

ROUTING GUIDE – DOMESTIC and INTERNATIONAL (External Supplier version)

These instructions apply to all General Dynamics Mission Systems (GDMS) locations. This document supersedes all prior versions and is binding unless specific written authorization to deviate is granted. Failure to comply with these instructions may result in all freight charges being assessed back to the shipper.

FedEx and DHL account numbers can be found in the SCM Desktop (Internal links – GDMS FedEx Account number master list). Questions on other carrier account numbers or billing should be directed to the Transportation Department at your location (or the location you are shipping to). See below for location contacts.

TABLE OF CONTENTS

- A. General shipping instructions
- B. Marking instructions for all shipments
- C. Packing instructions
- D. Definitions
- E. Domestic Routing Matrix
- F. International shipping instructions
- G. International Routing Matrix
- H. Importer Numbers and POCs at Locations for Imports

A. General shipping instructions

1. All freight bills must contain either:

1. The billing string charge number provided on the PO which may include the program department number and/or project/task freight charge number, job number... such as (A5730-012908-9009)
2. GDMS purchase order number.
3. Name of the party the shipment is the "Attention To".

Carrier invoices received that do not contain this data may be billed back to the shipper. The freight charges for drop shipments should be third party billed to GDMS. Enter all required data on the Bill of Lading to identify GDMS as the responsible party for payment of the freight charge.

2. **Do not declare the value** of or insure our freight in excess of the carriers stated standard liability without authorization. If value is declared without prior GDMS authorization, the shipper may be debited for the excess valuation charges plus an administrative fee.

3. Always **ship freight collect** when freight is GDMS responsibility (carrier account number is required to successfully bill collect). Prepay and addition of freight charges to shipper's invoices are prohibited and will be disallowed.

4. F.O.B. (UCCoUS) or international INCOTERMS® Rule must be as stated on the purchase order. When GDMS bears the freight expense, only the carrier and mode listed on the purchase order are to be used. Domestic shipments sent by an unauthorized carrier will automatically change terms to F.O.B. destination for matters regarding liability and claims filing and may be charged back to the shipper.

5. Collect on delivery (COD) shipments are not authorized and will be refused.

6. Shipments of hazardous materials must be packed, marked, labeled and shipped in accordance with applicable U.S. Government and carrier regulations and tariffs AND must include SDS/Transportation Data Sheets

7. For domestic shipments the normal transportation mode will be via surface carriers. Only the GDMS buyer will authorize premium transportation which is airfreight, air express, padded van and exclusive use of truckload carrier.

8. When supplier deliveries are behind schedule, GDMS may require shipment by premium transportation as instructed by the duly authorized GDMS purchase order. The supplier will absorb all additional shipping costs. If shipments are sent freight collect, the supplier may be debited the freight cost plus an administrative fee.

9. Ship only via GDMS designated carriers listed in these instructions. If shipments are not sent via GDMS designated carriers, the shipper may be charged back plus an added administrative fee.

B. Marking Instructions for all shipments

1. All labels must show the following:

- a. Shipper's name and address
- b. Consignee's name and address
- c. GDMS purchase order number or the project/task for billing/receiving purposes.
- d. Carton number (e.g. 1 of 5 etc.)

2. A packing list shall accompany each shipment. It shall be securely attached to the outside of the #1 container or inside the box. The packing list shall contain the following:

- a. Packing Slip number

- b. GDMS purchase order number
- c. Purchase order line item number or the project/task for billing/receiving purposes.
- d. GDMS part number, description of item(s) including the revision number.
- e. Quantity shipped
- f. Unit of measure
- g. Serial number(s) if applicable.
- h. Shipper's name

C. Packing Instructions

1. Packaging should be done in accordance with ASTM 3951D, Best Commercial Practices unless otherwise specified. This practice establishes minimum requirements for packaging of supplies and equipment exclusive of ammunitions, explosives and hazardous materials which are covered in Title 49 of the Code of Federal Regulations.

Note: If reusing packaging, remove or cover old existing labels.

