



Boeing Distribution Services

Routing Guide

Domestic and International Shipments

Published: September 2019

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I. INTRODUCTION

Purpose of the Guide:

- Provide instructions for all Domestic and International shipments to Boeing Distribution Services.
- Understand how to select the appropriate carrier based on:
 - Shipment weight
 - Shipment origin (country)
 - Shipment destination (country)

Routing guide must be followed. Any deviation from routing guide could result in 100% chargeback of freight + \$100 Handling fee

Using this Guide:

- Identify the appropriate carrier based on the guidelines in [II. CARRIER SELECTION](#)
- Use the Carrier Pages to properly create shipping labels
- Reference materials in the event of uncertainty when shipping

BOEING DISTRIBUTION SERVICES shipments will fall into one of the following 4 classifications

1) **Small Parcel**

Definition: Shipments under 150 lbs. Includes non-palletized multiple piece shipments up to a total shipment weight of 250 pounds.

2) **Less Than Truckload (LTL)**

Definition: Shipments over 150 lbs that are shipped Ground. Includes loose tendered, palletized and oversized shipments over 150 pounds.

3) **Airfreight**

Definition: Shipments over 150 lbs that require air transport. Includes loose tendered, palletized and oversized shipments over 150 pounds.

4) **Other**

Definition: Any other types of shipment (ex: Full Truckload)

II. CARRIER SELECTION

1) Small Parcel

Carrier selection should be based on the following matrix using the Origin and Destination axes

Destination Origin	United States	Germany	France	Great Britain	Canada	Italy	Turkey	Poland	Australia
United States	FedEx Ground* <small>*or as noted on PO</small>	UPS WW Express	UPS WW Express	UPS WW Express	FedEx Express	UPS WW Express	UPS WW Express	UPS WW Express	FedEx Express
Germany	UPS WW Express	UPS Standard	FedEx Express	FedEx Express	FedEx Express	FedEx Express	N/A	FedEx Express	FedEx Express
France	UPS WW Express	FedEx Express	FedEx Express	FedEx Express	FedEx Express	FedEx Express	N/A	FedEx Express	FedEx Express
Great Britain	UPS WW Express	FedEx Express	FedEx Express	FedEx Next Day <small>fedex.com/gb* *Login details on PO</small>	FedEx Express	FedEx Express	N/A	FedEx Express	FedEx Express
Canada	FedEx Express	FedEx Express	FedEx Express	FedEx Express	FedEx Express	FedEx Express	N/A	FedEx Express	FedEx Express
Italy	UPS WW Express	FedEx Express	FedEx Express	FedEx Express	FedEx Express	FedEx Express	N/A	FedEx Express	FedEx Express
Turkey	UPS WW Express	DHL Express	DHL Express	DHL Express	N/A	N/A	N/A	N/A	N/A

2) Less Than Truckload (LTL)

- FedEx Freight LTL is Boeing Distribution Services' selected LTL service provider. This applies to all North American shipments (US, Canada, Mexico).
- Freight Economy should be used unless otherwise notified by your Boeing Distribution Services buyer

3) Airfreight

- Carrier selection will be provided by buyer on Purchase Order
 - FedEx Express Freight
 - UPS Heavyweight Air
 - Kuehne & Nagel

III. PREPARING A SHIPMENT

General Directions

Packaging and Labeling

- Carton/box size should not exceed 12x12x12 inches
- Maximum carton weight is 35lbs
- Adhesive labels should be placed directly onto cardboard, not onto packing tape. The labels are designed to stick to cardboard and may otherwise fall off during transit.

Small Parcel

- FedEx Ship Manager or UPS Worldship must be used to create label
 - See carrier pages on how to properly prepare the label for shipment
- Box weight is not to exceed 35lbs
- No straps around boxes
- Carrier Pick Up Fees- If Supplier does not have a regularly scheduled pick up with FedEx Ground, Supplier is responsible for any pick up fees incurred. This is a normal cost of business.

