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PUR266

AUSTAL INTERNATIONAL ROUTING GUIDE

ISSUE C

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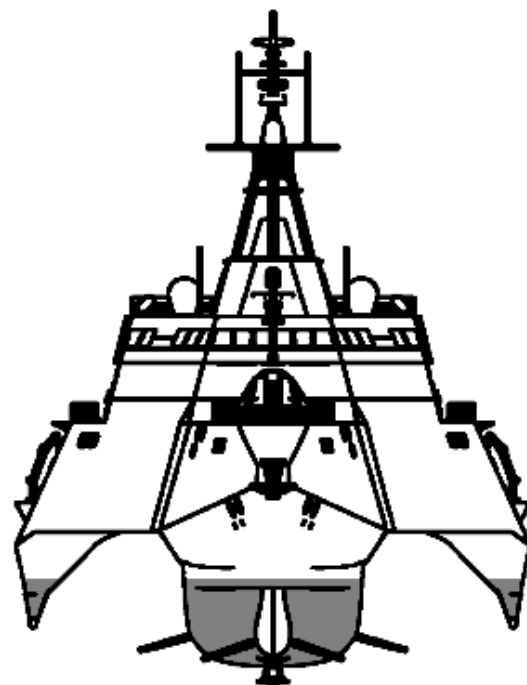
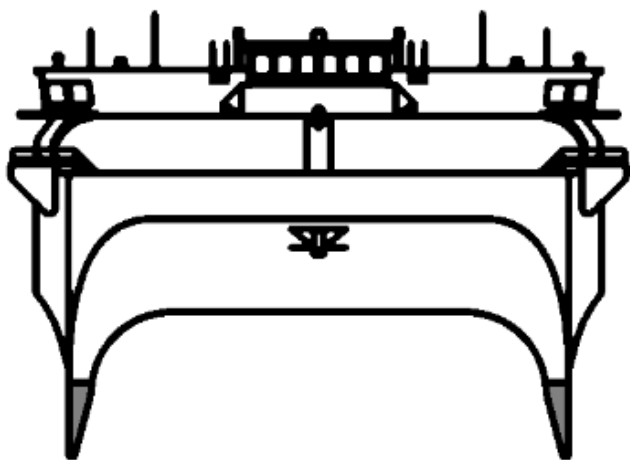
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DEPARTMENT: LOGISTICS

Changes since last issue:

1. Traffic Lead was Traffic Coordinator
2. Delivery address changes
3. Clarified pallet requirements

# International ROUTING GUIDE Version 4.2



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## **Attention Traffic Department and Customer Compliance Department**

Austal USA is committed to provide its customers the highest possible customer service. This is only achievable with cooperation throughout the supply chain and efficiencies in operations. Therefore, we have provided this International Routing Guide which has been designed to provide you with a quick and easy reference for Austal USA's international shipping requirements.

Please be advised that this routing guide is deemed part of the terms and conditions of purchase. These requirements are structured to provide supply chain efficiencies that support Austal USA's needs and those of our customers.

This routing guide supersedes all previous international routing instructions. It is Austal USA's policy to chargeback freight charges and offset expenses in the event Austal USA's routing instructions are not followed. Only the Sr. Materials and Logistics Manager or Traffic Lead of Austal USA may authorize any variations of these instructions, except where otherwise indicated.

We enjoy the successful trading partnership we have and appreciate your cooperation in adhering to Austal USA's routing guide. Please read this guide before shipping Austal USA material to insure that you adhere to the guidelines and avoid any future possible chargeback violations and/or financial penalties.

## **General Information**

This guide supersedes all previous international freight routing guides issued by Austal USA.

This guide contains detailed instructions for compliance, routing, documentation, and packaging of material for shipment to Austal USA. The instructions apply to all Purchase Orders issued by Austal USA.

Noncompliance with the Austal USA Routing Guide may result in chargeback of all excess expenses incurred plus any fees deemed necessary by Austal USA. Each Supplier is responsible to forward this Guide to its Logistics Department and other individuals responsible for the delivery of material to Austal USA.

Suppliers are expected to ship on time to ensure proper and timely freight delivery service. Orders should be scheduled allowing sufficient time for transit to Austal USA by the Delivery Date on the Purchase Order. The Purchase Order (PO) Delivery Date shall be considered the required in yard delivery date to Austal USA. Shipments for PO's beyond this date may be subject to refusal. The Supplier is responsible for contacting the Purchasing Department at Austal USA for authorization prior to shipping past the PO Delivery Date. Orders arriving more than 30 days prior to the PO Delivery Date may be subject to refusal.

Only an Austal USA authorized Customs Broker may make entry of goods where Austal USA is to be the Importer of Record. Please contact Austal USA's Traffic Lead for details of authorized Customs Brokers.

Austal USA's Sr. Materials and Logistics Manager or Traffic Lead must individually authorize all exceptions from these standard routing instructions in writing. **ANY OTHER COMPANY EMPLOYEES ARE NOT AUTHORIZED TO ISSUE EXCEPTIONS TO AUSTAL USA'S INTERNATIONAL ROUTING INSTRUCTIONS.**

## 3. General Transportation Information

Austal USA uses Incoterms 2010 as published by the International Chamber of Commerce. The default term shall be FCA Supplier's Facility unless directed otherwise.

### 3.1 FCA Supplier's Facility

This shall be the default terms for all Purchase Orders where Austal USA is the responsible party for the cost of the freight. The seller fulfils its obligation to deliver after delivering the goods, cleared for export, into the charge of the carrier named by the Buyer at a named place. The Austal USA Traffic Lead must route all shipments where Austal has agreed to assume responsibility for freight charges.

### 3.2 DAP Austal USA

This shall be the default term for all Purchase Orders where the Supplier is responsible for the cost of the freight. These shipments must be PREPAID at origin up to Austal's door and identified as such on each carrier delivery receipt where terms of purchase are DAP Austal USA.

**NOTE:** Freight only invoice charges from a prepaid Supplier must be authorized in advance by Austal USA Traffic Lead. If authorized, a separate invoice for the freight must be accompanied by the following documents.

- Letter or email with Austal USA authorization
- Level of Service
- Origin of shipment (City, State, Zip)
- A copy of the original freight bill
- Purchase order
- Carton count
- Weight
- Carrier used

For proper authorization, please contact Austal USA Traffic Lead via email/phone:

Jimmy Turner  
Traffic Lead  
Office: 1-251-445-1999 ext 1283  
Email: [jimmy.turner@austalusa.com](mailto:jimmy.turner@austalusa.com)

## 4. Air Freight Shipment

### 4.1 Air Waybill (AWB) Requirements

A printed Air Waybill is mandatory for all shipments regardless of mode. The Supplier / Shipper is responsible for the accurate completion of the Air Waybill. Costs incurred by Austal USA resulting from an improperly executed Air Waybill will be charged back to the Supplier / Shipper. Shipments arriving without an Air Waybill may be refused by Austal USA. Supplier / Shipper shall submit a draft Air Waybill to Austal USA's Traffic Lead for review two (2) weeks prior to shipment being dispatched. Failure to respond to the Supplier / Shipper by the scheduled departure date will not of itself constitute Air Waybill approval. It is the responsibility of the Supplier / Shipper to obtain written authorization from Austal USA's Traffic Lead prior to shipment. Austal USA will not be responsible for

any compensable delays.

