

# NNI Freight Routing Guide

This routing guide provides direction to Newport News Industrial (NNI) suppliers on shipment of material from the supplier’s location to NNI facilities and other purchase order related shipments.

**Unless otherwise specified in the Purchase Order covering such material, the supplier is required to follow the instructions listed within this routing guide.** Not following this guide such as using unapproved carriers, not completing Bill of Lading as directed (e.g. including PO and Item Number), not including any required material certifications, and lacking a proper packing list may result in the supplier being billed for the freight charges and/or negatively impacting invoice payments for the provided material.

Section 9. PACKING AND SHIPPING [Appendix A, NNI General Provisions for Purchases] is the contract reference to this document.

**A. Questions or comments regarding this guide shall be addressed to the following NNI Contacts:**

**A.1 NNI Warehouse / Shipping & Receiving Contacts**

**Walter Greene, Supervisor Material Handling**

**O (757) 688-1360**

**email: [walter.greene@hii-nns.com](mailto:walter.greene@hii-nns.com)**

**C (757) 869-8568**

**F (757) 688-7339 (Fax)**

**A.2 NNI Warehouse / Shipping Contact:**

**Kenneth Tyler**

**email: [Kenneth.tyler@hii-nns.com](mailto:Kenneth.tyler@hii-nns.com)**

**O (757) 688-0982**

**C (757) 846-6480**

**A.3 NNI Buyers**

NNI buyer name / contact information located on the front page of the NNI Purchase Order.

**B. Unless otherwise provided in the Purchase Order, Seller shall ship material to B.1:**

<b>B.1 NNI Warehouse</b>	<b>B.2 NNI Oakland Industrial Park (OIP)</b>	<b>B.2 NNI Oyster Point Industrial Park (OPIP)</b>
<b>220 Picketts Line Newport News, Virginia 23603</b>	<b>182 Enterprise Drive Newport News, VA 23603</b>	<b>11850 Jefferson Avenue Newport News, Virginia 23606</b>

## **Shipments Sent by Ground:**

### **C.1 - Shipments 150 lbs or less:**

Shipments 150 lbs or less shall be shipped via UPS Ground.

NNI suppliers must contact **NNI Warehouse / Shipping & Receiving Contact** (contact info above) to setup appropriate domestic shipments unless otherwise specified in the PO. This is a **mandatory** requirement.

It is **MANDATORY** that the NNI PO number and item number be included on the UPS form if the shipment is PO related. If not PO related it must include an appropriate NNI charge. Include in the "Your Internal Billing Reference" field.

PO Numbers must always be NNI PO numbers not your internal numbers or third party PO numbers. The PO and PO Item Number allows NNI to allocate the freight charges appropriately.

### **C.2 – Shipments greater than 150 lbs:**

NNI suppliers must contact **NNI Warehouse / Shipping & Receiving Contact** (contact info above) to setup appropriate domestic shipments unless otherwise specified in the PO. This is a **mandatory** requirement. It includes partial and full truckload shipments. **NNI Warehouse / Shipping & Receiving Contact** will select the correct NNI contracted carrier and schedule pickup at your facility and delivery to NNI.

### **C.3 – International Shipments:**

Contact the NNI Purchasing Office for all international shipments so that we can validate all necessary Import/Export processes are followed correctly. Given the complexities in setting these shipments up as much advanced notice of the shipment as possible is desired.

### **C.4 – Air Freight:**

Air Freight is only to be used when explicit instructions to do so are given by an authorized NNI Representative. If authorized, for letters and packages up to 150 lbs use UPS (ship collect to NNI). All air freight above 150 lbs must be coordinated through the **NNI Warehouse / Shipping & Receiving Contact**.

### **C.5 – Shipments by Rail or Barge:**

Reserved

### **C.6 – Special Shipments:**

For very unique shipments some additional information regarding shipments may be included in your purchase order. In most cases these unique shipment (excess sizes or security sensitive shipments for example) should be coordinated with the **NNI Warehouse / Shipping & Receiving Contact**. Please notify NNI at least 3 weeks in advance of pickup since permits and special equipment may need to be obtained.

