



Domestic Routing Guide

INTRODUCTION

ULA is focused on optimizing transportation through selection of the most cost-effective carrier, mode, and service level to meet business requirements. ULA is asking CONTRACTORs to drive down the frequency of multiple shipments occurring on the same day to the same location.

The following shipping terms cover ULA's transportation program. Any questions can be posed to the CONTRACTOR's ULA Procurement Representative or the ULA Transportation Department.

SHIPPING TERMS & FREIGHT PAYMENTS

- All inbound shipments to a ULA location shall be shipped "COLLECT" and must include a valid ULA Purchase Order (PO) number.
- All outbound shipments from a ULA location shall be shipped "PREPAID".
- Shipping paperwork requires carriers to submit freight bills to:
UNITED LAUNCH ALLIANCE - ULA
C/O SYNCADA
PO BOX 3001
NAPERVILLE, IL 60566
- "PREPAY AND ADD" or the payment for shipping costs by a CONTRACTOR which are then invoiced to ULA are not authorized, unless specifically state on the PO. Costs incurred by failure to ship collect using designated carriers will be the CONTRACTOR's responsibility.
- Unless otherwise specified in the Contract, delivery shall be Free On Board (FOB) Place of Origin (place of shipment, as described in the Uniform Commercial Code Section 2-319).
- ULA is responsible for identifying and/or selecting the carrier for transportation of goods bought from CONTRACTOR.
- ULA Procurement Representative is responsible for goods once safely on board of transport and signed over to carrier, freight costs incurred and all liabilities during transport for all shipments, including Customer Arranged Pickups (CAPS), unless otherwise noted.
- These are general shipping requirements. Special engineering or other transportation requirements may be exempt as directed by the ULA Procurement Representative.

PACKAGING REQUIREMENTS

Shipments shall be packaged in such a manner that the shipment is protected from the hazards of anticipated transportation and storage conditions. At a minimum, packaging shall protect the product from physical and mechanical damage. If applicable, packaging shall provide protection against environmentally induced corrosion and deterioration and other forms of degradation during storage, multiple handling, and shipment. Shipments shall be marked with the necessary handling instructions, purchase order number, ULA account number, and the consignee's name and address.

Refer to PO and ULA Procurement Representative, and ASTM D3951 Standard for Commercial Packaging, and all applicable referenced documents within for specific packaging requirements. All shipments should be packed and prepared for standard freight shipping and handling. Shipments of dangerous goods shall be marked and packaged in accordance with 49 CFR (Code of Federal) Department of Transportation regulations.

Packaging and shipping of perishable goods requiring refrigeration must ensure proper protection and that such goods are received at the noted destination within specification requirements.

Contact the ULA Transportation Department for any questions regarding unique packaging considerations.

- For packages *legal in size per DOT*:
 - Cargo must not exceed these values: 8ft 06in height, 8ft 06in width and 48ft in length with a total 45,000 lbs. (pounds) weight limit.
 - ULA Transportation requires at least 5-7 business days advance notice to coordinate recovery.
- For *over-dimensional transports*:
 - Class 1: 3ft-06 to 13ft-11in height, 12Fft-01in to 13ft-11in width and 53ft length, with more than 45,000 lbs. (pounds).
 - Class 2: 14ft to 15ft-11in height, 14ft to 15ft-11in width and <100ft but >53 ft in length and less than 200,000 GVW of cargo, power unit and trailer.
 - Class 3: 16ft and greater in height, 16ft and greater in width and 100ft or greater in length with 200,000 GVW or greater of cargo, power unit and trailer.
 - ULA Transportation requires at least 30 business days advance notice to coordinate recovery.

