill
FEDEX Acct # 836879023
Reference PO #
 - **Shipments Over 350 #**
Ship Prepay and Add to Invoice
- Importing into US/Exporting out of US? Before shipping contact foreign trade team:
Pamala.Sturhan@kellogg.com
Marti.Honeycutt@kellogg.com
Jennifer.Young@kellogg.com
Leslie.Clark@kellogg.com

- Within 24 hrs of receipt of PO: Confirm pricing, qty, pack size & delivery date to rqt.purchasing@kellogg.com.
- Any concerns with this order? Contact rqt.purchasing@kellogg.com
- Supplier must be GFSI certified, if not contact Sherry.Williamson@kellogg.com
- FDA Bioterrorism Law and Kellogg Requirements: MANDATORY that each shipment includes COA and SDS documentation. A copy of the COA and SDS must all be sent electronically to rqt.purchasing@kellogg.com prior to shipment. Any ingredient received without this documentation may be REFUSED.
- Within 24 hrs of shipment: Send tracking information to rqt.purchasing@kellogg.com
- Packages must be clearly labeled for the following that apply:
 - Purchase Order # and Attn to
 - Flash points
 - Allergens
 - Cold or frozen storage required.
- No glass containers will be accepted
- PALLETS MUST BE CLEAN and SOUND and have a pack size no larger than 48x40 inches in length and width and 4 feet high. Non-qualifying pallets may be refused.
- Invoices must be submitted via EDI or Sterling Webforms. Contact (269) 961-6693 to enroll.
- Always bill WKKI Kellogg for this PO.
- Invoicing questions: Contact resolution desk at 269-961-6693 OPTION 3