2. Shipper is responsible for compliance with all regulations regarding shipments of hazardous materials as published by U.S. Department of Transportation and IATA.

3. 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.

4. 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 the shipper.

D. Definitions:

Parcel carriers: small packages less than 250 pounds (113 kg). Can be via AIR or GROUND





Less than truckload shipping or less than load (LTL): is the transportation of palletized freight going GROUND. Generally, 6 standard size pallets or less per shipment otherwise it may be a Truckload.



Air freight shipments: are very similar to LTL shipments in terms of size and packaging requirements. However, AIR freight or air cargo shipments typically need to move at much faster speeds to meet required delivery dates.

Truckload carriers: move freight that is loaded into or on a semi-trailer. Semi-trailers are typically between 26 and 53 feet (7.92 and 16.15 m) and require a substantial amount of freight to make such transportation economical.

E. Domestic Routing Matrix

DOMESTIC SHIPMENTS

CARRIER	MAX WGT	MAX LENGTH	MAX HEIGHT	MAX WIDTH	OVERALL GIRTH	PHONE #	LINK TO WEBSITE
Small Package (individual boxes under 70 lbs not palletized) (aggregate multi-piece up to 499 lbs not palletized) Ground & Air 							
Federal Express & Ground	0 - 70 lbs Multi/pc ship 499 lbs Max	119"	N/A	N/A	165"	800-GO FEDEX	www.fedex.com
Ground Freight (LTL-Less Than Load) over 150 lbs/palletized- less than 6 pallets <i>NOTE: FEDEX Freight & XPO are NOT GDMS Preferred LTL carriers</i> 							
ABF Freight	Over 500 lbs palletized	324"	110"	96"	N/A	800-610-5544	www.abf.com
UPS Freight	Over 500 lbs palletized	324"	110"	96"	N/A	800-722-1130	www.upsfreight.com
YRC	Over 500 lbs palletized	324"	110"	96"	N/A	800-610-6500	www.yrc.com
Regional Ground Freight (LTL-Less Than Load) over 500 lbs/palletized- less than 6 pallets <i>NOTE: Regional is defined as a smaller geographic area like Southeast United States vs. Coast to Coast National coverage.</i> 							
Southeastern Freight Lines (regional) Southeast United States	Over 500 lbs palletized	324"	110"	96"	N/A	800-637-7335	www.sefl.com
Holland North Central US to Mid Central US region	Over 500 lbs palletized	324"	110"	96"	N/A	866-465-5263	www.hollandregional.com
USF Reddaway Entire Western US – (except New Mexico)	Over 500 lbs palletized	324"	110"	96"	N/A	866-465-5263	www.reddawayregional.com
New Penn	Over 500 lbs palletized	324"	110"	96"	N/A	800-285-5000	www.newpenn.com
Expedited Air Freight over 450 lbs/palletized 							
CRANE (prime)	450 - 2000 lbs	119"	70"	48"	300"	877-460-7447	www.craneww.com
CEVA Logistics (Back up)	450 - 2000 lbs	119"	70"	48"	300"	866-228-3607	www.cevalogistics.com
Expedited Heavy Weight Air Domestic – Palletized 70 to 449 lbs							

FedEx Heavy Weight	70- 449 lbs palletized	119"	70"	80"		800-332-0807	www.fedex.com/en-us/shipping/freight-services/overnight-freight
 Truck Load (over 6 pallets of material)– contact local shipping contact for questions							
Anderson (ATS) Transport	N/A	N/A	N/A	N/A	N/A	888-274-1829	www.atssureway.com
Coyote	N/A	N/A	N/A	N/A	N/A	generaldynamics@coyote.com	www.coyote.com
Mercer	N/A	N/A	N/A	N/A	N/A	800-654-4879	www.mercer-trans.com
XPO	N/A	N/A	N/A	N/A	N/A	XPOGD@xpo.com	www.xpo.com
CARRIER	MAX WGT	MAX LENGTH	MAX HEIGHT	MAX WIDTH	OVERALL GIRTH	PHONE #	LINK TO WEBSITE
URGENT EXPEDITED Small Package (individual boxes under 70 lbs not palletized) VERY EXPENSIVE only to be used on Line Shutdowns where authorized							
							
