

## **GA75 - CARRIER ROUTING GUIDE**

**Purpose:** The following pages are for shipments consigned to Gulfstream Aerospace sites in the US. These Routing Guide Instructions are considered an adjunct to the Packing and Shipment requirements of Gulfstream's Purchase Order Terms and Conditions.

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**I. Delivery Warehouse Locations**

Warehouse	Address	Delivery Hours
<b>Production Parts</b>	Gulfstream Aerospace Corp. Central Receiving 500 Gulfstream Rd Savannah, Ga 31408	06:00 AM to 04:00 PM (M-F) 06:00 AM - 12 Noon (Sat. - Air Freight ONLY)
<b>Product Support</b>	Gulfstream Aerospace Corp. Product Support 194 Gulfstream Rd. Savannah, Ga 31408	<b>Closed</b> 06:30 AM to 04:30 PM (Operating until 3rd Quarter of 2015)
<b>Product Support</b>	Gulfstream Aerospace Corp. Product Support 555 North Port Parkway Port Wentworth, Ga 31407	06:30 AM to 04:30 PM (Beginning 4th Quarter of 2015)
<b>Service Center</b>	Gulfstream Aerospace Corp. Service Center 1 Product Support Road Savannah, Ga 31407	06:30 AM to 04:30 PM
<b>Research &amp; Development Center</b>	Gulfstream Aerospace Corp. RDC 32 Innovation Drive Savannah, Ga 31407	06:30 AM to 04:30 PM
<b>G-650 Manufacturing</b>	Gulfstream Aerospace Corp. 295 Robert B. Miller Road Savannah, Ga 31407	06:00 AM to 10:30 PM (M-F) 06:00 AM to 06:30 PM (Sat. & Sun.)
<b>Bulk Storage</b>	Gulfstream Aerospace Corp. Building 760 34 Wings Rd Savannah, Ga 31408	06:30 AM to 04:30 PM (M-F)
<b>Bulk Storage - 2</b>	Gulfstream Aerospace Corp. Bulk Distribution Warehouse 150 Knowlton Way Savannah, Ga 31408	06:30 AM to 04:30 PM
<b>Building 6000</b>	Gulfstream Aerospace Corp. 100 Airways Avenue Savannah, Ga 31408	05:00 AM to 06:00 PM (M-F)
<b>Building 6003</b>	Gulfstream Aerospace Corp. 680 Preston A, Henne Road	07:00 AM to 04:30 PM (M-F)

*These instructions apply to all Gulfstream locations, supersede all prior versions of this document, and are binding unless specific written authorization to deviate from these instructions is granted.*

## **1. Standard Shipping Instructions**

**NOTE:** *Excess freight costs incurred due to noncompliance with these instructions and the instructions on the face of Gulfstream's Purchase Order and/or Core Return Instructions shall result in these extra costs being back-charged to the Shipper per the provisions of Gulfstream's Purchase Order Terms and Conditions unless authorized by Gulfstream prior to shipment.*

### **a) General Standards:**

- Normal Domestic Transportation mode will be via ground carriers.
- Normal International Transportation mode will be via Economy Air.
- Any deviation from the standard mode of transportation must be coordinated/ approved by Gulfstream Procurement/ Materials.
  
- Gulfstream Buyers can authorize premium transportation **AS NECESSARY:**
  - Airfreight
  - Air Express
  - Exclusive use of truckload or carload carrier
  
- When supplier deliveries are behind schedule, Gulfstream may require shipment by premium transportation as instructed by the duly authorized Gulfstream Purchasing Contract. The supplier will absorb all applicable shipping costs. If shipments are sent freight collect, the supplier may be debited the freight cost plus an administrative fee.
  
- Buyer will work with Seller to consolidate multiple shipments from the same location **provided** it still supports Production and Product Support requirements.

**b) Surface Freight:**

This applies to all Small Parcel, Less than Truckload (LTL) and Full Truckload (FTL) shipments when the terms are FCA (Free Carrier) Ship Point.

1. Gulfstream freight should be described in accordance with the National Motor Freight Classification (NMFC). Include the NMFC item number in the descriptions in order that the carrier may apply correct ratings, and to assist in initiating loss/damage claims when applicable.
2. All LTL same-day shipments should be consolidated & tendered to the same carrier on one Bill of Lading whenever possible.
3. Hazardous materials are to be packed, marked and labeled in accordance with all applicable U.S. Government and carrier regulations and tariffs.
4. If freight charges are to be billed to Gulfstream for drop shipments, **third-party** billed must be identified on the bill of lading. Enter all required data on the Bill of Lading to identify Gulfstream as the responsible party for payment of the freight charge.
5. Temperature Controlled:
  - a. For shipments of composite material or any material requiring temperature control, contact CH Robinson in Savannah, GA:

