

Boeing Enterprise Domestic Shipment Routing Instructions
Applies to all freight for which Boeing is being invoiced.

Distribution of this document should be on a need-to-know basis.

Revision Date: February 3, 2012

[Background](#)2
[Application](#)2
[Exclusions](#)2
[Implications](#)2
[When to Contact Supply Chain Logistics](#)2
[Ground/Surface Transportation](#)3
[Air Transportation](#)3
[Third Party Billing](#)6
[Standard Routing Instructions](#)6
[Expedite/Premium Transportation Authorization](#)6
[How to Contact Supply Chain Logistics](#)7
[FOB Shipping Terms](#)9
[Packaging Instructions](#)10

Current revisions for this Document

Date	Revision	Revised by
February 3, 2012	Updated contact and account info for GGDC	SCL
January 3, 2012	Changed admin fee information under Implications, pg 2	SCL/BDS
January 3, 2012	Changed Header Application wording	SCL
January 3, 2012	Added BDS SM P-Cards to Exclusions, pg 2	BDS

Boeing Enterprise Domestic Shipment Routing Instructions

Applies to all freight for which Boeing is being invoiced.

Background

These instructions supersede and take precedence over all previously issued routing instructions regarding domestic U.S. shipments. Any questions concerning these instructions should be directed to a Boeing [Supply Chain Logistics focal](#).

Boeing reserves the right to update contact names, phone numbers, and carrier account numbers at any time.

The carrier account information is only to be shared with those individuals that either manage or prepare the shipment documentation. Account information must not be shared with any party not responsible for the management and preparation of these shipments. In addition, any printed copies of these instructions are only valid for 6 months after revision date, and must be stored in a secure environment or cabinet to prevent the disclosure of the Boeing carrier account information to unauthorized parties.

Application

- The routing instructions on this website apply to all shipments where Boeing is designated as responsible for paying the freight charges. This includes shipments to / from a Boeing location or between Boeing suppliers where freight terms are 3rd party bill to Boeing.
- All drop shipment deliveries cannot be made until the supplier or shipper contacts the appropriate Boeing [Supply Chain Logistics focal](#) for shipping and billing details.

Exclusions

- **These instructions do not apply to shipments made for Boeing F.O.B. Destination purchase orders.**
- Excludes all mail shipments
- Not intended for SM P-CARD purchases transactions

Implications

- If the seller/shipper or his agent or subcontractor fails to comply with these routing instructions, the seller/shipper is liable for excess charges or reversal of freight charges or both and a **\$100 administrative fee**. Boeing Payment Services will deduct these charges from its payment to the seller.

[Shipping Document Requirements](#) (click here)

[Freight Shipment Instructions](#) (click here)

[How to Contact Supply Chain Logistics](#) (click here)

Boeing Enterprise Domestic Shipment Routing Instructions

Applies to all freight for which Boeing is being invoiced.

When to Contact Supply Chain Logistics

- Any actual or suspected misuse of Boeing account numbers should be immediately reported to your local SCL focal.
- Contact Supply Chain Logistics when requirements for specialized transportation arise, including, but not limited to, the following kinds of shipments:

Chartered	Explosives	Oversized
Classified	Dangerous goods	Temperature Controlled
Electronics	Team Driver requirements	Less than Truckload (LTL) over 5,000 lbs or greater than 15 feet
Expedites	Next flight out or courier delivery	Shipments with no instructions
	Value of shipment greater than \$5 million	Third Party or Drop Shipments

Ground/Surface Transportation

All programs and states – carrier account number required
See [Account Numbers by State](#) or [Account numbers by Program](#)

1 – 150 lbs

UPS Ground – Primary	800-742-5877	UPS Ground Transit Times Link
FedEx Ground – Secondary	800-463-3339	FedEx Ground Link

151 to 5,000 lbs - Less than Truck Load (LTL) Carriers

To determine which LTL carrier to use, please refer to the LTL Selection Tool at:
http://www.boeingsuppliers.com/LTL/LTL_portal_ext.html

For shipments over **15** feet in length, contact [Supply Chain Logistics](#).

5,001 lbs and over

Full Truckload Call Center via Ryder Logistics

First time shippers: please contact the Ryder call center:
Email: boeing@ryder.com or Phone: 866-382-0666

Shippers with existing Ryder accounts: process shipments via:
<http://ryderonline.ryder.com/ryderonline/rydertrac/splash>.

For other questions or issues: Contact Supply Chain Logistics [Full Truckload Focals](#)

Boeing Enterprise Domestic Shipment Routing Instructions
Applies to all freight for which Boeing is being invoiced.

