



**TO: OCEAN SYSTEMS Suppliers**

**SUBJECT: PROCUREMENT SHIPPING INSTRUCTIONS, STANDARD AND PREMIUM FREIGHT FOR ALL OCEAN SYSTEMS FACILITIES**

These instructions supersede all previous PC-097 revisions and must be followed for all material purchased FOB Shipping Point. Any deviations must be cleared with the Ocean Systems shipping department prior to shipment.

ADDITIONAL COSTS RESULTING FROM FAILURE TO FOLLOW INSTRUCTIONS WILL BE DEBITED TO YOUR ACCOUNT

**FREIGHT CHARGES: SHIP COLLECT to our account or PREPAY AND ADD** all non-premium freight charges to your material invoice. Always indicate number of shipping containers, weight of each carton, and the carrier's name. For premium freight, when authorized, see instructions on page two.

**INSURANCE: DO NOT INSURE** or declare value of shipments under \$500,000. For amounts in excess, call the Buyer referenced on the purchase order.

**CONSOLIDATION OF SHIPMENTS:** Consolidate as a single shipment all shipments for each Ocean Systems location to be forwarded on the same day. Ship to proper address as shown on Purchase Order.

**PACKAGING:** All material shall be packaged in accordance with best commercial practice and in compliance with the Purchase Order. Shipments received damaged, due to improper packing, are subject to rejection and may be returned at your expense.

**CLASSIFIED MATERIAL:** For safeguarding classified material, ship in accordance with the Department of Defense Industrial Security Manual.

**MARKING:** All labels must show:

- Supplier's Name and Address
- "Ship To" Address
- Ocean Systems P.O. Number
- Box Number / Number of Boxes

Packing List must accompany each shipment, indicating the following information:

- Ocean Systems P.O. Number
- Ocean Systems Part Number
- P.O. Line Item Number
- Description of Material
- Quantity Shipped

Any Certificate of Compliance should be attached to the Packing List. One set of the Packing List must be attached to the outside of package #1 in a protected envelope.

**ROUTING INSTRUCTIONS:** Wherever possible, all shipment for which the freight charges are the responsibility of Ocean Systems are to be made using surface transportation. If the weight and size are within the limits of FedEx Ground, ship via FedEx Ground (option: UPS Ground). For all other shipments under 500 pounds, ship via motor freight.

Telephone the Ocean Systems shipping Department, (781) 794-3765, for the routing instructions of all shipments exceeding 500 pounds.

**PREMIUM FREIGHT:** Air freight or other premium transportation at Ocean Systems expense is to be used **only** when authorized by an Ocean Systems buyer. Such shipments are to be made **COLLECT**, and must specify the Ocean Systems account number.

For shipments 100 pounds or less, use FedEx or UPS. For shipments over 100 pounds, contact our shipping department.

All International Shipments at Ocean Systems expense must be shipped **COLLECT** and forwarded through your local FedEx, UPS or A.N. Derringer agent:

1. Carrier preference is based on weight (see above).
2. Specify correct account number (see below).

**The Ultra account numbers may be obtained by contacting either the Buyer or the shipping department at (781-794-3765).**