912-748-1934 Ext. 133 or toll free 866-902-3651

Weight	Description	Preferred Carrier and Method
<b>0 - 150 lbs.</b>	Small package ground service within FedEx dimensional sizes.	FedEx Ground If using hundred weights - follow FedEx guidelines.
<b>150 - 10,000 lbs.</b>	Single and multiple package shipments exceeding the small package requirements by common carrier.	For items exceeding FedEx Express (Ground) size-weight limitations, ship LTL using: 1. Use southeastern Freight Lines ( <a href="http://www.SEFL.com">www.SEFL.com</a> ) for all shipments originating from AL, AR, FL, GA, LA, MS, NC, SC, OK, TN, and TX. 2. Use UPS FREIGHT for all other origination locations. ( <a href="http://www.upsfreight.com">www.upsfreight.com</a> )
<b>&gt; 10,000 lbs. Or &gt; 1,000 cu. Ft. Or &gt; 20 ft. long</b>	Use Gulfstream's preferred carriers for shipments exceeding these dims and weight.	Truckload carriers are to be used for shipments weighing over 10,000 lbs. or taking 20 or more linear feet of the trailer. Carriers to be used: CH Robinson (912) 748-1934 EXT 167 or Trace Transportation (541) 664-5200 <b>Provide the weight, dimensions, freight description and PO Number.</b>

**c) Domestic Air Shipments**

1. Gulfstream permits airfreight, counter to counter or expedited truck only with written authorization from the Gulfstream Purchasing contact. Non-authorized use of premium modes will be charged back to the supplier.
2. If next day air shipments fall on a Friday and are intended to be delivered on Saturday, the Supplier must specify "Saturday Delivery" when processing. If Saturday Delivery is not specified, it will default to a Monday delivery.
3. Gulfstream's designated domestic small package air carrier is FedEx Express (see account matrix).
4. For Same Day Air or Dedicated Team Truck (Hotshot):
  - a. Use Crane Worldwide (www.craneww.com) Atlanta office: (404) 586-2500 or toll free (877) 460-7447 (Control Tower).

***NOTE:*** *If late in the day, locations remote to a major airport, commercial flight schedules may not support Same Day service. FedEx Priority 1 service mode will provide next morning delivery.*

**For overnight shipments select FedEx Priority 1 delivery.  
Do not EVER select Early AM Delivery or First Overnight without GAC Director level approval.**

<b>Weight</b>	<b>Description</b>	<b>Preferred Carrier and Method</b>
1 - 150 lbs.	Small package shipments requiring overnight service purchased F.O.B freight collect within the 50 states.	Federal Express
150 - 500 lbs.	Small package shipments requiring overnight service purchased F.O.B freight collect within the 50 states.	Crane Worldwide
> 501 lbs.	Contact Crane WW Logistics. <b>Provide the Weight, Dimensions, Freight Description and PO Number.</b>	Crane Worldwide

**d) International Air Shipments**

1. Seller shall provide a commercial invoice for all products imported to Buyer which must contain:
  - a. Part Number
  - b. Description
  - c. PO Number
  - d. Line Item
  - e. Value
  - f. Weight
  - g. Country of origin of the merchandise being imported
  
2. The Seller or Seller's agent shall sign the commercial invoice. The commercial invoice presented to U.S. Customs must contain sufficient information in order for U.S. Customs and the broker to be able to determine the classification of the merchandise.
  
3. Any inaccurate or misleading statement may result in Customs delays, increased review by U.S. Customs Inspectors or penalties against the importer. Even if the inaccuracy or omission was unintentional, the importer may be required to establish that it exercised due diligence and reasonable care.
  
4. Seller is responsible for and agrees to indemnify Buyer for any and all fines, damages, losses, expense, attorney fees, court costs, etc., that result from Seller's failure to comply with the commercial invoice requirements.
  
5. For products being returned to Gulfstream after repair, calibration, modification, etc., specify the purchase price of the item and the total monetary value of the services performed thereon.
  
6. A warranty or no charge repair to the product must include a customs value for the cost of the repair as well as the original cost of the product, as specified in Title 19 United States Customs Harmonized Tariff Schedules, Chapter 98, Subchapter 11, U. S. Note 3 (a) (ii).
  
7. A Repaired/Altered Certification must be completed, form GA 3711. This information can be on your invoice/packing ticket or attached as a separate document.
  
