

Suppliers must follow these instructions on BAE Systems purchase orders, or **could be charged back the freight cost & other applicable fees.**

~~Always refer to the [supplier website](#) for the most current routing instructions~~

ANY QUESTIONS PLEASE CONTACT THE TRANSPORTATION DEPARTMENT AT BAE SYSTEMS PnS.Transportation@baesystems.com

GENERAL REQUIREMENTS

Suppliers must notify RYDER at least **48 hours in advance** of pickup date for LTL/FTL shipments allowing sufficient time to pick up load & avoid incurring additional cost. Any Exceptions must be reported to your Buyer and the [Transportation Email](#) prior to shipping.

DROP SHIPMENTS REQUIREMENTS:

Origin address (Company name and address where the material is shipping from physically)

Origin Company name include the Company name that holds the BAE Systems PO referencing the BAE Systems PO number.

Example:

ABC Company (Origin Company)

C/O 123 Company (Company that holds BAE Systems Purchase Order)

****BAE Systems DOES NOT reimburse prepaid and/or added freight charges from invoices.****

CARRIER GUIDANCE

ALL SHIPMENTS HAVE TWO OPTIONS, (1) FEDERAL EXPRESS - SMALL PACKAGE OR (2) RYDER SUPPLY CHAIN - FREIGHT

(1) **FEDERAL EXPRESS ONLINE WAYBILL** (www.fedex.com) – Shipments less than 150 lbs. (50 lbs. per package) **NOT skidded**. Fed Ex Ground is the approved service. To access BAE Systems Fed Ex account please send a request through the PnS.Transportation@baesystems.com. **DO NOT** use account numbers provided prior to this. BAE Systems PO number or Other Charge number should be in the “**BAE Systems Reference**” field in the appropriate format Example: PO123456, POP1234567, 71B

Reference Example:

4. Billing Details Help Hide	
* Bill transportation to	BAE Systems
* BAE Systems Reference	PO123456
More reference fields	Add an account

(2) **RYDER SUPPLY CHAIN:** ~~If Ryder fails to provide service in anyway alert us via the email above~~

- [LESS THAN TRUCKLOAD – \(LTL\)](#)
- [TRUCKLOAD – \(TL\)](#)
- [HEAVYWEIGHT AIR & EXPEDITED SHIPMENTS \(MUST HAVE A PREMIUM FREIGHT #\)](#)

RYDER ONLINE BILL OF LADING (RYDER ENTRY) (www.ryder.com)

BAE Systems Purchase Order number or Other Charge number should be in the “**PO Number**” field in the appropriate format Example: PO123456, POP1234567, 71B and other References can be entered in the “**Special Reference**” field:

If RYDER ENTRY is unavailable, other communication options are: (1) **1-855-RYDERBAE (1-855-793-3722)** or (2) email [**BAE@RYDER.COM**](mailto:BAE@RYDER.COM).

Reference Example:

PO Number:	PO123456
Special Reference:	Other Reference

Unless otherwise specified in the Purchase Order, delivery shall be **FOB ORIGIN** at the place of **BAE SYSTEMS** facility named in the order, in accordance with Incoterms 2010. See the terms of the order for specific requirements.

GENERAL REQUIREMENTS

The Bill of Lading shall include:

- ✓ The BAE Systems Purchase Order or Contract Number
- ✓ The applicable Harmonized Tariff Schedule number(s) to the 8th or 10th digit for all items shipped.
- ✓ Any marks or numbers as specified in the Order or Contract.

Packaging and Packing List:

- ✓ Unless otherwise specified, all Work is to be packed in accordance with good commercial practice designed to protect the integrity of the shipped contents consistent with international shipping practices.
- ✓ A complete packing list shall be included with each shipment. A copy shall be put inside each package and affixed to the outside of each package.
- ✓ The Packing List shall include the following:
 - ✓ BAE Systems purchase order number
 - ✓ Part number
 - ✓ Description
 - ✓ Quantity per line item
 - ✓ The box number each line item is in
 - ✓ Total number of boxes in shipment
 - ✓ Dimensions of shipment
 - ✓ Final delivery address

The Commercial Invoice shall include

- ✓ The BAE Systems Purchase Order or Contract Number
- ✓ The applicable Harmonized Tariff Schedule number(s) to the 8th or 10th digit for all items shipped.
- ✓ Total valuation of the shipment:
 - (1) For initial shipment against the contract: SELLER shall declare unit price and extended price on each line of the shipped work, plus if applicable:
 - a) Total value of line items on this contract for other than deliverable hardware (e.g. engineering, tooling, special packaging) and/or
 - b) The value of other assists provided at no cost to supplier e.g. BAE Systems provided tooling, material, test equipment, etc. required for the manufacturing of the deliverable hardware.
 - (2) For subsequent shipments against this contract: SELLER shall declare unit price and extended price on each line of the shipped work only.
 - (3) For items returned for repair and reshipment: SELLER shall declare repair value also noting the original value of repaired items
- ✓ Part number(s)
- ✓ Description(s) – Complete and detailed, must be in English.
- ✓ Quantity per line item
- ✓ Total value of shipment listed in USD
- ✓ Country of origin
- ✓ Terms of Sale
- ✓ Invoice should identify seller and sold to party

Broker Name & Address

Expeditors
Three Technology Drive
Peabody, MA 01960
978-531-0001

CUSTOMS BROKERS

GENERAL INSTRUCTIONS

Email copies of your shipping documents to our Import department prior to shipment.

➤ Email address: PnS.Transportation@baesystems.com

If the terms of your order are different than stated in this document, contact the BAE Systems P&S buyer for clarification or specific instructions.

For articles returned to BAE Systems after repair, include a Foreign Repairer Certificate attesting to the work performed abroad in accordance with 19 CFR § 10.8.

Wooden packaging must conform to International Standards for Phytosanitary Measures, ISPM 15 Regulation of Wood Packaging Material in International Trade (2009) revised Aug 2011. Additional information on this requirement can be found at the following site: <http://www.aphis.usda.gov/ppq/wpm/import.html>.

When an item needs to be returned to BAE Systems, please contact your BAE personnel to have an RMA issued with return instructions included.

Delivery terms are **FOB ORIGIN** at the place of **BAE SYSTEMS** facility named in the order, unless otherwise specified in the Purchase Order.

GENERAL REQUIREMENTS

Refer to the Terms and Conditions attached to your order for instructions concerning the following:

- ✓ Bill of Lading
- ✓ Packing List
- ✓ Commercial Invoice
- ✓ Packaging requirements

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When shipping items under 150 lbs., please use FedEx and ensure to select the Broker Select Option and list one of the brokers noted below.

When shipping items over 150lbs, or palletized freight, please contact your local Expeditors for pick up

CUSTOMS BROKERS

Customs Broker

Expeditors:
Three Technology Drive
Peabody, MA 01960
978-531-0001