UPS Next Day Air Early (delivered by 8:00am)	0 - 70 lbs	119"	N/A	N/A	165"	800-PICKUPS	www.ups.com

F. International shipping instructions

International Inbound Routing Guide For:

- **General Dynamics Mission Systems, Inc. (GDMS);**
- **GPS Source; and**
- **Janteq Corporation; Collectively called “GDMS and its affiliates”.**

These instructions are for use by international customers, suppliers, and/or GDMS and its affiliates’ employees shipping items to the United States.

To ensure shipments are handled and cleared through U.S. Customs properly, please follow the instructions below when making a shipment from outside the United States.

1. Ship-To Address On All Required Documentation

General Dynamics Mission Systems *(or enter the GDMS U.S. affiliate business name)*
Attention: *(enter employee name and phone number)*
(Enter street address, city, state and zip code)
USA

2. Broker Selection/Identification On All Required Documentation

Expeditors International is the **only authorized** Customs Broker for GDMS and its affiliates listed above.

No other Customs Broker is authorized to clear goods on behalf of GDMS and its affiliates without written approval from the GDMS Office of Import/Export Compliance ([OIEC](#)) Department.

The following information should be placed in the “Special Instructions”, “Broker Select” box, or “Description” box of the air waybill and on the shipment’s commercial invoice:

“Notify Customs Broker: Expeditors International
Email: general.dynamics@expeditors.com
Phone: 602-437-8877”

Please note that failure to identify our Customs Broker on the air waybill could result in a clearance delay, storage charges, or potentially the rejection of the shipment and its return to the sender/shipper.

3. Declaring a Value

When shipping an item back to the U.S. to GDMS and its affiliates, it is critical that the correct, full value (usually the international sell price or equivalent) be declared on the air waybill and the invoice/packing list for U.S. Customs purposes. Value must be based on the purchase price, price paid or payable, transaction value, international sale price, or fair market value, if not sold. If all charges (freight, insurance, commissions, containers, etc.) are not included in the invoice price, they must be itemized by name and amount on the invoice. **Using a value of \$0 is not acceptable.** However, a note on the paperwork can be included that the value is for U.S. Customs purposes only.

4. Multiple Shipments

Shippers should consolidate multiple packages on the same air waybill if shipped on the same day.

5. Purchase Orders - Third Party/Drop Shipments

GDMS and its affiliates **do not** accept drop shipments or third party shipments from overseas. When purchase orders are placed with U.S. suppliers, any import from a foreign manufacturer or facility will be the responsibility of the U.S. supplier. Any exceptions or special circumstances require prior approval from GDMS [OIEC](#) Department.

6. Documentation Requirements

The documentation required to process imports is a commercial invoice or proforma invoice, packing list and an air waybill. The following information is required for all inbound U.S. Customs clearances and should be contained on the shipping documents.

- a. Name and address and phone number of seller/shipper
- b. Name and address of GDMS ship to location including broker notification. See *Broker Selection/Identification in Section 1 above.*
- c. Invoice or Packing list number
- d. Description of merchandise (include part number and serial number when applicable)
- e. Quantities shipped
- f. Value (must be in U.S. dollars) of each item (purchase price, market value, etc.)
- g. Country of origin (place manufactured). If U.S. Origin, see *"U.S. Origin Goods Returned to the U.S." in Section 7 below.*
- h. Terms of Sale and INCOTERMS®
- i. Purchase order or RMA number [All returns for repair must have an RMA number listed on the carton and commercial invoice or it will be refused.]
- j. Reason for shipment (i.e., pursuant to a purchase, return for repair, return for warranty repair, return after demonstration, etc.)
- k. Contact name and number for both seller/shipper and ship to
- l. Details of any Department of State or Commerce licenses or exemptions that may apply. See *"U.S. Government Requirements" in Section 9 below.*

- m. Government contract number (if applicable)
- n. Total number of cartons and weight in kilograms

7. U.S. Origin Goods Returned to the U.S.

For U.S. origin goods to the United States, the following statement must appear on the shipment invoice, when true:

“ We declare that to the best of our knowledge and belief the articles wherein specified were exported from the United States and that they are being returned without having been advanced in value or improved in condition by any process of manufacturer or other means.”