Supplier / Shipper is responsible for the Air Waybill carton count and packing list piece quantities and shortages will result in freight claims against the Supplier / Shipper.

#### **Required Information on all Air Waybills (Must be Printed- NOT handwritten)**

- Shipper
- Consignee
- Notify Party
- House Air Waybill Number
- Master Air Waybill Number
- Port of Loading
- Port of Discharge
- Port of Destination
- Date of Export
- Estimated Date of Import
- Flight Details (Door to Door)
- Details of pre-carriage, if applicable
- Number of Packages
- Item Description
- Gross and Net Weights
- Value
- DOD contract number
- Marks and Numbers
- HTS classification
- Austal USA Purchase Order number

## **4.2 Commercial Invoice Requirements**

Supplier / Shipper shall submit a draft Commercial Invoice to Austal USA's Traffic Lead for review two (2) weeks prior to shipment being dispatched. Failure to respond to the Supplier / Shipper by the scheduled departure date will not of itself constitute Commercial Invoice approval. It is the responsibility of the Supplier / Shipper to obtain written authorization from Austal USA's Traffic Lead prior to shipment. Austal USA will not be responsible for any compensable delays. In accordance with 19 USC §1481 and 19 CFR § 141.81-92, the following information must appear on all commercial invoices submitted for Customs clearance of imported merchandise.

- Complete name and address of the manufacturer
- Complete name and address of the seller
- Complete name and address of the buyer
- Time, place, and names of the buyer and seller
- United States Port of Entry
- Detailed description of the merchandise in English
  - Material description should be listed in terms that any party not familiar with the material would be able to make a clear determination of the material.
  - The grade or quality
  - The marks, numbers and symbols under which sold and packaged
  - Country of Origin
  - Quantities in metric weights and measures, pieces, net and gross weights
- Appropriate eight (8) digit Harmonized Tariff Schedule (HTS) number.
- If a classification requires bottle size, plate size, etc., this information must appear on the

- face of the invoice.
- Purchase price of each item in currency of sale
- Currency (preferred U.S. Dollars, USD)
  
- Any other charges not included in the price of the goods such as:
  - Freight
  - Insurance
  - Packing Costs
  - Testing Costs
  - Escalation Costs
  - Dies, molds, tools and other assists
  - Supplier Data Requirement List (SDRLs)
  - Material supplied at less-than-fair market value or free
  - Commissions
  - Discounts
- All rebates, drawbacks, and bounties, separately itemized, granted upon the exportation of merchandise
- Name of the responsible employee of the exporter who has knowledge or who can obtain knowledge of the transaction
- Terms of Sale
- Delivery terms (Incoterms 2010)
- Austal Purchase Order number
- NAFTA Certification to be provided, if applicable
- Government Contract Number and include the following statement:
  - Prime Contract # (**FILL IN THE PRIME CONTRACT NUMBER**) US Government Department of Defense duty free entry to be claimed pursuant to Section XXII, Chapter 98, Sub Chapter VIII, Item 9808.00.30 Harmonized Tariff Schedule of the United States. Upon arrival of shipment at the port of entry, Port Director of Customs, please release shipment under 19 CFR Part 142. The importer or authorized agent will notify Defense Contract Management Area Operations, DCMAO New York, Customs Team 207 New York Avenue, Staten Island, NY 10305-5013, for execution of Duty Free Certificate.
- All "free of charge" items must have a commercial value listed for Customs purposes (the price that would normally be paid if the part were actually being purchased). "Fictitious" values are not allowable. Invoice may state "For Customs Purposes Only".

### 4.3 Commercial Invoice Format Requirements

- Individual invoices must represent a single shipment.
- Original invoices need not be submitted. Photocopies are acceptable substitutes.
- Invoices must be written in English.
- Required information must be printed on the invoice itself.
- For shipments with multiple invoices, each invoice must be numbered sequentially, starting with the number "1"
- Pages within an invoice must also be numbered sequentially.

### 4.4 Notification Timeline

#### **3 weeks prior to the shipment being ready for collection**

- Collection Address and Point of Contact
- Collection Hours
- Estimated Date of Collection
- Description of Each Item



- Number of Packages
- Weights of Each Package
- Dimensions of Each Package
- Any Special Requirements for Transit or Loading

### **2 weeks prior to the shipment being ready for collection**

- Packing List
- Commercial Invoice
- Any Information Required to Collect Material From Manufacturer

### **1 week prior to the shipment being ready**

- Confirmation that Material is on Schedule

All update to the material schedule or shipping schedule should be passed to Austal USA's Traffic Lead as soon as they are known.

## **5. Sea Freight Shipments**

### **5.1 Bill of Lading (BOL) Requirements**

A printed Bill of Lading is mandatory for all shipments regardless of mode. The Supplier / Shipper is responsible for the accurate completion of the Bill of Lading. Costs incurred by Austal USA resulting from an improperly executed Bill of Lading will be charged back to the Supplier / Shipper. Shipments arriving without a Bill of Lading may be refused by Austal USA. Supplier / Shipper shall submit a draft Bill of Lading to Austal USA's Traffic Lead for review two (2) weeks prior to shipment being dispatched. Failure to respond to the Supplier / Shipper by the scheduled sailing date will not of itself constitute Bill of Lading approval. It is the responsibility of the Supplier / Shipper to obtain written authorization from Austal USA's Traffic Lead prior to shipment. Austal USA will not be responsible for any compensable delays.

Supplier / Shipper are responsible for the Bill of Lading carton count and packing list piece quantities and shortages will result in freight claims against the Supplier / Shipper.

#### **Required Information on all Bill of Ladings (Must be Printed- NOT handwritten)**

- Shipper
- Consignee
- Notify Party
- House Bill of Lading Number
- Master Bill of Lading Number
- Port of Loading
- Port of Discharge
- Port of Destination
- Date of Export
- Estimated Date of Import
- Vessel Name (including transshipment vessel details)
- Details of pre-carriage
- Number of Packages
- Container Number

- Seal Number
- Item Description
- Gross and Net Weights
- Value
- DOD contract number
- Marks and Numbers
- HTS classification
- Austal USA Purchase Order number

As required by FAR 52.247-1, the below annotation is required to be listed on all commercial bill of ladings for Austal USA shipments.

- If the Government is shown as the consignor or the consignee, the below annotation shall be listed on the BOL:  
 "Transportation is for the \_\_\_\_\_[*name of specific agency*] and the actual total transportation charges paid to the carrier(s) by the consignor or consignee are assignable to, and shall be reimbursed by, the Government."
- If the Government is not shown as the consignor or the consignee, the below annotation shall be listed on the BOL:  
 "Transportation is for the \_\_\_\_\_[*name of specific agency*] and the actual total transportation charges paid to the carrier(s) by the consignor or consignee are assignable to, and shall be reimbursed by, the Government, pursuant to cost-reimbursement contract No. \_\_\_\_\_ [*Contact Austal USA Traffic Lead for contract number*]. This may be confirmed by contacting \_\_\_\_\_ [*Name and address of the contract administration office listed in the contract*]."

