



DOMESTIC ROUTING GUIDE

For shipments supporting all ULA locations:
Appendix A: Location and Contact Information

GENERAL INFORMATION

- These instructions are for all United Launch Alliance (ULA) shipments when ULA bears the shipping cost. All shipments shall be shipped freight “COLLECT” when inbound and “PREPAID” when outbound to/ from a ULA facility. “Third Party Billing” on drop shipments must include the ULA Purchase Order number on the freight bill. If there is no PO Number, then reference the buyer name on the freight bill. Failure to provide this information may result in the freight charges being reversed to the shipper. Third party billing applies to any shipment that is in support of the location(s) listed below
- DO NOT prepay shipments and add the freight cost to your invoice for material. Costs incurred by failure to ship collect using designated carriers will be the shipper’s responsibility.
- C.O.D (cash on delivery) is not authorized and all shipments will be refused.
- The ULA purchase order number must be clearly annotated on the packing list, freight bill and each container.
- Bar-coding requirements - Bar code marking of all containers is requested when possible. Labels should contain part number, nomenclature, quantity and purchase order number.
- Air charter transportation should only be used when authorized by the Supply Chain transportation services Manager or the ULA Transportation department.
- Do not insure any shipment or declare values. By declaring a value, you are requesting insurance and ULA shipments are already covered with a blanket Transit Damage & Loss Insurance Policy.
- Shipments with a value of \$100M or more are to be brought to the attention of Risk Management via the ULA Transportation department.
- CONSOLIDATE all shipments on one air bill or bill of lading per day. Multi-pack to consolidate various purchase orders in one carton when size of material allows.
- Materials requiring air-ride van or special handling are to be coordinated with the ULA Transportation department (see contacts below).
- Failure to comply with these instructions resulting in additional freight costs shall result in a debit to the shipper’s account for the excess transportation cost.
- **Contact ULA Procurement Representative for applicable account number.**

- Over-dimensional transportations MUST be scheduled by ULA Transportation and not directly by the vendor.
 - Please allow 5 day notice for over dimensional shipment requests
 - Please allow 14 day notice for super-sized shipment requests
 - Please allow 30 day notice for any super-sized shipment requests entering or departing the state of California
- When contacting ULA Transportation or the carrier for pickup of legal sized freight, please allow 3 day notice for pickup requests.
- Any problems incurred when using the ULA designated carriers should be directed to ULA Transportation department contacts:

Contact Name	Phone Number	Fax Number	Cell Number
Brent Enchiff	256-432-1699	256-432-1005	256-318-6398
Joe Richardson	256-432-1466	256-432-1005	256-221-1854

Supply Chain Transportation Services Manager

Lani Daniel: work- 256-432-1235 Cell 256-221-1461

Domestic Shipments

Note: The preferred method for all mail and small packages is via the U.S. Postal Service.

AIR SHIPMENTS

Air Shipments ‘overnight’ or ‘next day’, 1 to 150 lbs:

- FedEx: 1-800-463-3339
<http://www.fedex.com/us/customersupport/>
- UPS: 1-800-742-5877
<http://www.ups.com/content/us/en/index.jsx>

Air Shipments ‘second day’, under 150 lbs:

- FedEx: 1-800-463-3339
<http://www.fedex.com/us/customersupport/>
- UPS: 1-800-742-5877
<http://www.ups.com/content/us/en/index.jsx>



Air Shipments Over 150 lbs (Heavyweight/Oversized):

- UPS: SCS 1-800-742-5727 <http://www.ups-scs.com/>

Premium Air (Charter/Expedited)

Note: Contact ULA Transportation prior to using this service

- FedEx Custom Critical: 1-866-274-6117 (White Glove Services)
or Air Expedite: 1-866-551-4033 <http://customcritical.fedex.com>
- Panther: 1-800-685-0657
<http://www.pantherexpedite.com/>

GROUND SHIPMENTS

All ground shipments, 150 lbs max per package, meeting vendor guidelines:

- FedEx Ground: 1-800-463-3339
<http://www.fedex.com/us/ground/main/>
- Panther: 1-800-685-0657
<http://www.pantherexpedite.com/>
- UPS Ground: 1-800-742-5877
<http://www.ups.com/content/us/en/index.jsx>

LTL

For ground shipments over 150 lbs (or not meeting vendor guidelines) use an LTL CARRIER listed below:

- Panther: 1-800-685-0657
<http://www.pantherexpedite.com/>
- UPS Freight: 1-800-333-7400
<http://ltl.upsfreight.com/aboutus/contactus/index.aspx>
- YRC: 1-800-610-6500 <http://www.yrc.com/>

