

I. DOMESTIC SHIPMENT ROUTING INSTRUCTIONS FOR PRATT & WHITNEY ROCKETDYNE INC. PARTS, MATERIAL, TOOLING AND DATA ONLY

A. Background

1. These instructions apply to all inbound and 3rd Party shipments for parts, data, material, and tooling purchased and/or owned by Pratt & Whitney Rocketdyne Inc. (PWR).
2. These instructions supersede and take precedence over all previous routing instructions issued.
3. **Any questions concerning these instructions should be directed to Pratt & Whitney Rocketdyne (PWR) Inc. Traffic Management personnel at the telephone numbers listed in Paragraph III. Contact the personnel listed for the receiving PWR location.**

****NOTICE****

4. Deviations to these instructions must be provided in writing by PWR Traffic Management personnel only.
5. Shipping authority's failure to comply with these instructions may result in liability for excess freight charges and responsibility for loss and/or damage, and a **\$100.00 administrative expense.**

B. PWR Shipping Requirements

1. The shipping authority (i.e. seller, vendor, subcontractor, designated shipper) shall:
 - a. assure that appropriate levels of preservation and packaging have been met.
 - b. contract with carriers listed in this instruction using FOB Origin (see Para. I.C.1).

****IMPORTANT****

- c. include the PWR purchase order number, or cost accounting provided by PWR on all shipment documents (airbill, bill of lading, waybill, and packing lists)

- d. **not** insure or declare value on any shipment.
- e. Base all routings on total aggregate (gross) weight, **not** "per package" weight.
- f. provide PWR purchase order line items numbers on all packing sheets.
- g. call Traffic Management for any shipment over 5000 lbs. and/or over 28 ft. long.
- h. consolidate items to be shipped the same day to the same destination.

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2. Prepay & Add shipments/charges (including handling charges) are **not** authorized and shipping authority will not be reimbursed.
3. C.O.D. Shipments **will not** be accepted.
4. The carrier used shall be determined by the requirements specified in this instruction. Any question concerning shipping not answered herein can be answered by PWR Traffic Management for the receiving location listed in this instruction.
5. Third Party Billing"- Shipments that are made from one shipping authority for PWR to another shall be billed with PWR as "Third Party billing". The originating shipping authority must include the PWR purchase order number or PWR provided cost account number in a shipping document "reference field" or in the body of the description block of the shipping document, bill of lading, airbill, or waybill.

C. Definitions for Free On Board (FOB) terminology:

Term used to designate physical location of materials where the transfer of ownership (Title of Goods) takes place.

1. FOB origin is a contracted preferred term utilized in negotiated corporate agreements with PWR contracted carriers. Use of this term assures PWR control and reduction of transportation costs.
 - a. PWR is responsible for freight costs when all requirements listed in this instruction are met.
 - b. PWR designates and contracts with its preferred carriers as specified in this instruction.
 - c. PWR is responsible for loss and/or damage of the freight while in transit.
2. FOB Destination is a term defining transfer of ownership at PWR designated receiving locations.
 - a. Seller is responsible for freight costs and must ship "Prepaid".
 - b. Seller is responsible for loss and/or damage to goods while in transit for FOB Destination specified shipments.
 - c. Seller designates and contracts with their preferred carriers.

II. SHIPMENT ROUTING INSTRUCTIONS

A. Determine process required for shipping.

1. Size and weight of the items
2. Delivery Time Constraints (When is this to be delivered?)
3. Shipper's location
4. Other shipping parameters.
 - a. What is the fragility?
 - b. Is this considered Dangerous Goods (Hazardous Material)?

****IMPORTANT****

B. Local Routing: For routing of material that is located in San Diego, Orange, Los Angeles, Riverside, San Bernardino, Kern, Ventura , and Santa Barbara Counties California, the shipper shall call Traffic Management at (818) 586-6294 or (818) 586-7032 for a pickup by a PWR company truck unless "will call" service is not provided.

C. National and Regional Surface Routings:

Less than Truckload (LTL) ground shipments are typically more economical and the preferred method of shipping.

1. **1 – 150 pound shipments (2-5 days transit time)**

All areas and states – carrier account number required

- FedEx Ground (800) 463-3339 (collect to PWR)

2. **151 – 5000 pound LTL shipments** (for packages over 28 ft. long must call Traffic Management at the receiving location) 2-5 days transit time.