8. Returning Goods to the U.S. after Repair Overseas

Prior approval from GDMS and its affiliates is required before returning repaired goods back to the U.S. Please coordinate the approval with the buyer or [OIEC](#) Department.

9. U.S. Government Requirements

There may be special requirements for goods being returned to the U.S. after having been previously exported from the U.S. Please contact GDMS [OIEC](#) Department prior to shipping items in order to complete any specific government marking, licensing and/or processing requirements that must be complied with before the items are shipped to the U.S.

10. GDMS Import Coordinators

Please email the details of the shipment and copies of the shipping documents to GDMS Import Coordinators. On the subject line, please add the **Shipper’s Company Name, PO/RMA# and GDMS location** to:

Import@gd-ms.com [Former AIS based sites](#)
ImportAZ@gd-ms.com [Scottsdale based sites](#)
ImportMA@gd-ms.com [Taunton based sites](#)

11. GDMS OIEC Department

For any questions or requests for prior approvals, please email:
export.import.compliance@gd-ms.com

G. International Routing Matrix

INTERNATIONAL SHIPMENTS							
CARRIER	MAX WGT	MAX LENGT H	MAX HEIGH T	MAX WIDT H	OVERALL GIRTH	PHONE #	LINK TO WEBSITE
Intl Small Package (under 250 lbs)							
DHL Express (prime)	0 – 150 lbs	119"	N/A	N/A	165"	800-CALL-DHL	www.dhl.com
Federal Express (secondary)	0-150 lbs					800-GO-FEDEX	www.fedex.com
USPS APO/FPO/DPO Registered or Express Mail (OUTBOUND ONLY – for Classified)	0 - 70 lbs	N/A	N/A	N/A	108"	800-ASK-USPS	www.usps.com
Intl Expedited Air Freight (over 250 lbs) Call for shipments over 2000 lbs.							
DHL Express (prime)	250 - 2000 lbs	119"	70"	48"	300"	800-CALL-DHL	www.dhl.com
Crane Worldwide (back-up) (HAZMAT Prime)	250 - 2000 lbs	119"	70"	48"	300"	877-460-7447	www.crane.com
Intl Ground Freight (LTL)							
UPS Freight	N/A	324"	110"	96"	N/A	800-722-1130	www.upsfreight.com
YRC	N/A	324"	110"	96"	N/A	800-610-6500	http://www.yrc.com/
Ocean Transport or Multi Modal Segment – contact your local Shipping/Transportation							

G. Importer EIN numbers and POCs at Locations for Imports

Locations:	Importer Number:	Suffix:	Shared Email Box	POC	No.
General Dynamics Mission Systems, Inc. 12450 Fair Lakes Circle (Headquarters) Fairfax, VA 22033	45-0484950	00	import@gd-ms.com	Terry Mason (John Noyes and Gia Cook backup)	1
General Dynamics Mission Systems, Inc. 8201 East McDowell Road Scottsdale, AZ 85257	45-0484950	HP	importaz@gd-ms.com	Karen Kinney	2
General Dynamics Mission Systems, Inc. 400 John Quincy Adams Road Taunton, MA 02780-1069	45-0484950	TM	ImportMA@gd-ms.com	Mike Cream George Figueredo	3
General Dynamics Mission Systems, Inc. 8220 East Roosevelt Road Scottsdale, AZ 85257	45-0484950	RP	importaz@gd-ms.com	Karen Kinney	4
General Dynamics Mission Systems, Inc. 1700 Magnavox Way, Suite 200 Fort Wayne, IN 46804-1538	45-0484950	FW	importaz@gd-ms.com	Karen Kinney	5