## 5.2 Commercial Invoice Requirements

Supplier / Shipper shall submit a draft Commercial Invoice to Austal USA's Traffic Lead for review two (2) weeks prior to shipment being dispatched. Failure to respond to the Supplier / Shipper by the scheduled departure date will not of itself constitute Commercial Invoice approval. It is the responsibility of the Supplier / Shipper to obtain written authorization from Austal USA's Traffic Lead prior to shipment. Austal USA will not be responsible for any compensable delays. In accordance with 19 USC §1481 and 19 CFR § 141.81-92, the following information must appear on all commercial invoices submitted for Customs clearance of imported merchandise.

- Complete name and address of the manufacturer
- Complete name and address of the seller
- Complete name and address of the buyer
- Time, place, and names of the buyer and seller
- United States Port of Entry
- Detailed description of the merchandise in English
  - Material description should be listed in terms that any party not familiar with the material would be able to make a clear determination of the material.
  - The grade or quality
  - The marks, numbers and symbols under which sold and packaged
  - Country of Origin
  - Quantities in metric weights and measures, pieces, net and gross weights
- Appropriate eight (8) digit Harmonized Tariff Schedule (HTS) number.
- If a classification requires bottle size, plate size, etc., this information must appear on the

- face of the invoice
- Purchase price of each item in currency of sale
- Currency (preferred U.S. Dollars, USD)
- Any other charges not included in the price of the goods such as:
  - Freight
  - Insurance
  - Packing Costs
  - Testing Costs
  - Escalation Costs
  - Dies, molds, tools and other assists
  - Supplier Data Requirement List (SDRLs)
  - Material supplied at less-than-fair market value or free
  - Commissions
  - Discounts
- All rebates, drawbacks, and bounties, separately itemized, granted upon the exportation of merchandise
- Name of the responsible employee of the exporter who has knowledge or who can obtain knowledge of the transaction
- Terms of Sale
- Delivery terms (Incoterms 2010)
- Austal Purchase Order number
- NAFTA Certification to be provided, if applicable
- Government Contract Number and include the following statement:
  - Prime Contract # (**FILL IN THE PRIME CONTRACT NUMBER**) US Government Department of Defense duty free entry to be claimed pursuant to Section XXII, Chapter 98, Sub Chapter VIII, Item 9808.00.30 Harmonized Tariff Schedule of the United States. Upon arrival of shipment at the port of entry, Port Director of Customs, please release shipment under 19 CFR Part 142. The importer or authorized agent will notify Defense Contract Management Area Operations, DCMAO New York, Customs Team 207 New York Avenue, Staten Island, NY 10305-5013, for execution of Duty Free Certificate.
- All "free of charge" items must have a commercial value listed for Customs purposes (the price that would normally be paid if the part were actually being purchased). "Fictitious" values are not allowable. Invoice may state "For Customs Purposes Only".

### 5.3 Commercial Invoice Format Requirements

- Individual invoices must represent a single shipment.
- Original invoices need not be submitted. Photocopies are acceptable substitutes.
- Invoices must be written in English.
- Required information must be written on the invoice itself.
- For shipments with multiple invoices, each invoice must be numbered sequentially, starting with the number "1".
- Pages within an invoice must also be numbered sequentially.

### 5.4 Importer Security Filing (ISF) Requirements

The ISF security filing, commonly known as the "10+2" initiative, is a Customs and Border Protection (CBP) regulation that requires importers and vessel operating carriers to provide additional advance trade data to CBP pursuant to Section 203 of the SAFE Port Act of 2006 and section 343(a) of the Trade Act of 2002, as amended by the Maritime Transportation Security Act of 2002, for non-bulk cargo shipments arriving into the United States by vessel.

ISF must be filed electronically 24 hours prior to lading at port of lading. Austal requires that suppliers provide the below information to Austal USA no later than 72 hours prior to lading of cargo onto vessel.

### **Required Information**

- Importer of Record Number
- Consignee Number
- Seller (Owner) name / address
- Buyer (Owner) name / address
- Ship to Party name / address
- Manufacturer (Supplier) name / address
- Country of Origin
- Commodity HTS-6 Code
- Container Stuffing Location
- Consolidator (Stuffer) name / address
- Master Bill of Lading Number
- Steamship Line
- Sail Date
- Container Numbers

### **ISF-10 Filing Parameters**

- One ISF Importer per filing
- One Importer of Record Number per filing
- Must be part of the same "shipment"
- Must be arriving on the same vessel / voyage
- A single ISF may cover multiple bills of lading
- ISF filings are to be done at the "lowest" bill of lading level that has been (or will be) recorded in the vessel ACE system. CBP will accept an ISF at either the house bill of lading level or regular bill of lading level.

Failure to comply with the timely submission, submission of an inaccurate or incomplete submission may result in liquidated damages of \$5,000 - \$10,000 per violation.

## **5.5 Notification Timeline**

### **90 days prior to the shipment being ready for collection**

- Collection Address and Point of Contact
- Collection Hours
- Estimated Date of Collection
- Description of Each Item
- Number of Packages
- Weights of Each Package
- Dimensions of Each Package
- Any Special Requirements for Transit or Loading

### **2 weeks prior to the shipment being ready for collection**

- Packing List
- Commercial Invoice
- Any Information Required to Collect Material From Manufacturer

### **1 week prior to the shipment being ready**

- Confirmation that Material is on Schedule

### **No later than 72 hours prior to laden**

- ISF information

All updates to the material or shipping schedules should be passed to Austal USA's Traffic Lead as soon as they are known

## **6. Country of Origin Determinations**

### **6.1 Country of Origin Determination**

Austal must provide the country of origin of every product imported into the U.S. Additionally, Customs requires that the country of origin be *a)* stated on all commercial invoices, *b)* all entry documents, and *c)* marked on the products or their containers, save where exceptions are available by statute.

Providing CBP with the correct country of origin is integral because it determines whether a given article will be appraised under a Normal Trade Relations duty, a preferential duty, or at the higher general duty rate.

### **6.2 Items Wholly Obtained or Produced in One Country**

The country of origin of a product wholly obtained in one country is where the product was grown, manufactured, or produced. However, where manufacture takes place in more than one country, the substantial transformation test must be applied.

### **6.3 Substantial Transformation Test**

The country of origin of an imported good is the country where the product was last substantially transformed into a new and different article of commerce, with a new name, character, or use. The following factors are significant when determining whether a substantial transformation has occurred.

- Degree of processing;
- Cost of processing;
- Increased value of product after processing;
- Change in name as a result of processing; and
- New character or use of product.

In light of the above, the last country where the goods are processed may not necessarily be the country of origin if the processing does not rise to the levels described above.