Daily Consolidation Program *NEW*

**Applies to: Small Parcel (<150lbs)
Ground, Air
ALL Lanes (US Domestic, Int'l)**

- Boeing Distribution Services will now require daily consolidation of Purchase Orders
- On a daily basis, multiple Purchase Orders should be placed into a single box until the weight limit of 35lbs is reached
- This consolidation process does not change based on requested service levels (Ground vs Air) nor requested ship dates. As such, all POs marked "Ground" should be consolidated into single boxes while those marked "Express" should be consolidated the same way

Instructions:

- 1) Identify the weight and service levels (Ground vs Air) of each PO to ship to Boeing Distribution Services
- 2) Based on the 35lbs weight limit, identify which POs should be consolidated into a single box, **while maintaining separation between service level (Ground vs Air)**
- 3) Pack the identified POs into one box
- 4) Seal the consolidated box and ship according to the Boeing Distribution Services routing guide

Exterior Packaging of POs:

- Include a manifest of the following information on the outside of the box (with barcodes):
 - PO number
 - Part number
 - Quantity
 - Tracking number

Interior Packaging of POs:

- Individual POs can be packaged in the following 2 ways:
 - 1) Parts placed into sealed plastic bags to be placed into the consolidation box.
 - 2) Parts can be packaged in smaller boxes that will be placed in the consolidation box
- Based on the interior packaging, PO paperwork should be attached appropriately
 - 1) Plastic sealed bags- paperwork stapled to outside of bag
 - 2) Individual boxes- paperwork should be included inside of the sealed box

Example 1

- There are 3 Boeing Distribution Services POs:
 - Boeing Distribution Services PO #1 has a weight of 10lbs (Ground)
 - Boeing Distribution Services PO #2 has a weight of 11lbs (Ground)
 - Boeing Distribution Services PO #3 has a weight of 14lbs (Ground)
- Consolidate Boeing Distribution Services POs #1, 2, & 3 (Ground) all into one box

Example 2

- There are 4 POs:
 - Boeing Distribution Services PO #4 has a weight of 19lbs (Air)
 - Boeing Distribution Services PO #5 has a weight of 12lbs (Ground)
 - Boeing Distribution Services PO #6 has a weight of 3lbs (Air)
 - Boeing Distribution Services PO #7 has a weight of 11lbs (Ground)
- Consolidate Boeing Distribution Services' POs #4 & 6 (Air) into one box and Boeing Distribution Services' POs #5 & 7 (Ground) into another box

Less Than Truckload (LTL)

LTL Shipments are to be shipped with FedEx Freight LTL

*Manifest required for **all** pallets ***NEW****

- Manifest placed in clear sleeve and attached to outer pallet for easy visibility upon delivery to Boeing Distribution Services
- Copy of manifest emailed to MIA.incoming@boeingdistribution.com upon shipping that is emailed to Boeing Distribution Services upon shipping
- Includes the following information (with barcodes):
 - PO number
 - Part number
 - Quantity
 - Box count
 - Tracking number

IV. FREIGHT INVOICING AND INQUIRES

- All shipments must be sent to Boeing Distribution Services as “Collect” or Bill Third Party.
- *If you an experience an issue while trying to create a shipment, reach out to your BOEING DISTRIBUTION SERVICES buyer. Do not ship Prepaid using your account number.*
- *Prepaid & Add freight costs from our suppliers will **NOT** be paid and will be the responsibility of the shipper.*
- If a “Collect” shipment is accidentally shipped Prepaid with an authorized carrier, please contact your Boeing Distribution Services buyer for assistance on having the charges rebilled to Boeing Distribution Services.
 - Do not pay the invoice. If the invoice is paid, the carrier will not be able to rebill to Boeing Distribution Services. In this case, the supplier will be responsible for the freight charges.
- Suppliers are only permitted to ship directly to a Boeing Distribution Services customer with written permission from your Boeing Distribution Services buyer

V. FEDERAL EXPRESS

FedEx Ground and Express

This includes non-palletized multiple piece shipments up to a total shipment weight of 250 pounds.

