

GDLS Routing Instructions

LAST UPDATE: July 20, 2010 changes highlighted in **(RED)**

To All General Dynamics Land Systems (GDLS) Suppliers
(Not Applicable to GDLS Canada Suppliers)

These instructions apply to all General Dynamics Land Systems United States locations. This document supersedes all prior versions and is binding, unless specific written authorization to deviate is granted by the Traffic Department ONLY. Failure to comply with these instructions may result in all freight charges being assessed back to the supplier.

Transportation

General Dynamics has for many years supplied Routing Instructions to show the accepted and approved carriers, for each mode of transportation, that are to be used to transport inbound shipments to our facilities or to third party destinations on our behalf. These Routing Instructions are designed to convey to our supplier base the desired carriers with whom we have negotiated contracts. These contracts are not just based on cost, which includes low rates and incentives, but they take into consideration service, tracking systems, a low claims ratio, payment arrangements, a close rapport and networks that satisfy our total logistics needs on a worldwide basis. The cost of doing business has increased dramatically and transportation and logistics rates have been a high contributor, especially with the flow down of fleet modernization and high security costs to the consumer.

Included on this website are the latest Routing Instructions which must be adhered to. Penalties for noncompliance and the use of unapproved carriers are shown therein. These Routing Instructions are updated periodically and **it is the supplier's responsibility to check for updates via this website.**

Please note: The Purchase Order or the Blanket Order dictates the "ship to" address. Please ensure you read and understand for which plant the parts are destined and ship to the correct "ship to" destination shown. **The Accounting address is also shown (Lima, Ohio). This is not necessarily the "ship to" address.**

Shipments that are sent to the wrong plant in error will now be debited from your account, without warning. The total transportation costs of all shipments sent to the incorrect destination, as well as the cost of the shipment to the correct destination, will be charged back. This will help mitigate our handling costs to reroute these shipments. Please read the PO "release" on blanket orders and not the purchase order as the "ship to" address can change. For non-blanket purchase orders the "ship to" address is firm and cannot change unless you receive written authorization to ship to a different destination by your GDLS Buyer.

Please also be aware of our early and late shipment policies.

Early Shipments

Shipments may be received up to ten (10) working days in advance of the Purchase Order scheduled date without penalty. Shipments received earlier than 10 days in advance could be returned at your expense.

Late Shipments

There is zero tolerance for late shipments. A shipment is considered late if it exceeds the **delivery** date indicated on the Purchase Order.

Early and late shipments are a measurement that GDLS Supply Chain Management uses and takes into consideration when we solicit bids and place purchased awards. So please, in your own interest, abide by

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the Purchase Order schedule. If a Buyer asks you to ship early, insist on a Purchase Order schedule change before making the shipment.

Packing Slip Issues

Please insure that all boxes and containers have the correct packing slips with them, and the packing slip is stamped with your Inspection Delegation (ID) stamp or our Inspector's stamp (where appropriate). It is advantageous to have an additional packing slip attached to the outside of the container and, with multiple containers; you should indicate which container houses the packing slip.

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 General Dynamic's authorization, the supplier may be debited for the excess valuation charges plus an administrative fee.

Purchase Order Number

In order to identify the package contents quickly and sort appropriately, we are requesting that you include the Purchase Order Number on your shipping address label or the regular address label when shipping by truck.

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Failure to adhere to this approved carrier listing will result in the shipper's account being debited for the full cost of the shipment without prior notification.

Normal Freight

DOMESTIC FREIGHT			
Weight	Carrier	Phone	Mode
1 lb. to 150 lbs.	FED EX (GROUND)	800-463-3339	Small Package
151 lbs. to 14,000 lbs.	UPS Freight	800-333-7400	Less than Truckload
Greater than 14,000 lbs.	Landstar (Rich Rohn - Agent)	888-528-5679	Full Truckload

Please see Note 10 for Federal Express Shipping Instructions.