## **7. Country of Origin Markings**

### **7.1 Country of Origin Markings**

All imported articles of foreign origin *or their immediate containers*, unless subject to a specific exception, are required under 19 U.S.C. §1304 and 19 CFR §134 *et seq.* to be marked with the English name of the country of origin. The marking must be legible and indelible, in a conspicuous place and permanent enough to indicate the country of origin to the ultimate purchaser in the U.S. Customs may assess monetary penalties for improper marking.

An article's country of origin must be communicated in English.

The marking must be conspicuous so that it can be read without strain during normal handling. The marking must also be legible, clear, and of adequate size. Additionally, country of origin indications should be as permanent as the nature of the good otherwise allows, and should survive normal handling.

The marking should reach the ultimate purchaser in the U.S. which is defined as the last person to receive the item in its imported form.

Methods of marking may vary according to the type of article being marked. For example, metal or plastic articles should be die-stamped, etched, or molded. Tagging is acceptable if attached conspicuously in such a way that the tag will remain connected, and only a deliberate act would suffice to remove it. Adhesive labels are not recommended, but are not prohibited, as they may at some point become detached. If such labels are to be used, make certain they are not likely to fall during transportation.

In situations where geographical locations other than the country of origin are located on the container, the name of the country of origin should be in close proximity and of comparable size to the other name. Additionally, the name of the country of origin must be preceded by "Made in," "Product of," or similar statements.

## **8. Articles Assembled Abroad with US Components**

### **8.1 Articles Assembled Abroad with US Components**

Articles assembled abroad, in whole or in part, of U.S. components exported in a condition ready for assembly without further fabrication, that have not lost their physical identity as a result of the assembly, and have not been advanced in value or improved in condition, are subject to duty with a deduction made for the value of the articles of U.S. origin under HTSUS 9802.00.80. The value of the deduction will vary depending on whether the U.S. goods were purchased or fabricated. If purchased, the value is the cost of the components. If not purchased, the proper amount will reflect the value of the components at the time of shipment. Both values will include the cost of freight and insurance incurred in transporting the components to the port of export.

Generally, duty free entry of U.S. assembled components will be granted if the following are filed, either with the entry or when a bond is posted for submission at a later date:

- Assembler declaration pursuant to 19 CFR §10.24(a) to the effect that the items were assembled in whole or in part from U.S. products. Additional information will include marks/numbers, description, quantity, unit value at time and place of export, port and date of export, and name and address of manufacturer;
- Importer's declaration endorsing the assembler's declaration. The Port Director, if warranted, may ask that this declaration be revised to adapt to special situations.

The above declarations may refer to documents submitted to Customs, such as assembly descriptions, or a segregated list of U.S. components used in the assembly.

This duty reduction provision is also available to sub-assemblies, which may be entered as U.S. goods assembled abroad provided they conform to the rules discussed in this section.

Importers wishing to enter merchandise under this provision must ascertain conformance with the following requirements:

- The imported article is made in whole or in part of U.S. components;
- The imported article is assembled abroad;
- The components are exported ready for assembly, without further fabrication;
- The components must maintain their physical identity;
- The components are not advanced in condition abroad.

## 8.2 Incidental Operations

Minor operations that are incidental to assembly may occur at any time while abroad. According to Customs, the following are deemed to constitute acceptable operations:

- Cleaning;
- Removal of rust, grease, paint, or other preservative coating;
- Application of preservative paint or coating, lubricants, or encapsulation;
- Trimming and filling;
- Cutting to length of wire, thread, tape, foil, and similar products imported in continuous length, as well as separation by cutting or finished components; or
- Final calibration, testing, marking, sorting, pressing, and folding.

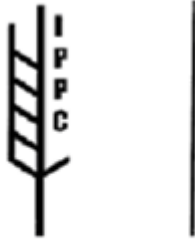
Operations that are not incidental to assembly include any process whose nature is significant. Specifically, those operations intended to fabricate, complete, or improve a given good are likely to be viewed by Customs as being more than incidental.

## **9. Wood Packaging Requirements**

### 9.1 Wood Packaging Requirements

**All air and sea shipments should be packaged in accordance with International Standards for Phytosanitary Measures No. 15 (ISPM 15) as published by the International Plant Protection Convention (IPPC).**

**ISPM 15** requires that all international ocean freight shipments using any species of raw wood packaging must be fumigated or heat treated, prior the international shipping, to kill insects or fungus. All wood-packing materials used in international shipping must be stamped with the approved by IPPC stamp, prior the international shipping. International ocean freight shipments that contain wood-packing materials will be checked in respect of compliance with the ISPM 15 regulations before to be allowed to enter to or crossing through a participating to IPPC country.



XX - 000  
YY

XX represents the ISO country code.  
000 represents the unique number assigned by the national plant protection organization.  
YY represents either HT for heat treatment or MB for methyl bromide fumigation.

Below are samples of stamps on wooden pallets used in international shipping that indicate the ISPM 15 rules compliance:



Non-compliance with the ISPM 15 rules may result in serious problems with international shipping. If an ocean freight shipment does not meet the ISPM 15 regulations, then it may be refused, turned back, or destroyed at the destination unless re-packed and/or fumigated. Any problems, delays and/or increased cost of international shipping caused by the failure to comply with ISPM 15 will be the responsibility of the Supplier / Shipper.

When goods are packaged for the international shipping by sea, keep in mind the following:

- International shipping of goods packed in cardboard shipping boxes complies with ISPM 15 regulations.





- If palletizing for ocean freight, use **ONLY ISPM 15** certified and stamped wooden pallets and crates. Do not use any non-certified raw wood packing materials in international shipping.



- Wood packaging supply, even wholly made of wood-based products, such as plywood, particle board, oriented strand board or veneer that have been created using glue, heat and pressure or a combination thereof should be considered sufficiently processed to have eliminated the risk associated with the raw wood.



- Using plastic etc. packing materials in international shipping that do not contain wood, makes the international ocean freight shipment an exemption from ISPM 15 rules. Plastic pallets cases and crates of different sizes and forms for the international ocean freight shipping are widely available on the market.

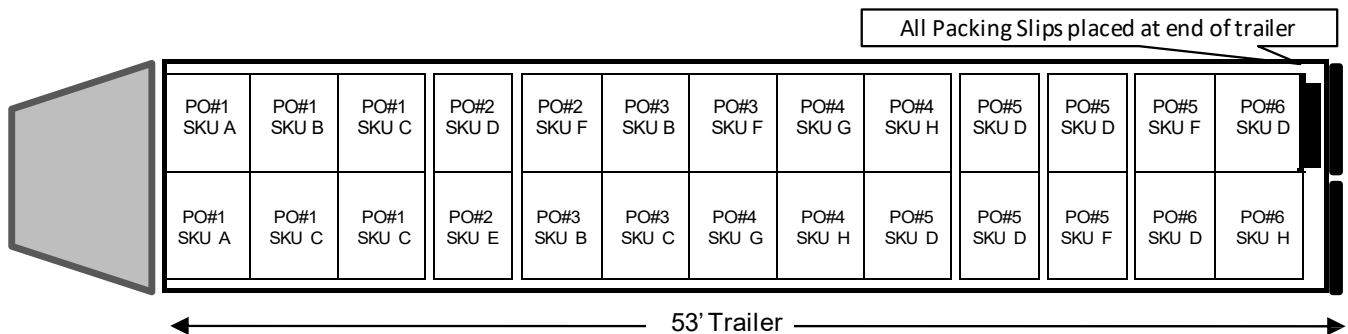


- All products (individual units, inner cartons and master cartons) must be packaged according to these requirements.
- Special handling notations should be on any and all cartons when applicable  
Examples of such notations are:
  - o Fragile
  - o This End Up
  - o Protect From Heat
  - o Do Not Stack More Than XX Units High
- All items shall be packaged to ensure protection against corrosion, deterioration, physical and electrical damage whether during shipment or storage following shipment and all crates or other containers shall be so constructed as to be acceptable to the carrier.
- All items with the kit, set, installation hardware or material shall be suitably segregated and identified within the unit pack (s) or shipping container by purchase order number, line item number, part number, and/or national stock number.

