**Sikorsky Aircraft Corporation Routing Guide**

Lockheed Martin (Sikorsky) has contracted **Allyn International, Inc**. to make transportation and logistics decisions for those shipments in which LM (Sikorsky) pays the freight. This change in process aligns long-term operational plans with current enterprise initiatives towards process efficiency and reduced costs**.** Use of **Allyn International, Inc.** will assure selection of proper mode and service level, increase shipment visibility, and maximize corporate transportation agreement leverage.

If your Purchase Order’s Incoterm is EXW or FCA, use of Allyn International is required and not optional.

*\*International Shipments weighing under 1000kg will move via FedEx. There are exceptions and Allyn will advise accordingly. Shipments that weigh greater than 1000kg will move via Expeditors International.*

Shipments will be arranged through the user’s submittal of a Transportation Request (TR). Once registered you can submit a TR at https://ala.allynintl.com/.

To receive an account, users must register for the Allyn Logistics Application (ALA) software at lmlogistics@allynintl.com with your Company Name, First & Last Name, Email address, and Phone Number. Allyn will promptly create the accounts requested and provide the user(s) with their initial credentials and training material necessary to get started. For ALA training, please visit <https://ala.allynintl.com/Knowledge/Knowledge.aspx>.

**To contact Allyn directly, please email lmlogistics@allynintl.com or call a representative at 239-270-0602.**

For questions about this change or direct Sikorsky inquiries, please contact the Sikorsky Global Logistics Department.

**SIKORSKY AIRCRAFT CORP. IMPORT AND SHIPPING REQUIREMENTS**

Sikorsky Aircraft Corporation (“SAC”) takes its responsibility as an importer of record seriously and has developed this document to help ensure that shipments to the United States comply with applicable laws and regulations and do not experience unnecessary delays. We expect that you will review this document closely and incorporate these procedures into your processes.

SAC must receive accurate and complete documentation pertaining to each shipment of imported merchandise in order for it and its preferred freight forwarder/customs brokers (Expeditors International) to make accurate and complete declarations to U.S. Customs and Border Protection. Suppliers must ensure that the personnel who prepare invoices and shipping/export documentation understand and follow the requirements set forth below. Adherence to these requirements is of the utmost importance as they ensure that delivery of your shipments to SAC will not be delayed.

1. **Purchase Orders**

SAC will issue purchase orders for all products shipped to its facilities in the United States.

Valid international purchase orders must contain SAC’s terms of sale as set forth in Incoterms® 2020.

Acceptance of SAC purchase orders constitutes agreement by the supplier to adhere to all SAC policies and procedures, as well as a commitment to comply with all C-TPAT security measures.

1. **Document Disbursement**

For ocean shipments, the supplier shall provide to SAC’s preferred freight forwarder and customs broker, Expeditors International, within three (3) days of vessel sailing a complete original and two (2) copy sets of the required shipping documents. The shipping documents MUST be accurate and comply with the terms of the SAC Purchase Order(s) and other SAC requirements as these documents are forwarded to SAC’s customs broker for U.S. Customs entry. The supplier/exporter must also be in compliance with Customs’ Importer Security Filing (ISF) requirements.

 The shipping documents to be provided to SAC and/or its freight forwarder and customs broker shall include but are not limited to:

1. Commercial invoice
2. Packing List
3. Bills of Lading/AWB's
4. Certificates of Origin, Declarations, Affidavits, etc.
5. Import permits or licenses
6. Any other documents deemed necessary for clearance upon importation.

These documents must be received prior to releasing the cargo to the carrier for departure. These documents **MUST** be accurate and comply with the terms of the SAC Purchase Order(s) and other SAC requirements.

Copies of the foregoing documents must be scanned to **jfk-sikorskyimports@expeditors.com**

immediately, subsequent to completion of documentation by the shipper and/or their agent.