- Shipper:** Boeing Distribution Services Locations, Suppliers and Supplier direct to Boeing Distribution Services Customer.
- Consignee:** Boeing Distribution Services location as indicated on PO (or Boeing Distribution Services customer if drop shipment)
- Declared Value:** Enter "0"
- Service Type:** Select **FedEx Ground®** ~ unless otherwise stated on PO
- Billing Details:**
- Select "Bill transportation to **Recipient**" Delivery to a Boeing Distribution Services location
 - Select "Bill transportation to **3rd Party**" Authorized direct-ship (drop-ship) to a non- Boeing Distribution Services location

Your Reference

- Enter the **Boeing Distribution Services Purchase Order (PO#)** [or **Boeing Distribution Services Sales Order (SO#)**]
- Field Required → *Must appear on the shipping label*

FedEx Ship Manager at fedex.com

Quick Guide

To ship with FedEx Ship Manager at fedex.com, you will need Internet access, an inkjet or laser printer, and your FedEx account number.

Go to fedex.com, to login. Enter your user ID and password and click "Login." Now you are ready to ship.

Hover over the "Ship" tab and select "Create Shipment"

1. From

Verify the sender information is correct.

2. To

Enter the recipient information. If you will be shipping to this address again, check the "Save new recipient in address book" box for faster access in the future. Select "Perform detailed address check" to avoid incurring address correction fees.

3. Package & Shipment Details

Select the appropriate FedEx® service type and the package type you will be using for your shipment.

4. Billing Details

Select "As per PO" in the "Bill transportation to" field, and enter the appropriate FedEx account number provided on PO.

It is required to enter the Boeing Distribution Services Purchase Order (PO#) reference information in the "Your reference" field, and if additional reference fields are required, click "More reference fields."

You may also select optional services, such as: find a drop-off location, schedule a pickup, receive an e-mail notification, or find estimated rates and transit times.

1. From Help Hide	4. Billing Details Help Hide
* Country/Territory: United States Company: Boeing Distribution Services * Contact name: ABC Supplier * Address 1: 480 S 54th St Address 2: * ZIP: 85286 * City: CHANDLER * State: Arizona * Phone no.: 3057167053 ext. <input type="checkbox"/> Save as my default address <input type="checkbox"/> Save new sender in address book	* Bill transportation to: Recipient * Account no.: XXXXXXXXX * Your reference: Enter BDSI PO # More reference fields Add an account
2. To Help Hide	Special Services (optional) Help Edit Select additional services for your shipment
* Country/Territory: United States Company: Boeing Distribution Services * Contact name: Receiving * Address 1: 3760 W 108th St Address 2: * ZIP: 33018 * City: HIALEAH GARDENS * State: Florida * Phone no.: 3059258600 ext. Perform detailed address check <input type="checkbox"/> This is a residential address ? <input type="checkbox"/> Save new recipient in address book	Pickup/Drop-off (optional) Help Edit You are using an already scheduled pickup at your location.
3. Package & Shipment Details Help Hide	Shipment Notifications (optional) Help Edit Send an email to yourself, the recipient or others indicating the status of your shipment.
* Ship date: 08/21/2019 ? * Number of packages: 1 * Weight ? : lbs Declared Value ? : U.S. Dollars * Service type: Select * Package type: Select <input type="checkbox"/> Include a return label ?	Rates & Transit Times (optional) Help Edit View your rates and transit times based on your selections.
	5. Complete your Shipment Help <input type="checkbox"/> Create a Shipment Profile to store recipient, package and all other details of this shipment for future use. Please note: <ul style="list-style-type: none">• Click the Ship button only once. Expect some delay due to transmission time. Do not click Stop or Reload; it may cause a duplicate shipment transaction to occur.• By clicking the Ship/Continue button, you agree to the FedEx Ship Manager at fedex.com Terms of Use and the FedEx terms of shipping in the applicable FedEx Service Guide and the Shipper's Terms and Conditions for FedEx Express international shipments.• By clicking the Ship/Continue button, you agree that this shipment does not contain undeclared Dangerous Goods. If you are uncertain of whether your shipment contains Dangerous Goods, see the Help for more information.• Results provided by FedEx Address Checker are believed to be reliable, but are not guaranteed.• FedEx makes no warranties, express or implied, regarding Address Checker information.• Correct completion of shipping documents is the responsibility of the customer.• If the delivery address is later identified as residential, you could receive a residential surcharge. Save for later Ship

5. Complete Shipment

Check whether or not you want to save the changes to your shipment profile or add the new contact to your shipment profiles, and click "Ship." At the next screen, confirm your shipment details, and click "Ship."

