

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](mailto:PnS.Transportation@baesystems.com) or call 717-225-8633

**ALL DOMESTIC SHIPMENTS HAVE TWO OPTIONS, (1) FEDERAL EXPRESS – PARCEL OR (2) RYDER - FREIGHT**

**PARCEL SHIPMENTS:**

(1) FEDERAL EXPRESS ONLINE WAYBILL ([www.fedex.com](http://www.fedex.com))

Shipments **NOT skidded** and **less than 50 lbs. Dimensions should be no greater than L32”xW24”xH22”** (up to 3 combined packages not exceeding a total weight of 150 lbs.). If daily shipments exceed these limits the load must be palletized and shipped LTL.

**THIS INCLUDES DIMENSIONAL WEIGHT IF APPLICABLE.**

Fed Ex Ground is the approved service.

- To access BAE Systems Fed Ex account please send a request through the [PnS.Transportation@baesystems.com](mailto:PnS.Transportation@baesystems.com).
- **DO NOT** use Fed Ex account numbers provided prior to this.
- **DO NOT** enter declared value.
- BAE Systems PO number and line number or Other Charge number **MUST** be in the “BAE Systems Reference” field in the appropriate format

Example: PO123456-0, POP1234567-0, CC4606.

Reference Example:

4. Billing Details <span style="float:right">Help Hide</span>	
* Bill transportation to	York, PA-767
* BAE Systems Reference	PO123456-0
<a href="#">More reference fields</a> <span style="float:right"><a href="#">Add an account</a></span>	

**CARRIER GUIDANCE**

**FREIGHT SHIPMENTS:**

(2) RYDER SUPPLY CHAIN: ~~If Ryder fails to provide service in any way email [PnS.Transportation@baesystems.com](mailto:PnS.Transportation@baesystems.com)~~

- LESS THAN TRUCKLOAD – (LTL)
- TRUCKLOAD – (TL)
- HEAVYWEIGHT AIR & EXPEDITED SHIPMENTS (MUST HAVE A PREMIUM FREIGHT #, REQUEST VIA [PNS.TRANSPORTATION@BAESYSTEMS.COM](mailto:PNS.TRANSPORTATION@BAESYSTEMS.COM))

RYDER ONLINE BILL OF LADING (RYDER ENTRY) ([www.ryder.com](http://www.ryder.com))

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.

BAE Systems Purchase Order number and line number or Other Charge number should be in the “**PO Number**” field in the appropriate format Example: PO123456-0, POP1234567-0, CC4606 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:

REFERENCE NUMBERS(separate multiple values with a comma)	
* PO Number:	PO123456-0
Special Reference:	

**BAE Systems Platforms & Services Domestic Routing Instructions – FOB Origin**

Delivery shall be **FOB ORIGIN** at the place of BAE SYSTEMS facility named in the order, in accordance with Incoterms 2020.

**PACKAGING REQUIREMENTS****Packaging and Packing List:**

- ✓ PTN must match the contents of the shipping container (box/crate), with listed item/part number
- ✓ Each item/part number must match the purchase order, for example if there is an extension it must be referenced as such PO 231231\*01
- ✓ Each shipping container (box/crate) should be represented by its own PTN label
- ✓ ASN Packing Slip must be printed on an 8 ½ x 11 sheet of paper
- ✓ Each shipping container (box/crate) greater than 40lbs. Must be on its OWN pallet
  
- ✓ 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 and line 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

**GENERAL INSTRUCTIONS****DROP SHIPMENTS:**

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)

**FOB ORIGIN:**

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

## BAE Systems Platforms & Services International Routing Instructions

Delivery terms are **EXWORKS 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:  
(1) Bill of Lading (2) Packing List (3) Commercial Invoice (4) Packaging requirements

### CUSTOMS BROKERS

**Expeditors:** 510 McCormick Drive, Suite K-N, Glen Burnie, MD 21061; Phone (410) 768-6627

### GENERAL INSTRUCTIONS

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 the work was performed abroad in accordance with 19 CFR § 10.8.

- When shipping items under 150 lbs., please use FedEx and ensure to select the Broker Select Option and list the broker noted above.
- When shipping items over 150 lbs., or palletized freight, please contact your local Expeditors for pick up.

#### The Commercial Invoice shall include:

- ✓ The BAE Systems Purchase Order and line number or Contract Number
- ✓ The applicable Harmonized Tariff Schedule number(s) to the 8th or 10<sup>th</sup> 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

#### The Bill of Lading shall include:

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

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.