

**DOMESTIC SHIPMENTS:** (U.S. origin/destination, not including U.S. territories) require routing via the Northrop Grumman Transportation Management System (TMS) operated by Ryder Logistics. Ryder may be reached at [Northrop\\_Grumman@Ryder.com](mailto:Northrop_Grumman@Ryder.com) or 877-828-8646. New or first-time users can obtain a User ID for DTMS at <https://rscs.ryder.com/#!/login> by clicking on the "Sign Up" tab. Links to the TMS may be found on the OASIS homepage. The Northrop Grumman Mission Systems (NGMS) Domestic Transportation Help Desk may be reached via: [NGMSDomTransHelp@ngc.com](mailto:NGMSDomTransHelp@ngc.com).

**INTERNATIONAL SHIPMENTS:** Follow routing instructions via:

<http://www.northropgrumman.com/suppliers/Pages/Shipping.aspx>. The Northrop Grumman Mission Systems (NGMS) International Transportation Help desk may be reached via [importapp@ngc.com](mailto:importapp@ngc.com).

## **TRANSPORTATION INSTRUCTIONS**

- **CONSOLIDATING SHIPMENTS – U.S. DOMESTIC/Non-U.S. TERRITORY SHIPMENTS ONLY:** Consolidate all shipments consigned to the same delivery address on the same day (even if multiple POs are involved) on the same Shipment Authorization or Bill of Lading (BOL) unless different service level and/or transport mode are required to meet varying delivery commitments, or material handling requirements.
- **USE OF A NGC PREFERRED CARRIER OR FREIGHT FORWARDER IS REQUIRED** if the PO specifies FOB Supplier's Plant, EXW (Ex Works), FCA (Free Carrier) FAS (Free Alongside Ship) or FOB (Free On Board Named Port) with the materials shipped freight collect or third party, bill to NGC account. NGC preferred carriers are accessed via the TMS.
- **DO NOT PREPAY AND ADD SHIPPING CHARGES:** NGC will NOT reimburse "prepay and add." If the shipment originates outside the TMS utilizing "prepay and add," NGC will assume you have included these shipping costs in the price your company quoted for the order.
- **DO NOT INSURE or DECLARE VALUE** on shipments to NGC. NGC is Self-Insured. Supplier will be responsible for any insurance costs that result from not following these directions. NGC will NOT reimburse these charges. Contact the Northrop Grumman Transportation Department if the value of the shipment exceeds \$10 million.
- **PRODUCT MUST BE PROPERLY PACKAGED PER ASTM D 3951 OR BEST GENERALLY ACCEPTED COMMERCIAL EQUIVALENT:** Packaging "peanuts" of any type are prohibited inside any packaging containers. Electronics and optical devices must be packaged in ESD protective material.
- **THE PO NUMBER MUST BE VISIBLE ON ALL PACKAGES, CARRIER'S BOL/AIR WAYBILL, SHIPPER'S/CONSIGNEE'S BILLING REFERENCE:** The TMS will automatically reference the PO on a barcode generated by the system which may be printed on 8x11 paper and affixed to each carton or container. The TMS will automatically post the appropriate PO reference to the carrier's freight bill and BOL.
- **EACH PO LINE ITEM MUST BE SEPARATELY PACKAGED AND BARCODED:** If one shipping container is used to consolidate more than one PO, mark the outside of the container and each packing slip with all PO numbers and indicate "Consolidated Shipment." Contents should be marked 1 of 5, 2 of 5, etc., to indicate the total number of items.
- **PACKING LIST AND BARCODE:** Include a separate packing list and barcode for each PO in all shipments indicating the NGC PO number, quantity, weight, and contents of container. Affix the packing list and barcode to the outside of the package or container in an easily accessible envelope. All packages or shipping containers must be clearly labeled and marked with special handling, orientation, or hazardous material labels/markings as required by Mil -STD-129. All United States Government or International Regulations required for safe and lawful transport must also be properly described on BOL in compliance with the proper freight classification, tariff, rules, and regulations, in a manner that will result in the lowest transportation cost.
- **HAZARDOUS MATERIALS SHIPMENTS SHALL BE MADE IN ACCORDANCE WITH** the Code of Federal Regulations, Title 49, Parts 100-199, with International Civil Aviation Organization (ICAO) Dangerous Goods Code, or with the International Maritime Dangerous Goods Code. These

shipments must be clearly identified as hazardous materials on the BOL, and be accompanied by a Safety Data Sheet (SDS), and when required, a properly completed Dangerous Goods Declaration (DGD).

- **CLASSIFIED (CONFIDENTIAL AND SECRET), SENSITIVE SHIPMENTS OR MATERIAL GOVERNED BY A SECRECY ORDER WILL HAVE SPECIFIC ROUTING INSTRUCTIONS IN THE TEXT OF THE PURCHASE ORDER:** The TMS will select the appropriate cleared carrier in accordance with the classification level, and delivery requirements. If unsure of the requirements for a classified, sensitive or secrecy order shipment, contact your Security Department, the Defense Investigative Service (DIS) or the buyer. Items which bear a security classification must be prepared and transmitted in accordance with the conditions prescribed in the National Industrial Security Program Operation Manual (NISPOM) 5220.22M, Chapter 5, Section 4, "The Transmission of Classified Material, as Specified on the Purchase Order," and in the applicable NATO Security Regulations, as applied to NISPOM, Chapter 10, Section 7.