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**Subject:** North American – Routing Guide

**Compliance with this Routing Guide is mandatory.  
Noncompliance constitutes your agreement to pay all transportation and related costs.**

The following instructions apply to all shipments made to Hawker Beechcraft Corporation, and its subsidiaries for which Hawker Beechcraft is responsible for the freight charges. This also applies to all of Hawker Beechcraft Global Customer Support Corporation including but not limited to these divisions: Hawker Beechcraft Parts and Distribution, formerly known as RAPID and Hawker Beechcraft Global Services, Formerly known as HBS.

- Unless otherwise agreed to in writing on an applicable purchase order or an executed contract between HBC and Supplier, all shipments of Goods & Data required by HBC shall be FCA Supplier's Premises, Incoterms 2010 with passage of title and risk of loss occurring upon delivery at destination as stipulated by applicable purchase order.
- Suppliers that fail to ship in accordance with this Routing Guide will be charged back for all freight expenses incurred plus a \$112 fee for each non-compliant shipment.
- Freight charges prepaid and billed to Hawker Beechcraft will not be accepted. For appropriate account information, please contact the buyer who issued your purchase order.
- Supplier will not insure shipments at HBC's expense, unless otherwise instructed on an applicable purchase order or an executed contract between HBC and Supplier.
- Supplier will not declare a value except when transportation rates are based on "released value", in such instance Supplier will annotate on the bill of lading the lowest released value provided in applicable tariffs.

Packaging, Handling, Storage and Transportation guidelines, which also must be complied with can be found at [https://www.hawkerbeechcraft.com/supply\\_chain/contractual\\_flowdown/clauses/qc27.pdf](https://www.hawkerbeechcraft.com/supply_chain/contractual_flowdown/clauses/qc27.pdf).

- Advance Shipment Notifications (ASNs) and bar coded labels are required utilizing the HBC eProcurement website.
  - More information can be found at [http://www.hawkerbeechcraft.com/supply\\_chain/eProcurement/](http://www.hawkerbeechcraft.com/supply_chain/eProcurement/).
  - Creation of ASNs and bar coded labels can be produced [http://www.hawkerbeechcraft.com/supply\\_chain/eProcurement/ASN2/](http://www.hawkerbeechcraft.com/supply_chain/eProcurement/ASN2/).
- If Supplier fails to utilize an ASN for shipments it will result in a chargeback fee of \$112 per occurrence.
- Canada and Mexico, please see page 5.



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**I. BILL OF LADING**

- A. Describe all products being shipped, fully and in accordance with the National Motor Freight Classification to insure that the carrier properly applies Hawker Beechcraft tariff rates.
- B. Hawker Beechcraft purchase order number(s) and approval code(s), if applicable, must be indicated in the shipper’s reference field on the bill of lading, waybill or airway bill.
- C. The term: freight collect must be indicated on the bill of lading.

**II. PACKING LIST**

A copy of the packing list must be on the inside and attached to the outside of each shipment and include:

- A. Hawker Beechcraft purchase order number
- B. Hawker Beechcraft part number
- C. Quantity shipped
- D. Description
- E. Case markings, if any
- F. Any additional information, as required by Hawker Beechcraft’s buyer.

**III. WHEN TO SHIP**

Consolidate all material released for shipment on the same day and destined to the same consignee address on one waybill. Tender these consolidated shipments to the respective carrier as one shipment, on one waybill. Shipments must arrive at Hawker Beechcraft’s dock by the ‘on dock’ date specified on the purchase order. The use of premium freight (air/expedited shipments) at HBC’s expense is not an acceptable means of complying with this requirement.

**IV. ROUTING INSTRUCTIONS**

- A. Local Courier Service: For suppliers residing and delivering within the metropolitan areas below, use the following guidelines:

Wichita		Little Rock	
Kansas		Arkansas	
Weight Limits	Contracted Carrier	Weight Limits	Contracted Carrier
0 – 250 Lbs.	Air Freight Central (316) 943-0238	None	Goldstar Courier (501) 568-1099
> 250 Lbs.	SS Air Express (316) 640-0668		



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- Wichita, KS vendors shipping to the Hawker Beechcraft facility in Grapevine, TX: Air Freight Central (AFC) picks up all shipments from Wichita area vendors destined for Grapevine, TX, and delivers them to our local facility. They are consolidated into a Next Day, Early AM delivery to Grapevine. You must contact AFC at the phone number listed above for pickup requests.
  - Bills of lading and address labels should be addressed to the Grapevine facility.
  - Each bill of lading can contain up to 8 packages.
  - For next day consolidation, pick-ups must be made by 1:00 PM. Otherwise, they will be consolidated for a second day delivery to Grapevine.
  - The weight limit listed above does not apply to shipments destined for Grapevine.
  - Same day requests after 1:00 p.m. must be approved by the HBC Traffic Dept.
- Tulsa metro area vendors: For shipments destined to Hawker Beechcraft facilities in Wichita, KS, contact Air Capital Delivery by 10:00 a.m. for pickups by 3:00 p.m. CST at (866) 598-9005. Shipments will be delivered same day.