General Dynamics Mission Systems, Inc. 6000 Technology Drive, Bldg. 6 (C & T) Huntsville, AL 35805	45-0484950	HA	importaz@gd-ms.com	Karen Kinney	6
General Dynamics Mission Systems, Inc. 12001 Research Parkway, Suite 500 Orlando, FL 32826	45-0484950	FL	importaz@gd-ms.com	Karen Kinney	7
General Dynamics Mission Systems, Inc. 4600 Research Park Circle Las Cruces, NM 88001	45-0484950	LC	importaz@gd-ms.com	Karen Kinney	8
General Dynamics Mission Systems, Inc. 2730 Sidney Street Building 2, Suite 310 Pittsburgh, PA 15203	45-0484950	PP	importaz@gd-ms.com	Karen Kinney	9
General Dynamics Mission Systems, Inc. 8800 Queen Ave, South Bloomington, MN 55431	45-0484950	BM	import@gd-ms.com	John Noyes	10
General Dynamics Mission Systems, Inc. Bldg 108 Saipan, STE 105 Wahiawa, HI 96786	45-0484950	WH			11
General Dynamics Mission Systems, Inc. Fort Hood 3800 Terminal Ave, Bldg 3820 Ft Hood, TX 76544	45-0484950	FH	ImportMA@gd-ms.com	Mike Cream George Figueredo	12
General Dynamics Mission Systems, Inc. Fort Bragg Butner & Letterman sts Ft Bragg, NC 28307	45-0484950	FB	ImportMA@gd-ms.com	Mike Cream George Figueredo	13
General Dynamics Mission Systems, Inc. Fort Lewis Rainer Drive Bldg 9564 Ft Lewis, WA 98433	45-0484950	WA	ImportMA@gd-ms.com	Mike Cream George Figueredo	14
General Dynamics Mission Systems, Inc. Fort Gordon Brant Hall, Bldg 25810 Ft Gordon, GA 30905	45-0484950	FG	ImportMA@gd-ms.com	Mike Cream George Figueredo	15
General Dynamics Mission Systems, Inc. 4235 Forcum Avenue McClellan, CA 95652	45-0484950	MC	import@gd-ms.com	John Noyes	16
General Dynamics Mission Systems, Inc. 401 West 35 th St. National City, CA 91950	45-0484950	CN	import@gd-ms.com	John Noyes	17
General Dynamics Mission Systems, Inc. 1330 Inverness Drive, Suite 250 Colorado Springs, CO 80910	45-0484950	CS	import@gd-ms.com	Gia Cook John Noyes	18

General Dynamics Mission Systems, Inc. 1201 M Street SW Washington D.C. 20003	45-0484950	DC	import@gd-ms.com	John Noyes (GDEB facility)	19
General Dynamics Mission Systems, Inc. 9555 Kaunuali'i Highway, Suite #105 Waimea, Kauai, HI 96796	45-0484950	WM	import@gd-ms.com	John Noyes	20
General Dynamics Mission Systems, Inc. 100 Plastics Avenue, OP-1 Pittsfield, MA 01201	45-0484950	PM	import@gd-ms.com	John Noyes (Gia Cook backup)	21
General Dynamics Mission Systems, Inc. 100 Plastics Avenue, OP-2 Pittsfield, MA 01201	45-0484950	MP	import@gd-ms.com	John Noyes (Gia Cook backup)	22
General Dynamics Mission Systems, Inc. 540 Merrill Road, OP-3 Pittsfield, MA 01201	45-0484950	MM	import@gd-ms.com	John Noyes (Gia Cook backup)	23
General Dynamics Mission Systems, Inc. 2721 Technology Drive Annapolis Junction, MD 20701	45-0484950	AJ	ImportMA@gd-ms.com	Mike Cream George Figueredo	24
General Dynamics Mission Systems, Inc. 10925 Pump House Road Annapolis Junction, MD 20701	45-0484950	AM	ImportMA@gd-ms.com	Mike Cream George Figueredo	25
General Dynamics Mission Systems, Inc. 1340 Ashton Road Hanover, MD 21076	45-0484950	HM			26
General Dynamics Mission Systems, Inc. 7483 Candlewood Road Hanover, MD 21076	45-0484950	MD			27
General Dynamics Mission Systems, Inc. 11300 Hampshire Avenue Bloomington, MN 55438	45-0484950	QM	import@gd-ms.com	John Noyes	28
General Dynamics Mission Systems, Inc. 3801 Boren Drive Greensboro, NC 27407	45-0484950	GN	import@gd-ms.com	John Noyes (Gia Cook backup)	29
General Dynamics Mission Systems, Inc. 4747 McConnell Center Drive Greensboro, NC 27405 (new location)	45-0484950	NC	import@gd-ms.com	John Noyes (Gia Cook backup)	30
General Dynamics Mission Systems, Inc. 5440 Millstream Road McLeansville, NC 27301	45-0484950	LN	import@gd-ms.com	John Noyes (Gia Cook backup)	31
General Dynamics Mission Systems, Inc. 7220 US Highway 158 Stokesdale, NC 27357	45-0484950	ND	import@gd-ms.com	John Noyes	32
General Dynamics Mission Systems, Inc. 7-9 Vreeland Road Florham Park, NJ 07932	45-0484950	FN	import@gd-ms.com	Terry Mason (John Noyes backup)	33