For questions about using FedEx Ship Manager at fedex.com, call FedEx Technical Support at 1.877.339.2774.

US Domestic* LTL Shipping Instructions and Requirements

Shipper: Boeing Distribution Services locations, Suppliers and Supplier direct to Boeing Distribution Services.

Consignee: Boeing Distribution Services Location as indicated on PO (or Boeing Distribution Services customer if drop shipment)

Declared Value: Enter "0"

Service Type: Select **FedEx Freight Economy®** ~ unless otherwise stated on PO

Payment Terms:

Select **Consignee/Collect**

Delivery to Boeing Distribution Services location

Select **3rd Party** on Account # **647970370**

Authorized direct-ship (drop-ship) to a non- Boeing Distribution Services location

The following billing address must be entered for all shipments, *whether Collect or Third Party*, using the "Third Party Information" section on the bill of lading (BOL) at fedex.com or in the "Bill Freight Charges TO" in the BOL section.

Boeing Distribution Services Inc., 4004
C/O CTSI- Global
5100 Poplar Ave Ste 1750
Memphis, TN 38137
Tel: 901-766-1500

VI. UNITED PARCEL SERVICE

1. UPS Worldwide Express Service Guidelines

- Shipments should be processed using UPS Worldwide Express Plus, UPS Worldwide Express, Worldwide Express Saver and Expedited Service.
- For packages that weigh more than 150 pounds and pallets up to 4000 pounds that have a need to arrive in 2-3 days, please contact your Boeing Distribution Services buyer for instructions on using UPS Worldwide Express Freight
- WorldShip is the preferred Method of processing UPS Broker of Choice shipments for Boeing Distribution Services

2. UPS Worldwide Package Size Guidelines

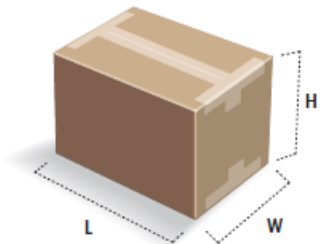
Packages and shipments can be up to 150 lbs. (68 kg) and up to 165 inches (419 cm) in length and girth combined.

Step 1: Determine Length by measuring the longest side of the package, rounding to the nearest inch or centimeter. Packages can be up to 108 inches (270 cm) in length.

Step 2: Determine Girth by measuring the width of the package, rounding to the nearest inch or centimeter, multiply this number by 2. Repeat this process for the height resulting in (2x Width + 2x Height = Girth).

Step 3: Add the length and the girth together (Length + Girth = Package Measurement)

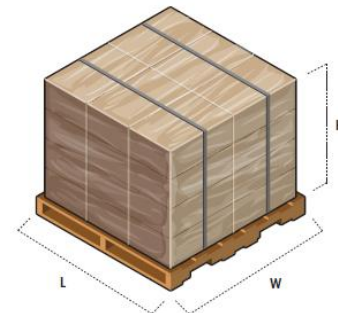
Note: If the package measurement is greater than 165 inches or 419 cm total length and girth, or the length is longer than 108 inches or 270 cm then the package must be processed using Worldwide Express Freight.



3. UPS Worldwide Express Freight Size Guidelines

UPS bills the greater of actual or dimensional weight. The following formula is used when determining the dimensional weight of a palletized shipment:

- Dimensional weight in kilograms: $L \times W \times H$ centimeters /5000
- Dimensional weight in pounds: $L \times W \times H$ inches /139
- Maximum pallet size without prior shipment approval varies by country. Go to https://www.ups.com/media/en/wwef_max_dim.pdf to review maximum preapproved export size for your country
- Maximum Worldwide Express Freight pallet weight without prior approval = 2,000 kg
- Contact UPS at +1-800-742-5877 for request to move Worldwide Express Freight pallets larger or heavier than the current approved weight and size limit

