

Unless otherwise specified in the Purchase Order, delivery shall be **CIP (Carriage and insurance Paid) BAE SYSTEMS' facility named in the order**, in accordance with Incoterms 2010. The minimum insurance shall cover the price provided in the Purchase Order or Subcontract plus ten percent (i.e. 110%) and be provided in the currency stated in the Purchase Order or Contact. 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 10<sup>th</sup> 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
- ✓ Country of Origin marking on all packaging and product as required by US Customs 19 CFR Part 134.
- ✓ 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 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

**CUSTOMS BROKERS**

**Broker Name & Address**

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

Ghedi International, Inc.  
 8002 Burleson Rd  
 Austin, TX 78744  
 512-385-3706  
 \* Only for shipments to Texas

**GENERAL INSTRUCTIONS**

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

- Email address: [ES.IMPORT@BAESYSTEMS.COM](mailto:ES.IMPORT@BAESYSTEMS.COM)
- Fax number: 603-885-9820

If the terms of your order are different than stated in this document, contact the BAE Systems ES 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>.

Delivery terms are **CIP (Carriage and insurance Paid)BAE SYSTEMS' facility named in the order**, in accordance with Incoterms 2010, 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

**GENERAL INSTRUCTIONS**

Email copies of your shipping documents to our Import department prior to shipment.  
➤ Email address: [ES.IMPORT@BAESYSTEMS.COM](mailto:ES.IMPORT@BAESYSTEMS.COM)

If the terms of your order are different than stated in this document, contact the BAE Systems ES 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 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
Ghedi International, Inc. 8002 Burleson Rd Austin, TX 78744 512-385-3706 * Only for shipments to Texas

Delivery terms are **CIP (Carriage and insurance Paid): BAE SYSTEMS' facility named in the order** unless otherwise specified in the Purchase Order. Ship via the carrier named by the BAE Systems ES Buyer using the account number provided.

**GENERAL REQUIREMENTS**

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

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

**GENERAL INSTRUCTIONS**

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

Classified Material: Ship in accordance with the National Industrial Security Program Operating Manual (NISPOM) requirements for safeguarding classified materials. See <http://www.fas.org/sgp/library/nispom.htm>

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.

**CARRIER GUIDANCE**

**Air Transportation:**

**For all CIP shipments to BAE Systems location, please contact your buyer for the correct Fedex account number**

- Up to 150# total shipment weight:
- FedEx International Economy
- FedEx International Priority ( only as required)

**Ground Transportation:**

Contact **Ryder Logistics** for routing LTL and TL shipments :

Phone at 1-855-RyderBAE (1-855-793-3722

- Over 150# or any palletized shipment