- FedEx Freight West (800) 845-4647 (collect to PWR)

3. **5001 pound or heavier shipments, oversize material, and other Full Truckload requirements**, call PWR Traffic Management at the receiving facility (see para. III)

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D. National and Regional Routing by Air:

1. Expedited shipments by air **should be avoided**. It is most cost effective when a 2nd day or 3 day service is contracted. (See pages [7 & 8](#))
2. Call PWR Traffic Management for all shipments where the package length exceeds 120 inches, and the width or height exceeds 60 inches.
 - a. **1 – 20 pounds shipped by air:** (2nd and 3rd day shipments)
 - FedEx Express (800) 463-3339 (See page [8](#))
 - b. **21 – 150 pounds shipped by air:** (2nd and 3rd day)
 - UPS Supply (800) 582-9777 (collect to PWR) **preferred** Chain Solutions
 - DB Schenker (formerly Bax Global) (800)225-5229 (collect to PWR)
3. **Air Routings for items over 150 lbs.** should be prepared only when directed by Traffic Management at the receiving PWR facility. *Overnight shipments must be coordinated through your buyer. NOTE: Buyers must comply with procedure PWR 5.8.1 "Traffic Services".

III. PWR TRAFFIC MANAGEMENT CONTACTS

A. Traffic Management Contacts for Southern California Receiving Locations

1. Max Tom, (818) 586-6294
2. Rick Denning, Manager (818) 586-7032
3. **Mailing address:** Pratt & Whitney Rocketdyne Inc.,
P.O. Box 7922, M/S QA-35, Canoga Park, CA. 91309
4. **Shipping address:** Pratt & Whitney Rocketdyne Inc .,
9001 Lurline Ave, Bldg. 106 Receiving, Chatsworth, CA. 91311
4. **Freight billing address:** Pratt & Whitney Rocketdyne Inc.,
P.O. Box 7922, Traffic Services. M/S QA-35, Canoga Park, CA. 91309

B. Traffic Management Contacts for Stennis Space Center, Mississippi, Receiving Locations

HOURS OF OPERATION: (Monday – Thursday 6:30 AM – 5:00 PM)

1. Pete Lamb (Shipping/Traffic) (228) 813-1565
2. Jean Rushing (Shipping/Traffic) (228) 813-1561
3. Renee (Lawrence) Cuevas (Buyer) (228) 813-1522

Mailing and Shipping address:

Pratt & Whitney Rocketdyne Inc.
John C. Stennis Space Center, Bldg 9101
Stennis Space Center, MS. 39529

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Freight Billing address:

Pratt & Whitney Rocketdyne Inc.
P.O. Box 7922
Traffic Services, M/S QA-35
Canoga Park, CA. 91309

C. Traffic Management Contacts for Kennedy Space Center, Florida, Receiving Locations

HOURS OF OPERATION: (Monday – Friday 6:30 AM – 5:00 PM)

1. Steve Keeler (321) 861-7106

Mailing and Shipping address:

United Space Alliance
Bldg K6-1547 Shuttle Warehouse
Kennedy Space Center, FL. 32899

Freight Billing address:

Pratt & Whitney Rocketdyne Inc.
P.O. Box 7922
Traffic Services, M/S QA-35
Canoga Park, CA. 91309

D. Traffic Management Contacts for Huntsville Alabama, Receiving Locations

HOURS OF OPERATION: (Monday – Friday 6:30 AM – 5:00 PM)

1. Donna White (256) 971-4552

Mailing and Shipping address:

Pratt & Whitney Inc.
555 Discovery Dr.
Huntsville, AL. 35806

Freight Billing Address:

Pratt & Whitney Rocketdyne Inc.
P.O. Box 7922
Traffic Services, M/S QA-35
Canoga Park, CA. 91309

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IV. PWR APPROVED CARRIER LISTING WITH ACCOUNT NUMBERS

RCVG LOCATION	9001 Lurline Ave. Chatsworth, CA 91311	Stennis Space Center, MS. 39529		555 Discovery Dr. Huntsville, AL 35806	Kennedy Space Center. FL. 32899	
		Bldg 3202	Bldg 9101		Shuttle Whse K6-1547	O & C Bldg Rm 1082
Fedex Express Ground	Collect to Pratt & Whitney Rocketdyne, Inc. P.O. Box 7922 Canoga Park, CA 91309					
DB Schenker (formerly Bax Global)	556874242	556874253	556874264	556874275	644480480	556874286
UPS Supply Chain Solutions	700211758	601962392	601962392			
Fedex Freight	Collect to Pratt & Whitney Rocketdyne, Inc. P.O. Box 7922 Canoga Park, CA 91309					

