
US Healthcare Company/SpinCo
Parent Freight Billing Guide
HCSC01 & HCSC16

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Introduction

The purpose of this document is to provide the necessary steps to guide the carrier on how to submit invoices to Data2Logistics, **US Healthcare Company/SpinCo**'s third-party auditor, for payment.

US Healthcare Company/SpinCo will be referred to as **HCSC** throughout this document.

Data2Logistics manages freight billing activity for US prepaid and collect invoices.

Please refer to the shipper's BOL to verify which D2L account should be billed and indicate it correctly when submitting invoices to Data2Logistics for processing.

For information on how to invoice **HCSC** wholly owned subsidiaries (Canada, Purification, KCI/Acelity, and Unitek) please refer to the **HCSC** Subsidiary Freight Billing Guide.

HCSC Shipping Locations

Forest City (DC)

806 W Crystal Lake Road

Forest City, IA, USA 50436-2337

Columbia (plant)

5400 Paris Road

Columbia, MO, USA 65202-9348

Irvine (plant/DC)

2111 McGaw Avenue

Irvine, CA, USA 92614-0413

See Subsidiary Freight Billing Guide:

Morden (plant) - Canada

400 Route 100

Morden, MB, CAN R6M1Z9

Stafford Springs (plant) - Purification

32 River Road

Stafford Springs, CT, USA 06076

Meriden (plant) - Purification

400 Research Parkway

Meriden, CT, USA 06450

Escalation Path

Data2Logistics

- Website: <http://www.data2logistics.com>

Phone number:

- Fort Myers: 239-936-2800
- Salt Lake City: 801-287-8400

Email:

- D2L.Inquiry@data2logistics.com

Escalation:

- jennifer.prendergast@data2logistics.com

HCSC

- **HCSC** Accounts Payable
- **HCSC** BOL Desk

General Billing Comments

Invoices sent to account HCSC01 at Data2Logistics may be submitted via EDI (preferred method), email, upload, or mail. Prepaid shipments must reference a valid **HCSC** BOL number. Invoices for collect or third-party shipments must reference a valid **HCSC** PO number.

Please see more detail on valid reference information in the following sections. If a valid reference number is not provided on the invoice, it will be rejected.

Submission Process

Invoice via EDI Connection (preferred)

Contact: Jennifer Prendergast

Phone: 1-239-425-8040

Email: jennifer.prendergast@data2logistics.com

Invoice via Email

- Email your invoices to ftm-invoicescan@data2logistics.com
 - All other email addresses must be on the “CC” line of your email
 - Do not include any other email address in the “TO” line of your email
- Please enter the client’s name, **HCSC-HCSC01**, in the subject line of your email
- The invoice document should contain the client’s name (**HCSC**).
- The invoice must be the first page and all backup should follow within the same document
- Multiple invoices may be in the same email, but each needs to have a unique name
- File name cannot contain any special characters, only letters, numbers, and spaces
- Zipped files cannot be accepted
- The Minimum email size is 10 KB and the Maximum email size is 5 MB
- Acceptable document formats: PDF and TIFF.
- All scanned documents should be in Black & White at 200 dpi Grayscale copies can come out illegible

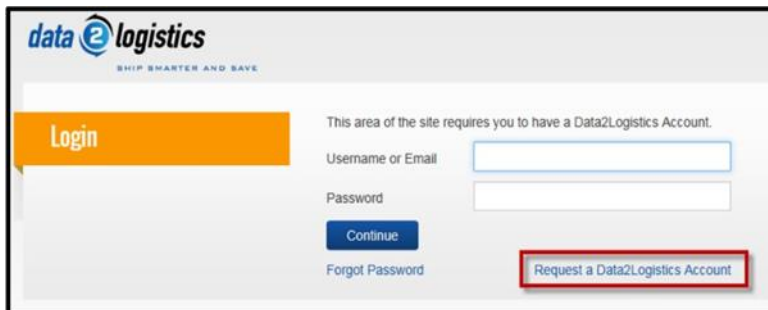
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- All documents must be standard 8.5 x 11-inch dimensions (Paper Stock at 100% view)
- There will not be a response to this email as it goes through an automated submission process
- If your email fails for not containing an attachment or is over the size limit you will receive a rejection warning email that your submission failed
- Summary statements & aging reports should not be emailed in this process