LABELS & SHIPPING PAPERWORK

- ULA PO number(s) must be clearly printed on shipping labels for all CONTRACTOR shipments.
- Code 128 barcoding labels should be used to include part number, nomenclature, quantity, and PO number(s).
 - Barcode(s) shall include:
 - PO Number– (No leading zeros or spaces, do not include the letters “PO”)
 - Line Item (No leading zeros or spaces, do not include letters “LI”)
 - Packing Slip Number (No spaces)
 - Serial Number – (No spaces, only if S/Ns are available, do not include letters “SN”)
- Shipping labels should include the address listed on the ULA PO, unless ULA Procurement Representative written approval has been provided for alternate delivery addresses.
- ULA PO number(s) must be clearly printed on all shipping paperwork including Packing Lists and Bill of Ladings (BOLs) for all CONTRACTOR shipments.
- Each shipping container of perishable goods will be marked indicating, in large, bold lettering that the goods are perishable and must be refrigerated. Rejections of perishable goods due to lack of refrigeration at destination due to improper labeling or marking of the shipping container will be charged to the CONTRACTOR.
- The CONTRACTOR shall separately list returnable containers on the packing sheet and plainly mark the containers “RETURNABLE”. For method of return the CONTRACTOR will state if freight collect or CONTRACTOR pickup. Parts lists for knockdown-type containers must be forwarded to the ULA Procurement Representative. Failure to comply with these instructions will relieve ULA of all responsibility for payment for returnable containers that are not returned.
- All shipping paperwork requires a description of all contents being transported, weight and packaged dimensions. Shipments via air carrier shall be marked with the actual gross weight and dimensions on each box or other outer container.
- Hazardous materials are required to follow paperwork guidelines outlined in [Title 49 CFR Part 172](#).
- ULA Transportation must be notified by the CONTRACTOR no less than 48 hours prior to any hazardous materials being shipped.
- CONTRACTOR is responsible for completion of the necessary documentation per D.O.T. regulations (e.g., Packing Lists, Bill of Ladings).
- A complete packing list shall be enclosed with all shipments. The CONTRACTOR shall mark containers or packages with necessary lifting, loading, and shipping information, including the ULA Contract number, Contract line-item number and quantity, ULA material number and shipment quantity, dates of shipment, and the names and addresses of consignor and consignee. Bill of Lading number and weight of shipment shall also be shown for shipment on Government Bill of Lading.
- "Ship to" instructions as set forth in the Schedule designate the appropriate consignee. All shipping documents, shipping labels, and packing sheets must show full and complete information as to the appropriate consignee. The CONTRACTOR agrees not to deviate from these "ship to" provisions without prior authorization from the ULA Procurement Representative
- CONTRACTOR must forward a copy of all shipping confirmation documents to the ULA Procurement Representative prior to shipment departure.
- For Special Cleaned items, the CONTRACTOR agrees to affix to the outer surfaces of the inner bag and the shipping container the following markings: part number, serial number, date, method of cleaning, method of packaging, inspection date for materials covered by ANA Bulletin 438a (when applicable) and the statement, "The inner bag must be opened in an approved dust-free room for testing or inspection." Test reports, data, and any necessary articles that have not been cleaned will be firmly attached to the exterior of the package enclosing the part. NOTE: Holes in the sealed area of the inner bag are not permitted

ADVANCED SHIPPING NOTIFICATIONS

- CONTRACTOR must provide ULA Procurement Representative (s) with expected shipment ready dates no less than 30 days in advance to allow ample time for carrier, mode, service, and routing assignment.
- CONTRACTOR should plan for at least 14 days of transit time to meet ULA's PO due date.
- Materials (including any packaging) more than 96" in width, and / or 96" in height, and / or 50 ft in length, and / or 45,000lbs gross product weight require direct coordination with the ULA Transportation Department for special shipping requirements and over-dimensional coordination where applicable.
- CONTRACTOR must submit ASN(s) in Taulia portal and provide tracking number(s) for all shipments.