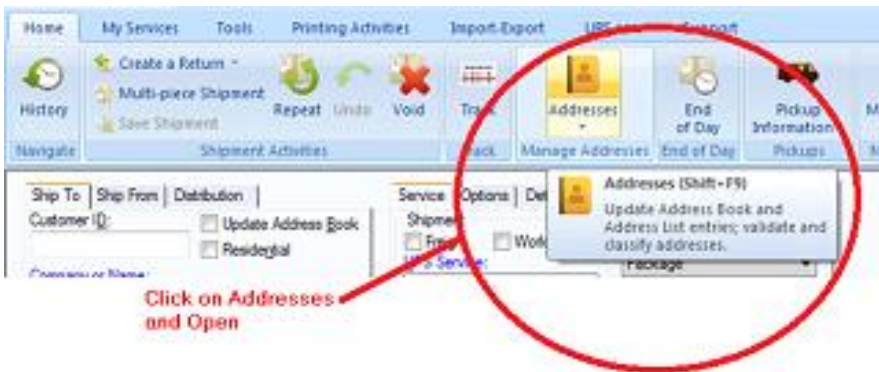


4. Guidelines for Shipping Using UPS Broker of Choice Service- WorldShip

- Download and configure the newest version of the WorldShip software to process export shipments using UPS Broker of Choice
- Boeing Distribution Services will provide the UPS billing account for freight collect transportation charges to their supplier.
- All Shipments to Boeing Distribution Services will be either Freight Collect or 3rd Party billed to the assigned account number provided Boeing Distribution Services All shipments will be processed as UPS Broker of Choice unless instructed by the Boeing Distribution Services

5. To ensure that Boeing Distribution Services Shipments are processed as Broker of Choice and billed correctly, you must complete the Importer Address Profile following the steps below

On the Main WorldShip Screen click on the address book. This will open the address Book Editor



Address Book Editor

Customer ID: 1

Company or Name: Boeing Company 2

Attention: Input Program Name or Contact Name 3

Address 1: 4

Address 2: 4

Address 3: 4

Country/Territory: United States 5

Postal Code: 00000 5

City or Town: 6

State/Province/Country: 7

Telephone: (000) 000-0000 | 8

UPS Acct No.: 9

Tax ID Number: 9

Tax ID Type: EIN 9

Location ID: 9

Consignee Billed: 9

Residential: 9

Address Validation Status: Not Validated

Date: 30-Aug-2016

Email Address: 10

Profile: [No Profile] 13

Reference Numbers: This Reference Number: Reference No. 1 11

Has this Reference Qualifier: Purchase Order No. 11

Use same value on all packages in a shipment: 11

Address Books | Distribution Lists | 12

Access Point: 12

Importer: 12

Intermediate Consignee: 12

Producer: 12

Ship From / Return To: 12

Ship To / Collect From: 12

Third Party: 12

Ultimate Receiver: 12

Validate Address Book: 13

13

13

13

13

13

13

13

13

13

13

1. Enter the Customer ID
2. Enter the Company Name
3. Enter the Attention Name
4. Use Address 1, 2, 3 to input the delivery address Choose the correct Import Country
5. Enter Destination Zip Code
6. Enter the Destination City
7. Enter the Destination State
8. Enter the Consignee Phone Number
9. Enter the account number 6X2Y80. This will designate the shipment to the Boeing Distribution Services broker
10. Enter the email address
11. Set the Reference 1 Qualifier to Purchase Order No.
12. Check Ship To/Collect From and 3rd Party radio buttons
13. Click on "Add New Address Button"

Processing a Boeing Distribution Services Export Package Using WorldShip

The screenshot displays the WorldShip software interface for processing a Boeing Distribution Services Export Package. The interface is divided into several sections:

- Customer Information:** Fields for Customer ID, Company or Name, Attention, Address 1, Address 2, Address 3, Country/Territory (United Kingdom), Postal Code, City or Town, State/Province/Country, Telephone, and Email Address.
- UPS Account Information:** Fields for UPS Account Number and Tax ID Number.
- Service Selection:** A dropdown menu for UPS Service with options: Worldwide Saver (Express), Worldwide Express Plus, Worldwide Express, Worldwide Express Freight, Worldwide Saver (Express), Worldwide Expedited, Air Freight Direct, and Air Freight Consolidated. A red circle highlights "Worldwide Express Freight" (3).
- Package Information:** Fields for Package Type, Length, Width, Height, and Declared Value.
- General Description of Goods:** A text field for the General Desc. of Goods.
- Bill Transportation To:** A dropdown menu with options: Shipper, Shipper Receiver, and Third Party. A red circle highlights "Third Party" (5).
- Bill Duty and Tax To:** A dropdown menu with options: Receiver and Shipper's Cost (USD).
- Weight and Dimensions:** Fields for Weight (lb) and Package, with a value of 0.0 shown.
- Published Cost:** A field showing a value of 0.00.
- Buttons:** Buttons for "Detail Cost", "Process Shipment F10", "Add", "Delete Pkg", and "NEW".

