

BAE SYSTEMS

Supplier Shipping Instructions

For FOB ORIGIN PURCHASE ORDERS

Effective Date: 01/07/2009, superseding all prior versions.

Issued by:

BAE SYSTEMS
Electronics, Intelligence & Support
Traffic Department, NHQ2-1393
65 Spit Brook Road
Nashua, NH 03060

Tel: 603-885-5373
603-885-5371
Fax: 603-885-9820
E-Mail: timothv.w.mullenix@baesvstems.com

These instructions must be followed for all material purchased with delivery terms of **FOB Origin** (shipping point) and shipped to a BAE SYSTEMS Electronics, Intelligence & Support (EI&S) facility within the United States.

NOTE: Platform Solutions facilities are not included in this notice. They have their own instructions.

Any deviations must be approved by our Traffic Department prior to shipment. Purchase orders that are FOB Destination must be shipped at supplier expense.

These instructions are only valid for BAE SYSTEMS Electronics, Intelligence & Support (EI&S) purchase orders & subcontracts originating from the locations listed on page two of this instruction. Please be certain of the location you are shipping to. For sites not listed, contact the responsible BAE SYSTEMS buyer.

Please provide these instructions to your Shipping Department. Additional costs resulting from failure to follow these instructions will be debited back to your company with a \$100 administration fee.

General Instructions

Ship Freight Collect via a carrier listed in this document when BAE SYSTEMS EI&S is responsible for shipping costs. Do NOT prepay and add shipping charges to your invoice. We will not pay freight on supplier invoices.

Markings: All Bills of Lading and Airway Bills must reference the BAE purchase order number, preferably in the address name field.

Insurance / Valuation: Do not insure any shipment to BAE SYSTEMS EI&S. Use "NDV" or "No Declared Value" if required on a bill of lading or air bill. Insurance charges and fees will be debited back to your company.

Consolidation: Consolidate all orders in one carton to each location per day. Multi-pack of various purchase orders into a single carton is recommended and encouraged. All packages must include a Packing List inside.

Air Ride / Electronic & Volume shipments: Materials requiring air-ride van, special handling or weighing greater than 1000# must be coordinated with our Traffic department for carrier selection and exact delivery time and location.

Explosive / Perishable & Dry Ice Shipments: Explosives, perishables or products packed in dry ice must be shipped in accordance with the air routing instructions on this form when possible. Do NOT ship on Friday or the day before a holiday. Notify the Traffic department of the day the shipment is scheduled to take place.

Classified Material: Ship in accordance with the National Industrial Security Program Operating Manual (NISPOM) requirements for safeguarding classified materials. More info at <http://www.dss.mil/isec/nispom.pdf>

Hazardous Material: Ship in accordance with all applicable Department of Transportation (DOT) or International Air Transportation Association (IATA) regulations as they pertain to classifying, documenting, describing, packaging, labeling and marking of hazardous materials.

Purchasing Card Orders: Shipments made as a result of a Purchasing Card order should be pre-paid with the cost added to the buyer's credit card. Do not use a BAE transportation or shipping account.

Domestic Ground Routing Instructions - FOB Origin

EI&S facilities that receive inbound domestic and international shipments are located at:

65 Spit Brook Road, Nashua, NH 03060	1930 South Vineyard, Ontario, CA 91761
95 Canal Street, Nashua, NH 03061	16880 Flight Systems Drive, Mojave, CA 93501
130 Daniel Webster Hwy. N., Merrimack, NH 03054	9300 Wellington Road, Manassas, VA 20110
144 Daniel Webster Hwy. N., Merrimack, NH 03054	1400 A Duke Street, Alexandria, VA 22314
65 River Road, Hudson, NH 03051	2300 Clarendon Blvd., Arlington, VA 22201
2 Forbes Road, Lexington, MA 02173	6500 Tracor Lane, Austin, TX 78725
42 Nagog Park, Acton, MA 01720	6100 Western Place, Ste 2050, Fort Worth, TX 76107
450 Pulaski Road, Greenlawn, NY 11740	1250 24 th Street NW #800, Washington, DC 20037
150 Parish Drive, Wayne, NJ 07474	11 Hughes Road, Suite 202, Madison, AL 35658
164 Totowa Road, Wayne, NJ 07474	
100 Campus Rd, Totowa NJ 07512	

Other addresses may be provided by our buyer as required to meet program needs.
Do not insure or declare a value on any shipment.

Under 150 pounds total shipment weight: Ship via FedEx Ground using Ship Manager (internet) software with our account. Contact the BAE buyer for the correct account number.

You may also use FedEx Ground "Collect" barcode label. Our account number is not required. Call FedEx for a supply of labels. Note: Supplier/Shipper must have a FedEx Ground account to utilize this service.

If you do not utilize FedEx Ground please ship via UPS Ground-Collect using our account number. We will not pay charges that are prepaid and billed on the supplier's invoice. Contact the BAE buyer for the correct account number.

Shipments made as a result of a Purchasing Card order should be pre-paid with the cost added to the buyer's credit card.

Over 150 pounds total shipment weight: Ship via Motor Carrier, Freight Collect basis only, when the TOTAL shipment weight is greater than 150 pounds or the containers exceed the size requirements of our parcel carrier. Carriers listed here are the only authorized carriers for BAE SYSTEMS EI&S shipments. Mark your Bill of Lading "Collect". We will not pay charges that are prepaid and billed on your invoice. Do not mark your bill of lading "COD" which is Collect on Delivery. We do not pay charges upon delivery.

