

Boeing Enterprise Domestic Shipment Routing Instructions

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Boeing Enterprise Domestic Shipment Routing Instructions

Background

These instructions supersede and take precedence over all previously issued routing instructions.

Any questions concerning these instructions should be directed to Boeing Supply Chain Logistics site focal.

Application

The routing instructions on this website apply to Boeing supplier inbound Collect - F.O.B. Origin **parts, material, and tooling shipments** destined for Boeing locations in the United States listed in these instructions. All other destination deliveries cannot be made until the supplier contacts the appropriate Boeing Supply Chain Logistics site focal for shipping and billing details.

Implications

If the seller fails to comply with these routing instructions, the seller is liable for excess charges or reversal of freight charges or both and a **\$100 administrative fee**. Boeing Accounts Payable will deduct these charges from its payment to the seller.

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SHIPMENTS ARE ALWAYS ROUTED VIA BOEING APPROVED CARRIERS WITH FREIGHT CHARGES BILLED TO BOEING (usually stated in Purchase Order under TERMS as):

Third Party Billing

Third Party Billing applies to shipments made from suppliers to non-Boeing destinations or Boeing off-site locations and are invoiced to the Boeing Co.

On Third Party Billing shipments, the Supplier **MUST**:

- Determine which Boeing site generated the Purchase Order and call that site's [Supply Chain Logistics](#) focal for carrier and account number.
- Include the following information on shipping documents:
 - The Boeing Purchase Order in the reference field on the bill of lading and/or air waybill, and other shipping documents (as applicable).
 - Complete "Ship To" address.
 - The appropriate Boeing carrier and account number.

Should shipper fail to include information in the shipping documents as described above, the shipper will be invoiced for all freight charges.

FOB Shipping Terms

Free on Board (FOB) – Legal term used to designate the place at which the transfer of ownership (Title of Goods) takes place.

FOB Origin – Transfer of ownership occurs at Seller's point of loading. Boeing is responsible for freight costs. Boeing is responsible for loss and/or damage. Boeing designates the carrier. **Seller must ship freight collect to Boeing.**

FOB Destination – Transfer of ownership occurs at the Boeing/designated receiving dock. Seller is responsible for freight costs (must ship prepaid). Seller is responsible for loss and/or damage to goods while in transit. Seller designates carriers.

Preferred Terms-FOB Origin – Effectively utilizes negotiated corporate agreements and discounts with our carriers. Assures Boeing to control and reduce transportation (freight) costs. Selection of safe and established carriers.

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Standard Routing Instructions

For Freight Documents

Shipper/Seller must reference the following information on all freight documents, including the carrier documents (e.g., waybill, bill of lading, airway bill):

- Any applicable Boeing purchase order and contract numbers.
- Purchase order line item numbers.
- When applicable, the premium authorization number issued by Boeing.
- Appropriate Boeing carrier account number by location when applicable.
- If known, please provide the jurisdiction designation of commodities that are being shipped, i.e. Export Administration Regulations (EAR) or the International Traffic in Arms Regulations (ITAR).

For shipments

- Boeing item number(s) & Purchase Orders must appear on all packing sheets.
- Do not insure or declare value on any shipment.
- Consolidate items shipped on one day to the same destination on one air bill or bill of lading.
- Combine multiple part numbers and purchase orders in one shipping container or on one pallet when items are being shipped to the same destination.
- Palletize shipments that consist of a number of small containers of comparable size and high density that are difficult to handle and for which the gross weight exceeds 100 pounds. Review Boeing packing instructions under Common and General Special Provisions.
- Base the routing on total aggregate (e.g., dimensional and gross) weight, not on the weight of each package.
- Any one piece over 121 inches in length should be shipped as a single piece on its own separate air bill.
- All suppliers and users must use the carrier selection tool in the Ground / Surface Transportation section Less than Truck Load (LTL) Carriers for carrier determination.