PREMIUM GROUND (EXPEDITE)

- FedEx Custom Critical: 1-866-274-6117
<http://customcritical.fedex.com>
- Panther: 1-800-685-0657
<http://www.pantherexpedite.com/>

TRUCKLOAD/SPECIALIZED

Contact ULA Decatur Traffic personnel to schedule ALL over dimensional transports with the appropriate carriers. **Suppliers are not to contact freight vendors directly for oversized transports.** Site transportation or traffic personnel contact information is listed in the routing guide. Deadhead charges must always be approved by Decatur transportation and will be avoided if at all possible.

For legal size transports suppliers may utilize the following approved freight vendors:

Flatbed Trailer (Preferred):

- Bennett Motor Express (McDonough, GA): 1-800-866-5500 x 361
- Landstar (Longmont, CO): 1-888-235-7445

Step Deck Trailer (Preferred):

- Baggett Transportation (Birmingham, AL): 1-205-322-6501
- Landstar (Longmont, CO): 1-888-235-7445

Curtain Side Trailer (Preferred):

- Baggett Transportation (Birmingham, AL): 1-205-322-6501
- Bennett Motor Express (McDonough, GA): 1-800-866-5500 x 361
- Landstar (Longmont, CO): 1-888-235-7445

RGN Double Drop Trailer (Preferred):

- Bennett Motor Express (McDonough, GA): 1-800-866-5500 x 361

Box Trailer (Preferred):

- Baggett Transportation (Birmingham, AL): 1-205-322-6501
- Landstar (Longmont, CO): 1-888-235-7445

Straight Truck 18-24 ft (Preferred):

- Landstar (Longmont, CO): 1-888-235-7445
- Panther 1-800-685-0657:
<http://www.pantherexpedite.com/>

Cargo Van (Preferred):

- Landstar (Longmont, CO): 1-888-235-7445
- Panther: 1-800-685-0657
<http://www.pantherexpedite.com/>

INTERNATIONAL SHIPMENTS

All international shipments (imports or exports) are to be brought to the attention of ULA Global Trade Controls in Centennial, Colorado, for authorization and direction.



Phone: 303-269-5687

Contact must be made prior to any actions taken in support of a shipment.

Failure to comply with international regulations can result in non-compliance penalties:

- Criminal - up to \$1,000,000.00 and/or imprisoned for each violation.
- Civil - up to \$100,000.00 and/or imprisoned for each violation.
- Denial of export/import privileges.

Decatur Site Location and Contact Information

United Launch Alliance
1001 Red Hat Rd
Inventory Management Center
Decatur, AL 35601-7552

Contact Name	Phone Number	Fax Number
Brent Enchiff	256-432-1699	256-432-1005
Joe Richardson	256-432-1466	256-432-1005

CCAFS Site Location and Contact Information

United Launch Alliance
Cape Canaveral Air Station
ITL Warehouse
Cape Canaveral, FL 32920

Contact Name	Phone Number	Fax Number
Fred DiPietro	321-730-0514	321-853-1967
Robert Gay	321-446-6610	321-853-1967

VAFB Site Location and Contact Information

United Launch Alliance
10th & Utah, Building 7525
Vandenberg Air Force Base, CA 93437

Contact Name	Phone Number	Fax Number
Katie Holmes	321-576-5232	805-605-2378
Fred DiPietro (back up)	321-730-0514	

Harlingen Site Location and Contact Information

United Launch Alliance
2800 Airport Drive
Harlingen, Texas 78550

Contact Name	Phone Number	Fax Number
Jesus Chavez	956-430-7748 956-254-9605	956-357-6291
Brent Enchiff	256-432-1699	256-432-1005

Pueblo Site Location and Contact Information

United Launch Alliance
45825 East Highway 96
Building 594
Pueblo, CO 81006

Contact Name	Phone Number	Fax Number
Larry Giltner	719-947-3072	719-947-3077

Centennial Site Location and Contact Information

United Launch Alliance
7630 S Chester St
Englewood, CO 80112
(Einstein/Pan I)

United Launch Alliance
9950 E Easter Ave
Centennial, CO 80112
(Warehouse)

United Launch Alliance
9501 E Panorama Circle
Centennial, CO 80112
(Galileo/Pan II)

Contact Name	Phone Number	Fax Number
Mick Miller	303-269-6791	
Brent Enchiff	256-432-1699	256-432-1005