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**Subject:** Other International Inbound Shipping to U.S. – 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.
- Shipments from Canada and Mexico see North American - Routing Guide
- Shipments from United Kingdom see United Kingdom Inbound Shipping to U.S. - Routing Guide



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## I. REQUIRED DOCUMENTS

### A. Packing list.

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

### B. Commercial/Proforma Invoice.

1. Invoices must be clear and legibly typed in English on company letterhead. Carrier or freight-forwarder generated invoices are not allowed.
2. Invoices must contain an authorized Company representative's printed name, signature and title.
3. Each invoice must contain the following information:
  - a. 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.
  - b. 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.
  - c. 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.
  - d. ITAR parts must be shipped and invoiced separately from civil parts.
  - e. A copy of the invoice must be on the inside and three (3) copies on the outside of each case.

## II. U.S. CUSTOMS/BROKER INFORMATION

- A. All shipments are to be shipped in-bond to the appropriate Hawker Beechcraft location(s), as determined by the purchase order.



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B. 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

C. The broker information must be included on the house air waybill and the commercial invoice.

D. 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).

### III. WHEN TO SHIP

- A. 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. Small Packages: Hawker Beechcraft utilizes UPS Worldwide Expedited service for small package shipments. The following guidelines must be followed:
1. Maximum weight of total shipment is not to exceed 150 lbs.
  2. Maximum girth is not to exceed 130 inches.
  3. Maximum length is not to exceed 108 inches.
  4. No palletized shipments will be accepted.

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.

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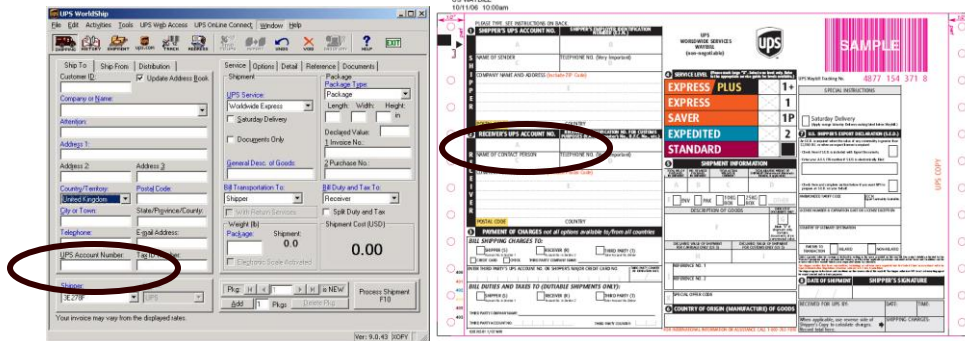
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You will receive an approval code via your purchase order if any deviation from utilizing UPS Worldwide Expedited service is authorized at HBC’s expense. Your shipping department must enter this approval code in the shipper’s reference field of the carrier bill of lading/waybill/air bill 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.

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.

**Examples**



B. Shipments > 150 lbs or do not meet UPS’s qualifications contact HBC Traffic Dept., at [scm\\_traffic@hawkerbeechcraft.com](mailto:scm_traffic@hawkerbeechcraft.com) for shipping instructions.

1. You will receive an approval code via your purchase order which your shipping department must enter in the shipper’s reference field of the carrier bill of lading/waybill/air bill 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.
2. If directed by traffic to ship ocean:
  - a. All shipments must be available 26 days prior to the ‘on-dock’ date specified on the purchase order to ensure on time delivery.
  - b. All parts and associated invoices must be physically in the carrier/freight forwarders possession no later than six days prior to vessel sailing.



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- c. In addition to paragraph I.B.3. above the invoice must also include the following information:
    - Manufacturer (Supplier) Name and Address
    - Ship-To Party Name and Address
    - Country of Origin of each part
    - Commodity HTS Number for each part (to the 6-digit level)
    - Seller Name and Address
    - Buyer Name and Address
    - Container Stuffing Location (Name and Address)
    - Consolidator Name and Address
  - d. The master bill of lading number and/or house bill of lading number, your email address and the freight forwarders email address must be provided at the time invoices are sent to Import Ops. The actual copies of the house and master bills are required to be sent to Import Ops within 48 hours of shipment sailing.
3. Failure to comply with importer security requirements if directed by ocean will result in a charge back for any fines or penalties incurred by HBC that resulted from errors, negligence, omissions, or failure to notify importer.

\*\*Importer Security Filing Requirements Letter dated January 2009 with invoice example can be found [here](#).

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).