FedEx National LTL (formerly Watkins) or Con-Way Freight or Roadway Express	To AL, CA, DC, NH, NJ, NY, MA, PA, TX, VA facilities. From: All states and the country of Canada. For Canadian shipments, please refer to the International Section (pg.4) for our Customs Broker name and address.
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BSP Transport:	To All New Hampshire facilities From: all New Hampshire locations (Intra-State Only) Call 800-343-2444 for pick up
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Carrier contact information is on the Internet at:

FedEx	http://www.fedex.com/us/national/main/
Con-Way Freight	https://www.con-way.com/
Roadway Express	http://www.roadway.com/

Domestic Air Routing Instructions - FOB Origin

Do not use PREMIUM Air Routings unless authorized in the Purchase Order, Subcontract or BAE Traffic department.

Please refer to a proper Receiving address on the previous page.

Authorized shipping methods:

Second Day delivery: If shipped prior to Purchase Order "required" date.

Standard Overnight delivery: If shipped after Purchase Order "required" date.

All shipments forwarded one day via one routing or mode shall be consolidated and consecutively numbered (i.e. 1 of 4, 2 of 4, etc). The Bill of Lading shall clearly indicate the shipment number.

Shipments weighing 1 - 150 pounds, ship via:

Federal Express, freight collect using our account number.

Their Internet address is: <http://www.fedex.com> and their national toll free phone number is 1-800-463-3339 (1-800-GO FEDEX) Contact the BAE buyer for the correct account number to use.

Shipments weighing more than 150 pounds, or if palletized, ship via:

UPS Supply Chain Solutions (formerly named *Emery Worldwide & Menlo Worldwide*), **freight collect** using our account number. Contact the BAE buyer for the correct account number to use.

Please note: this is not the familiar UPS (small package delivery) you may now use with the brown trucks. **This is a freight service that is now a division of UPS.**

Their new Internet address is: <http://www.ups-scs.com>

Click on Pickup Request to schedule a pick up of your shipment if you do not use UPS Supply Chain Solutions on a regular basis.

Their national toll free phone number is 1-800-443-6379.

Alternate choice for shipments weighing between 150 and 300 pounds, ship via:

Pilot Freight Services, freight collect using our account number. Contact the BAE buyer for the correct account number to use.

Please note: Pilot is a freight forwarder. Do not ship oversized or palletized material.

Their Internet address is: <http://www.pilotdelivers.com> and their national toll free phone number is 800-447-4568 (800-HIPILOT).

International Routing Instructions

Delivery terms for our international orders are [FCA: Suppliers Dock](#).

Fax copies of your shipping documents to our Traffic department so that we may facilitate customs clearance. Our fax number is 603-885-9820 and is available 24hrs daily.

Call UPS-Supply Chain Solutions at 1-800-443-6379 to ship to our EI&S locations in the United States.

Mark your documents for US Customs clearance by our broker at the address listed below for the location you are shipping to. Our purchase order number and government contract number if applicable must be on the shipping documents. Mark the airway bill COLLECT.

To our NH and Lexington or Acton, MA facilities mark for customs clearance by:

A. N. Deringer, Inc.
140 Eastern Avenue
Chelsea, MA 02150
Phone: 617-887-2020

To our NY and NJ facilities, mark for customs clearance by:

A. N. Deringer, Inc.
11 East Hawthorne Avenue
Valley Stream, NY 11580
Phone: 516-256-4780

To our VA and Washington, DC area facilities, mark for customs clearance by:

UPS Supply Chain Solutions
44901 Falcon Place, Suite 101
Sterling, VA 20166
Phone: 703-471-7050

To our Mojave and Ontario, CA facilities, mark for customs clearance by:

A. N. Deringer, Inc.
18553 Dominguez Hills Drive
Rancho Dominguez, CA 90220
Phone: 310-885-9777

To our Ft. Worth, TX facility, mark for customs clearance by:

UPS Supply Chain Solutions
1555 West 23rd Street
Dallas, TX 75261
Phone: 972-456-5555

To our Austin, TX facility, mark for customs clearance by:

Ghedi International, Inc.
8002 Burlison Road
Austin, TX 78744
Phone: 512-385-3706

Third Party - Drop Shipments

All drop shipments must be authorized by calling BAE SYSTEMS Traffic Department at the number given at the top of these instructions.

Information to be provided will include: Shipper name, Recipient name, ship date, freight bill/airbill number, number of pieces in the shipment and weight, our purchase order and government contract number, and the name of the BAE SYSTEMS buyer that directed this request.

Follow the applicable surface or air routing given on the previous pages. Ship via air ONLY if specifically directed to.

Our Third Party billing address is: BAE SYSTEMS EI&S
65 Spit Brook Road
NHQ2-1393
Nashua, NH 03061

Wooden Packaging from International Suppliers

Wooden packaging from our International Suppliers must conform to International Plant Protection Convention Standard **ISPM 15** effective 16 September 2005. Additional information on this requirement can be found at the following site: <http://www.aphis.usda.gov/ppq/wpm/import.html>

Shipments not conforming to this international standard will be returned to the shipper by US Customs and Border Protection. Expenses related to non-conformance will be charged back to the supplier.