## 10. Shipping Guidelines

### 10.1 General Shipping Requirements – Truckloads & Containers

- Product, floor loaded or palletized, must be loaded by PO, then by model/UPC.
  - When loading product, load model A of PO #1, then model B of PO #1. When all models of PO #1 are loaded onto the trailer, then the models for PO #2 can begin getting loaded.
  - Only 1 PO per pallet is recommended.
  - Only 1 model per pallet is recommended.



- Shipping methods must align with carton graphics/instructions and other written handling instructions as noted on the product.
- Product must be properly secured to ensure it arrives at the final destination undamaged
  - The use of load locks, air bags and other measures are acceptable, but not all inclusive, manners of securing the product from tipping over or shifting.
  - Examples of a "poor load quality" shipment would be:
    - Shipment was not properly secured and product spilled throughout the trailer.
    - Pallets shifted.
    - Product loaded tightly preventing the ability to unload using lift truck.
    - Excessive pallet overhang leading to material damage.
- Any protective covering or coating that, per supplier direction, is to remain in place on delivered equipment or material from the period of initial installation to commissioning or light

off shall be non-flammable. All other protective materials on delivered equipment that are flammable are to be listed on the packing slip as such and identified with a label on the item and marked with "Flammable- Must Be Removed Upon Installation," or similar marking as applicable.

## 10.2 Trailer & Container Requirements

All shipments must comply with the following requirements.

### **Truckload, Less-than-truckload, Container and Courier shipments**

- Low boy trailers are acceptable.
- Trailers must have an ICC bar.
- Inside trailer must have a height of at least 100".
- Trailer beds must be free from debris and loose nails/wood.
- Partial truckload shipments must be tailgated on trucks.
- Trailer beds must be sturdy and strong enough to support the use of electric equipment during unloading.
  - Lift gate trailers are unacceptable.
  - Trailers with rollers are unacceptable.
  - Austal USA will accept scheduled dock shipments in cargo vans, moving vans, cars, or pickup trucks as long as material is properly packaged and containerized.

### **Trailer clearance requirements**

- For swing door trailers, there must be at least 4" of clearance between the top of the product and the top of the trailer.
- For roll door trailers, there must be at least 10" of clearance between the top of the product and the top of the trailer.
- For all trailers, there must be at least 2" of open space in the width.
- For all containers, there must be at least 6-8" of clearance between the top of the product and the top of the door.

Austal USA requires suppliers to utilize industry standard seals on all trailers delivering to Austal USA. Use of non-industry standard seals may cause delays in receiving the goods.

Other than shipments classified as ORM-D, no hazardous materials should be loaded on the same trailer as Austal USA product without the prior authorization from Austal USA's Traffic Lead.

All trailer and container deliveries should allow for four (4) hours of unload time per trailer or container from the scheduled delivery time. Austal USA will not be responsible for demurrage / standby charges.

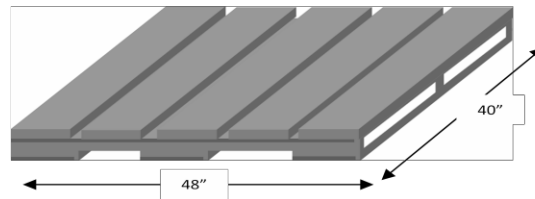
All dropped containers must be authorized by Austal USA's Traffic Lead in writing prior to the container is dropped.

## 10.3 Shipping Method

Shipping methods must be aligned with the criteria outlined in this section for handling capability and for the safety of Austal USA's employees.

### **Palletized**

- All shipments must be palletized unless outlined below or previously approved by Austal USA.
- Pallet requirements: 40"x48" hardwood pallets unless larger pallets are needed to prevent overhang of items that do not fit on regular pallet. Softwood pallets will be considered non-compliant and may be rejected at time of receipt. Expenses incurred to correct non-conformance including return freight and re-delivery will be the responsibility of the supplier if delivery is rejected
- Austal considers pallets as non-returnable.
- Softwood pallets or block pallets are not acceptable. Shipments arriving on noncompliant pallets may be refused at the time of delivery.



### **Floor Loaded**

- Austal shipments must be palletized.

### **Parcel**

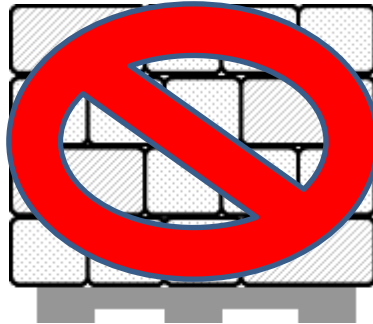
- A parcel shipment means that products are shipped by courier companies (i.e. UPS, FedEx, DHL, etc.)
- Parcel shipments must be less than 150 pounds and must be less than 1 pallet worth of product on any given week.
  - One pallet worth of product means the total shipment is not to exceed 67 cubic feet.
  - Each carton does not exceed 165" in length and girth combined.
  - Each carton does not exceed 108" in length.

## 10.4 Load Building Requirements

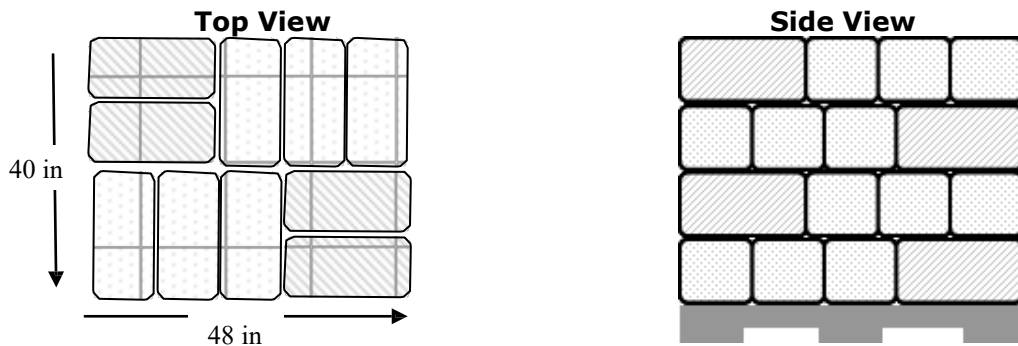
### **Palletized Load**

Palletized product must be palletized according to the following requirements:

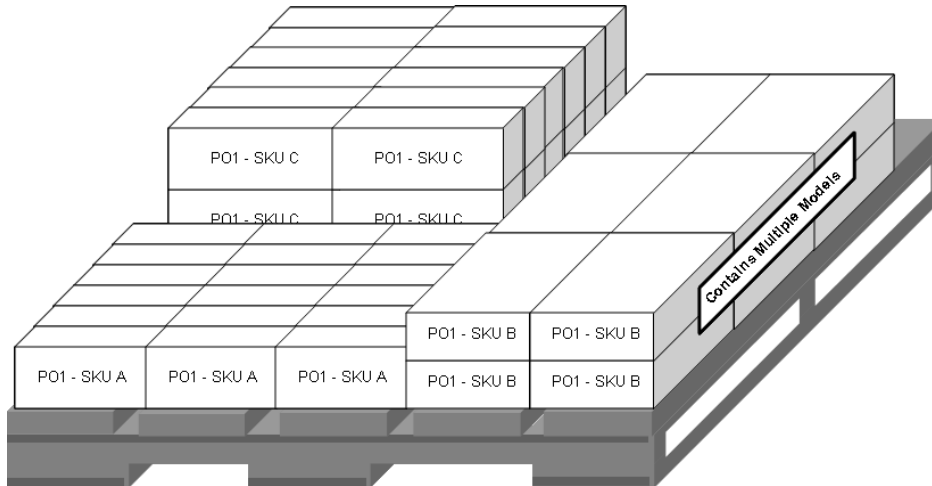
- Pallets must conform to the 40"x48" hardwood pallet specification unless item is too large to fit on standard pallet. Softwood pallets will be considered non-compliant and may be rejected at time of receipt. Expenses incurred to correct non-conformance including return freight and re-delivery will be the responsibility of the supplier if delivery is rejected
- Pallets must be wrapped in clear shrink-wrap. Black shrink wrap is not acceptable.
- There shall be NO overhang of product.



- Banding of product is acceptable, provided adequate material protection is accounted for (dunnage).
- Product must be stacked in standard case quantities on each pallet and shrink wrapped.
- Products on pallets must have consistent load layering as shown in the diagram below.



## 10.5 Product Configuration Illustration



## 10.6 Packing List Requirements

### **General**

- All shipments to Austal must be accompanied by a **printed** packing list (handwritten packing lists are not acceptable).
- One purchase order per packing list only.
- Packing list must match the contents of the shipment.
- Packing lists labeled as "Partial Shipment" are not acceptable. Packing lists for partial shipments must only detail what actually shipped.
- Packing list is to be placed in a removable envelope or pouch in a manner to prevent destruction and/or damage when opening the shipment.
- Envelope must be clearly marked "Packing List Enclosed."
- Drop shipments must also adhere to these guidelines.
- A master packing list shall be prepared where more than one shipment, shipping container or palletized unit load comprise the contract line item being shipped. The master packing list shall be attached to the number one container and so identified.
- Any protective covering or coating that, per supplier direction, is to remain in place on delivered equipment or material from the period of initial installation to commissioning or light off shall be non-flammable. All other protective materials on delivered equipment that are flammable are to be listed on the packing slip as such and identified with a label on the item and marked with "Flammable- Must Be Removed Upon Installation."

## Required Information

- Supplier name
  - Shipping address
  - City, State and Zip code
- Austal
  - Street address
  - City, State and Zip code
- **Austal PO number**
- **Austal PO line & release number**
- Routing used on shipment (carrier name and/or carrier SCAC)
- **Austal part number and description**
- Quantity shipped
  - Number of cartons
  - Number of units
- Expiration date of product, if applicable
- Contract number, if applicable
- Supplier's part number

## 10.7 Placement of Packing List and Shipping Unit Label

### Truckload / Container

- Must be attached to the outside facing surface of the carton/pallet located at the tail end of the trailer.

### Less-Than-Truckload

- Attach pallet specific packing lists to each logistical shipping unit for accurate and efficient receiving.

### Small Package/Parcel

- Can be located in a removable envelope or pouch either on the outside of the carton or within the carton itself and must contain the words "Pack list Enclosed" listed on outside of the box that contains the packing list.
- Shipments with multiple cartons must be labeled as 1 of XX, 2 of XX, etc.

## 11. Additional Information

- Material should not arrive at Austal USA no earlier than **5 days prior to the PO Delivery date**. Orders being shipped prior to this period must have approval from Austal USA's Traffic Lead. Shipments without proper approval will result in freight carriers holding material as it will not be given a delivery appointment by Austal USA. All chargebacks and additional freight cost incurred as a result of these orders being held or reshipped will be assigned to the supplier. All requests (regardless of size of the order) to ship material prior to this shipping window must be emailed to [Jimmy.Turner@austalusa.com](mailto:Jimmy.Turner@austalusa.com). Buyers are not authorized to approve exceptions to this rule. Do not ship orders after cancel date of the purchase order. Any order received after the cancel date will be returned at the suppliers expense, with applicable handling expenses added.
- **DO NOT SHIP** cancelled or invalid POs on the same freight bill with valid POs in an attempt to insure Austal USA's acceptance.
- **DO NOT SHIP** material substitutions unless approved in writing by the appropriate

Buyer.

- Original POs should be shipped complete, unless authorized by Austal USA Traffic Lead. Excessive freight charges due to multiple unauthorized shipments will result in a charge back.
- If there will be more than one shipment in one week on an Austal USA account, hold shipments and make one consolidated shipment unless authorized by the Austal USA Traffic Lead.
- Contact Austal USA's Traffic Lead if the consolidation process may cause the order to be delivered after the PO Delivery date.
- Austal USA reserves the right to refuse or return any shipment at Supplier's expense if not in compliance with Austal USA's PO specifications and/or International routing guide. Discrepancies include, but are not limited to the following: shipment quantity, failure to follow shipping instructions, and incomplete shipping paperwork.
- Defective material returns will be returned to Supplier at the Supplier's expense.
- All drivers arriving at Austal USA must have **valid state issued driver's license**, and be a documented US Citizen. Foreign driver's licenses are not acceptable.
- Seals and BOLs must follow all Department of Homeland Security C-TPAT guidelines.
- Shipments should be coordinated so that they arrive at Austal on the same day as the PO delivery date.
- Failure to comply with this International Routing Guide may, at Austal USA's discretion, result in your shipment being rejected, delayed in payment, and/or Supplier termination. Any additional expenses to Austal USA resulting from a deviation from this International Routing Guide, unless previously authorized by Austal USA's Traffic Lead, will be charged to and accepted by the supplier.

**REFERENCES:**

*PUR-101, Purchasing Manual, 4.6, Freight Terms*



## 12. Glossary of Terms

**Air Way Bill**- A shipping document used by the airlines for airfreight. A non-negotiable document that is a contract for carriage.

**ATA** - The American Trucking Association. An association governing the National Motor Freight Traffic Association and the publication of the NMFC. The ATA owns the copyright to the Uniform Straight Bill of Lading as found in the NMFC. The ATA can be reached at 1-800-282-5463.

