



GD-OTS Routing Instruction

Rev 1 (May 1, 2024)

These instructions are applicable to Suppliers, Contractors, and Sellers who have received Purchase Orders and subcontracts issued from the Weapon Systems division of General Dynamics-OTS, Inc. (GD-OTS) with operating locations in Williston, VT; Jericho, VT; and Saco, ME. These instructions are supplemental to the Purchase Order and shall be adhered to for all material transported domestically within the US to or on behalf of GD-OTS specifically when the Purchase Order instructions incorporate this requirement under the "SHIP-VIA" header on the Purchase Order.

All shipments must be properly packed, marked, labeled, and routed in accordance with the Purchase Order and these instructions. Unless written authorization to deviate is given by the GD-OTS Traffic Department or your Purchasing Representative, excess freight costs or labor hours incurred due to noncompliance with these instructions may result in back charges to the Seller. Only the GD-OTS Traffic Department or the Purchasing Representative can authorize premium transportation which includes, but is not limited to, air freight, air express, air ride trucks or expedited services. In the event of any conflict between the provisions of this GD-OTS instruction and the requirements of any state and federal law or regulation, the provisions of the applicable law or regulation will govern.

Purchase Order Number:

To identify your shipment appropriately, GD-OTS requires that all shipping documentation and/or labels on shipments must be clearly marked with the GD-OTS Purchase Order number(s).

Packing Slips (also known as Packing List, Pack List, Pack Slip):

All shipments to GD-OTS must have a packing list(s) with the Buyer's Charge Number (project allocation code) or the Purchase Order number and specific Purchase Order Line and Purchase Order Release for each shipped item. Packing list(s) shall have verification that all material is present and inspected, if necessary. The packing slip must contain the part number, description, and quantity unit of measure of each item shipped. Serial numbers, if applicable, must also be shown on the packing slip. Packing list(s) shall be placed inside packing container(s) AND on the outside of the container(s). Packing Slips at a minimum, shall contain the following information:

1. Packing slip number
2. GD-OTS Purchase Order Number
3. GD-OTS Part Number
4. PO Line
5. PO Release
6. Quantity
7. Unit of Measure
8. Serial Number(s) if applicable

GD-OTS prefers all packing slips contain barcodes for all required numerical attributes (PO, Part Number, Line, release etc.)

The attributes must match the Purchase Order that was provided to the Supplier.

GD-OTS recognizes that not all Supplier's systems have the functionality to indicate a PO Line and PO Release separately. For those suppliers that do not have this functionality, the supplier shall separate each shipment line on the same packing slip in one of these formats: LINE.RELEASE or LINE-RELEASE. For example, Line 1, Release 1 would be indicated as "1.1" or "1-1." Line 3, release 2 would be reflected on the pack slip as "3.2" or "3-2".

Marking Requirements:

To identify package contents quickly, efficiently and to sort it appropriately, it is required that the following information be on the shipping label. Markings must include the name and address of the consignee and the shipper, as well as any safety or precautionary details. A barcode label can be created at <https://www.gd-ots.com/labels/barcode/> for convenience.



All labels must show the following:

- a. Shipper’s name and address
- b. Consignee’s name and address
- c. GD-OTS purchase order number
- d. OTS Part Number
- e. Carton number, i.e., 1 of 5, 2 of 5, etc.

Packaging:

Unless otherwise specified, material must be packaged to meet or exceed the current revision of American Society for Testing and Materials (ASTM) Designation D3951. This practice establishes minimum requirements for packaging of supplies and equipment exclusive of ammunition, explosives and hazardous materials which are covered in Title 49 of the Code of Federal Regulations.

Any expense incurred by the Buyer because of improper preservation, packaging, packing, marking, or incorrect method of routing shall be reimbursed by Seller. Multi-pack of various purchase orders into a single carton / pallet destined to the same location is recommended and encouraged. Seller shall furnish the Shipper’s Declaration of Dangerous Goods for any hazardous materials, when necessary, in accordance with CFR 49, International Air Transport Association (IATA) or International Maritime Dangerous Goods Codes (IMDG) and always furnish the Safety Data Sheet (SDS). Seller shall contact the Buyer’s Representative with any questions regarding routing instructions.

Shipments damaged in-transit due to inadequate packaging are subject to rejection and may be returned to shipper at shipper’s expense. Claims and liability for damage will be the responsibility of the shipper.

Delivery Terms:

F.O.B. at a named place (Uniform Commercial Code) will be stated on the purchase order. When GD-OTS bears the freight expense, only the carrier and mode provided by GD-OTS are to be used. Domestic shipments sent by an unauthorized carrier will automatically change terms to F.O.B. destination for matters regarding liability and claims filing and may be charged back to the shipper.

When delivery terms are stated as F.O.B. Destination on the GD-OTS purchase order, the seller must at their own risk transport the goods to the GD-OTS regardless of who paid the carrier for the freight. Collect on delivery (COD) shipments are not authorized and will be refused. Shipments damaged in-transit due to inadequate packaging are subject to rejection and may be returned to Seller at Seller’s expense. Claims and liability for damage will be the responsibility of the shipper.

Authorized Carriers by Service:

Shipment Type	Authorized Service	Authorized Carrier	Account	Contact
Small Package Under 75 LBS Not palletized	FedEx Ground FedEx Overnight	FedEx Ground FedEx Express	Contact GD-OTS Buyer	(800) 463-3339
Less Than Truckload (LTL) Packages Over 75 LBS Palletized No more than 8 pallets	FedEx Freight Priority ABF Standard LTL	FedEx Freight ABF Freight/ArcBest	Bill 3 rd Party to below Billing Address	FedEx (800) 463-3339 ABF (207) 878-2455
Truckload Over 8 Pallets and/or Over 20,000 LBS			Email brenda.winter@gd-ots.com , justin.bowdich@gd-ots.com , evan.brigham@gd-ots.com A truck will be scheduled and a bill of lading sent. A separate request must be submitted for each truckload	
International/Specialized			Email brenda.winter@gd-ots.com , justin.bowdich@gd-ots.com	

Failure to adhere to these routing instructions shall result in the Seller assuming full responsibility for risk or loss



of Goods and absolving the Buyer of any liability, claims filing, and freight expense. Transportation invoices received without the information specified above could be rejected for non-compliance and the Carrier will be instructed to rebill the Seller for the freight charges.

Billing Address:

The default terms for all Purchase Orders where GD-OTS is the responsible party for freight costs (including third party) must be sent to the following **billing address**:

General Dynamics-OTS, Inc.
291 North Street
Saco, ME 04072

Responsibilities:

It is the responsibility of the shipper to understand and comply fully with the FOB shipping terms (UCCoUS), 2020 INCOTERMS, the most current CFR regulations, IATA Dangerous Goods Regulations as well as the IMDG Code when applicable. The shipper will also understand and package all material in accordance with American Society for Testing and Materials (ASTM) Designation D3951 when applicable.

Supersedes:

GD-OTS Routing Instruction