8. If not included and identified in the invoice price, specify the cost of packaging materials.

9. Incoterms as agreed upon and contained in the purchase order must be stated on the invoice.
10. Country of origin must be stated on the invoice and Gulfstream Vendor Country of Origin Certification, GA3707, must be completed and returned.
11. When products originate in North America, Seller shall provide a valid, accurately completed North American Free Trade Agreement (NAFTA) Certificate of Origin, Form 434. Seller may provide annual or entry-by-entry certificates. If valid NAFTA certificate cannot be supplied, Seller must complete form GA3707, Vendor Country of Origin Certification.
12. All goods and services furnished by Gulfstream, free of charge, for the production or servicing of the item and not included in the invoice price must be itemized on the invoice.
13. The invoice and all attachments shall be either written in English or have an accurate English translation attached thereto.
14. The Import Commercial Invoice /Packing Ticket must have the same number as the invoice submitted for payment. Failure to comply may result in assessment of an administrative fee.
15. Any chemical substances or chemical mixture exported to the United States must comply with requirements of the **Toxic Substance Control Act (TSCA)** and other U.S. Government carrier regulations and tariffs. Either a positive or a negative certification must be made and submitted with the export documents.
  - a. (For positive certification) "I certify that all chemical substances in this shipment comply with all applicable rules under TSCA and that I am not offering a chemical substance for entry in violation of TSCA or any applicable rule under TSCA."
  - b. (For negative certification) "I certify that all chemicals in this shipment are not subject to TSCA."
16. Gulfstream's Customs Broker is Crane for all import International shipments except for shipments handled by FedEx and DHL:

**Crane Worldwide Trade Services**  
**690 Airport South Parkway**  
**Atlanta, GA 30349 USA**  
**Phone: 678-586-2424 or Phone: 678 586 2421**  
**Fax: 678-586-2501**  
**Email docs to: [gulfstreamcc@craneww.com](mailto:gulfstreamcc@craneww.com)**

**1. Requirements for International Shipments:**

a. **Documentation:** The following documents must be forwarded in an electronic version acceptable to Gulfstream Aerospace and the Customs Broker at the time of shipment.

- Commercial Invoice
- Packing List
- Original/ Copy Bill of Lading
- Certificate of Origin (NAFTA, UKFTA If Applicable)
- Aircraft 8130 Tag
- Certificate of Conformity or EASA Form

b. **Commercial Invoice/ Packing List:** The following data elements must be included on the commercial invoice and, if checked here specified below, the data elements listed below must be utilized.

- Invoice Date
- Complete Name and Address of the Shipper/ Seller as shown on the Gulfstream Purchase Order
- Port of U.S. Entry
- Purchase Order Number
- Invoice currency
- Incoterms

**c. CONDITIONAL DOCUMENT REQUIREMENTS**

Certain products have Other Government Agency regulations that must be met at the time of import. The following is a summary of the requirements for products that Gulfstream imports regularly. It is the vendor's responsibility to prepare all necessary documents and submit them with the invoice upon shipment of a PO. See Conditional Documents Chart for further regulatory information. See Appendix below for copies of the required forms.

1. **FCC form 740:** For all electronic products using frequencies. The Federal Communications Commission (FCC) regulates the importation of radio frequency devices capable of causing harmful interference. At the time of entry, the FCC form 740 must be completed and filed with Customs for products regulated by the FCC.
2. **FDA Radiation Control Standards form 2877:** For all electronic products subject to Radiation Control Standards, such as non-infrared remote controls of electronic devices or compact disc players or DVD players and computer monitors that use laser light technology.



3. **TSCA-Toxic Substance Control Act statement:** Under the authority of the Environmental Protection Provider (EPA), any chemical substance, mixture, or article, as defined under Toxic Substances Control Act (TSCA), will be subject to the TSCA regulations. Examples include alodine pens, paints, glues and adhesives. Products potentially subject to TSCA must have a certification (positive or negative) presented with the import entry to Customs. A TSCA statement is not required for articles regulated by another government agency, for example the FDA.
4. **Textile Quotas and Visas:** Some textile items require a visa to be imported and some textile imports are limited by quota. Vendors shipping textile goods to Gulfstream should contact the Trade Compliance department prior to shipment for instructions.
5. **Material Safety Data Sheet (“MSDS”):** For all Hazardous Materials and combustibles. The MSDS is a detailed information bulletin prepared by the manufacturer of a chemical that describes the physical and chemical properties, physical and health hazards, routes of exposure, precautions for safe handling and use, emergency and first-aid procedures, and control measures.
6. **Fish & Wildlife Form:** For any item made from a part of wild animal (shells, skin, bone, or feather). The U.S. Department of the Interior’s Fish and Wildlife Service (“FWS”) regulates imports of fish and wildlife along with articles thereof. A permit may be required if the import is of an endangered species. Permits must be applied for and received before importing the product..
7. **Lacey Declaration:** Required for any products containing wood or plant material.

Vendors shipping products containing wood or plant material must provide the Genus and Species of the material, the Country of Harvest for that material, and the percentage of recycled material included in the product. A copy of the form and instructions for completing the form are attached (see Appendix).