Invoice via Upload

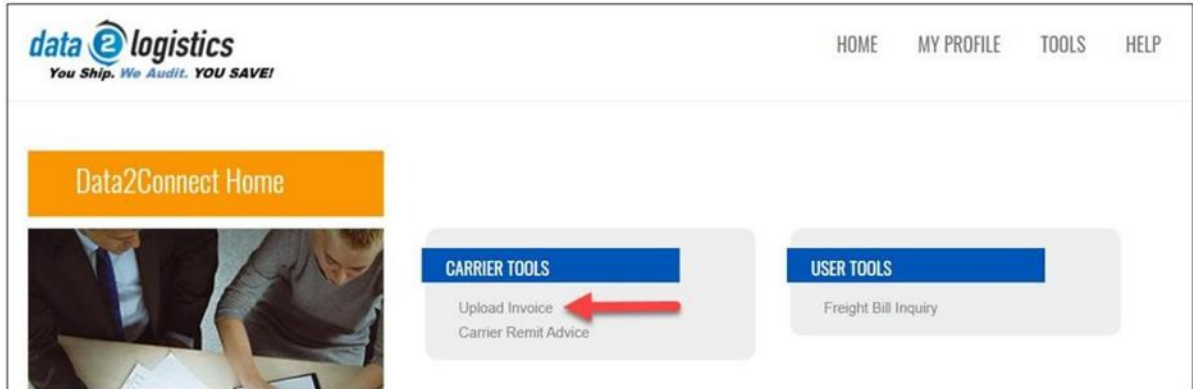
For accounts where paper invoices are permitted to be sent to Data2Logistics, Upload Invoice allows users to upload an electronic copy of an invoice to Data2Logistics for processing. Do not submit the same invoices via different methods as this creates duplicates, and slows payment. If you are uncertain on an account's eligibility to submit paper or electronic invoices, please contact Data2Logistics for further assistance. To upload an invoice, log into our website at www.data2logistics.com.

A username and password are required to access D2L's Data2Connect. If you do not have a username and password, click Client Login, and select the 'Request a Data2Logistics Account' to fill out your information to initiate a request for access.



You will receive an email within 48 hours to confirm your email address and then another once your access setup is complete. Use your email and password to log into Data2Connect as mentioned above.

Upon logging in, click the Upload Invoice option through the Data2Connect home page menu.



If you have more than one Data2Logistics account you work with, the carrier dropdown will show multiple carrier accounts. Any Client with the selected Carrier ID authorized through Data2Logistics, will be displayed in the client dropdown.

Click the Select File button to find the desired file(s) in your system. You can upload up to 5 attachments in a single submission.

Select open after selecting the file

- File type must be pdf or tiff
- Files must be under 5 MB in size
- Zip'd files cannot be uploaded
- Invoice and backup must be in the same attachment and sent in order

Select the 'Submit Invoice' button when finished attaching file(s)

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Carrier ID Carrier Name

Client ID Client Name

2 files Select File

Please include the invoice number in the title of your attachment

Submit Invoice

A status message will appear to advise the file uploaded successfully. Your submissions for the last 120 days will also display in the grid below.

Submit Invoice

Status:
File uploaded successfully and has been submitted for processing

UPLOADED DOCUMENTS IN LAST 120 DAYS

User	Carrier ID	Client ID	Upload Date	Email Attachment
	TEST 1 - TEST1	ACME SALT LAKE CITY - ACME01	08/23/2021	Test Bill.pdf
	TEST 1 - TEST1	ACME SALT LAKE CITY - ACME01	08/23/2021	Upload Invoice Example_.trf

*Note: this queue display is what the user successfully uploaded to Data2Logistics. The automation will submit the attachment(s) for processing. Visibility on Freight Bill Inquiry should be within 3-5 days after compliant submission.

Invoice via Mail

Send invoice along with the shipper's BOL to the following address:

HCSC (HCSC01)
c/o Data2Logistics
PO Box 61050
Fort Myers, FL 33906

Invoice Status

Upon becoming a provider for 3M, the carrier should reach out to Data2Logistics and register for the online, self- service tool to review invoice status.

At this time, Data2Logistics also requests the carrier to use a tool called Invoice- Repair. This allows the carrier to go into a web portal to review invoices with issues and correct the error without requiring invoice resubmission.

Below are the Data2Logistics invoice statuses, with definition, and appropriate contact information should there be questions.