If further assistance is required, contact the Pratt & Whitney Rocketdyne Inc. Traffic Office in Chatsworth, CA., (Para. III.A.1 and III.A.2)

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DOMESTIC GROUND SHIPMENTS
*****PREFERRED SHIPPING METHOD*****



Domestic Small Parcel (under 150 lbs.)
No specific time frame

FedEx Ground is the carrier of choice for small parcel ground shipments. Please ensure your department Cost Center, Buyer Code or WBS number is referenced in the shipment reference field. Reference information is necessary for proper freight allocation.

INTERNATIONAL SHIPMENTS



Small Parcel International Express (under 150 lbs)
Non-licensable material

DHL International Express - Former DHL CorporateShip Users will have access to their previously assigned ID and password. Approved users will have International access only for this program. This program is only to be used to generate an air waybill. Please contact the export department for the appropriate export documentation. **DO NOT USE DHL FOR DOMESTIC SHIPMENTS**. Cost Center information is required. Reference information is necessary for proper freight allocation

DHL ONLINE SCREENSHOTS

Fields marked with an asterisk (*) are required.

Copy my last shipment: Fill in all fields with the same information as my last shipment. I can change them if necessary.

Find Receiver by Receiver ID

Receiver id Personal

1 What is your destination country?

Destination country* BELGIUM

Dutiable shipments with a single commodity valued over \$2500 USD to BELGIUM may require you to file an EEI. If your shipment requires you to file an EEI please visit the Electronic Export File.

[Go to Electronic Export File](#)

Customs*

Value: 25 USD

Non dutiable [Help me decide](#)

Dutiable

EEI

ITN

FTR

Non Dutiable <\$2500

4 What are you shipping?

Shipment date Thursday, February 19

Package

How many packages do you need to send? 1

Enter weight/dimensions for each package

Package type* DHL Other Packaging

Weight* 25 lbs [Help me estimate weight and dimensions](#)

Dimensions W H (inches) [Why enter dimensions?](#)

Cost Center Number 400144

Commercial Invoice Create a Commercial Invoice, even for non-dutiable shipments.

Description*

5 Do you need anything else?

DHL pickup/drop-off* DHL drop-off [Find drop-off location](#)

DHL pickup [Select One](#)

Pickup location based on From section address.

Pickup date*

Package ready time*

Pickup package no later than* [Why is this important?](#)

Instructions

Number of packages

Estimated total weight for this pickup* lbs.

****REQUIRED**
Cost Center**

DOMESTIC AIR SHIPMENTS



**Small Parcel Domestic Express (under 150 lbs.)
Non-licensable material
Any expedite method (Overnight, 2 day, etc.)**

FedEx Ship Admin Online System is required. Please remember that any shipment with FedEx Small Parcel is considered "expedite" and must therefore reference a PTA (Premium Transportation Authorization) number for each shipment. When completing the airbill, the PTA number will be required in the shipping Invoice Number Field of the online waybill. Please call Ryder OMC to obtain a PTA number at **(800) 961-0989 (Option 1 then Option 4)**. Also, in Your Reference Field, please remember to input your Cost Center number for billing allocation of freight. Reference information is necessary for proper freight allocation.

FedEx ONLINE SCREEN SHOTS

The screenshot shows the FedEx Ship Admin Online System form. It is divided into several sections: 1. From, 2. To, 4. Billing Details, Special Services (optional), E-mail Notifications (optional), and Rates & Transit Times (optional). The '2. To' section contains fields for Country/Location, Company, Contact name, Address 1, Address 2, City, State, ZIP, and Phone no. The '4. Billing Details' section contains fields for Bill transportation to, Your reference, P.O. no., Invoice no., and Department no. A red circle highlights the 'Your reference' field (containing 400207) and the 'Invoice no.' field (containing 4002070904750). A red callout box with the text '**REQUIRED** Cost Center' points to the 'Your reference' field. Another red callout box with the text '**REQUIRED** PTA# Call Ryder OMC' points to the 'Invoice no.' field. The form also includes checkboxes for 'Perform detailed address check', 'This is a residence', and 'Save new recipient in address book'. There are 'Help' and 'Edit' buttons for each section.

SUPPLIES

Supplies can be ordered directly online from any tool listed above. They will be delivered to your location free of charge. Please make sure you keep your shipping address up to date in your profile.