8. **Anti-Dumping Duty Non-reimbursement Statement:** For products subject to anti-dumping duty, such as copper pipe or stainless steel sheet shipping from China. The vendor is required to provide the full name and address of the manufacturer of the product shown on the invoice for Gulfstream to submit the attached statement (see Appendix) to Customs for each shipment. Under no circumstances is a vendor to reimburse Gulfstream for antidumping duties paid to Customs. This includes reducing the price on any future orders to compensate for the antidumping duties paid on any previous orders. Certain Bearings are

subject to Anti-Dumping so a Bearing Declaration form is required to determine whether Anti-Dumping applies to that product. See the Combined Bearing Declarations and Non-Reimbursement Statement.

9. **NAFTA form:** For all shipments claimed eligible for NAFTA program with country of origin of Canada or Mexico. A copy of the form and instructions for completing the form are attached (see Appendix) for your reference.

**Conditional Document Requirements**

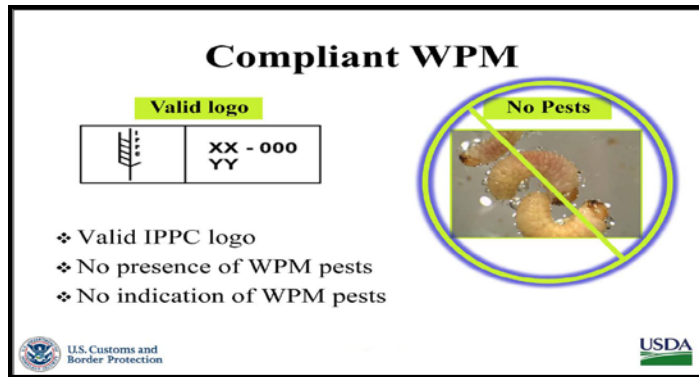
PRODUCT	REQUIRED FORM	FOR MORE INFORMATION	OBTAIN A COPY OF THE FORM
Radio Frequency Devices	FCC Form 740	<a href="#">E-CFR Title 47 Part 15</a>	<a href="https://transition.fcc.gov/Forms/Form740/740.pdf">https://transition.fcc.gov/Forms/Form740/740.pdf</a>

PRODUCT	REQUIRED FORM	FOR MORE INFORMATION	OBTAIN A COPY OF THE FORM
Electronic Products using radiation (eg. Television Receivers, Microwaves, Radar devices, Remote Control devices, Signal Generators, etc.)	FDA Form 2877	<a href="#">E-CFR Title 21 Part 1000 - 1050</a>	<a href="http://www.fda.gov/downloads/AboutFDA/ReportsManualsForms/Forms/UCM080778.pdf">http://www.fda.gov/downloads/AboutFDA/ReportsManualsForms/Forms/UCM080778.pdf</a>
Chemical Substances, Mixtures or Articles	TSCA Declaration	<a href="http://www.epa.gov/tsca-import-export-requirements">http://www.epa.gov/tsca-import-export-requirements</a>	See Form Below
Hazardous Materials and Substances	MSDS	<a href="https://www.osha.gov/Publications/OSHA3514.html">https://www.osha.gov/Publications/OSHA3514.html</a>	
Materials made from wild animals (eg. Sting Ray Leather, Shells, Bones, Hair or Feather products)	Fish and Wildlife Form 3-177	<a href="http://www.fws.gov/le/commercial-wildlife-shipment.html">http://www.fws.gov/le/commercial-wildlife-shipment.html</a>	<a href="http://www.fws.gov/le/pdf/3177_1.pdf">http://www.fws.gov/le/pdf/3177_1.pdf</a>
Products containing Wood or Plant Material	Lacey Act Declaration	<a href="https://www.aphis.usda.gov/aphis/ourfocus/planthealth/import-information/SA_Lacey_Act">https://www.aphis.usda.gov/aphis/ourfocus/planthealth/import-information/SA_Lacey_Act</a>	<a href="https://www.aphis.usda.gov/plant_health/lacey_act/downloads/declarationform.pdf">https://www.aphis.usda.gov/plant_health/lacey_act/downloads/declarationform.pdf</a>
Products subject to Anti-Dumping or Countervailing Duties	Anti-Dumping Non-Reimbursement Statement	1. Anti-Dumping Investigations <a href="https://usitc.gov/trade_remedy/731_ad_701_cvd/investigations.htm">https://usitc.gov/trade_remedy/731_ad_701_cvd/investigations.htm</a>  2. ADD Imports <a href="http://www.cbp.gov/sites/default/files/documents/guidance_for_cert_4.pdf">http://www.cbp.gov/sites/default/files/documents/guidance_for_cert_4.pdf</a>	See Form Below