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- For less than truckload (LTL) shipments over 5000 lbs. or over 15 feet in length, supplier must contact Supply Chain Logistics.
- Ensure that shipments of dangerous goods comply with the current codes of
 - Code of Federal Regulation – Title 49 Part 100-185
 - U.S. Department of Transportation (DOT)

Responsibilities—Boeing

- Boeing does not reimburse the shipper, seller, or supplier for prepay and add shipment charges and handling charges.
- Boeing does not accept Cash On Delivery (COD) shipments.

General Notes

- Surface Routings are normally more economical and the preferred method of shipping. Air routings should be used by exception (see below – Premium Transportation Authorization). If required, 2nd Day Air routings are preferred, if non-regional, and are more economical than Next Day Air routings.
- Puget Sound Washington Suppliers are to contact Boeing Licensed Transportation at 253-657-9655 for Boeing-paid shipments originating in the Puget Sound region and destined for a Puget Sound Boeing location.
- Suppliers or shippers may not use Boeing materials, parts or tooling account numbers for mail or any shipments of marketing or promotional materials (such as exhibits, brochures, data, etc.)
- FedEx Express, FedEx Ground, and UPS account numbers can be used for both air and ground services.
- If a PO, Contract number and applicable PO Line Item Number(s) is not specified on an airway bill or bill of lading, the freight invoice will be returned to the carrier for rebill to the shipper or to file a debit memo against the supplier.
- Dimensional weight must be considered when choosing an air carrier:
 - Dimensional weight formula (length x width x height) divided by 194. Boeing will be charged for the greater of the two (actual weight vs. dimensional weight).
 - Boeing Supply Chain Logistics should be notified when the actual weight and or dimensional weight exceed 150 pounds for overnight

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and 250 pounds for second day air shipments and the size exceed 130" in Length plus Girth (L + 2W + 2H).

- Any one piece over 121 inches in length should be considered for surface transportation.

Premium Transportation Authorization

Premium transportation must be coordinated between Supply Chain Logistics and the Boeing Procurement Agent. Shipments are to comply with the premium authorization terms of the purchase order. Any exceptions must be approved by a Boeing Procurement Agent.

Boeing Procurement Agents shall use the following forms to authorize premium freight:

- Premium Transportation Authorization – Form MD-2236.
To be used by all regions except Puget Sound
- Premium Freight Authorization Data online form
Only for BCA Puget Sound, BCA – ERP related shipments, excluding 787 program related shipments.
- Premium Transportation Notice - Form D150008000
All other Puget Sound divisions, besides Boeing BCA

Premium transportation authorization is required on all shipments involving:

- Changes from surface to air routing
- Air Routings – Next Day Air shipments over 150 lbs., 2nd Day air shipments over 250 lbs., and all air shipments where the length exceeds 120 inches and width and height exceeds 60 inches.
- Expedited Specials – chartered air, counter-to-counter service, guaranteed air/truck service, and same day air.
- Surface Routings – exclusive use trucks, same day pickups and deliveries, and team driver requests.
- **Air Charter Service:**
 - An air charter call center has been established to schedule and coordinate all charter requirements. Its imperative that correct individuals are contacted. See below contact information.
 - An air charter request form must be completed. Access form at:

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http://traffic-services.web.boeing.com/famodata/SupplyChainLogistics/documents/Air_Charter.xls.

Contact Information

Puget Sound /Seattle Area WA

Vickie Currie – Primary contact Tele: 425-965-2542 cell: 206-498-0659
Kyle Burns - Backup contact Tele: 206-544-1881 cell: 206-755-7249

Southern CA

Torrance:
Abby Olguin Tele: 310-972-7246 cell: 310-971-0583

All other CA sites:
Shaun Meshkin Cell: 562-244-8417

Philadelphia PA
Mike Kilburn Tele: 610-591-3740 cell: 610-742-2998

Rest of the Country
Shaun Meshkin Cell: 562-244-8417
Vickie Currie Tele: 425-965-2542 cell: 206-498-0659

Exception – all legitimate MICAP's, AOG's and Launch Critical shipments are exempt. However, Supply Chain Logistics should be contacted when specialized transportation is required to determine the most advantageous carrier and mode.