1. **Commercial Invoice**

SAC requires that all commercial invoices (1) be signed by the seller or shipper, or his agent, (2) comply with the invoicing requirements as set forth in Sections 141.86 through 141.89 of the U.S. Customs and Border Protection Regulations, and (3) be provided in the manner customary for a commercial transaction involving goods of the kind covered by the invoice. SAC requires that all commercial invoices provide (at a minimum) the following information:

1. Invoices must be in English.
2. U.S. Port of Entry to which the product(s) is destined.
3. SAC Purchase Order number(s).
4. Invoice number(s)
5. Invoice/shipment date.
6. Names, addresses and telephone numbers of the buyer, seller and ultimate consignee (if other than the buyer).
7. Product number(s) being shipped (SAC Part Number).
8. Detailed description of the merchandise.
9. The quantities of each item in weights and measures.
10. The purchase price of each item in the currency of sale. The value of merchandise should reflect the true value of the goods. It is mandatory that the true value of imported goods is noted on the invoice for Customs purposes. In the event that items have been provided free of charge or at a reduced cost, the true value of the merchandise should be indicated on the invoice by the annotation “”Value for Customs Purposes USD…”. No zero dollar or penny values should appear on invoices.
11. The country of origin of each item.
12. The H.T.S. code per line item (if provided by SAC).
13. The currency of sale.
14. Terms of Sale (using the appropriate Incoterm).
15. All charges itemized by name and amount, including packing costs, commissions, royalties, freight and insurance.
16. All rebates, drawback, and bounties, separately itemized, allowed upon exportation of the merchandise
17. The value of any assists (e.g., materials, components, parts, tools, dies, molds, engineering, development work, design work, etc.) provided by SAC or at the direction of SAC, free of charge or at a reduced cost, for use in the production of the imported merchandise.
18. The intended usage of the article to be imported in to the United States. The following statement must appear legibly (for S-92 material only): For use in the further manufacture and/or construction of civil aircraft only.

The supplier should also identify by name a responsible employee of the supplier/exporter who has knowledge, or who can readily obtain knowledge, of the material in the shipment.

1. **Packing List**

A packing list must accompany each invoice. The packing list must provide the following information for each item shipped:

1. Purchase Order number(s) (If a single commercial invoice covers multiple purchase orders, the packing list must clearly state the purchase order for each item).

2. Gross and net weight for each item.

3. Total gross and net weight for shipment.

4. Total measurements in cubic feet or cubic meters for each item (for ocean shipments only).

5. Quantity of each item.

6. Master and inner pack quantity.

7. SAC Part Number for each item.

8. Supplier Part Number for each item.

9. Marks, numbers and/or symbols on each master carton (carton markings). (The country of origin must be provided in the case marks and numbers.)

For nested/assortment products and kits, the vendor shall refer to the SAC Purchase Order for Part Numbers. If separate SAC Part Numbers have been assigned to the nested / assorted products and kits, the packing list must provide all part numbers with the packing details (quantity, cartons, cube, weight, etc.).

1. **Shipper’s Letter of Instruction (SLI)**

The shipper should provide a Shipper’s Letter of Instruction to Expeditors International or other forwarder as required.

1. **Notify Party**

Notify party for Customs Clearance:

Expeditors International

New York District

800 RXR Plaza

8th Floor, West Tower

Uniondale, NY 11556

516-371-3330

1. **Broker Select Option**

**All FedEx and DHL Shipments** need to indicate BSO (Broker Select Option) on AWB.

FedEx and DHL are limited to transportation only.

**(NO ITAR LICENSABLE SHIPMENTS THROUGH FEDEX OR DHL) \*\*\*\*\***

**SPECIAL INSTRUCTIONS FOR FEDEX BSO (BROKER SELECT OPTION)**

**When completing the BSO Option – Please complete in below manner**

**Brokers Name EXPEDITORS INTERNATIONAL**

**City, State NORTH HAVEN, CT USA**

**Zip Code; Phone # 06473 516-371-3330**

**This is for the Broker Select Portion of the form, this is not consignment. Below please see proper consignment of AWB and Commercial Documents**

1. **Defense Articles Being Returned to the United States**

At times, SAC may export from the United States defense articles subject to the International Traffic in Arms Regulations (“ITAR”) for repair and/or upgrade. Upon return to the United States, the vendor must:

1. Clearly indicate on the commercial invoice, packing list and bill of lading/AWB the ITAR license (e.g., DSP-73) or license exemption under which the defense article was exported from the United States; and
2. Use only parties identified on the license (*e.g.*, foreign intermediate consignees, freight forwarders, customs brokers, etc.) for the shipment and delivery of the defense articles between the vendor and SAC. *If you would like to involve any other parties in the transaction that are not listed on the license, please notify Sikorsky before involving them in DSP-73 license transactions.*

SAC may also temporarily import into the United States defense articles for repair or upgrade by SAC. The vendor must state that the item is being returned to the United States for repair or upgrade on the commercial invoice, packing list and bill of lading/AWB.