Bearings	Combination Bearing Declaration and Non-Reimbursement Statement	1. Anti-Dumping Investigations <a href="https://usitc.gov/trade_remedy/731_ad_701_cvd/investigations.htm">https://usitc.gov/trade_remedy/731_ad_701_cvd/investigations.htm</a>  2. ADD Imports <a href="http://www.cbp.gov/sites/default/files/documents/guidance_for_cert_4.pdf">http://www.cbp.gov/sites/default/files/documents/guidance_for_cert_4.pdf</a>	See Form Below
Products manufactured in Mexico or Canada	NAFTA Certificate of Origin	<a href="http://www.cbp.gov/trade/nafta/nafta-certificate-origin">http://www.cbp.gov/trade/nafta/nafta-certificate-origin</a>	<a href="http://www.cbp.gov/document/forms/form-434-north-american-free-trade-agreement-nafta-certificate-origin">http://www.cbp.gov/document/forms/form-434-north-american-free-trade-agreement-nafta-certificate-origin</a>

### Requirements for Wood Packaging Material (WPM) Imports:

This standard describes phyto-sanitary measures that reduce the risk of introduction and spread of quarantine pests associated with the movement in international trade of wood packaging material made from raw wood. Wood packaging material covered by this standard includes dunnage but excludes wood packaging made from wood processed in such a way that it is free from pests (e.g. plywood).



Approved phytosanitary measures that significantly reduce the risk of pest introduction and spread via wood packaging material consist of the use of debarked wood (with a specified tolerance for remaining bark) and the application of approved treatments (as prescribed in Annex 1). The application of the recognized mark (as prescribed in Annex 2) ensures that wood packaging material subjected to the approved treatments is readily identifiable. The approved treatments, the mark and its use are described. ISPM

15 is the International Standards for Phytosanitary Measures Publication No. 15-Guidelines for Regulating Wood Packaging in International Trade. It represents the first international commodity based standard and sets out criteria for regulating wood packaging material used in international trade.

Reference for Wood Packaging Material (WPM) from USCBP and USDA:  
[http://www.cbp.gov/linkhandler/cgov/trade/trade\\_outreach/wood\\_packaging\\_pp.ctt/wood\\_packaging\\_pp.pdf](http://www.cbp.gov/linkhandler/cgov/trade/trade_outreach/wood_packaging_pp.ctt/wood_packaging_pp.pdf)

### e) Carrier Account Contacts

<b>Crane World Wide Shipping</b>				
Name	Title	Office Phone	Cell Phone	E-mail Address
Evelyn Gavin	Domestic Ops - Primary Contact	877-460-7447		evelyn.gavin@craneww.com
John Rubertone	International Ops - Primary Contact	877-460-7447	404-732-5477	john.rubertone@craneww.com
Bobby Noonan	Domestic Ops - Back Up	877-460-7447		bobby.noonan@craneww.com
Stephanie Rimar	International Ops - Back Up	877-460-7447	678-665-4698	stephanie.rimar@craneww.com
Kim Hasty	Sr. Import Brokerage Agent	877-460-7447	404-804-6131	
Robert Keuten	District Director	877-460-7447	404-574-8788	robert.keuten@craneww.com
Charlie Mossburg	Global Sales Director	877-460-7447	404-704-5046	charlie.mossburg@craneww.com
<b>After Hours</b>	<b>2nd Shift Ops</b>	877-460-7447		atoperations@craneww.com

Name	Account Number	Customer Service	Website	GD/ GAC Account Manager
Federal Express	Contact Gulfstream for Account Number. (Not the Carrier)	1-800-GoFedEx 1-800-463-3339	<a href="http://www.fedex.com">www.fedex.com</a>	Andrew "Drew" Newbon 215-310-9038
DHL Express	Contact Gulfstream for Account Number. (Not the Carrier)	1-800-CallDHL	<a href="http://www.dhl-usa.com">www.dhl-usa.com</a>	Melissa Stack Key Account Executive 877-873-2521 Ext. 4607
		1-800-CallDHL	<a href="http://www.dhl-usa.com">www.dhl-usa.com</a>	Greg Shields Commercial Operations Manager 916-233-6763
		1-800-CallDHL	<a href="http://www.dhl-usa.com">www.dhl-usa.com</a>	David Field Country Global Acct. Manager US Government Sales and Support 916-233-6763

### f) Incoterms for International Shipments

1. Regardless of the Incoterms in use, the seller must supply the goods as agreed in the contract of sale, together with such evidence of conformity as may be required by the contract.
2. Regardless of the Incoterms in use, the buyer must take receipt and pay for the goods delivered, as provided in the contract.