Numbered callouts (1-8) are placed on the interface to indicate the steps in the process:

- Attention field
- UPS Account Number field
- Worldwide Express Freight service level
- General Desc. of Goods field
- Third Party bill transportation option
- Weight (lb) field
- Worldwide Saver (Express) service level
- Package Type dropdown

1. Input the location ID that was completed in Step 1. Verify the delivery address.
2. Enter the UPS account number provided by the Boeing Distribution Services buyer.
3. Choose the correct service level as designated by the Boeing Distribution Services Purchase Order.
4. Enter a General Description of Goods (ex: Part Number)
5. Select Bill Third Party. Enter the appropriate billing account provided by Boeing Distribution Services.
6. Enter the Weight of the package
7. Enter the package dimensions and Boeing Distribution Services Purchase Order Number.
8. If the shipper is using the UPS Invoice tool go to the "Customs Documentation" Tab and complete the export documents. If not, proceed to step 9.
9. The package is now ready to process.

Things to Keep in Mind

- If shipping to Miami, you may use "Miami" or "Hialeah Gardens" as the City.
- When shipping to/from the US, please select Bill Transportation and Duty/Tax to "3rd Party"
 - **Do not** select "Collect" or "Receiver"

VII. KUEHNE & NAGEL

International Heavyweight Air

- Individual parcels 150lbs or greater requiring expedited service, use Kuehne & Nagel
- Can be tendered loose, palletized or oversized
- Refer to Purchase Order for service level

Ocean

- Less than Container (LCL) or Full Container (FCL)
- Refer to Purchase Order for service level

Mandatory Requirements for all K&N Shipments

Billing Requirements

- Use bill "Collect" when sending shipments to a Boeing Distribution Services location
- Use bill "Third Party" when sending shipments to a non-Boeing Distribution Services location

To ensure proper billing all AWB/BOLs should include the Third Party Billing address:

Boeing Distribution Services Inc., 4004
C/O CTSI- Global
5100 Poplar Ave, Suite 1750
Memphis, TN 33137

Reference Requirement

- Boeing Distribution Services PO # must be included on the AWB/BOL

Hazardous Materials

- Hazardous materials must ship in accordance with the United States code of Federal Regulations, Title 49, Part 173.1, or as required by carrier

Declared Value

- Do not use Declared Value or any other package/shipment insurance. Fee associated with these services will not be paid unless prior approval is given by the Boeing Distribution Services buyer

VIII. APPENDIX: GLOSSARY

Airway	Air Industry's version of a Bill of Lading.
Bill of Lading (BOL)	A legally binding document between the shipper and carrier. It provides the details of the shipment and serves as a receipt of freight services upon delivery of goods.
Collect	Freight invoice payment terms indicating that charges will be bill to Boeing Distribution Services
Consignee	The receiver of a freight shipment, usually Boeing Distribution Services
Dimensional Weight	Reflects package density. Divisor is provided by carrier. Can be calculated as follows: $(\text{Length} \times \text{Width} \times \text{Height}) / \text{Divisor}$
Drop Shipment	Purchase Order sent directly from a supplier to a Boeing Distribution Services customer.
Importer of Record	Company or individual who is listed as the importer with the destination country's Customs
LTL	"Less than truckload" A shipment weighing more than 150 lbs but not enough to use a truck. This usually pertains to pallets and bulk piece shipments
Manifest	Document outlining the shipment details including, POs included, quantities, weights, etc.
Prepaid	Freight invoice payment indicating that charges are billed to the shipper, usually the supplier
Purchase Order	A legal, binding contract between Boeing Distribution Services and the supplier. The PO number should be included on all paperwork and shipping labels
Shipper	The sender of the freight shipment, usually the supplier
Small package	Shipments typically under 70 lbs. Not sent on pallets and are shipped using Federal Express, United Parcel Service or DHL