

To: All General Dynamics -OTS (GD-OTS) Suppliers

These instructions apply to all GD-OTS United States (U.S.) locations. This document 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

For many years, GD-OTS has supplied routing instructions to show our supplier base the accepted and approved carriers, by transportation mode, for inbound shipments to our facilities or to third party destinations on our behalf. The routing instructions include preferred carriers. The preferred carriers are not based on cost solely, which includes low rates and incentives, but the agreements take into consideration: service, tracking systems, a low claims ratio, payment arrangements, a close rapport and networks that satisfy our total logistics needs world-wide. The cost of doing business has increased substantially, and transportation and logistics rates have been a significant factor, 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 by our suppliers. Penalties for noncompliance and the use of unapproved carriers are shown therein. The routing instructions are updated periodically, and **it is the supplier's responsibility to check for updates via this website.**

Please note: The Purchase Order (PO) or Blanket Order dictates the "ship to" address. Please ensure you read the order and ship to the correct "ship to" destination shown. **The Accounting address is also shown (Lima, Ohio). This is not the "ship to" address or the freight Third Party invoicing address.**

Shipments that are sent to the wrong plant, in error, now will be debited from your account, without notification. 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 PO, 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 GD-OTS Buyer.

These routing instructions apply only when a PO specifically directs that GD-OTS is responsible for transportation.

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 PO 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 PO.

Early and late shipments are *included* in GD-OTS Supply Chain Management's assessment when GD-OTS solicits bids and awards orders. So, please, in your own interest, abide by the PO schedule. If a Buyer asks you to ship early, insist on a PO schedule change before making the shipment.

Packing Slip Issues

GD-OTS has received a greater number of parts from suppliers that are not properly identified or lack the correct paperwork. Please ensure 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, please indicate which container houses the packing slip.

Value Declaration

Do not declare the value or insure GD-OTS's freight in excess of the carrier's stated standard liability without authorization. If value is declared without prior GD-OTS authorization, the supplier may be debited for the excess valuation charges, plus an administrative fee.

PO Number

GD-OTS receives hundreds of shipments on a daily basis. In order to identify the package contents quickly and sort appropriately, GD-OTS requests that you include the PO number on your shipping address label or the regular address label when shipping by truck. Also reference the PO number on the bill of lading and on small package waybills.

Thank you for your compliance. If you have any questions, please contact your GD-OTS Buyer.

Routing Instructions

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

Normal Freight

Williston, VT; Charlotte, NC; Marion, VA; Saco, ME

Weight	Carrier	Phone	Mode
1 to 150 pounds	FedEx Ground	800-463-3339	Small Package
151 to 1,2000 pounds	UPS Freight	800-333-7400	Less than Truckload
Greater than 12,000 pounds	Robert Bare Associates	800-344-4491	Truckload
Flatbed or Specialized	Contact Traffic Manager	802-662-6752	Specialized

Lincoln, NE; McHenry, MS; Hampton, AR

Weight	Carrier	Phone	Mode
1 to 150 pounds	FedEx Ground	800-463-3339	Small Package
151 to 1,2000 pounds	YRC	800-610-6500	Less than Truckload
Greater than 12,000 pounds	Robert Bare Associates	800-344-4491	Truckload

Please reference Note 5 below for international shipping documentation.

Expedite Freight

You must contact your GD-OTS Buyer for expedite instructions and approval.

International suppliers must contact the GD-OTS Traffic Manager (contact information below) for routing instructions and GD-OTS Regulatory Compliance for correct documentation requirements.

Brenda Winter
Principal Traffic Specialist
General Dynamics - OTS
326 IBM Road, Bldg. 862
Williston, VT 05495
Phone: 802-662-6752
Email: brenda.winter@gd-ots.com

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 shipping location. The account number is available on the PO number or can be obtained from the buyer.
- Note 2: Less Than Truckload (LTL) – Ship “collect” to plant destination; do not “prepay.”
- Note 3: Third Party Billing – If product is transported between two third party locations, neither of which is a GD-OTS facility listed in these routing instructions, the following applies: billing should be “bill third party collect” to the location that has placed the PO. The PO number is to be listed on the shipping documents.
- Note 4: Bill of Lading – **All LTL orders shipped on one day 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 International Traffic in Arms Regulation (ITAR) authorization on all shipping documents, including the bill of lading. An advance copy of shipping documents including invoice and packing list must be e-mailed to GD-OTS Regulatory Compliance for review and acceptance before release.** Failure to do so will result in a delay in transit times and possible fines and penalties.
- Note 6: Customs Brokerage – The GD-OTS customs broker is FedEx Trade Networks. Contact GD-OTS Regulatory Compliance for correct office notification.
- Note 7: Wood Packaging Requirements – The 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 U.S. Department of Agriculture, became effective to U.S. imports on September 14, 2005. Treatment and marking of WPM will apply to pallets, skids, crates, dunnage, etc. used for imports to any GD-OTS facility in the U.S. and/or any other participating countries.
- Note 8: FedEx® Shipping Instructions (see below)

Package size requirements

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

Shipper responsibility

Under this arrangement, freight charges will be invoiced directly to GD-OTS, 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).

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, with FedEx Ship Manager hardware or software, or with your own automated shipping platform. The PO number should be input in the "your reference" space.

When shipping inbound to any GD-OTS U.S. location:



The screenshot shows a web form titled "4. Billing Details" with "Help" and "Hide" links. The form contains the following fields:

- * Bill transportation to: A dropdown menu with "Recipient" selected.
- * Account no.: A text field containing "123456789".
- Your reference: A text field containing "PO Number".
- A link for "More reference field" with a plus icon.

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 GD-OTS recipient account number in the “Account no.” field. (See link above to obtain account number.)

Enter the GD-OTS PO number in the “Your reference” field for all shipments. **The PO is a required entry.**

DO NOT enter a Declared Value for Carriage.

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 9: If you have any questions regarding a specific GD-OTS order, please contact your GD-OTS buyer.

Any questions regarding the routing instructions should be directed to:

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326 IBM Road, Bldg. 862
Williston, VT 05495
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Email: brenda.winter@gd-ots.com