General Dynamics Mission Systems, Inc. 3810 Concorde Parkway, Suite 800 Chantilly, VA 20151	45-0484950	VC	import@gd-ms.com	Gia Cook (John Noyes backup)	34
General Dynamics Mission Systems, Inc. 540 Huntmar Park Herndon, VA 20170	45-0484950	HV	import@gd-ms.com	Gia Cook	35
General Dynamics Mission Systems, Inc. 10455 White Granite Drive Oakton, VA 22124	45-0484950	VT	import@gd-ms.com	Gia Cook	36
General Dynamics Mission Systems, Inc. 10467 White Granite Drive Oakton, VA 22124	45-0484950	WV	import@gd-ms.com	Gia Cook	37
General Dynamics Mission Systems, Inc. 2688 Orchard Parkway San Jose, CA 95134	45-0484950	CA	import@gd-ms.com	Gia Cook (John Noyes backup)	38
General Dynamics Mission Systems, Inc. 150 Rustcraft Road Dedham, MA 02026	45-0484950	DM	ImportMA@gd-ms.com	Mike Cream George Figueredo	39
General Dynamics Mission Systems, Inc. 6245 Guardian Gateway, Suite 106 Aberdeen Proving Ground, MD 21005	45-0484950	AP	ImportMA@gd-ms.com	Mike Cream George Figueredo	40
General Dynamics Mission Systems, Inc. 1150 Los Angeles Road, Building 6005 Kings Bay, GA 31547	45-0484950	KB	import@gd-ms.com	John Noyes	41
General Dynamics Mission Systems, Inc. 6401 Skipjack Circle, Room 124 Silverdale, WA 98315	45-0484950	SW	import@gd-ms.com	John Noyes	42
General Dynamics Mission Systems, Inc. 872 West Heritage Park Blvd, Suite 230 Layton, UT 84041	45-0484950	LU	import@gd-ms.com	John Noyes	43
General Dynamics Mission Systems, Inc. 30665 Country Road 49N Loxley, AL 36551	45-0484950	LA	import@gd-ms.com	John Noyes	44
General Dynamics Mission Systems, Inc. 553 South Street Quincy, MA 02169 (formerly Bluefin Robotics)	45-0484950	QU	import@gd-ms.com	John Noyes Amy Caruso	45
General Dynamics Mission Systems, Inc. 325 Brunswick Lane Marion, VA 24354	45-0484950	MV	import@gd-ms.com	Terry Mason (Amy Caruso and Vivian Kassouf backup)	46
General Dynamics Mission Systems, Inc. 6717 AL Hwy 157 Cullman, AL 35057	45-0484950	AL	import@gd-ms.com	Vivian Kassouf (Gia Cook backup)	47