### C.7 – Third Party Shipments:

Any third party shipments in support of NNI purchase orders would use the same guidance as noted herein for shipments to NNI. NNI requirements shall be passed on to all sub-tier suppliers.

### C.8 – Deliveries by Suppliers utilizing their own trucks:

If you are a supplier in the Hampton Roads area that intends to delivery material on your own truck it is **mandatory** that you contact **NNI Warehouse / Shipping & Receiving Contact** to schedule a time slot for delivery when delivering to **NNI Warehouse / Shipping & Receiving**. Suppliers that deliver frequently can schedule standard times for each week in lieu of scheduling each timeslot individually. Contact **NNI Warehouse / Shipping & Receiving** to setup the standard periodic delivery times.

### D – Freight Terms:

D.1 – If the purchase order freight terms are FREIGHT COLLECT (most PO's) the shipper must not ship PREPAID and ADD. NNI negotiated optimum rates with preferred carriers to lower the overall cost of freight to NNI and our customers. Shipping FREIGHT COLLECT is the means to take advantage of the optimum rates. If however it becomes necessary to ship PREPAID and ADD, the buyer will advise the supplier and will revise the purchase order to reflect the new terms. When freight rates have been prepaid and added by a supplier, NNI requires that a copy of the paid transportation bill accompany the supplier's invoice.

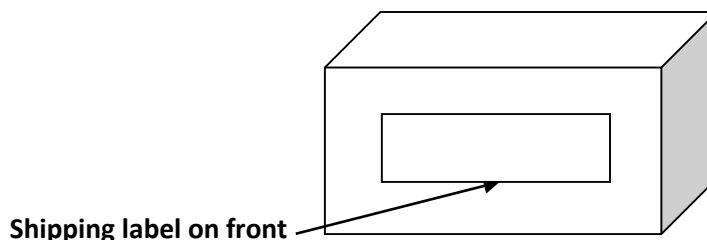
D.2 – DO NOT SHIP COD. This means the carrier is to collect the cost of the material at time of delivery. This is never an accepted method of shipment.

### E – Shipping Labels:

Seller shall provide Shipper's name and address and Consignee name; and the following additional information on shipping labels:

- NNI PO number
- PO Item number
- Quantity (number of packages)
- NNI Part Number (if applicable)
- Gross Weight and Net Weight
- Number of pieces per carton

In addition the shipping label must be attached directly to the carton/container or in a pouch securely attached to the carton/container as shown below:



## **F – Marking for multiple containers per PO line item:**

When shipping the same PO and line item in more than one container/carton/pallet you must mark each of them to indicate the quantity of items. For example 1 of 5, 2 of 5, etc. This helps prevent loss of material and or improper quantity receipt which can negatively impact invoice payment.

## **G – Receiving Requirements for Material Shipped to Newport News Industrial:**

Suppliers must abide by the following requirements for material deliveries to NNI. Failure to meet one or more of these requirements could be cause for shipment rejection and delayed payment.