**Bill of Lading (BOL or B/L)** - The document and/or contract used to record and transfer detail information pertaining to a unique shipment. This document is used to establish the terms of a contract between a shipper and a transportation company that moves freight from one location to another. It serves as a document of title, a contract of carriage, and a receipt of goods.

**Bill of Lading Number** - The number assigned by the shipper in creating the Bill of Lading identifying the unique shipment.

**Buyer** - The person or company purchasing goods.

**CID Number** – Consignee Identification Number, a unique internal number assigned by the consignee for their own purposes. Cannot be the Bill of Lading number or the PRO #. An example would be an authorization number.

**Class** – A rating description assigned to product based on their value and shipping characteristics. It is also used to determine the applicable freight rate.

**Collect** - The consignee pays the freight charges.

**Consignee** - The person or firm named in a freight contract to whom goods have been shipped to or turned over for care.

**Consolidation** - The combination of multiple shipments into one truck/container.

**Customer Order Number** - The number used by the customer to identify the purchase of goods. Known as the Purchase Order when shipping to retail customers.

**DAP** – Deliver at Place. The seller delivers when the goods are placed at the disposal of the buyer on the arriving means of transport ready for unloading at the named place of destination. The seller bears all risk and cost involved in bringing the goods to the named place.

**Declared Value** - Documents the dollar value of the goods being shipped. Only necessary when the rates applied to that shipment are based on the value of the goods and the shipper requests additional insurance coverage from the carrier.

**Dimensional Weight** - The density or weight per cubic foot of a shipment.

**ETA** - Estimated or expected time of arrival.

**FCA** – Free Carrier. The seller delivers the goods to the carrier or another person nominated by the buyer at the seller’s premises or another named place. The risk and cost pass to the buyer at the named place.

**Final Destination** - Consignee’s facility of where shipment ends its movement as noted on the Bill of Lading.

**Freight Forwarder** - A person engaged in the business of assembling, collection, consolidating, shipping and distributing less-than truckload or less-than container load freight.

**Gross Weight** - Entire weight of shipment including goods, packaging, and cartons.

**House Airway Bill** - A bill of lading issued by freight forwarder for consolidated airfreight shipments.

**Integrated Carriers** - Carriers that have multiple fleet operations. Examples would be air and ground services or sea, rail and truckload services.

**Intellectual Property Rights** - The ownership of the right to possess or otherwise use or dispose of products created by human ingenuity.

**Lead Time** - The amount of time needed by a Supplier to produce an item after the order has been placed.

**Less than Truckload (LTL)** – A shipment that does not fill a full truckload is sent via an LTL carrier who consolidates shipments with other shippers and consignee’s.

**Master Bill Of Lading** - A Bill of Lading used to summarize multiple Bills of Lading (commonly called underlying Bills of Lading) which represent one shipment. The Master Bill of Lading number shall be documented in the Special Instructions section of underlying Bill of Lading.

**Master Carton** - The shipping carton containing a specified number of units or inner-cartons.

**Net Weight-** Weight of goods including packing, but not including shipping carton.

**NMFC** - The National Motor Freight Classification. The tariff produced by the ATA and the NMFTA that includes NMFC numbers of all commodity types as well as the Uniform Straight Bill of Lading, Long and Short forms. Carriers that are members of the ATA subscribe to the NMFC and follow their classifications.

**NMFC Number** - The National Motor Freight Classification item number. The NMFC number is assigned by commodity type and is used by LTL carriers to determine the level of rates for a shipment.

**NMFTA** - The National Motor Freight Traffic Association. The NMFTA is a part of the ATA and is responsible for maintaining the NMFC and documenting carrier SCAC codes. See their website at [www.nmfta.org](http://www.nmfta.org) for classification listings and a SCAC listing for carriers.

**Packing List**- A document prepared by the shipper listing the material and quantities of material on a particular shipment.

**Pallet**- A platform with or without sides, on which a number of packages or pieces may be loaded to facilitate handling having a size of 40" x 48".

**Preferred Carrier** - A strategic partnership between Austal and a carrier that allows for continuous sustainability, extensive collaboration and development of innovative solutions that benefit the shipper, the carrier, and Austal USA.

**Prepaid** - The shipper pays the freight charges.

**Pro Number** - A unique number assigned by the carrier to identify a specific shipment. Used by Less-Than- Truckload carriers.

**SCAC** - Standard Carrier Alpha Code. A four-letter alpha code uniquely identifying a carrier. Carrier SCAC codes are assigned and maintained by the NMFTA. To obtain a SCAC code or the list of all carrier SCAC's, contact the ATA at 800-282-5463.

**Seller** - The seller of the goods or material. The seller is not always the manufacturer of the goods.

**Selling Agent** - Controlled by, related to, or working for the manufacturer or Supplier. The importer may be able to purchase from a particular manufacturer without using the services of their Selling Agent.

**Shipment** - The movement of freight from one origin point to one destination point.

**SID#** - Shipper Identification Number a unique internal number assigned by the shipper for their purposes. Cannot be the Bill of Lading number or the PRO number.

**Third Party** - The freight charges for a shipment are paid by a party other than the shipper or consignee.

**Supplier**- The party from whom goods are purchased. The Supplier is not always the actual manufacturer of the goods.

**VICS** - Voluntary Inter-industry Commerce Solutions. VICS establishes cross-industry standards that simplify the flow of product and information in the general material retail industry for retailers and suppliers. VICS is made up of executives whose efforts are directed to projects that will improve the timely and accurate flow of product and information between companies, which can encompass Electronic Data Interchange (EDI) and Collaborative Planning, Forecasting and Replenishment (CPFR).

# Appendix A

In order to have Austal USA's shipments routed, please contact the Austal USA Traffic Lead below:

## Austal Traffic Lead

Jimmy Turner  
100 Austal Way  
Mobile, AL 36602  
251-445-1999 ext 1283  
[Jimmy.Turner@austalusa.com](mailto:Jimmy.Turner@austalusa.com)

## U.S. Customs Broker

Kuehne + Nagel, Inc  
4100 N Commerce Drive  
East Point, GA 30344

## International Freight Forwarder

Multiple – To be determined upon receipt of request to collect order. Contact details will be provided by e-mail with instructions for collection of cargo.

