

DROP-SHIP NOTIFICATION

To: Shipping Manager, Accounts Receivable Manager, Site Manager and/or President

You may be experiencing a delay in invoice payments due to a lack of receiving documentation being provided to BAE Systems for what is termed a "Drop Shipment."

The definition of a "Drop Shipment" is a delivery of parts to any location without a BAE Systems Receiving Dept. The locations, which presently have a BAE Systems Receiving Department, are listed below.

BAE Systems Receiving Locations:

- BAE Systems, Aberdeen, SD
- BAE Systems, Aiken, SC
- BAE Systems, Anniston, AL – All locations
- BAE Systems, Elgin, OK
- BAE Systems, Louisville, KY
- BAE Systems, Minneapolis, MN
- BAE Systems, Phoenix, AZ
- BAE Systems, Red River Army Depot (RRAD), TX, *with the exception of* shipments going to Defense Distribution Depot Red River, MRAP Operations, in Texarkana, TX
- BAE Systems, San Jose, CA
- BAE Systems, Sterling Heights, MI
- BAE Systems, York, PA

All other shipping destinations are "Drop Ship" locations.

Ship material only to locations specified by BAE Systems Procurement via a purchase order.

The following note will also be included in orders with material to be drop shipped to a location other than the site with a BAE Systems Receiving Department:

THE MATERIAL ON THIS ORDER IS TO BE DROP SHIPPED TO A LOCATION OTHER THAN A SITE WITH A BAE SYSTEMS RECEIVING DEPARTMENT:

YOU ARE REQUIRED TO FOLLOW THE MANDATORY DROP-SHIP, SHIPPING AND ROUTING FREIGHT TERMS, POSTED ON THE BAE SYSTEMS WEBSITE UNDER TRANSPORTATION.
CONTACT YOUR AUTHORIZED PROCUREMENT REPRESENTATIVE WITH ANY QUESTIONS.
FAILURE TO DO SO MAY RESULT IN A DELAY OF INVOICE PAYMENTS.

MANDATORY DROP SHIP PROCEDURE

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Your shipments to any other location will require you to follow this procedure.

If you are an ASN/ERS supplier:

1. Only ONE ASN document per email
2. A copy of the ANS documentation, Bill of Lading and a signed Proof of Delivery (POD) must be scanned and emailed to our Drop Ship Coordinator at dscoordinator.landa@baesystems.com
Subject line of e-mail must include: Your company name, PO # and ASN # or packing slip #
3. Body of email must include your contact information in case there are any issues that need resolved

If you are not an ASN/ERS supplier:

1. Only ONE Packing Slip per email
2. A copy of the Packing Slip, Bill of Lading and a signed POD must be scanned and emailed to our Drop Ship Coordinator at dscoordinator.landa@baesystems.com
Subject line of e-mail must include: Your company name, PO # and ASN # or packing slip #
3. Body of email must include your contact information in case there are any issues that need resolved
4. Packing slip must include:
 - a. BAE Systems Purchase Order Number
 - b. The complete BAE Systems Part Number as reflected on Purchase Order
 - c. The Purchase Order line where the Part Number was located on the Purchase Order
 - d. A unique and clearly annotated Packing Slip number
5. Do not send Invoice to A/P until after this packing slip and bill of lading have been emailed to Drop Ship Coordinator. Sending Invoice in advance will only result in further delays.

Only send paperwork for drop ship locations. Do not send paperwork for a NON-drop ship location.

Anyone involved with the "Ship in Place" process will always email a copy of the packing slip or ASN documentation (Drop Ship or Not) to the Drop Ship Coordinator.

Please forward this notice to all appropriate company personnel.