**INTERNATIONAL SHIPPING TERMS:**

**CPT (Carriage Paid To):** The Seller pays the freight to the named destination.

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**CIF (Cost, Insurance & Freight):** Same as CFR plus insurance.

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**CFR (Cost & Freight):** The Seller must pay the cost and freight necessary to bring the goods to the port of destination, not including insurance. The goods must be cleared for export.

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**DAT (Delivered At Terminal):** Seller delivers when the goods, once unloaded from the arriving means of transport, are placed at the disposal of the buyer at the named terminal, port or place of destination. "Terminal" includes quay, warehouse, container yard or road, rail or air terminal. Both parties should agree to the terminal and if possible a point within the terminal at which point the risks will transfer from the seller to the buyer of the goods. If it is intended that the seller is to bear all the costs and responsibilities from the terminal to another point, DAP or DDP may apply.

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**DAP (Delivered At Place):** Seller delivers the goods when they are placed at the disposal of the Buyer on the arriving means of transport ready for unloading at the named place of destination. Parties are advised to specify as clearly as possible the point within the agreed place of destination, because risks transfer at this point from Seller to Buyer. If the seller is responsible for clearing the goods, paying duties etc., consideration should be given to using the DDP term.

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**DDP (Delivered Duty Paid):** Seller is responsible for all charges including: duty, taxes and delivery at destination.

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**EXW (Ex Works):** The Buyer is obligated to pick up the goods from the Seller: at his dock, move the goods, and pay all charges from that point forward.

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**FCA (Free Carrier):** The Seller fulfills his obligation to deliver when he has handed over the goods cleared for export, into the charge of the carrier named by the Buyer at the named place or point.

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**FAS (Free Alongside Ship):** The Seller fulfills his obligation to deliver when the goods have been placed alongside the vessel, on the quay or in lighters at the named port of shipment.

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**FOB (Free On Board):** Seller is obligated to have the goods packaged and ready for shipment from the agreed point. The Buyer normally assumes the burden of all inland transportation costs and risks in the exporting country, as well as all subsequent transportation costs, including the costs of loading the merchandise on the vessel. Seller fulfills his obligation to deliver when the goods have passed over the ships rail at the named port of shipment.

INCOTERMS 2010										
INCOTERMS and Services	Rules for ANY MODE or MODES of Transport						Rules for SEA and INLAND WATERWAY Transport			
	CPT	DAT	DAP	DDP	EXW	FCA	CIF	CFR	FAS	FOB
	Carriage Paid To	Delivered at Terminal	Delivered at Place	Delivered Duty Paid	Ex Works	Free Carrier	Cost Insurance and Freight	Cost and Freight	Free Alongside Ship	Free Onboard
	Named Place of Destination	Named Terminal at Port or Place of Destination	Named Place of Destination	Named Port of Destination	Named Place	Named Place	Named Place of Destination	Named Place of Destination	Named Port of Destination	Named Port of Destination
Warehouse Storage at Point of Origin	SELLER	SELLER	SELLER	SELLER	SELLER	SELLER	SELLER	SELLER	SELLER	SELLER
Warehouse Labor Charge at Origin	SELLER	SELLER	SELLER	SELLER	SELLER	SELLER	SELLER	SELLER	SELLER	SELLER
Export Packing	SELLER	SELLER	SELLER	SELLER	SELLER	SELLER	SELLER	SELLER	SELLER	SELLER
Loading at point of Origin	SELLER	SELLER	SELLER	SELLER	BUYER	SELLER	SELLER	SELLER	SELLER	SELLER
Inland Freight	SELLER	SELLER	SELLER	SELLER	BUYER	BUYER	SELLER	SELLER	SELLER	SELLER
Port Receiving Charges	SELLER	SELLER	SELLER	SELLER	BUYER	BUYER	SELLER	SELLER	SELLER	SELLER
Forwarding Fees	SELLER	SELLER	SELLER	SELLER	BUYER	BUYER	SELLER	SELLER	SELLER	SELLER
Loading on Ocean Carrier	SELLER	SELLER	SELLER	SELLER	BUYER	BUYER	SELLER	SELLER	BUYER	SELLER
Ocean Freight	SELLER	SELLER	SELLER	SELLER	BUYER	BUYER	SELLER	SELLER	BUYER	BUYER
Charges in Foreign Port	SELLER	SELLER	SELLER	SELLER	BUYER	BUYER	BUYER	BUYER	BUYER	BUYER
Deliver Charges to Final Destination	BUYER	BUYER	SELLER	SELLER	BUYER	BUYER	BUYER	BUYER	BUYER	BUYER
Customs Duties and Taxes Abroad	BUYER	BUYER	BUYER	SELLER	BUYER	BUYER	BUYER	BUYER	BUYER	BUYER