## Canada Shipments only as follows:

	Carrier	Method	Account Number
For Small Packages (Less than or equal to 150 Lbs)	DHL	Express Worldwide  Expedited shipments can only be authorized by Austal USA Traffic Lead	968757578
LTL Shipments (Over 150 Lbs) (6 pallets or less)	C.H. Robinson	Complete the LTL Shipment Request Template and send to <a href="mailto:Austalusa@chrobinson.com">Austalusa@chrobinson.com</a>	

## Appendix B

ALL SHIPMENTS TO BE SENT TO THE APPROPRIATE ADDRESS LISTED BELOW UNLESS OTHERWISE SPECIFIED BY THE AUSTAL USA TRAFFIC LEAD:

### MMF

Delivery Address: 195 Dunlap Drive  
Mobile, Alabama 36602, USA

Phone Number: (251) 434-8000 x1764/x1457

Receiving Hours: 7:00 a.m. to 2:00 p.m. (CST) - Monday thru Friday

### Loxley -Main

Delivery Address: 30665 County Road 49 N  
Building 6 Section R  
Loxley, AL 36551, USA

Receiving Hours: 7:00 a.m. to 3:30 p.m. (CST) - Monday thru Friday

### Loxley - COSAL

Delivery Address: 30665 County Road 49 N  
Building 5 Section O  
Loxley, AL 36551, USA

Receiving Hours: 6:00 a.m. to 2:30 p.m. (CST) - Monday thru Friday

### National City

Delivery address: 1313 Bay Marina Drive  
Dock 4  
National City, CA 91950

Receiving Hours: 6:30 a.m. to 3:00 p.m. (PST) – Monday thru Friday

### Austal West Campus

Delivery address: 100 Elmira Street

Mobile AL, 36603

Receiving Hours: 6:30 a.m. to 3:00 p.m. (CST) – Monday thru Friday

### Seattle

Delivery address: Vigor Shipyard c/c Austal USA  
PSA14 1801 – 16<sup>th</sup> Ave SW  
Seattle, WA 98134-1017

Receiving Hours: 6:30 a.m. to 3:00 p.m. (PST) – Monday thru Friday

### Singapore

Delivery address: NAVSUP Fleet Logistics Center Site  
PSA Sembawang Terminal  
Deptford Rd, Building 7-4  
Singapore 759657

### Guam

Delivery address: Sw3147, DLA Distribution Guam, Mari  
Sumay Dr Bldg 2118 Whse 9  
Santa Rita, GUAM 96915

## **Appendix C**

### **Austal USA Barcode Template and Standards**

Austal USA uses a Zebra Z Series ZM400 – Label Printer – Monochrome – Direct Thermal / Thermal Transfer (MFG# ZM400-2001-0100T). Font style is Code 39 or 3 of 9.


Labels shall be printed with Thermal transfer ink only.

**1" x 2" Placards**


Basic Template

	
<h1>130403</h1>	
<p>VALVE,PRESS PORT 1" x RTN PORT 1-1/4"xA PORT 1" x B PORT 1",ANCHOR WINDLASS DIRECTIONAL CONTROL..207</p>	

Quantity Template

<h1>104884</h1>	
	
<p>HOSE STATION,AFFF,150FT,125GPM;PER 630-555-03-608,TOF LEVEL</p>	
QTY	

Expiration Template

<h1>120445</h1>	
Part Description	
<p>MASTIC,1 GALLON,#6,,RCD 106001,</p>	
Lot Batch #	<h2>142700</h2>
Expiration Date	<h2>05/26/15</h2>

Serialized Template


<h1>104884</h1>	
	
<p>HOSE STATION,AFFF,150FT,125GPM;PER 630-555-03-608,TOF LEVEL</p>	
Serial Number	<h2>080210-485-04</h2>

## 4" x 6" Placards


### Basic Template

  
**112473**  
PANEL,3-WIPER CONTROL,24VDC, MODEL  
EX210324,,,PER 630-625-03-202



### Quantity Template

**MULTIPLE**  
  
PART NO: **122116**  
PART DESC: REACH ROD,JOINT,UNIVERSAL,5/8  
NOMINAL DIAMETER  
BORE,STEEL,,,ELLIOTT #12115-10  
QTY: **224**


### Expiration Template

**EXPIRATION**  
  
PART NO: **132081**  
PART DESC: VALVE,1",PRESSURE REDUCING,BRONZE,ASTM  
F1370/MIL-V-2042,250 LB W/ UNION ENDS,TRAC 403  
415 SET @ 80PSI  
Lot Batch #:  
Expiration Date:

### Serialized Template

**SERIALIZED**  
  
PART NO: **110322**  
PART DESC: FAN COIL UNIT,171 L/S MINIMUM,AIR,SS,,PER SPEC  
LCS-0512-03-4008,NON-VITAL  
SERIAL NO: 968581-10-1  
  
P.O. NO: D48187  
PROJECT: 704

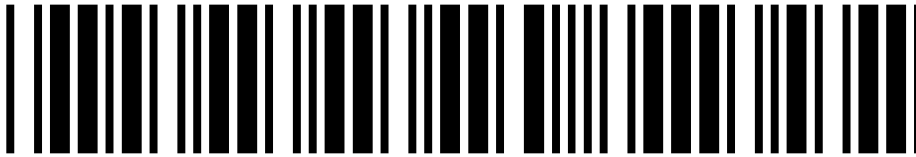
### Cable

**CABLE**  
  
PART NO: **109898**  
PART DESC: CABLE,MIL,2XSW-1  
WDR: 36246-1-C



## 8" x 10" Placards

Basic Template



**PART NO: 111571**

**PART DESC: FIRE EXTINGUISHER, TYPE C -II, CO2, 6.7 KG,,,**

Quantity Template

**MULTIPLE**



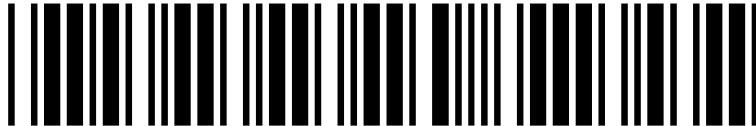
**PART NO: 122116**

**PART DESC: REACH ROD,JOINT,UNIVERSAL,5/8" NOMINAL  
DIAMETER BORE,STEEL,,,ELLIOTT #12115-101**

**Qty: 224**

Serialized Template

**SERIALIZED**



**PART NO: 111571**

**PART DESC: FIRE EXTINGUISHER, TYPE C -II, CO2, 6.7 KG,,,**

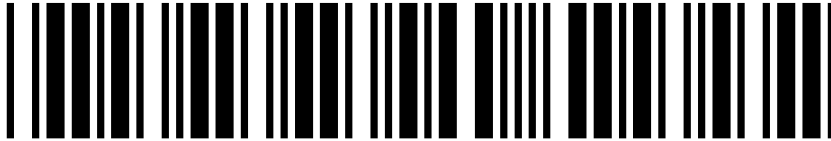
**SERIAL NO:** 

**P.O. NO:** D32297

**PROJECT:** 701

Cable Template

# CABLE



**PART NO:** **111601**

**PART DESC:** CABLE,MIL,LSFHOF-3

**WDR:** D60797-64-A 1,193FT

**REFERENCES:**

*PUR 101, Purchasing Manual, 4.6 Freight Terms*



## Signature page

Supplier hereby acknowledges receipt of the "International Routing Guide" ("Guide").

Supplier will use its best efforts to comply with the instructions and understands that failure to comply with this guide could result in shipments being rejected, delayed in payment, supplier chargebacks, and/or supplier termination.

Please return completed form to: [Jimmy.Turner@austalusa.com](mailto:Jimmy.Turner@austalusa.com)

Supplier Company Name: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

\_\_\_\_\_

Signed By: \_\_\_\_\_ (Authorized Officer)

Name: \_\_\_\_\_

Date: \_\_\_\_\_