NORTHROP GRUMMAN

Mission Systems (MS) Routing Instructions for All Points OUTSIDE The United States to:

Northrop Grumman International Trading, Inc., and Northrop Grumman Systems Corporation

Delivery addresses: Curtis Bay 1, 7621 Energy Parkway, Dock 7 Baltimore, MD 21226

   7090 Troy Hill Drive, Elkridge, MD 21075

   1212 Winterson Road, Linthicum, MD 21090

   895 Oceanic Drive, Annapolis, MD 21409

Mode of Transportation: Air Freight, Non-containerized

Carrier: Based on the agreed incoterms, if Northrop Grumman is financially responsible to move the shipment, please refer to the list of Northrop Grumman's approved freight forwarder.

List of Approved Freight Forwarder

Do not route shipment via Federal Express, DHL, UPS or other express courier services without permission from the Northrop Grumman's Transportation Department (importapp@ngc.com).

I.   Pre-shipment Requirements

A.   Pre-Shipment Notification Instructions

Shipper must inform the buyer/NGC business point of contact and Northrop Grumman's Transportation Department at importapp@ngc.com of any shipments with a minimum of 72 hrs. prior to the shipment pickup.

1.   Documents to be supplied to the Northrop Grumman's Transportation department for review and approval:

a)   Commercial Invoice (CI) - Basic document from which importer pays the vendor or exporter. Used to declare importer goods to customs

b)   Packing list - Detailed list of contents of the shipment. Prepared by the shipper.

After NG approval is provided, send a copy of the commercial invoice and air waybill in advance via email to the notify party listed under the Shipping Instruction section > Notify party Sub-section.

B.   Point of Contact

Northrop Grumman's Transportation Department at importapp@ngc.com

II.   Relevant Shipping Information

A.   **Freight Charges:** Ship on freight payment terms in accordance with the agreed Incoterms for the transaction.

Northrop Grumman preferred Incoterms: FCA

B.   **Insurance:** Do not request cargo insurance via declared value on carrier waybill or bill-of-lading, since Northrop Grumman automatically self-insures all such shipments via a corporate policy. Declare values for customs purposes only.

C.   **HTS Classification:** Properly classify the material in compliance with the current Harmonized Tariff Schedules of the U.S.A.

D.   **Valuation (Unit Price/ Extended Price):** Seller must declare the original purchase price, replacement price, repair cost** and assist value** of each item in the currency identified by the associated purchase order or contract, along with applicable unit of measure and total value. ** (if applicable)

E.   **Country of Manufacture/Origin:** Country of manufacture must be stated and certified as correct for each item noted in the commercial invoice.

F.   **Exporter:** Foreign supplier/ vendor- The Shipper is responsible for obtaining export clearance and licenses from the country of origin.

G.   **Consignee:** All Shipments must be consigned to the NG business entity cited on the associated contract or purchase order

III.   Shipping Documents

A.   Commercial Invoice Requirements

All international shipments must include a Commercial/Pro Forma invoice indicating the following requirements <u>in English</u>:

Manufacture/Exporter name and address	Importer (Buyer) name, address
Consignee (ship to) name and address	Buyer (if not the same as the consignee)
Part Number (NG Part Number/ Material ID)	Serial number
Description of goods	HTS Classification number
Country of origin	Incoterms
Quantity shipped	Unit price
Unit of Measure	Extended price
Currency of settlement	Net and gross weight
Terms of delivery and terms of payment	Shipping date
U.S. Import License No. (if applicable)	NG Purchase Order (if applicable)
U.S. Govt. Contract No. (if applicable)	Purchase Order line item (CLIN)

Commercial Invoice Specifications for Military-Grade / ITAR Controlled Products: If you are returning military-grade product to NG, cite one of the following additional statements on the commercial invoice and waybill as appropriate to the return scenario:

> **Import into the US For repair:** This shipment is being imported in accordance with and under authority of 22CFR123.4(a)(1).
>
> **Shipments under US Department of State (DOS) licenses:** License number must be included in the commercial invoice.

Please contact Northrop Grumman's Transportation Department at importapp@ngc.com **to review any other additional statements on the commercial invoice.**

Defense Contract Management (DCMA): In addition to the requirements noted under the commercial invoice requirements section, the following specification apply to every Purchase Order awarded to any non-U.S. supplier for which Duty-Free entry is applicable. All non-U.S. suppliers are required to include the following information per 19 Code of Federal Regulations (CFR) 141.86, Customs Duties, Entry of Merchandise, Contents of invoices and general requirements, with each shipment:

Port of Entry: US port of entry as identified in the Purchase Order (PO)

U.S. Govt. Contract No.: The complete U.S. Government contract number, plus delivery order number (if applicable).