SHIPMENT ROUTING

- ULA Procurement Representative will provide CONTRACTOR with carrier, mode, and shipping service for all POs.
- Scheduled shipping times for truckload and over-dimensional will be coordinated with CONTRACTOR through the ULA Transportation Department.
- Costs incurred by failure to ship with the designated carrier, mode and shipping service will be the CONTRACTOR's responsibility.
- Use of expedited or exclusive use shipping options and services (including overnight, air, next-day, two day, "deferred air" temperature controlled, high security, premium, white glove, etc.) is NOT authorized without express written approval from ULA Procurement Representative. Costs incurred from expedited or exclusive use shipping options without prior approval from ULA will be the CONTRACTOR's responsibility.

FREIGHT CLAIMS & INSURANCE

- Utilize standard shipping insurance coverage offered by assigned carrier routing – do not purchase additional insurance unless written approval is provided by ULA Procurement Representative.
- Freight Claims will be governed by the standard process outlined in [Title 49 CFR Part 370](#).

CONTRACTOR RESPONSIBILITY

- **CONSOLIDATE** all shipments to the same ULA location that are ready on the same day into a single shipment. ULA Procurement Representative may request additional consolidation to include shipments over the span of multiple days be consolidated to single shipments. Costs incurred through multiple shipments to the same ULA location on the same day will be the CONTRACTOR's responsibility. Shipments for more than one order may be consolidated into one outer shipping container if the articles described in the Schedule of each Contract are packaged separately and clearly identified to the appropriate order.
- CONTRACTOR is responsible for the loading of all freight and cargo to assigned carrier at the scheduled time. Shipments shall be delivered to the carrier's transportation equipment at the CONTRACTOR's plant. If the facilities for shipment by the carrier's equipment are not available at the CONTRACTOR's plant, shipments shall be delivered to the nearest point where the carrier's service is available. These shipping instructions apply to all modes of transportation except rail when shipment occupies sufficient space in a railroad car to constitute a carload shipment. A carload shipment or shipment constituting a carload shipment shall be properly and adequately loaded and secured by the CONTRACTOR to prevent damage in transit.
- Allowable maximum dwell and loading times are not to exceed 2 hours past the scheduled time without pre-arranged approval from ULA Transportation Department.
- Costs incurred for demurrage, detention, Truck Order Not Used (TONU) and / or special requirements which were not pre-arranged will be CONTRACTOR's responsibility.
- If ULA Transportation is needed to make the transportation arrangements on behalf of the CONTRACTOR, ULA must have a written response to the following for EACH planned shipment:
 - ULA PO number
 - Date and time the shipment will be readily available for pickup/ transport at consignor
 - Consignor's/ shipper's physical address, point of contact and telephone number
 - Hours of operation [days and times]
 - Does this physical pickup location have an accessible loading dock?
 - Consignee address and to whom's attention
 - Freight description (i.e., raw materials, machinery, etc.)
 - Size and type of packaging of each container(s) (length x width x height)
 - Gross weight (U.S. pounds)
 - Total number of pieces/containers
 - Are any of the above materials considered hazardous or dangerous goods per regulations of the Department of Transportation? (Yes or no; if yes, please specify)
- ULA Transportation will then schedule any freight available for pickup/recovery per United Launch Alliance internal policies and procedures.

SHIP IN PLACE AT ULA CONTRACTOR

- The CONTRACTOR agrees to complete the “Ship-in-Place Shipping and Receiving Report” (F 640) provided by the ULA Procurement Representative. The CONTRACTOR will complete Part 1 at the time of Ship-in-Place. CONTRACTOR agrees to submit the Report to the ULA Procurement Representative within three (3) workdays from receipt of the material at the CONTRACTOR’S facility. The Report should be submitted with evidence of acceptance (packing slip / shipper).
- The CONTRACTOR agrees to store the material in accordance with the applicable storage requirements in the Specification or Drawing identified in the contract, prior to physical shipment.
- The CONTRACTOR will complete Part 2 of the “Ship-in-Place Shipping and Receiving Report” (F 640) at the time of physical shipment to ULA. Upon authorization from the ULA Procurement Representative, the CONTRACTOR agrees to submit Part 2 of Report to the ULA Procurement Representative within three (3) workdays from time of shipment. The physical shipment should include a copy of the completed Report (Parts 1 and 2). Additionally, the Report should be submitted with all other paperwork in the Supplier Data Transmittal (SDT) System.