B. Small Package/Ground: Hawker Beechcraft utilizes UPS GROUND service for small package shipments.

The following guidelines must be followed:

- Maximum weight of total shipment is not to exceed 150 lbs.
- Maximum girth is not to exceed 130 inches.
- Maximum length is not to exceed 108 inches.
- No crated or palletized shipments.

All UPS shipments are to be shipped COLLECT on Hawker Beechcraft's applicable account numbers. Freight charges prepaid and billed to Hawker Beechcraft will not be accepted. If you are not currently set up to use UPS, please call them at (800) 742-5877 to arrange for the creation of your shipping account.

C. LTL Shipments: All shipments over 150 lbs or do not meet UPS's qualifications, but are less than 10,000 lbs or occupy less than 14 linear feet of floor space, are to be shipped LTL via the carriers indicated by origin points listed on Table I, page 4, of this guide.

D. Hazardous Shipments:

- 0 - 150 Lbs. – Utilize UPS GROUND service.
  - If you are not already a certified hazardous materials shipper with UPS, either contact your local UPS representative or call UPS at (800) 554-9964.
- > 150 Lbs. - Utilize the appropriate LTL Carrier for the origin points listed in Table I, page 4 of this guide.



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TABLE I

Origin State	Contracted Carrier
AL	YRCW
AR	ODFL
AZ	YRCW
CA	YRCW
CO	ODFL
CT	YRCW
DE	YRCW
FL	YRCW
GA	YRCW
IA	ODFL
ID	YRCW
IL	ODFL
IN	YRCW
KY	YRCW
KS	ODFL
LA	ODFL
MA	YRCW
MD	YRCW
ME	YRCW
MI	YRCW
MN	ODFL
MO	ODFL
MS	YRCW
MT	YRCW

Origin State	Contracted Carrier
NC	YRCW
ND	YRCW
NH	YRCW
NE	ODFL
NJ	YRCW
NM	ODFL
NV	YRCW
NY	YRCW
OH	YRCW
OK	ODFL
OR	YRCW
PA	YRCW
RI	YRCW
SC	YRCW
SD	ODFL
TN	YRCW
TX	ODFL
UT	YRCW
VA	YRCW
VT	YRCW
WA	YRCW
WI	YRCW
WV	YRCW
WY	YRCW



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- E. Refrigerated Shipments: For shipments required to sustain 0 degrees Fahrenheit, originating from Greenville, TX, contact M. Bruenger Trucking at (316) 744-0494. For all other US domestic shipments, contact Bob Brinks Trucking at (507) 452-1568.
- F. Air/Expedited Shipments: You will receive an approval code via your purchase order when an air/expedited shipment is authorized at HBC expense. Your shipping department must enter this approval code in the shipper's reference field of the carrier bill of lading/waybill/airbill at the time they are making the shipment. Failure to annotate the approval code and/or failure to use directed carrier/service will result in being charged back for all freight and associated expenses incurred.
- G. For all other shipments and/or questions, call (316) 676-7405 or (316) 676-3343, or email [SCM\\_Traffic@hawkerbeechcraft.com](mailto:SCM_Traffic@hawkerbeechcraft.com).

ODFL, Old Dominion Freight Lines – (800) 288-9758  
YRCW, Yellow Roadway Corporation Worldwide – (800) 833-8138

## V. CANADA AND MEXICO SHIPPING

### A. Required documents

#### 1. Packing list.

- a. Each packing list must contain the following information:
  - Purchase order number
  - Part number
  - Quantity shipped
  - Description
  - Case markings, if used
- b. A copy of the packing list must be on the inside of each case and three (3) copies on the outside of each case.

#### 2. Commerical/Proforma Invoice.

- a. Invoices must be clear and legibly typed in English.
- b. Invoices must contain an authorized Company representative's printed name, signature and title.



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- c. Each invoice must contain the following information:
  - Part number, purchase order number or return authorization number if applicable, description, quantity, unit value, extended value, type of currency, country of manufacture or growth, Harmonized Tariff Schedule number, shipper name and address, and consignee name and address (No PO Boxes Allowed), and air approval code, if applicable.
  - State if the item is a repaired or refurbished. Repair cost and new value must be on the invoice regardless of who is paying for the repair. Any inspection or re-evaluation charges must be shown as such. State any other associated costs with their applicable monetary value and description.
  - State if the part is controlled by International Traffic In Arms Regulations (ITAR) and traveling under a Department of State license or ITAR exemption, and must include the applicable license number or D.O.S. exemption wording for each part.
  - ITAR parts must be shipped and invoiced separately from civil parts.
  - A copy of the invoice must be on the inside and three (3) copies on the outside of each case.