1. *Each shipment shall be in the form of containers (i.e. crates, boxes, or cartons) for unloading by a standard 4000-pound forklift truck to the greatest extent practical.*
2. Each shipment shall include a separate, legible packing list for each PO Item number of each NNI Purchase Order (PO) that has material included in the shipment.
3. Different PO Item numbers shall not be comingled in containers.
4. Multiple containers associated with one packing list shall be numbered, marked or labeled to facilitate receipt verification of all shipped containers. For example, when all of the material on one packing list is contained in three containers, mark or label the containers 1 of 3, 2 of 3, and 3 of 3.
5. Two copies of each packing list shall be provided, one attached to the outside of the number 1 container and the other packed inside the same container along with any additional paperwork when such paperwork is required to be provided with the shipment by the NNI PO (e.g., certifications, test reports, etc.). For a shipment of material that has been source inspected by NNI, a copy of the Source Inspection Report (SIR) shall be attached to the copy of the packing list packed inside the container. The inner packing list and all accompanying paperwork shall be easily accessible once the container is opened. For non-containerized material, the unit with the packing list shall include an enclosure that is attached to the unit or the units shipping fixture (e.g., pallet or skid), with one packing list attached to the outside of the enclosure and the other copy of the packing list and additional paperwork inside the enclosure.
6. Prohibition of Yellow Wrappings or Protection Devices - *Use of yellow wrapping material or attached yellow protection devices such as caps or plugs is prohibited.*
7. Unless prior approval is obtained, do not ship material for a PO Item number in excess of the total NNI PO quantity for that PO Item.
8. Polychlorinated Biphenyls Prohibition - Seller shall not tender for delivery Products that are known or suspected of containing polychlorinated biphenyls.
9. Note that your purchase order may contain additional requirements regarding shipment of material.

## H – Loading requirements for Raw Product Material Shipments to NNI

1. The CG (center of gravity) must be identified for all crates and pallets where the CG is not readily visible and immediately obvious to the NNI forklift driver.
2. All palletized raw products must be banded with a steel band specified for the appropriate weight in accordance with the strength of the pallet.
3. All raw products must be segregated by warehouse destination to help facilitate offloading. Listing of part numbers by warehouse can be obtained from NNI.
4. All truck drivers are responsible for securing their load before moving on to the next stop in NNI.
5. The maximum weight of any individual bundle, pallet or crate containing raw stock is 4,000 lbs (2 short tons). Any shipment in excess of that amount must be coordinated through the **NNI Warehouse / Shipping & Receiving** office.
6. Ensure that if a bundle, crate, or pallet contains sizes that are not of a uniform length, that the longer lengths are placed on the bottom and the shorter lengths are on top.
7. All trucks and trailers delivering material to NNI must be safe and in good repair. There must be no holes, etc. in the bed or deck of the truck or trailer. Vehicles deemed to not be safe, at the discretion of NNI, will not be allowed entry to our facilities.
8. Improper loading for delivery to NNI may be cause for refusal and if shipping cost is paid by NNI, then a charge-back against the supplier will be taken for any additional costs incurred in unloading or reshipment.

## I – Driver Requirements:

Delivery driver for deliveries within the Oakland Industrial Park location B.2 above must comply with the following access requirements to receive an “Escort required” visitor pass:

- Drivers must be U.S. citizens (Original proof of citizenship is a passport or birth certificate); and
- Drivers must have a valid government issued picture ID (driver’s license);
- Drivers that deliver frequently, may be requested to complete a Form NN 9327-10, Non-Employee Access Badge Request and have a background check to obtain a NNI badge.

## J – Prohibited Items within NNI facilities

Given the nature of NNI’s business we have very stringent Security requirements. That includes the prohibition of certain items when entering the NNI facilities. These include:

- Cameras
- iPad’s/tablets with Cameras
- Weapons of any kind including firearms, guns, and knives
- Drugs
- Alcohol
- Laptops (unless permanently attached to the vehicle)
- Passengers (unless other driver)
- Pets – [For a fee, VCA James River Animal Hospital (757-595-5505) at 9804 Warwick Blvd. Newport News will hold pets].

NNI personnel cannot hold/store these items for the driver.

## **K – Driver Personal Protective Equipment:**

If the driver is participating in the unloading of the truck they must bring and wear the following PPE (Personal Protective Equipment):

- Hard hat
- Safety glasses
- Steel toed safety shoes.

## **L – Freight Invoices:**

All freight invoices should be sent to:

Newport News Industrial  
C/O Accounts Payable Section  
11850 Jefferson Avenue  
Newport News, Virginia 23606

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Corporation**  
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