DROP SHIPMENT TO ULA CONTRACTORS

- The SHIPPING CONTRACTOR agrees to complete the shipping supplier portion of the “Contractor - Shipping and Receiving Report” (F 639) provided by the ULA Procurement Representative. Ship the report, any contractually required documentation, and the material to the CONTRACTOR identified in the Contract. A copy of the “Contractor - Shipping and Receiving Report” (F 639) and any contractually required documentation shall be forwarded to the ULA Procurement Representative identified in the Contract.
- The RECEIVING CONTRACTOR agrees to submit to ULA Procurement Representative within three (3) workdays after receipt of material dropped shipped from a ULA CONTRACTOR, the completed “Contractor - Shipping and Receiving Report” (F 639), provided by the SHIPPING CONTRACTOR. Material received has been drop shipped to the RECEIVING CONTRACTOR’s facility for performance of requirements set forth in this Contract.

ADDITIONAL POLICIES & PROCEDURES

- Shipments valued at \$5M or more must be brought to the attention of ULA Risk Management via the ULA Transportation Department.
- Value shall not be declared in excess of the maximum value set forth on the carrier's tariff by those carriers who assess a value charge over and above a minimum value. The only exception to the above shall occur when the carrier's tariffs require actual valuations as a condition of acceptance, unless otherwise provided in this Contract.
- Materials (including packaging) exceeding 96" in width, and / or 96" in height, and / or 50 ft in length require direct coordination with the ULA Transportation Department for special shipping requirements and over-dimensional coordination where applicable.
- CONTRACTORS are to follow all local, state, and federal laws governing the shipment of all materials, including over-dimensional and hazardous materials.
- Cash on Delivery (COD) shipments are not authorized and will be refused by ULA.
- The first shipment received by ULA which falls within the quantity tolerance (either plus or minus) designated in a Contract will be considered as meeting the quantity requirements of the Contract. Any additional shipments against the Contract may be returned to the CONTRACTOR freight collect.
- Quantities in excess of the Contract tolerance may be accepted by ULA as a no cost items or they may be returned to the CONTRACTOR at CONTRACTOR'S expense. ULA shall be liable for the price of only those quantities within tolerance or under tolerance that it accepts.
- For tooling and/or ground support equipment, CONTRACTOR shall submit all digital and conventional data collection inspection report results to ULA Precision Measurement for validation no less than 5 days prior to onsite review.
- On-site CONTRACTOR validation shall be performed as necessary. CONTRACTOR shall notify the Tooling Quality Assurance Representative (TQAR) at least 3 days in advance of the time that the material is available for final inspection review.
- For Supplier Acceptance Delegation Program Contractors, evidence of acceptance will be indicated by application of acceptance stamp to a label or tag adjacent to the part number to the lowest level of packaging. The stamp must include date of acceptance. Contract line items must be individually packaged, and the supplier must not package supplier acceptance delegated items with non-supplier acceptance delegated items.

ULA CONTACT INFORMATION

- **Brent Enchiff**
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(256) 432-1116
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ULA LOCATIONS & ADDRESSES

 Location	 Phone Number	 Address
Decatur Plant	(256) 432-1699	United Launch Alliance 1001 Red Hat Rd Inventory Management Center Decatur, AL 35601-7552
Pueblo Propulsion Shop	(956) 430-7748	United Launch Alliance 45825 East Highway 96 Building 594 Pueblo, CO 81006
ULA CCSFS Launch Site	(321) 730-0514	United Launch Alliance Cape Canaveral Air Station ITL Warehouse Cape Canaveral, FL 32920
Centennial Development Center	(303) 269-6791	United Launch Alliance 9950 E. Easter Ave. Centennial, CO 80112 (Warehouse)
ULS VSFB Launch Site	(321) 576-5232	United Launch Alliance 10 th & Utah Building 7525 Vandenberg Air Force Base, CA 93437