CANADIAN FREIGHT (To GDLS - US locations ONLY)			
Weight	Carrier	Phone	Mode
1 lb. to 150 lbs.	DHL	800-225-5345	Small Package
151 lbs. to 14,000 lbs.	UPS Freight	800-333-7400	Less than Truckload
Greater than 14,000 lbs.	Landstar (Rich Rohn - Agent)	888-528-5679	Full Truckload

INTERNATIONAL FREIGHT (excluding Canada)			
Weight	Carrier	Phone	Mode
1 lb. to 150 lbs.	DHL	800-225-5345	Small Package
Greater than 150 lbs.	CEVA Logistics	866-228-3607	International Heavy Weight Air
Greater than 150 lbs.	CEVA Logistics	866-228-3607	Ocean

Customs Brokerage

CUSTOMS BROKERAGE			
Brokerage Type	Carrier	Phone	Mode
Canada to US Ground Freight Brokerage	DHL Global Forwarding	877-345-0333	Northern Border Customs
Small Package Customs Brokerage	DHL	800-225-5345	Small Package Customs
Air Freight Customs Brokerage	CEVA Logistics	866-228-3607	Heavy Weight Air Customs

Please see Note 5 for International Shipping Documentation.

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Account Numbers

Both **Federal Express** and **DHL** will require a GDLS Account Number to be billed when making shipments.

UPS Freight Shipments will only require you to bill "**COLLECT**" or "**THIRD PARTY**" (See Note 3) no account number is needed.

You will need a **PASSWORD** to access the General Dynamics Land Systems Account Numbers; this password is available on the front page of the iSupplier Portal.

<http://iSupplier.gdls.com>

General Dynamics Land Systems Account Numbers can be accessed by clicking on the link below.

[GDLS Account Numbers](#)

Expedite Freight

You must contact your GDLS Buyer for Expedite instructions, and approval.

Packaging

General Dynamics Land Systems requires the supplier to use best standard practice for commercial packaging unless otherwise specified. This practice establishes minimum requirements for packaging of supplies and equipment, exclusive of ammunition, explosives, or hazardous materials, as covered in Title 49 of the Code of Federal Regulations. If there are mil-spec packaging requirements, these will be called out in the purchase order.

The AMERICAN SOCIETY FOR TESTING AND MATERIAL has a two-page standard that is available from a reprint of the Annual Book of ASTM. This is a copyright publication. ASTM has a web site where this standard can be purchased. The site is www.astm.org. Search for individual standards and enter D3951, then scroll to bottom for price and order information.

GDLS's goal, in conjunction with our suppliers, is to have the product arrive on time, with zero deficiencies. Using this best standard practice gives you the latitude to package the product in a manner that best suits your needs and that will deliver the product to the proper destination safely and with no damage. The carriers will accept goods marked and packaged according to the National Motor Freight Classification (NMFC) rules 580-687.

Supplier Packaging **MUST** be compliant with the guidelines stated in; the Purchase Order Terms & Conditions, Attachment F – Packing & Identification, part 2.0, the ASTM standard D3951, and the NMFC rules.

Damaged freight that is the result of insufficient packaging will be the supplier's responsibility.

Advanced Shipment Notification

An Advance Shipment Notice (ASN) is used to alert your GDLS Buyer/Planner when you are shipping against a PO.

ASN's are transmitted within the iSupplier portal. If you do not have access to the iSupplier portal please contact your GDLS Buyer.

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<http://iSupplier.gdls.com>

For instructions on creating an ASN, consult the "Working with PO's" instructions in the iSupplier portal. The ASN instructions can be found on pages 80-98.

Additional Notes

- Note 1: Small Package – Please ship "Collect" or "Bill to receiver". Do not "Prepay". You will also need to reference the Small Package account number for the location you are shipping to.
- Note 2: Less Than Truckload (LTL) – Ship "Collect" to plant destination, Do not "Prepay". For Third Party Billing see Note 3.
- Note 3: Third Party Billing – If product is transported between two Third Party locations, neither of which is a General Dynamics Land Systems facility listed in these routing instructions, the following applies: Billing should be "Bill Third Party Collect to:
- General Dynamics Land Systems
c/o Data 2 Logistics
6053 S. Fashion Square Drive Suite 120
Salt Lake City, UT 84107
801-287-8400 ext 100**
- Note 4: Bill of Lading – **All LTL orders shipped on one day and to one location must be combined on a single Bill of Lading.** Use commodity descriptions consistent with the provisions of the National Motor Freight Classifications
- Note 5: International Shipping Documentation – **You will need to add your Government Contract number and associated Delivery Order, as well as the appropriate ITAR authorization on all shipping documents including the Bill of Lading.** Failure to do so will result in a delay in transit times and possible fines and penalties.
- Note 6: Customs Brokerage – Shipments made with using DHL will be cleared by DHL (800-225-5345) shipments made using **CEVA Logistics** will be customs cleared by **CEVA Logistics** (866-228-3607). Customs brokerage for the Northern U.S. border will be handled by **DHL Global Forwarding (877-345-0333).**
- Note 7: Shipments consigned to GDLS-Canada should be imported in GDLS-Canada's name by Russell A. Farrow. Shipments consigned directly to Canadian suppliers of GDLS-US, should be re-directed to the consignee's customs broker.
- Note 8: Wood Packaging Requirements - Supplier will be responsible for compliance with the international phytosanitary standard (ISPM 15) regulated by the Animal and Plant Health and Inspections Services (APHIS) regarding Wood Packaging Materials (WPM). These regulations as governed by the US Department of Agriculture became effective to US imports on September 14, 2005. Treatment and marking of WPM will apply to pallets, skids, crates, dunnage, etc. used for imports to any General Dynamics Land Systems facility in the US and/or any other participating countries.
- Note 9: **Shipments to General Dynamics Land Systems warehouses:** If you are making a shipment to a GDLS warehouse you must consign the shipment to General Dynamics Land Systems. For example a shipment going to the Menlo warehouse in Lima, OH should be consigned as follows:

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Ship to:
General Dynamics Land Systems
c/o Menlo Logistics
2050 N. Sugar Street
Lima, OH 45801

DO NOT CONSIGN SHIPMENTS DIRECTLY TO MENLO LOGISTICS OR BR WILLIAMS WAREHOUSES; ALWAYS CONSIGN TO GENERAL DYNAMICS LAND SYSTEMS, CARE OF (C/O) MENLO LOGISTICS OR BR WILLIAMS TRUCKING.

Note 10: Federal Express Shipping Instructions

Package size requirements

FedEx Ground[®] and FedEx Express[®] shipments can weigh up to 150 lbs. and measure 165" in length plus girth (L + 2H + 2W).

Shipper responsibility

Under this arrangement, freight charges will be invoiced directly to GDLS, while additional fees associated with your FedEx packages (including weekly pickup fees, where applicable) will be invoiced to the shipper's account. If your company has established a daily FedEx pickup, additional fees will not apply.

Your shipper account number

You will need your own FedEx account number for pickup and routing purposes when shipping via FedEx to our facilities. This account number will not be billed for regular transportation charges. If you do not have an account number, go to **fedex.com**, or call 1.800.GoFedEx 1.800.463.3339 to set one up.

Create a label

To ship via FedEx Ground[®] using the Bill Recipient option, you will need to create a label to attach to your shipment. Labels can be generated with FedEx Ship Manager[®] at fedex.com or with FedEx Ship Manager hardware or software, or with your own automated shipping platform. (See attached job aids for more information.)

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When shipping inbound to any GDLS – US location:

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- Select FedEx Ground for the service type. Note: if FedEx Express® is indicated on your Purchase Order, select FedEx Express and the service type.
- Select “Recipient” in the “Bill transportation to” field.
- Enter the GDLS recipient account number in the “Account no.” field. (See link above to obtain account number.)
- Enter the GDLS Purchase Order number in the “Your reference” field for all shipments. **The Purchase Order is a required entry.**
- **DO NOT** enter a Declared Value for Carriage.

4. Billing Details		Help	Hide
* Bill transportation to	Recipient		
* Account no.	123456789		
Your reference	PO Number		
		More reference field	

Schedule a pickup

Schedule your package pickup online at fedex.com, or call 1.800.GoFedEx 1.800.463.3339 (and say “schedule a pickup”). **Shippers will be responsible for all pickup fees.** If you do not already have a regular FedEx Ground pickup time, your pickup needs to be scheduled one day in advance. FedEx Express pickups can be scheduled the same day.

FedEx Ground Pickup Fees
\$9 per week when weekly shipping charges are \$60 or more
\$13 per week when weekly shipping charges are less than \$60
<i>Avoid pickup fees by dropping off your package at a FedEx drop-off location. To locate the nearest drop-off location, go to fedex.com or call 1.800.GoFedEx 1.800.463.3339 (and say “find FedEx locations”).</i>

Get assistance

Shipping information is available at fedex.com, or you can call 1.800.GoFedEx 1.800.463.3339 anytime.

Note 11: If you have any questions regarding a specific GDLS order, please contact your GDLS buyer.

Any questions regarding these Routing Instructions should be directed to:

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Sr. Representative, Supply Chain Management
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