



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 policies and procedures 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.
- Free on Board (FOB) Shipping Point / Origin or Incoterms as specified within the ULA PO.
- 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

Refer to PO and ULA Procurement Representative for specific packaging requirements. All shipments should be packed and prepared for standard freight shipping and handling.

Please 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, 12ft-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).
- 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.
- All shipping paperwork requires a description of all contents being transported, weight and packaged dimensions.
- 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).
- Contractor must forward a copy of all shipping confirmation documents to the ULA Procurement Representative prior to shipment departure.

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 provide ULA Procurement Representative with confirmation of shipping and 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.
- Contractor is responsible for the loading of all freight and cargo to assigned carrier at the scheduled time.
- 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 you may have available for pickup/recovery per our United Launch Alliance internal policies and procedures.




ADDITIONAL POLICIES & PROCEDURES

- Shipments valued at \$5M or more must be brought to the attention of ULA Risk Management via the ULA Transportation Department.
- 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.
- 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. Reference existing quality documentation outlined in [PO-TDC 531](#).
- 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 hardware is available for final inspection review.

ULA CONTACT INFORMATION

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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 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)
ULS VSFB Launch Site	(321) 576-5232	United Launch Alliance 10 th & Utah Building 7525 Vandenberg Air Force Base, CA 93437