## **2. Packing Instructions**

1. Shipper is responsible for compliance with all regulations regarding shipment of hazardous materials as published by U.S. Department of Transportation and IATA. A Material Safety Data Sheet must accompany any shipment containing chemicals or those that are deemed hazardous materials by those regulations
2. All shipments must conform to the packaging requirements as prescribed by the NMFC. Shipments damaged in-transit due to inadequate packaging are subject to rejection and may be returned to shipper at shipper's expense. Claims and liability for damage will be the responsibility of shipper
3. Wood packaging for international shipments must be in accordance with I-D-12.
4. Parts Presentation will consist of totes, shadow-box inserts, and portable/modular pipe equipment that provides easy visual identification and withstands the rigors of normal transportation/material handling
5. Shipping equipment, including but not limited to transportation containers (hardware, bags, shadow-box inserts, etc.), shall be procured and maintained by Seller. Return transport of empty containers from Buyer to Seller shall be the responsibility of the Seller
6. Electronic Static Discharge (ESD) devices and assemblies shall be transported in fully enclosed ESD containers. Paper and/or plastic shall not be placed inside the container with devices or assemblies
7. Shipment of aluminum or steel sheets or tubing is acceptable at manufacturer's packing standards. Skids should be of rigid material. Maximum weight per skid, 2,500 pounds
8. Shipments of aluminum or steel plates are acceptable in weight of up to 2,500 pounds per package
9. Wood Packaging Requirements – Supplier will be responsible for compliance with the international phytosanitary standard (ISOM 15) regulated by the Animal and Plant Health and Inspections Services (APHIS) regarding wood packaging materials (WPM). These regulations as governed by the US Department of Agriculture became effective to US imports on September 14, 2005. Treatment and marking of WPM will apply to pallets, skids, crates, dunnage, etc. used for imports to any Gulfstream facility in the US and/or any other participating countries such as Mexico

10. The US Customs and Border Protection Service enforce these rules. Any non-compliant shipment that may be seized by CBP will be returned to the country of shipment origin. Gulfstream will be reimbursed for transportation and related export charges plus a \$200 administrative fee by the non-compliant supplier, regardless of original incoterms
11. Container Security -Container integrity must be maintained to protect against the introduction of unauthorized material and/or persons. At point of stuffing, procedures must be in place to properly seal and maintain the integrity of the shipping containers. A high security seal must be affixed to all loaded containers bound for the U.S. All seals must meet or exceed the current PAS ISO 17712 standards for high security seals. Procedures must be in place to verify the physical integrity of the container structure prior to stuffing, to include the reliability of the locking mechanisms of the doors. A seven-point inspection process is recommended for all containers: Front wall, Left side, Right side, Floor, Ceiling/Roof, Inside/outside doors, Outside/Undercarriage

### **Commitment to Sustainability**

1. Supplier shall take all reasonable efforts to reduce its environmental impact and enhance the overall sustainability of its supply chain. Supplier shall ensure compliance with all environmental laws and regulations. Gulfstream has provided a list of approved carriers, which are designated as “SMART WAY” certified. Supplier shall not, without previous approval from authorized Gulfstream personnel, select any carrier not otherwise designated as “SMART WAY” certified.
2. Supplier shall take all reasonable precautions to eliminate excess waste from their supply chain. The elimination of waste may entail reducing the amount of packaging materials, reducing the amount of labels and associated materials for each package, and “right size” packaging. “Right size” packaging shall require that where feasible, Supplier package all Gulfstream products in size appropriate containers and avoid over packaging of products, while maintaining appropriate safeguards and practices to protect product safety and integrity
3. To the extent feasible, Supplier must take reasonable efforts to reduce product shipment frequency (ex—once per week), unless otherwise approved by authorized Gulfstream personnel. Upon Gulfstream’s determination of the need for expedited shipping, Supplier may increase shipment frequency as needed to meet Gulfstream supply demands. For point of clarity, Gulfstream’s decision to expedite shipment



frequency in one instance does not terminate Supplier's obligation to reduce overall shipment frequency. Supplier remains obligated, and must plan accordingly, to meet all Due on Dock dates stated in Gulfstream's purchase orders, in addition to reducing overall shipment frequency

4. Supplier understands that Gulfstream remains committed to an environmentally sustainable supply chain and Gulfstream. The absence of any law, regulation, or sustainability practice from these Instructions does not exclude Supplier's compliance with such law, regulation, or practice
5. All suppliers are encouraged to cease using polystyrene void fill in shipments to any Gulfstream facility. Acceptable alternatives include, but are not limited to: Corn starch packing peanuts, recycled newspaper pellets, packing paper, and other high recycled content packing materials.

