



Routing Instructions
DJO New Brighton, MN (US)
Effective Date: February 1, 2018

These routing services are the standing shippers letter of instruction. Exceptions to this routing order must be approved in writing by the one of the designated contacts of the shipper.

Move	Destination	Delivery Address	Commodity	Origin	Weight (Pounds)	Carrier	Mode	Carrier Contact	Terms
Inbound	New Brighton MN	651 Campus Drive Suite 100 New Brighton MN 55112	All commodities	Global	0-150 lbs per package	UPS Small Parcel	Ground <i>*Any early AM or express critical services must be approved by DJO</i>	djo@UPS.com	Third Party Billing DJO LLC 1430 Decision St. Vista CA 92081 For DJO Account#, please email Global.Shippingsupport@djoGLOBAL.com
Outbound	Customers	Customers - Multiple	All commodities	Global	0-150 lbs per package	UPS Small Parcel	Ground	djo@UPS.com	Third Party Billing DJO LLC 1430 Decision St. Vista CA 92081 For DJO Account#, please email Global.Shippingsupport@djoGLOBAL.com
Inbound/Outbound	New Brighton MN	Multiple	All commodities	All states in the US and Canada	> 150 lbs on Pallet(s)	Echo Global Logistics	LTL, Partial TL, Full TL	Utilize Echo Trak Vendor Portal: https://www.echotrak.com/ For access, please contact Echo: Phone: 312-784-6853 Email Address: djoglobal@echo.com	Inbound Bill of Lading must be issued by Echo. Billing is through Echo Global Logistics.
Packing List	Packing List	A copy of the pack list must be securely attached to the outside of the box.							
Reference	Reference	Put the DJO PO in the Reference 1 section for small parcel shipments and for LTL, include the PO in the Carrier BOL							
Prepaid Shipments	Prepaid Shipments	Suppliers must use carriers designated in this routing order when DJO is responsible for freight per agreement.							
Receiving Hours	Receiving Hours	7AM to 5:00PM, Monday through Friday.							
Contacts									
*Expedited shipment requests must be approved per DJO.									
DJO Transportation	Claudia Pinto/Christina Huelsman				General questions	760.734.3128	Global.Shippingsupport@djoGLOBAL.com		
DJO Logistics - Escalation (Global Shipping Support)	Courtne Gonzalez				Global Logistics Director	760.734.3054	Courtne.Gonzalez@djoGLOBAL.com		
UPS Small Parcel	Mon-Fri email support 7am-9:30PM EST at djo@ups.com Phone support 7am-midnight EST at 800-877-1497 Saturday phone support only 7:30am-6pm EST				General questions	800-877-1497	<ul style="list-style-type: none"> • Mike Lang UPS Enterprise Account Executive: 949-230-6996 • Vic Carsey UPS Enterprise Accounts Director: 801 201 4603 		
Echo Global Logistics	Customer Service				General questions	312.784.6853	https://www.echotrak.com/		

Revised: 1-Feb-18