Status	Definition	Contact(s)
In Process – Q/A	This freight bill is being converted, entered and or validated for accuracy. The data on the invoice may change prior to being processed. Once complete the invoice will continue to an In-Process state or be returned to you for further action	D2L.Inquiry@data2logistics.com
In Process – Audit/Coding	The freight bill is currently being reviewed for accuracy including proper allocation coding and audited for appropriate rates and accessorial charges. Once complete, the invoice will move to either a closed status pending payment or be returned to you for further action	D2L.Inquiry@data2logistics.com
In Process – Client Action Required	been referred electronically to the client. The client is reviewing the freight bill and once the disposition of the invoice has been determined, it will move to an active processing condition based on the action taken and the information provided by the client.	3Mcarriersupport@mmm.com
In Process – Carrier Action Required	The freight bill has been identified by Data2Logistics as requiring carrier action and has been referred electronically to the carrier portal. The carrier is reviewing the freight bill and once the disposition of the invoice has been determined, it will move to an active processing condition based on the action taken and the information provided by the carrier.	D2L.Inquiry@data2logistics.com
In Process – Invoice Repair	The freight bill has been identified by Data2Logistics as requiring carrier repair. The carrier is reviewing the freight bill and once the disposition of the invoice has been determined, it will move to an active processing condition based on the action taken and the information provided by the carrier.	D2L.Inquiry@data2logistics.com
In Process – Ready to Close	The freight bill has been processed and is scheduled to close however due to Client requirements there are shipments on this same invoice that need resolution before the complete invoice can be closed. Click on the Invoice Number within these results to query all pending shipments and their status	D2L.Inquiry@data2logistics.com
Closed – Client Issues Payment	The freight bill has been completed processed and approved by Data2Logistics. A file has been sent to our client who will issue payment directly to you. If Data2Logistics receives the check numbers for this payment, it will be posted here 1 business day post receipt of the check number	3Mcarriersupport@mmm.com
Closed – Previously Paid	Our system indicates that this bill has been previously submitted to Data2Logistics and has already been paid. If you have questions concerning this information, call the office that the bill was originally submitted to. The number for our processing site can be found by returning to our Payment Inquiry page and click on the Site column for the row that this bill was found in.	D2L.Inquiry@data2logistics.com

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Electronic return to Carrier	The freight bill will not be paid as it failed to meet the criteria set forth by our client. If you have questions, contact the SITE that processed your submitted bill. The number of the processing site can be found on the Payment Inquiry page by clicking on the data displayed under the SITE column for the row which this bill is displayed	D2L.Inquiry@data2logistics.com
Returned to Client	The freight bill did not meet the processing criteria established by our client. As a result, the carrier has been notified via a remittance file that this invoice requires resubmission. The remittance file identifies the reason for the invoice not being accepted. Processing of this bill has been terminated until carrier resubmits bill with proper information and data	Please review remittance file

Short-pays and Rejections

Please direct your short-pay or rejection questions to D2L.Inquiry@data2logistics.com so that D2L can consult with the **HCSC** rate auditor. Please also refer to the remittance files being sent by D2L and review your account on invoice repair to help determine how to correct the billing error.

Payment Remittance and Advice

Carriers will receive remittance in one of the following forms, based on vendor setup:

- Email
- EDI 820 (Integrated EDI with VAN Provider)
- CTX (sent to vendor's bank with payment)

If you did not receive a payment remittance or would like to update how it is received, contact information is provided below based on the **HCSC** payment reference number:

- For 10 digit all numeric payment references please contact 3MCarrierSupport@mmm.com
- For 6-character alpha/numeric payment references please contact our payment agent Western Union Business Solutions at 1-800-815-2460

Reference Numbers for Invoice Submission

Prepaid Outbound Shipments

Invoices must be transmitted with a complete and accurate BOL number.

Standard BOL numbers are either a 10-digit number starting with “6”, or an alpha-numeric combination where there are 2-4 alpha characters as the prefix followed by 6 trailing numbers. Example below.