Air Transportation

Collect or Third Party Billing to Boeing

All programs and states – carrier account number required
 see Account Numbers by State or Account numbers by Program

Note: If shipping distance is 600 miles or less, use LTL truck carriers specified above

1-150 lbs. (2nd Day and Overnight Air)

FedEx Express – Primary	800-463-3339	http://www.fedex.com/us/
UPS – Secondary	800-742-5877	http://www.ups.com/index.html
Over 150 lbs. (Deferred, 2nd Day and Overnight Air)		
Fedex Express Freight – Primary	1-800-332-0807	http://www.fedex.com/us/
UPS-SCS – Secondary	800-582-9777	http://ups-scs.com/index.html

Air Charter

All charter requirements must be coordinated through the [Air Charter Call Center](#).

SHIPMENTS FOR WHICH BOEING IS RESPONSIBLE ARE TO BE ROUTED VIA BOEING APPROVED CARRIERS WITH FREIGHT CHARGES BILLED TO BOEING

Boeing Enterprise Domestic Shipment Routing Instructions

Applies to all freight for which Boeing is being invoiced.

APPENDIX

Third Party Billing

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

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

- Determine which Boeing program or site generated the Purchase Order and call that program or site's Supply Chain Logistics focal for carrier and account number, if applicable.
- Include the following information on shipping documents:
 - The Boeing Purchase Order and PO line item number 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.
- On Bill of Lading, include the notation:
[Bill To Boeing c/o Ryder Integrated Logistics, Inc.](#)
[39550 West 13 Mile Road, Suite 101](#)
[Novi, MI 48377](#)

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

[FOB Shipment Terms for Domestic Shipments](#) (click here)

Standard Routing Instructions

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

[Shipping Document Requirements](#) (click here)

[For Freight Shipments](#) (click here)

Expedite/Premium Transportation Authorization

Premium transportation authorization is site specific and may require advance approval and coordination with SCL. It is recommended that suppliers consult with Supplier Management and Supply Chain Logistics at the destination site or program to ensure efficient use of Premium Freight.

The Seller/Shipper must contact their Boeing Procurement Agent or Supply Chain Analyst for prior approval when premium freight authorization is required by Boeing program/location for the following:

- 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, guaranteed air/truck service, and same day air.
- Surface Routings – exclusive use trucks, same day pickups and deliveries, and team driver requests.

Boeing Enterprise Domestic Shipment Routing Instructions

Applies to all freight for which Boeing is being invoiced.

- Chartered Aircraft requires advance approval and coordination with Supply Chain Logistics. See Air Charter Aircraft Contact information chart on page 9 below.

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.

For more information [contact SCL](#):

How to Contact Supply Chain Logistics

Location	Contact	Phone	Fax	Email
Anaheim, CA	Brian Dube	562-209-2105	562-497-5553	brian.c.dube@boeing.com
Charleston SC	Kyle Burns	206-755-7249		kyle.r.burns@boeing.com
El Segundo, CA	Andrew Sayakhot	310-662-3199	310-662-8186	andrew.p.sayakhot@boeing.com
Garden Grove, CA (GGDC/MODs)	GGDC Call Center Abby Olguin (1st shift) Paulica Bong (2 nd shift)	714-934-0357 714-934-0305 714-934-0332	714-934-0348	abigayl.olguin@boeing.com paulica.bong@boeing.com
Garden Grove, CA AOG Tooling Services	Sharron Richardson Mark Young (Bus Partner/Non-SCL)	714-934-0400 714-934-0400	562-795-1562 714-934-0398	sharron.a.richardson@boeing.com mark.a.young2@boeing.com
Garden Grove, CA (BCA Direct Shipments)	Rafael Reyes Tina Troup GGDC Call Center	310-971-0583 206-601-9964 714-934-0357		DirectShipSupport@boeing.com rafael.a.reyes@boeing.com kathleen.l.troup@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 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)	Martin Morales	562-593-0145 714-934-0357	562-982-7495 714-934-0348	martin.a.morales@boeing.com
Long Beach, California Military (BDS)	Julie Villarrial Rex Shin	562-496-5103 562-230-0957	562-982-8192 562-982-8192	julie.a.villarrial@boeing.com reford.y.shin@boeing.com
Macon, GA	Gina Boyle	610-591-4013 610-657-8806	610-591-2112	gina.m.boyle@boeing.com
Mesa, AZ	Corey Copple Mark Madrid Aubrey Woolsey Roy Chambers Chris Ford Juan C. Silva Kyle Hemphill	480-891-0550 480-891-0547 480-891-0544 480-891-0548 480-891-1559 480-891-0530 480-891-2077	480-891-5996	corey.copple@boeing.com mark.madrid@boeing.com aubrey.a.woolsey@boeing.com roy.l.chambers@boeing.com christopher.c.ford@boeing.com juan.c.silva@boeing.com kyle.a.hemphill@boeing.com

Boeing Enterprise Domestic Shipment Routing Instructions

Applies to all freight for which Boeing is being invoiced.

