



# 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  
Sean Skifstrom: 256-432-1311

## 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):

- Anderson Trucking (St. Cloud, MN): 1-800-338-0498 Ext. 6
- Bennett Motor Express (McDonough, GA): 1-800-866-5500 x 361

Box Trailer (Preferred):

- Anderson Trucking (St. Cloud, MN): 1-800-338-0498 Ext. 6
- 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  
3401 Highway 20 West  
Upstate Commercial  
Park  
Warehouse O  
Decatur, AL 35601

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

**VAFB Site Location and Contact Information**

United Launch  
Alliance  
10<sup>th</sup> & 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
Sergio Huerta	956-430-7864	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 7958 S  
Chester St  
Centennial, CO  
80112  
(Newton/Waterview IV)

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