When to Contact Supply Chain Logistics

Call [Supply Chain Logistics](#) when requirements for specialized transportation arise, including, but not limited to, the following kinds of shipments:

- Chartered
- Classified
- Electronics
- Counter-to-counter airfreight
- Next flight out
- Explosives
- Dangerous goods
- Team Driver requirements
- Same day or courier delivery
- Value of shipment greater than \$5 million
- Oversized
- Temperature Controlled
- LTL over 5000 lbs or greater than 15 feet
- Shipments with no instructions
- Third-party or drop shipments

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How to Contact Supply Chain Logistics

Contacts for Shared Services Group (SSG) Supply Chain Logistics are listed in the following table.

Location	Contact	Telephone Number	Fax Number	E-mail
Anaheim, CA	Julie Villarrial	714-762-1569	714-762-3228	julie.a.villarrial@boeing.com
El Segundo, CA	Mascha Chai	310-364-7472	310-416-3130	mascha.chai@boeing.com
Houston, TX	Dreddy Walker	281-244-4171	281-244-3074	dreddy.l.walker@boeing.com
Huntington Beach, CA	Abel Martinez	714-896-4570	714-896-3142	abelardo.martinez@boeing.com
Huntsville, AL	Dean V. Ferguson J. Barry Gosnell Keisha Mitchell	256-464-4120 256-461-5798 256-461-5363	256-461-5803 256-461-5803	dean.v.ferguson@boeing.com john.b.gosnell@boeing.com keisha.m.mitchell@boeing.com
Long Beach, California (Commercial - CAS)	Chris Ernst	310-972-7252	310-972-7265	christopher.d.ernst@boeing.com
Long Beach, California (Military IDS)	Rex Shin	562-496-5103	562-497-5553	rexford.y.shin@boeing.com
Macon, GA	Barry Davis	478-952-3516	478-952-3516	barry.k.davis@boeing.com
Mesa, AZ	Corey Copple Gloria Dias Mark Madrid Aubrey Woolsey Roy Chambers Chris Ford	480-891-0550 480-891-0530 480-891-0547 480-891-0544 480-891-0548 480-891-1559	480-891-5996	corey.copple@boeing.com gloria.d.dias@boeing.com mark.madrid@boeing.com aubrey.a.woolsey@boeing.com roy.l.chambers@boeing.com christopher.c.ford@boeing.com
Oklahoma City, OK	Paul Burroughs	405-739-1165	405-739-1095	paul.g.burroughs@boeing.com
Portland, OR	Ken Tracy	503-674-4159	503-669-4092	kenneth.g.tracy@boeing.com
Philadelphia, PA	Mike Kilburn	610-591-3740	610-591-3781	mike.a.kilburn@boeing.com
Salt Lake City, UT	Spencer Hill	801-537-6571	801-537-5878	spencer.p.hill@boeing.com
Seal Beach, CA	Brian Dube	562-797-4338	562-797-4387	brian.c.dube@boeing.com
Seattle, WA (Puget Sound)	Kristin Thomas	206-930-0680	206-544-1934	kristin.j.thomas@boeing.com
St. Louis, MO	Diane Moore Mehndi Bommarito	314-234-3861 314-232-7157	314-232-9830	diane.moore@boeing.com melinda.r.bommarito@boeing.com
Torrance, CA (LADC)	1 st Shift Martin Morales 2 nd Shift	310-972-7249	310-972-7265	martin.a.morales@boeing.com

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Location	Contact	Telephone Number	Fax Number	E-mail
	Tonya Wells	310-972-7254	310-972-7265	tonya.r.wells@boeing.com
Wichita, KS	Lyle Winters	316-977-3147	316-977-2837	lyle.r.winters@boeing.com

Ground / Surface Transportation

1 – 150 lbs.			
All areas and states – carrier account number required – see Reference Guide			
UPS Ground	(800) 742-5877	Collect or Third Party Billing to Boeing	UPS Ground Map
FedEx Ground	(800) 463-3339	Collect or Third Party Billing to Boeing	FedEx Ground Map