### **3. Marking/ Labeling Requirements**

#### **Labeling**

1. All labels must show the following:
  - a) Shipper's name and address
  - b) Consignee's name and address
  - c) Gulfstream's purchase order number – lower left hand corner
  - d) Carton number (e.g., 1 of 5, etc.)
  - e) Packing slip number
  - f) Weight

Gulfstream Specification for Supplier Barcode Labels:

- Label Size: 4" by 6"
- For every purchase order line item and part number package shipped to Gulfstream Savannah: Provide a barcode label on the package per the following requirements. Examples provided below:


Field Name	Field Type	Max # of Characters	Barcode Symbology	Barcode Size / Scan Range	Special Chars	Justification	Fill Type
Part Number	Text and Barcode	25	Code 128	14.7 mil / 10-22"	No	Left	No fill
Serial or Lot Number (if applicable)	Text and Barcode	22	Code 128	14.7 mil / 10-22"	No	Left	No fill
PO #	Text and Barcode	9	Code 128	14.7 mil / 10-22"	No	Left	No fill
PO Line #	Text	4	N/A	N/A	N/A	N/A	N/A
Pack Slip/ Invoice Number	Text and Barcode	12	Code 128	14.7 mil / 10-22"	No	Left	No fill

N/A = Not Applicable. Leave this field blank, no barcode required.

**Part #: 1234ABCD1234ABCD1234ABCD0**




**Serial/Lot #: 1234ABCD1234ABCD1234AB**



**PO #: 1234ABCD0 Line #: 1234**



**Pack slip #: 1234ABCD1234**



**Additional Requirements/Notes**

1. For multiple serial numbers shipped against one purchase order line item, apply individual labels on each serialized part; two options exist:
  - b. One master barcode label (4" by 6" as described above) for the purchase order number, line item number, part number, and packing slip number applied to the material package, plus smaller individual barcode labels (that contain only the serial number) applied to each serialized part. All labels must comply to scan/read specification (readable at 20-22").
  - c. One barcode label (4" by 6" as described above) applied to each serialized part; each label to contain purchase order number, line item number, part number, serial number, and packing slip number.
2. Barcode labels, if placed on outside of shipping container, should withstand normal shipping handling (dirt, grease, scuffing, and abrasions); two methods that preserve label quality are:
  - a. Apply clear plastic tape over the barcode label
  - b. Use higher quality label made to with-stand rough handling and elements (dirt, grease, scuffing, and abrasions)
3. Data element identifiers (data prefixes or descriptions) within the barcode are not allowed. Do not use "PO", "part #", etc., as a data element, contained with the barcode itself. Such information (identifiers, prefixes, or descriptions) should be text only on the labels.

**Marking**

1. A packing list shall accompany each shipment. It shall be securely attached to the outside of the #1 container and protected against accidental removal or damage. (Containers with dimensions under 12"x12"x12" are exempt from this requirement. Instead, the packing list may be placed within the container). The packing list shall contain the following:
  - a. Packing slip number
  - b. The Gulfstream purchase order number
  - c. The purchase order line item number
  - d. Release number, if applicable
  - e. Quantity shipped
  - f. Unit of measure
  - g. Supplier's name

- h. Gulfstream's part number(s) if applicable, description of item(s) including the revision index and engineering order (if applicable) of the supplier's part number.
  - i. Serial number (if applicable)
  - j. The batch lot, compound number and/or manufacturer, assembly, cure date, and shelf life limitations when such information is required to be entered on the part and/or on its container.
  - k. Rejection Notice SASO/DMT number where applicable.
  - l. BFE (Buyer Furnished Equipment) that is serialized shall have the serial number referenced on the packing slip of the assembly being shipped to Gulfstream. Barcodes are required for BFE serialized parts.
2. COMSEC containers must have a packaging list on the exterior of the container and be labeled "**COMSEC, DELIVER TO GULFSTREAM COMSEC CUSTODIAN.**"
  3. Refrigerated structural adhesives shall be marked with **one-inch high** letters, **PERISHABLE-MUST BE REFRIGERATED.**
  4. Shipments of tubing and extrusions are to plainly indicate total footage on each container.
  5. Shipments of forging and castings are to have part numbers and quantities indicated on each container.
  6. All material shipped for testing or experimental purposes must be clearly marked on interior and exterior containers, "**NOT FOR PRODUCTION – EXPERIMENTAL OR TEST MATERIAL**". The name and telephone number of the individual who is to receive the consignment must be entered on the Bill of Lading and on all other documents.
  7. For repaired parts, a repair/teardown report shall be attached to the part or packing list. It should state what action took place (repaired or overhauled) and what parts were replaced. When applicable, it shall also indicate time since new.
  8. Any additional data specified in the Purchase Order, Release, and Rejection Notice or elsewhere in these instructions.