1. **Certificates of Origin/Declarations**

The vendor shall provide, or assist in obtaining, certificates of origin, declarations and/or affidavits necessary to support SAC’s claims for duty free treatment under the various free trade agreements and preference programs (i.e., GSP, NAFTA, Caribbean Basin).

1. **Claims**

All claims will be filed using the actual landed cost for each item. Supporting documentation will accompany the claim as applicable for shortages and/or damage claims.

1. **Country of Origin Requirements**

Unless excepted by law (19 U.S.C. §1304), every article of foreign origin (or its container) imported into the United States shall be marked in a conspicuous place as legibly, indelibly, and permanently as the nature of the article (or container) will permit, in such manner as to indicate to an ultimate purchaser in the United States the English name of the country of origin of the article, at the time of importation into the Customs territory of the United States.

Depending on the imported merchandise, either SAC or its valued customer, will be the ultimate purchaser. Thus, it is imperative that every article of foreign origin be marked with the correct country of origin. Where an article itself is exempt from the country of origin marking requirements, SAC requires that the container of such articles be marked with the name of the country of origin of the article unless the container is also exempt from marking. This requirement applies to master cartons, the resale cartons and the actual product if not exempt from marking If the name of a U.S. city or location appears on any of the cartons or the product itself, then the actual country of origin preceded by “Made in or Product of” shall appear legibly, permanently and in close proximity and at least a comparable size.

1. **Antidumping Duties**

Suppliers are required to provide written notification to SAC of any products that are subject to an antidumping or countervailing duty investigation, review or order by the United States Government.

1. **Wood Packing Material (ISPM 15)**

On September 16, 2005, the United States amended its import regulations for wood packaging materials (WPM) to adopt ISPM 15. Under ISPM 15, regulated WPM used in international trade must be treated to kill harmful insects that may be present.

Treatment:

ISPM 15 requires that all non-manufactured wood packaging materials (NMWP) or wood packaging materials (WPM) be heat treated or fumigated. To satisfy the heat treatment requirement, the core temperature of the WPM must attain 56°C and the temperature must be maintained for a minimum of 30 minutes. The second method requires fumigation with Methyl Bromide under the following conditions:

|  |  |  |
| --- | --- | --- |
| **Temperature** | **Initial dosage** **rate (g/m3)** | **Minimum concentration (g/m3) after:** |
| **0.5 hrs.** | **2 hrs.** | **4 hrs.** | **16 hrs.** |
| 21oC or above | 48 | 36 | 24 | 17 | 14 |
| 16oC or above | 56 | 42 | 28 | 20 | 17 |
| 11oC or above | 64 | 48 | 32 | 22 | 19 |

Marking:

SAC suppliers/shippers must use proper treated and marked WPM for shipments to SAC facilities. The following mark must appear legibly and permanently in a visible location on each article, preferably on at least two opposite sides of the article:

**XX represents the ISO country code**

**000 represents the unique number assigned by the national plant protection organization**

**YY represents either HT for heat treatment or MB for methyl bromide fumigation**

SAC requires that each commercial invoice and bill of lading contain a statement certifying that the shipment is ISPM 15 compliant or that no solid wood packing material (SWPM) has been used.

Alternative Materials:

ISPM 15 does not regulate plywood, presswood, corrugated fiberboard, masonite and other manufactured wood materials that may be used in place of solid wood packaging materials.

Failure to Comply**:**

Failure to comply can result in delays in shipment, returned shipments, possible fines and loss of goods. The packaging may need to be removed and destroyed, resulting in damage to SAC products during handling. All SAC suppliers/shippers must comply with the ISPM 15 requirements. All delays, damages, losses or costs associated with the failure to comply will be billed back to the supplier.

1. **Illegal Transshipment**

Illegal Transshipment occurs when goods are misrepresented as being produced in one country when in fact there were produced or assembled in another country. SAC will not tolerate the illegal transshipment of products.

1. **Sample Shipments**

The supplier may be required to provide production samples prior to the shipment of products. Requested samples are to be sent to SAC to the attention of the applicable buyer. These samples are to be sent on a prepaid basis.

**Questions/Comments**

Questions and comments concerning the contents of this document should be directed to the following:

**Sikorsky Global Logistics:** **globallogistics.dl-sik@groups.lmco.com****.**