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151 to 5,000 lbs				
Less than Truck Load (LTL) Carriers				
YRC North American Transportation Inc.				
	New Penn	(800) 285-5000	Collect or Third Party Billing to Boeing	New Penn
	Reimer Express	(877) 330-3321	Collect or Third Party Billing to Boeing	YRC Reimer
	Roadway	(800) 257-2837	Collect or Third Party Billing to Boeing	Roadway
	USF Holland	(800) 465-5263	Collect or Third Party Billing to Boeing	USF Holland
	USF Reddaway	(800) 395-1360	Collect or Third Party Billing to Boeing	USF Reddaway
	Yellow Transportation	(800) 610-6500	Collect or Third Party Billing to Boeing	Yellow Transportation
Federal Express Companies				
	FedEx Freight West (Regional up to 600 miles)	(800) 845-4647	Collect or Third Party Billing to Boeing	FedEx Freight Map Regional up to 600 miles
	FedEx Freight East (Regional up to 600 miles)	(866) 393-4585	Collect or Third Party Billing to Boeing	FedEx Freight Map Regional up to 600 miles
	FedEx Freight National	(800)-274-9099	Collect or Third Party Billing to Boeing	FedEx National LTL Services
<p>Shipments over 15 feet in length, supplier must call Boeing Supply Chain Logistics focal.</p> <p>For assistance in determining proper shipment mode, contact Supply Chain Logistics.</p>				

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5,001 lbs. and over	
All areas and states – carrier account number not required	
Call Supply Chain Logistics Full Truckload Focals	
Marcus Kinton	Cell: 562-810-5913
Kris Thomas	Tele: 206-544-1893 cell: 206-930-0680
Diane Moore	Tele: 314-234-3861
Lyle Winters	Tele: 316-977-3147 cell: 316-393-4734
Group Email Box	grpssgtraffictruck@boeing.com
 Full Truckload Call Center transition to Ryder Logistics 	
<p>Boeing is transitioning its Full Truckload Call Center activities to Ryder Logistics on 4/21/2008. Only suppliers who have been trained on the Ryder On-Line system should submit their FTL shipment requirements through Ryder On-Line web enabled application for processing and carrier assignments at http://ryderonline.ryder.com/ryderonline/rydertrac/splash. Suppliers must make sure they have a User Identification and Password to access Ryder On-Line system.</p> <p>Contact Ryder Call Center if you have any issues with scheduling your FTL shipments, Boeing@Ryder.com telephone no: 866-382-0666.</p>	

Air Transportation

Regional LTL truck carriers may provide overnight service up to 600 miles.

Deferred, 2 nd Day and Overnight Air			
Carrier account number required – see Reference Guide			
Letter, 1 – 150 lbs.	FedEx - Express	(800) 463-3339	Collect or Third Party Billing to Boeing
Over 150 lbs.	BAX Global - Primary UPS-SCS -Secondary	(800) 225-5229 (800) 582-9777	Collect or Third Party Billing to Boeing
<ul style="list-style-type: none"> BAX Saver provides a 3-5 day service. This is a preferred routing for shipments weighing over 150 lbs. If schedule permits, all air shipments over 150 lbs. should be routed via BAX Saver. FedEx Express Saver (3 day service) or FedEx 2-Day service should be used, as schedule permits, on all air shipments 1 – 150 lbs. FedEx Standard Overnight shall be used on the Express Package Service type (next day or overnight service) shipments. 			

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- **Saturday Delivery** - When Saturday delivery is required, "Saturday Delivery" must be stated on the shipper and the air waybill, or the shipment will be delivered the next business day.

Dimensional weight must be considered when choosing an air carrier:

- FedEx - Express – the size limits for shipments between U.S. points:
 - Not to exceed 108"L or 130" total in Length plus Girth (L + 2W + 2H).
 - No single package can exceed 150 pounds
- Bax and UPS-SCS Shipments:
 - Dimensional formula (length x width x height) divided by 194. Boeing will be charged for the greater of the two (actual weight vs. dimensional weight).
 - Any one piece over 121 inches in length should be shipped on a separate air bill by itself.

Routing Instructions and Account Numbers

The Shipment Routing Instructions previously found in this location are sensitive in nature have been moved to the Supplier Portal.

If you have a Supplier Portal account, you can log on [here](#).

For more information about acquiring a Supplier Portal account, click [here](#).