

Suppliers must follow these instructions unless otherwise directed or **could be charged back the freight cost & other applicable fees.**

~~Always refer to the [Supplier Website](#) (under Downloads) for the most current Routing instructions and Terms & Conditions ~~

**ANY QUESTIONS PLEASE CONTACT [PNS.TRANSPORTATION@BAESYSTEMS.US](mailto:PNS.TRANSPORTATION@BAESYSTEMS.US) OR YOUR BUYER**

## PARCEL SHIPMENTS

-- Select value --

-- Select Value --

- ES - CON
- ES - GEO
- ES - NSS
- ES - USD
- IS
- PS - CMS
- PS - MS
- PS - OSI

### ALLYN INTERNATIONAL [ALA Web \(allynintl.com\)](http://AllynWeb(allynintl.com))

Shipments **NOT skidded** and **less than 50 lbs.** (up to 3 combined packages not exceeding a total weight of 150 lbs.). If daily shipments exceed these limits the load should be palletized and shipped LTL.

THIS INCLUDES DIMENSIONAL WEIGHT IF APPLICABLE.

### Fed Ex Ground is the approved service

- If you do not have access to Allyn International, please send a request to [PnS.Transportation@baesystems.us](mailto:PnS.Transportation@baesystems.us).
- 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

[Allyn User Guide](#). Please see User guide for instructions to create a label in the Parcel Module.(Can be requested through [PnS.Transportation@baesystems.us](mailto:PnS.Transportation@baesystems.us).)

- Please make sure you are selecting the correct [BAE Systems Location](#) for billing applicable to your Purchase Order, if you are unsure, please contact [PNS.TRANSPORTATION@BAESYSTEMS.US](mailto:PNS.TRANSPORTATION@BAESYSTEMS.US) or your buyer.

## FREIGHT SHIPMENTS

\* 3RD PARTY BILL TO

Select --

- BAE Systems - Controls
- BAE Systems - Geoint
- BAE Systems - Nashua
- BAE Systems - York
- BAE Systems - Intelligence and Security
- BAE Systems - Norfolk Maritime Solutions
- BAE Systems - San Diego Maritime Solutions
- BAE Systems - Jacksonville Maritime Solutions
- BAE Systems - GPS
- BAE Systems - Ordnance Systems

### RYDER LOGISTICS ([Ryder](#) | [Control Tower](#) )

- LESS THAN TRUCKLOAD – (LTL)
- TRUCKLOAD – (TL) Cargo Vans, Box Trucks, 53’ Dry Vans, Flatbeds, and Drop Decks etc.
- HEAVYWEIGHT AIR & EXPEDITED SHIPMENTS
  - (PREMIUM FREIGHT # REQUIRED FOR [BAE SYSTEMS – YORK](#) REQUEST AT [PNS.TRANSPORTATION@BAESYSTEMS.US](mailto:PNS.TRANSPORTATION@BAESYSTEMS.US))

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

- BAE Systems PO number and line number or Other Charge number **MUST** be in the “BAE Systems Reference” field in the appropriate format
- BAE Suppliers must email Ryder at [BAE@Ryder.com](mailto:BAE@Ryder.com) to obtain account setup instructions for freight shipments*
- If RYDER ENTRY is unavailable, other communication options are: (1) email [BAE@RYDER.COM](mailto:BAE@RYDER.COM) or (2) 1-855-RYDERBAE (1-855-793-3722).*

[Ryder User Guide](#). Please see User guide for instructions to create a BOL in the Ryder TMS.(Can be requested through [PnS.Transportation@baesystems.us](mailto:PnS.Transportation@baesystems.us).)

- Please make sure you are selecting the correct [BAE Systems Location](#) for billing applicable to your Purchase Order, if you are unsure, please contact [PNS.TRANSPORTATION@BAESYSTEMS.US](mailto:PNS.TRANSPORTATION@BAESYSTEMS.US) or your buyer.

**BAE Systems Inc Domestic Routing Instructions****PACKAGING REQUIREMENTS****Packaging and Packing List:**

- ✓ A complete packing list shall be attached to the inside of the container.
- ✓ Each item/part number must match the purchase order, for example if there is an extension it must be referenced as such Part Number 123456\*01.
- ✓ Each item must be packaged in a separate container and identified with BAE part number and quantity.
- ✓ SELLER shall mark containers or packages with necessary lifting, loading, and shipping information.
- ✓ Commingling of parts will not be accepted.

**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)

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

**Any orders placed from a US Supplier drop shipping to a BAE location, the US Supplier must be the importer of record if the shipment is imported into the US.**

**BAE is not the importer of record for any shipments bought with a domestic supplier and drop shipping from outside the US. The supplier in the US would be the importer and is responsible for customs clearance.**

## BAE Systems Inc International Routing Instructions

### 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
  - ✓ Packaging requirements BAE Systems IESI is a member of the US CTPAT program. All suppliers are required to insure our goods are compliant with CTPAT regulations [CTPAT Trade Compliance | U.S. Customs and Border Protection](#)
  - ✓ Please use plastic pallets or non coniferous wood according ISPM-15

### GENERAL INSTRUCTIONS

If the terms of your order are different than stated in this document, contact the BAE Systems 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. 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: [Wood Packaging Material | Animal and Plant Health Inspection Service](#).

- When an item needs to be returned to BAE Systems, please contact your BAE personnel to have an RMA issued with return instructions included.
- When shipping items less than 50 lbs., please use [ALLYN INTERNATIONAL ALA Web \(allynintl.com\)](#) **and ensure to select the Broker Select Option and list the broker noted on page 4.**
- When shipping items 50 lbs. or greater, or palletized freight, please contact your local Expeditors for pick up.

### COMMERCIAL INVOICE REQUIREMENTS

- ✓ The BAE Systems Purchase Order and line number or Contract Number
- ✓ The applicable Harmonized Tariff Schedule number(s) to the 6th 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

**BAE Systems Inc International Routing Instructions****CUSTOMS  
BROKERS****Expeditors:**

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

Dulles, VA: 45080 Old Ox Road, Suite 120 Dulles, VA 20166; Phone (703) 318-9797

Louisville, KY: 4801 Commerce Crossings Drive, Louisville, KY 40229; Phone (502) 367-6700

Eagan, MN: 1245 Trapp Road, Suite 100, Eagan, MN 55121; Phone (651) 683-9922

Peabody, MA: 795 Jubilee Drive, Peabody, MA 01960; Phone (978) 531-0001

Chicago, IL: 849 Thomas Drive, Bensenville, IL 60106; Phone (630) 595-3770

Aurora, CO: 12200 E Iliff Avenue, Ste 202 Aurora, CO 80014 Phone (303) 537-6100

**IMPORT  
DOCUMENTS**

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

**Electronic Systems**

ES US Defense: [es.import@baesystems.us](mailto:es.import@baesystems.us)

ES Controls: ES Endicott: [nyen.enimports@baesystems.us](mailto:nyen.enimports@baesystems.us) ;ES Ft. Wayne: [fwimports.infw.@baesystems.us](mailto:fwimports.infw.@baesystems.us)

ES GEOINT: [es.import@baesystems.us](mailto:es.import@baesystems.us)

ES NSS: [es.import@baesystems.us](mailto:es.import@baesystems.us)

**EMPOWERED  
OFFICIALS****Platforms & Services**

Contact your Buyer

**Intelligence & Security**

I&S: [internationaltrade.is@baesystems.us](mailto:internationaltrade.is@baesystems.us)

**Space & Mission Systems**

SMS: [janet.phillips@baesystems.us](mailto:janet.phillips@baesystems.us)

