

	SUBJECT:	EFFECTIVE DATE: 04/14/2023	REVISION: F
	PROCUREMENT SHIPPING INSTRUCTIONS	PROCESS NUMBER: PC-097	PAGE 1 OF 2

- TO: ULTRA MARITIME BRAINTREE SUPPLIERS
- SUBJECT: PROCUREMENT SHIPPING INSTRUCTIONS, STANDARD AND PREMIUM FREIGHT FOR ALL ULTRA MARITIME BRAINTREE FACILITIES (INCLUDES CHANTILLY VA AND WAKE FOREST NC)

These instructions supersede all previous PC-097 revisions and must be followed for all material purchased FOB Shipping Point. Any deviations must be cleared with the Ultra Maritime Buyer prior to shipment.

ADDITIONAL COSTS RESULTING FROM FAILURE TO FOLLOW INSTRUCTIONS WILL BE DEBITED TO YOUR ACCOUNT

FREIGHT CHARGES: For all shipments under 100lbs, please use FedEx # **282169380** unless otherwise instructed by the Buyer. For shipments over 100lbs, please contact the buyer for instructions.

Always indicate number of shipping containers, weight of each carton, and the carrier's name. Reference the Ultra Maritime purchase order number on the bill of lading or shipping label. For premium freight, when authorized, see instructions on page two.

INSURANCE: DO NOT INSURE or declare value of shipments under \$500,000. For amounts in excess, call the Ultra Maritime Buyer referenced on the purchase order.

CONSOLIDATION OF SHIPMENTS: Consolidate as a single shipment all shipments for each Ultra Maritime location to be forwarded on the same day. Ship to the address noted on Purchase Order.

EARLY SHIPMENTS: THE PROMISE DATE LISTED ON THIS PURCHASE ORDER IS THE REQUIRED DOCK DATE FOR RECEIPT OF MATERIALS. ALL DELIVERIES GREATER THAN 10 CALENDAR DAYS PRIOR TO THE PURCHASE ORDER PROMISE DATE MUST BE PRE-APPROVED BY THE ULTRA MARITIME BUYER. A SIGNED CHANGE ORDER MUST BE IN PLACE TO DOCUMENT THE DELIVERY CHANGE. ULTRA MARITIME MAY REFUSE SHIPMENT IF DELIVERIES ARRIVE ON DOCK OUTSIDE THE 10 DAY WINDOW.

PACKAGING: All material shall be packaged in accordance with best commercial practice and in compliance with the Purchase Order. Shipments received damaged, due to improper packing, are subject to rejection and may be returned at your expense.

Anti-tamper tape will be provided for specific items. The buyer will reference required use on the purchase order.

UNCLASSIFIED, UNCONTROLLED COPY

This document is only under control when accessed through Agile or the company SharePoint site. Once printed, this document is no longer controlled.

	SUBJECT:	EFFECTIVE DATE:	REVISION:
	PROCUREMENT SHIPPING INSTRUCTIONS	04/14/2023	F
		PROCESS NUMBER:	PAGE 2 OF 2
		PC-097	

CLASSIFIED MATERIAL: For safeguarding classified material, ship in accordance with 32 CFR Part 17, “The NISPOM Rule”. If any questions, contact buyer for instruction.

MARKING: All labels must show:

- Supplier’s Name and Address
- “Ship To” Address
- Ultra Maritime P.O. Number
- Box Number / Number of Boxes

Packing List must accompany each shipment, indicating the following information:

- Ultra Maritime P.O. Number
- Ultra Maritime Part Number
- P.O. Line-Item Number
- Description of Material
- Quantity Shipped

Any Certificate of Compliance should be attached to the Packing List. One set of the Packing List must be attached to the outside of package #1 in a protected envelope.

PREMIUM FREIGHT: Air freight or other premium transportation at Ultra Maritime expense is to be used **only** when authorized by the buyer.

For shipments over 100 pounds, contact the Ultra Maritime Buyer who issued the Order. Ultra Maritime will coordinate shipments or advise alternate direction.

All International Shipments will be at Ultra Maritime expense: Please contact the buyer for instruction.

UNCLASSIFIED, UNCONTROLLED COPY

This document is only under control when accessed through Agile or the company SharePoint site. Once printed, this document is no longer controlled.