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Effective Date:	01/17/11

Subject: United Kingdom 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, 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 and a \$112 fee for each debit produced by HBC.
- 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.
- Predefined suppliers may receive other Hawker Beechcraft specific routing instructions. These specific instructions supersede any conflicting information contained in this guide.
- Supplier will not insure shipments at HBC's expense, unless otherwise instructed.
- 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 http://www.hawkerbeechcraft.com/include/content_view.aspx?id=8920.
- 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/.
 - Creation of ASNs and bar coded labels can be produced http://www.hawkerbeechcraft.com/supply_chain/eProcurement/ASN2/.
- Suppliers that fail to utilize an ASN for shipments will result in a chargeback fee of \$112 per occurrence.



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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.
2. Invoices must be on company letterhead and contain an authorized Company representative's printed name, signature and title. Carrier or forwarder generated invoices are not acceptable.
3. Each invoice must contain the following information:
 - a. Part number, purchase order number, description, quantity, unit value, extended value, type of currency, country of manufacture or growth, Harmonized Tariff Schedule number, shipper name and address, consignee name and address (No PO Boxes Allowed) and air approval code if applicable.
 - b. State if the item is a repaired or refurbished item. Repair cost and new value must be on the invoice regardless of who is paying for the repair.
 - c. State any other associated costs with their applicable monetary value and descriptions.
 - d. 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 license number and exemption wording for each part.
 - e. ITAR parts must be shipped and invoiced separately from civil parts.
 - f. 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.

III. WHEN TO SHIP

- A. Combine all material released for shipment on the same day and destined to the same consignee address on one manifest. 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) is not an acceptable means of complying with this requirement.
- B. Tender the shipment to the UPS-SCS Manchester terminal and email the booking information to the appropriate personnel, as specified under "Consolidation Procedures" below.
 - 1. All shipments must be at the UPS-SCS Manchester Consolidation Center 26 days prior to the 'on dock' delivery date to ensure on time delivery to HBC.
 - 2. Ocean transportation is the standard method of shipping. See paragraph V below for Importer Security Filing requirements.

If air is deemed necessary at HBC expense, you will be provided an approval code via your Purchase Order with the following exceptions:

- a. Consolidated shipments to Grapevine, Texas.
- b. Shipments to Little Rock, Arkansas.
- 3. If deemed at HBC expense, single 'AOG Nonconsol' shipments to Grapevine, Texas will require approval codes.



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4. You must provide the UPS-SCS Manchester Consolidation Center the instruction of air and approval code, if applicable, as indicated below in Consolidation Procedures.

IV. CONSOLIDATION PROCEDURES

- A. All requests for collection from the suppliers' door must be made to the UPS-SCS Manchester Consolidation Facility. All suppliers who wish to make their own delivery to UPS-SCS must do so to the Manchester facility only. Address as shown below:

UPS Supply Chain Solutions UK Ltd
Building 316
World Freight Terminal
Manchester Airport
Manchester UK M90 5EW

Contact Info: Laura Dearn – ldearn@ups.com
Julie Davis – jdavis7@ups.com
Richard Tyler – tyler.richard@ups.com

Facsimile: 0161-436-9393 or 0161-436-9333

1. SUPPLIERS DELIVERIES TO UPS-SCS - E-mail and facsimile the following information to UPS-SCS Manchester ONLY via the contact info listed below:
 - a. Shipper name and address
 - b. Pieces, weight, cube
 - c. Carrier name
 - d. Carrier Tracking Number
 - e. Expected arrival date
 - f. Hawker Beechcraft purchase order number
 - g. Indicate Ocean or Air as onward mode of transportation to Hawker Beechcraft. If no mode is indicated, the product will ship Ocean.
 - h. Air approval code, if applicable.

Failure to provide the air approval code and/or failure to use directed carrier/service will result in being charged back for all freight expenses incurred.

Contact Info: Laura Dearn – ldearn@ups.com
Julie Davis – jdavis7@ups.com
Richard Tyler – tyler.richard@ups.com

Facsimile: 0161-436-9393 or 0161-436-9333



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2. UPS-SCS COLLECTIONS FROM SUPPLIERS – Email and facsimile the booking and invoice, containing the following information to UPS-SCS Manchester via the contact info listed below:

- a. Number of Pieces
- b. Weight
- c. Dimensions
- d. Description of Part
- e. Hawker Beechcraft PO number
- f. Consignee Address (in full)
- g. Reference Number for driver to quote prior to collection point
- h. Collection address
- i. Time and Date collection will be ready for pickup
- j. Hours of Operation
- k. Indicate Ocean or Air as onward mode of transportation to Hawker Beechcraft. If no mode is indicated, product will ship Ocean.
- l. Air approval code, if applicable

Contact Info: Laura Dearn – ldearn@ups.com
Julie Davis – jdavis7@ups.com
Richard Tyler – tyler.richard@ups.com

Facsimile: 0161-436-9393 or 0161-436-9333

V. Importer Security Filing (ISF)

A. In addition to paragraph I.B. 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

The master bill of lading number and/or house bill of lading number, your email address and the freight forwarders email addresses 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.

B. Failure to comply with importer security requirements will result in a charge back for any fines or penalties incurred by HBC that resulted from result of errors, negligence, omissions, or failure to notify importer.



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**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.