#### B. U.S. Customs/Broker Information

1. All shipments are to be shipped in-bond to the appropriate Hawker Beechcraft location(s), as determined by the purchase order.
2. All shipments are to be cleared by Hawker Beechcraft's appointed broker:

F. H. Kaysing Company  
10203 West York Street  
Wichita, Kansas USA 67215  
Telephone – (316) 721-8980  
FAX – (316) 721-8984 or 8986

3. The broker information must be included on the house air waybill and the commercial invoice.
4. Utilize Broker of Choice program by entering Importer's (HBC or HB Parts) applicable account number in the UPS Account Number block in UPS World Ship system or in Receiver's account number block on paper waybills.

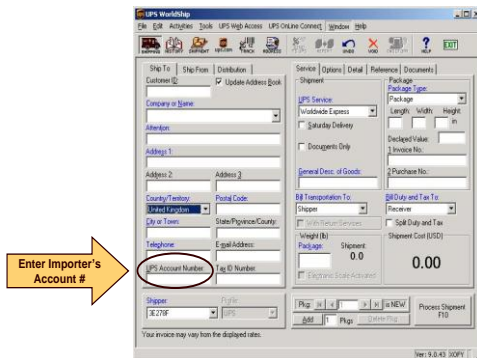
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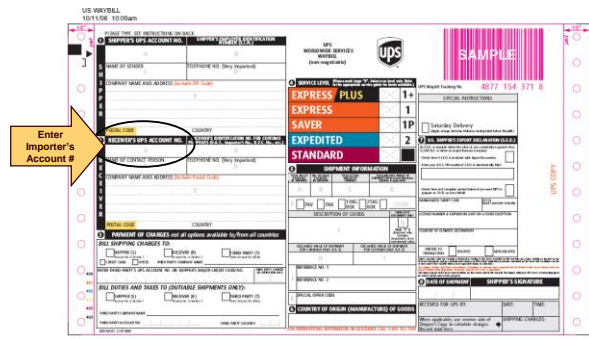
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**Examples**

**Where must the shipper enter an importer's account number for Broker of Choice in WorldShip?**



**Where must the shipper enter an importer's account number for Broker of Choice on a waybill?**



5. The following statement must be on all shipping documents:

**“SHIP IN-BOND TO (Insert City and State Here) FOR CUSTOMS CLEARANCE BY F. H. KAYSING COMPANY. NOTIFY F. H. KAYSING AT (316) 721-8980.”**

If you have any questions concerning import documents, contact the Hawker Beechcraft Import Operations team via email at [ImportOps@hawkerbeechcraft.com](mailto:ImportOps@hawkerbeechcraft.com).

**C. When to Ship**

Consolidate all material released for shipment on the same day and destined to the same consignee address on one bill of lading. Tender these consolidated shipments to the respective carrier as one shipment, on one waybill. Shipments must arrive at Hawker Beechcraft’s dock by the date specified on the purchase order. The use of premium freight (air/expedited shipments) at HBC’s expense is not an acceptable means of complying with this requirement.

**D. Routing Instructions**



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  - Maximum weight of total shipment is not to exceed 150 lbs.
  - Maximum girth is not to exceed 130 inches.
  - Maximum length is not to exceed 108 inches.
  - No crated or palletized shipments.
  
  - Canada use UPS, Standard service
  - Mexico use UPS, Worldwide Expedited service

All UPS shipments are to be shipped COLLECT on Hawker Beechcraft's applicable account numbers. Freight charges prepaid and billed to Hawker Beechcraft will not be accepted. If you are not currently set up to use UPS, please call them at (800)742-5877 to arrange for the creation of your shipping account.

2. All shipments over 150 lbs or do not meet UPS's qualifications use Yellow Roadway Corporation Worldwide.
  
3. Air/Expedited Shipments: You will receive an approval code via your purchase order when an air/expedited shipment is authorized at HBC expense. Your shipping department must enter this approval code in the shipper's reference field of the carrier bill of lading/waybill/airbill at the time they are making the shipment. Failure to annotate the approval code and/or failure to use directed carrier/service will result in being charged back for all freight and associated expenses incurred.

All questions regarding your shipments or this routing guide should be directed to: Hawker Beechcraft's Traffic Department at (316) 676-3343 / (316) 676-7405 or email at [SCM\\_Traffic@hawkerbeechcraft.com](mailto:SCM_Traffic@hawkerbeechcraft.com).