Location	Contact	Phone	Fax	Email
Oklahoma City, OK	Paul Burroughs	405-739-1165	405-739-1095	paul.g.burroughs@boeing.com
Portland, OR	Ken Tracy Stephanie Denham	503-676-1538 503-676-1538	503-676-1539 503-676-1539	kenneth.g.tracy@boeing.com stephanie.l.denham@boeing.com
Philadelphia, PA	Kimberly Bone	610-591-1978	610-591-2112	kimberly.m.bone@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)	Catrina Nicolas Kristin Thomas	206-544-0533 206-930-0680	253-657-4588 253-657-4919	catrina.h.nicolas@boeing.com kristin.j.thomas@boeing.com
St. Louis, MO	Diane Moore Jennifer Southard	314-234-3861 314-234-3692	314-232-9830	diane.moore@boeing.com jennifer.m.southard@boeing.com
Swedesboro, NJ (New Breed)	Kevin Piring	856-467-7347		kevin.j.piring@boeing.com
Training & Flight Service (Seattle)	Mike Martin Joseph Zinnecker	206-662-0231 206-662-0230	206-662-0305 206-662-7374	Mike.martin2@boeing.com Joseph.a.zinnecker@boeing.com
Wichita, KS	Lyle Winters	316-977-3147	316-977-2837	lyle.r.winters@boeing.com

Supply Chain Logistics Full Truckload Focals

Marcus Kinton (Primary)
marcus.s.kinton@boeing.com

cell: 562-810-5913

Lyle Winters
lyle.r.winters@boeing.com

desk: 316-977-3147
cell: 316-393-4734

FOB Shipment Terms for Domestic Shipments

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

FOB Origin –

- Boeing pays for the freight
- Boeing designates the carrier to be used.
- The Seller should mark the bill of lading freight collect to Boeing.
- Transfer of ownership occurs at Seller's point of loading.
- The risk of loss and damage transfers from the Seller to Boeing at the Origin

Boeing Enterprise Domestic Shipment Routing Instructions

Applies to all freight for which Boeing is being invoiced.

Note: FOB Origin for domestic shipments effectively utilizes negotiated corporate agreements and discounts with our carriers. It assures that Boeing can control shipments and select safe and responsible carriers, all of which aid in reducing transportation costs.

FOB Destination –

- Seller pays for the freight.
- The Seller designates the carrier to be used.
- The Seller should mark the bill of lading freight pre-paid.
- Transfer of ownership occurs at the Boeing or other designated receiving dock.
- The risk of loss and damage is the responsibility of the Seller until goods are delivered damage free at the Destination

Shipping Documentation Requirements

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. NOTE: The P.O. must be placed in the "shipper reference block".
- Purchase order line item numbers.
- Appropriate Boeing carrier account number by location when applicable (see [Routing Instructions and Account Numbers](#)).
- 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).

Shipment Instructions

- Boeing item number(s) & Purchase Orders must appear on all packing sheets. NOTE: for Boeing-paid freight, the Boeing P.O. number must be placed in the "shipper reference block".
- Do not insure or declare value on the BOL or AWB for any shipment. When the shipment has a value of \$5 million or more, contact Supply Chain Logistics (SCL).
- 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.
- For less than truckload (LTL) shipments over 5,000 lbs. or over 15 feet in length, supplier must contact [Ryder Logistics](#).
- On Bill of Lading, include the notation: Boeing c/o Ryder Logistics, 39550 W. 13 Mile Road, Suite 101, Novi, MI. 48377
- 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)
 - International Air Transportation Association (IATA)

Boeing Enterprise Domestic Shipment Routing Instructions

Applies to all freight for which Boeing is being invoiced.

Packaging instructions

- 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 that is being transported via air should be shipped as a single piece on its own separate air bill.

Air Charter Contact Information

Location	Name	Phone
Puget Sound/Seattle Area WA	Kyle Burns	cell: 206-755-7249
	Vickie Currie	cell: 206-498-0659
Southern CA – Garden Grove	Abby Olguin	desk: 714-934-0305 cell: 310-974-2139
Southern CA – All other sites	Shaun Meshkin	cell: 562-244-8417
Philadelphia PA	Mike Kilburn	desk: 610-591-4601 cell: 610-742-2998
Rest of the country	Shaun Meshkin	cell: 562-244-8417
	Vickie Currie	desk: 206-662-1790 cell: 206-498-0659

Boeing Enterprise Domestic Shipment Routing Instructions
Applies to all freight for which Boeing is being invoiced.