STRAIGHT BILL OF LADING — SHORT FORM ORIGINAL — NOT NEGOTIABLE		CARRIER & ROUTE ABC Inc.	SCAC ABCD	CAR OR VEHICLE INITIALS AND NO.
<small>RECEIVED, subject to individually determined rates and contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request. The property described below, in apparent good order, except as noted (contents and condition of contents of package unknown), marked, consigned, and destined as indicated below which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under contract) agrees to carry to its usual place of delivery at said destination, if on its route or otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Bill of Lading set forth (1) in Uniform Freight Classification in effect on the date hereof, if this is a rail or water shipment, or (2) in the National Motor Freight Classification 100-X and successive issues, if this is a motor carrier shipment. Shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those set forth in the classification or tariff which governs the transportation of this shipment and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.</small>				CHARGES TO BE PREPAID
CONSIGNEE TO: Customer Name Customer Address City, State		DEST/ FACILITY CODE	SHIPPER'S NO.	
ZIP 12345		Forest City (DC) 806 W Crystal Lake Road Forest City, IA 50436	PAGE 1 OF 1	
COUNTRY CODE US			FYCX 123456	
ALL LETTERS AND NUMBERS IN ABOVE AREA MUST SHOW ON FREIGHT BILL				
INVOICE NO.	CUSTOMER PURCHASE ORDER NUMBER	MODE	CONT.	MAIN A/C
				SUB A/C
				PROJECT
				DATE (MM/DD/YY)

There are also VICS Bills of Lading. Their reference numbers are 17 numeric digits long and start with the sequence “0212”. This BOL number type is primarily used for shipments going to retail customers.

*All invalid BOL formats will automatically be rejected back to the carrier. Please be sure to confirm the BOL number is accurate and matches one of the above types.

Returned Goods Shipments

Returned goods shipments will have a 10-digit BOL reference number beginning with either a “1” or a “6”.

Please note, despite the origin shipping location not being a **HCSC** site all returned goods shipments are **HCSC’s** to pay. The shipment will be prepared on a HCSC prepaid BOL and should be invoiced to Data2Logistics (HCSC01).

Collect & Third-Party Inbound Shipments

Invoices must be transmitted with a complete and accurate Purchase Order number, or a valid **HCSC** Department number when a Purchase Order number is unavailable.

Valid Purchase Order numbers are 10-characters in length, with formatted number ranges outlined below.

- Starts between 3500000000-3599999999
- Starts between 4500000000-4599999999
- Starts between 4800000000-4899999999
- Starts between 7100000000-7199999999
- Starts between 7400000000-7499999999
- Starts with USMMM (followed by 5 alpha numeric characters)

Valid Department numbers are 6-digits in length. They must be confirmed by a **HCSC** business contact or service requester to be assigned for freight charges when a Purchase Order number is unavailable.

HCSC to 3M & 3M to HCSC Shipments

Origin	Destination	Freight Terms	Responsible Entity	Where to Invoice	Reference #
HCSC Location	Customer	Prepaid	HCSC	D2L (HCSC01)	HCSC BOL #
HCSC Location	3M Location	Collect	3M	D2L (3MCP01)	3M PO #
3M Location	Customer	Prepaid	3M	D2L (3MCP01)	3M BOL #
3M Location	HCSC Location	Collect	HCSC	D2L (HCSC01)	HCSC PO #

*Refer to list of **HCSC** shipping locations outlined earlier in Guide

Accessorial Charges

Carriers submitting invoices via EDI should include accessorial charges. Some examples include:

- Detention (See additional instruction)
- Discount
- Lumper Charge
- Lift gate
- Storage

Driver and Trailer Detention

Needs to be submitted to D2L with regular shipment charges.

- Backup documentation is required for driver detention. This documentation can either be sent via paper or email with the invoice, or it can be sent via EDI. If it is sent via EDI, images of the documentation must be submitted with the EDI transmission. **The electronic logging device information is required as backup documentation for all invoices submitted**
- Backup documentation is required for trailer detention. A paper invoice must be submitted with the date and time of the detention noted on the paperwork
- Reference information must also be provided for payment. A **HCSC** BOL number is required for payment of a prepaid shipment, and a **HCSC** PO number is required for payment of a collect shipment

TONU/Cancelled Shipment Charges

Needs to be submitted to D2L.

- Truckload/Intermodal – must provide Load Control # and email approval from **HCSC** with invoice
- All other modes of transportation – must provide email approval from **HCSC** with invoice

Special Service Charges-Site Specific

Needs to be submitted to the **HCSC** Location where the charges occurred. This will be managed through a Limit PO process via either Ariba or Corcentric. Some example charges include:

- Shuttling
- Repositioning

Additional Notes

- **HCSC** will only pay pre-approved deadhead charges. This charge must be approved at time of shipment tendering. A confirmation email from **HCSC** Transportation approving the charges must be sent as backup documentation with the invoice
- Out of route charges should be included with the regular freight charges. A confirmation email from **HCSC** Transportation approving the charges must be sent as backup documentation with the invoice