9808 Statement: Include the following notation:

"UNITED STATES GOVERNMENT, DEPARTMENT OF DEFENSE Duty-Free Entry to be claimed pursuant to Section XXII, Chapter 98, Subchapter VIII, Item 9808.00.30 of the Harmonized Tariff Schedule of the United States. Upon arrival of shipment at the appropriate port of entry, District Director of Customs, please release shipment under 19 CFR part 142 to **(insert Customs Broker information)** who will notify Commander, Defense Contract Management Agency
(DCMA), New York for execution of Customs Form 7501, 7501A, or 7506 and any required duty-free entry certificates."

Invoice number & page number: When applicable, both the invoice number and the page number shall be shown at the bottom of each page.

B. Packing List Requirements

All international shipments must include a Packing list; this is a detailed document that states all of the products and packaging details contained in each shipment.
The following requirements must be provide <u>in English</u>:

Shipper/Exporter contact information	Export Invoice number
NG Purchase Order (if applicable)	Bill of Lading Number (if known)
Consignee (ship to) name and address	Buyer (if not the same as the consignee)
The destination address of cargo	Final Destination (Country)
Country of Origin	Mode of Transportation
Date of Departure	Port of loading
Port of Discharge	Part Number (NG Part Number/ Material ID)
Description of goods	Unit Quantity (Number of products)
Additional Information (any delivery notes or details)	Total number of packages in this shipment
Detailed description of each package	Volume of each package
Net Weight of each package	Gross weight of each package
Tracking information for each package (if applicable)	

C. Free Trade Agreements (if Applicable)

Please contact Northrop Grumman's Transportation Department at importapp@ngc.com to review any use of a Free Trade Agreement.

IV. Shipping Instructions

A. Notify Party

Customs Broker Information: Expeditors International - Air Import and Customs Compliance

510 McCormick Drive Suites K-N,
Glen Burnie, MD. USA 21061
Attention: Paweena Molloy and Amy Galante
Office 410-487-9239/ 410-487-9228 direct 240-712-9375/757-470-3191
Email: Paweena.Molloy@expeditors.com/Amy.Galante@Expeditors.com/BWI-ngc@expeditors.com

B. Airport of Destination

Northrop Grumman's preferred destination airports: BWI & IAD

C. Wood Packaging Materials (WPM regulations)

Please refer to most current regulations published by the Animal and Plant Health Inspection Service (APHIS) and U.S. Customs and Border Protection Wood Packaging Materials Guidelines

- APHIS - Wood Packaging Material
- U.S. Customs and Border Protection Wood Packaging materials

V. Problem Resolution and Support

To resolve problems pertaining to listed process, contact Northrop Grumman's Transportation Department at **importapp@ngc.com**
*Non-compliance with listed routing instructions may result in reversal of additional costs incurred.

VI.   Appendix: List of Approved Freight Forwarders

Approved Freight forwarder for Military-Grade / ITAR Controlled Shipments

➢ *Expeditors International*
Northrop Grumman Corporation has designated Expeditors International as it preferred international Freight forwarder. Expeditors has several office and agents worldwide. The Expeditors office nearest your shipping location is found on their website.

Expeditors Global Office Locations - Expeditors

Special Instructions: Expeditors US must be included in all communications with the local Expeditors Office. Please include in your booking request the booking contacts:

GC-Imports-BWI@expeditors.com

Approved Freight Forwarder for NOT Military-Grade / ITAR Controlled Products

➢ *Expeditors International*
Northrop Grumman Corporation has designated Expeditors International as it preferred international Freight forwarder. Expeditors has several office and agents worldwide. The Expeditors office nearest your shipping location is found on their website.

Expeditors Global Office Locations - Expeditors

Special Instructions: Expeditors US must be included in all communications with the local Expeditors Office. Please include in your booking request the booking contacts:

GC-Imports-BWI@expeditors.com

➢ *Express courier services*
  o FedEx International
  o UPS Worldwide Expedited
  o DHL

Do not route a shipment via Federal Express, DHL, UPS or other express courier services without permission from the Northrop Grumman's Transportation Department (importapp@ngc.com).
Under NO circumstances can express courier be used on Cash on Delivery (COD) basis