



Supplier Inbound Routing Guide

SUPPLIER SHIPPING REQUIREMENTS

The CountryMark Purchase Order is the guiding document for shipping. The Purchase Order indicates the authorized shipping instructions, expected delivery date, and delivery location.

- Orders must be shipped to meet the due date indicated on the Purchase Order.
 - In some cases deliveries may be shipped early/late. Late shipments must be approved by the purchasing agent who issued the Purchase Order. All systems, records and documents should reference the agreed upon delivery date.
- The supplier/shipper must reference the CountryMark Purchase Order number on the Bill of Lading (BOL) and packing list.
 - If multiple purchase orders are contained in the same shipment, all purchase orders must be referenced.
- Shipper's BOL and packing list must reference the delivery address from the Purchase Order.

Small Package:

All small packages must ship on CountryMark's **UPS small package account number 444986**, postal code 47620. To calculate and determine the transit time for ground shipments, please use the following link to the UPS Transit Map: <http://www.ups.com/maps>

Less than Truckload (LTL):

All LTL orders must ship **Collect** via **Old Dominion Freight** unless the authorized purchase order terms specify otherwise. The bill-to address on the account is listed as:

Countrymark Refining and Logistics, LLC
225 South East Street, Suite 144
Indianapolis, IN 46202

Hazardous Materials:

All shipments of hazardous materials and dangerous goods must conform to the conditions and specifications as published by the Department of Transportation in Title 49 CFR, or otherwise as required by applicable law or regulation.

Expedited Shipments:

Expedited shipments may sometimes be required in critical circumstances. These instances will be handled on a case-by-case basis. Explicit written or verbal instruction for these shipping methods must be approved by an authorized Supply Chain team member.



Delivery Sites and Instructions

CountryMark has multiple buildings and sites where delivery may be requested. The appropriate delivery address will be indicated on the CountryMark Purchase Order. Standard delivery instructions for each location are listed below. **All afterhours/Saturday deliveries must be scheduled in advance.**

<p>1. Countrymark Refining and Logistics, LLC: Stockroom 991 O'Donnell Road Mt. Vernon, Indiana 47620 Monday through Friday: 812-833-2589 Afterhours: 812-838-8162 or 812-838-8165</p> <ul style="list-style-type: none"> • Enter through East guard shack off of Lower New Harmony Road and Grant Street • Delivery hours are 7:30 am – 12:00 pm, 12:30 pm – 4:00 pm, Monday - Friday 	<p>7. Countrymark Refining and Logistics, LLC: Jolietville Terminal 17710 Mule Barn Road Westfield, IN 46074</p> <p>Delivery contact: 800-537-5303</p> <ul style="list-style-type: none"> • All deliveries must be scheduled • Delivery hours are 7:30 am – 4:00 pm, Monday - Friday
<p>2. Countrymark Refining and Logistics, LLC: Administration Building 6701 Lower New Harmony Road Mt. Vernon, Indiana 47620</p> <p>Delivery contact: 812-838-8182</p> <ul style="list-style-type: none"> • Building is located on Northeast corner of campus on Lower New Harmony Road • Delivery hours are 8:00 am - 4:00 pm, Monday - Friday 	<p>8. Countrymark Refining and Logistics, LLC: Peru Terminal 1765 West Logansport Road Peru, IN 46970</p> <p>Delivery contact: 765-473-4451</p> <ul style="list-style-type: none"> • All deliveries must be scheduled • Delivery hours are 7:30 am – 4:00 pm, Monday - Friday
<p>3. Countrymark Refining and Logistics, LLC: Logistics Garage 500 South Old Highway 69 Mt. Vernon, IN 47620</p> <p>Delivery contact: 812-838-8122</p> <ul style="list-style-type: none"> • Delivery hours are 7:30 am – 4:00 pm, Monday - Friday 	<p>9. Countrymark Refining and Logistics, LLC: Switz City Terminal 8249 West State Road 54 Switz City, IN 47465</p> <p>Delivery contact: 812-659-3936</p> <ul style="list-style-type: none"> • All deliveries must be scheduled • Delivery hours are 7:30 am – 4:00 pm, Monday - Friday
<p>4. Countrymark Refining and Logistics, LLC: River Dock 130 Mann Street Mt. Vernon, IN 47620</p> <p>Delivery contact: 812-838-8174</p> <ul style="list-style-type: none"> • All deliveries must be scheduled • Delivery hours are 7:30 am – 4:00 pm, Monday - Friday 	<p>10. Countrymark Cooperative Holding Corporation 225 South East Street Suite 144 Indianapolis, IN 46202</p> <p>Delivery contact: 317-238-8200</p> <ul style="list-style-type: none"> • Delivery hours are 8:00 am – 4:00 pm, Monday - Friday
<p>5. Countrymark Refining and Logistics, LLC: Corrosion House 101 West Ohio Street Mt. Vernon, IN 47620</p> <p>Delivery contact: 812-838-8552</p> <ul style="list-style-type: none"> • All deliveries must be scheduled • Delivery hours are 7:30 am – 4:00 pm, Monday - Friday 	<p>11. Countrymark Energy Resources 330 N. Cross Pointe Boulevard Evansville, IN 47715</p> <p>Delivery contact: 812-759-9440</p> <ul style="list-style-type: none"> • Delivery hours are 8:00 am – 4:00 pm, Monday - Friday
<p>6. Countrymark Refining and Logistics, LLC: Fairfield Yard 4 Petroleum Blvd. Fairfield, IL 62837</p> <p>Delivery contact: 812-833- 2501</p> <ul style="list-style-type: none"> • All deliveries must be scheduled • Delivery hours are 7:30 am – 4:00 pm, Monday - Friday 	<p>12. Countrymark Pavilion 6855 Lower New Harmony Road Mt. Vernon, Indiana 47620</p> <p>Delivery contact: 812-833-2554</p> <ul style="list-style-type: none"> • Delivery hours are 8:00 am – 4:00 pm, Monday - Friday