



Requirements for Importing, Exporting and Shipping Products Procured by the Purchase Order

Section 1. General and Import/Export Control

1. **Purchase Order:** Each Purchase Order will have on it an ITAR Code, Schedule B, HTS, and ECCN. These are to be used for each shipment sent pursuant to a Purchase Order. The ITAR Code indicates whether a Product / part is military (M) or commercial (C). Therefore the Supplier will know whether the Export Administration Regulations (EAR) (C) apply or whether the International Traffic in Arms Regulations (ITAR) (M) apply. UTAS has gone to great lengths to determine the appropriate classification and jurisdiction of its Products. Therefore, unless the Supplier has produced the Products from other than build to print drawings and specifications, thus making the Supplier the designer of the Products, the Supplier will use the HTS Code provided on the Purchase Order when sending the Products to UTAS. If the codes are not located on the Purchase Order, Supplier is to contact UTAS Landing Gear's Import/Export Compliance Coordinator for the proper codes.

When the Supplier is the designer of the Products they must notify UTAS of the jurisdiction (M or C) of the Products as well as the classification including the Schedule B, HTS and ECCN of the Products.

2. **Invoices:** The Supplier will include with each shipment either a commercial or pro forma invoice. If the shipment is a drop shipment whereby UTAS is to be the exporter of record, the UTAS pro forma invoice is to always be used. The invoice will always be in English and must contain the following minimum information:

- UTAS Purchase Order number and line number
- Purchase Order Remit Address
- Part number and description of item being purchased
- Quantity being shipped
- Weight of product being shipped
- Country of origin of the Products
- Date of Sale
- Correct Incoterm 2010
- Value of Products in USD, if the Products were either furnished free of charge or a process was applied to the Products, the invoice must show a two-line entry for each Product, i.e.,

Part No.	Description	Value
11111-111	Cylinder – as received	\$20,000 USD
11111-111	Cylinder – process added	\$ 5,000 USD
	Total Value	\$25,000 USD

- Must state whether the transaction is a:
 - Sale
 - Return for Repair with an affidavit
 - Being sent in for a process to occur
 - Other – must be explicitly stated
- ITAR Code
- HTS, Schedule B and ECCN
- Any required destination control statement from the EAR or ITAR
- Any required license number
- Any required exemption language

3. **Shipping Documentation:** All shipping documentation for an import must be sent in advance to UTAS broker Expeditors International @ arrivalnotification@expeditors.com. For all northern border shipments the Supplier must have the trucking

company fax all documentation to the Expeditors office at Ann Arbor, Michigan; Fax Number: (734) 857-5153 or (734) 857-5150. The documentation to be included is:

- Commercial / Pro Forma Invoice
- Bill of Lading
- Packing List / Slip
- HAWB
- MAWB
- NAFTA Certification, if applicable (must be given yearly for all applicable Products)
- Manufacturer's Affidavit, if applicable

For an export / drop shipment by Supplier on UTAS's behalf, the Supplier must contact the appropriate freight forwarder provided by UTAS. The documentation for the freight forwarder must include the following:

- Commercial / Pro Forma Invoice
- Packing List / Slip
- Bill of Lading for trucking pick up

Any documentation not provided to the pre-alert email box or by fax, or information not correctly placed on the documentation which results in a charge to the Supplier of either additional storage fees or fees for obtaining the correct information, or other charges will be billed / charged back to the Supplier.

All shipping documentation will carry the correct destination control statement and exemption language this includes the Invoice, Packing List and Airway House Bills.

Any drop shipments to the United States, whereby the importer of record is to be the U.S. Company of UTAS, will be contingent on the Sold to party stated on the Purchase Order.

4. **Freight Charges**

Responsibility for Freight Charges will be identified on the Purchase Order, Scheduling Agreement or Contract. Any premium freight UTAS Landing Systems is responsible for must be preapproved by the UTAS Buyer.

5. **Delivery**

To the extent such Buyer's Delivery System does not specify packing sheet requirements, Supplier shall comply with the following: Packing sheets must accompany each shipment and must contain the following: (1) Buyer Order Number; (2) Order Item Number; (3) Premium Freight Authorization Number; (4) Freight Carrier; (5) Buyer Part Number; (6) Packing Slip Number; (7) Quantity Shipped; (8) Unit of Measure; and (9) Number of Containers. A BAR CODED LABEL, CONFORMING TO ANSI MH10.8M-1993 AND AEROVANTIX, (www.aerovantix.com) CONTAINING THE ABOVE INFORMATION MUST BE ATTACHED TO THE OUTSIDE OF THE CONTAINER and a duplicate bar coded label attached to the back of the packing sheet. If the shipment is made in more than one container, only the first container requires the packing sheet and bar coded label. Each container must be identified on the outside in ascending number order; i.e. (Box 1 of 2; Box 2 of 2, etc.). Order number must be shown on all invoices, bills of lading, and correspondence.

Supplier will utilize the AeroVantix portal at www.aerovantix.com to access Buyer Forecasts and for the transmission of business documents to and from Buyer. Supplier will be notified via Buyer's Delivery System or otherwise in the event the Buyer's Delivery System changes from Aerovantix. The Parties recognize that the URL may change from time to time and agree that any such change will not affect the applicability of the material referenced.

6. **Licenses / Exemptions:** UTAS has the right to request to view any and all licenses / agreements regarding the manufacturer / procurement of their products. As well, any facility may be audited by UTAS for reviewing shipping documentation, facility security, and any other activity surrounding the Products on the Purchase Order. All documentation for the use of a license or use of an exemption will be maintained by the Supplier for the requisite number of years provided for in the EAR and ITAR.

7. **Export Control:** The Supplier will control access to any technical data disclosed under the Purchase Order or the RFQ from which the Purchase Order was issued, in accordance with all U.S. Export laws and regulations including, without limitation, confining the disclosure of such technical data to U.S. Persons unless disclosure to foreign persons is specifically authorized by the proper U.S. government agency.

8. **LS-SBU-A001-SQA:** This Manual in no way takes the place of the requirements spelled out in the Quality Document LS-SBU-A001-SQA. These requirements are in addition to or as a supplement to LS-SBU-A001-SQA.
9. **Placement of Documents:** In addition to the documents being sent to the pre-alerts email box, a copy of all documentation must be placed on the outside of the shipment as well as on the inside of the package so that proper receiving can occur at the final destination.
10. **Country of Origin:** Country of origin must be identified on all products, bag or tags for imported parts e.g. "Made in Poland", "Product of Japan", "Assembled in Italy".

Supplier is to determine country of origin of all products in accordance with the laws of the destination country, in addition to marking and packaging the product in accordance with the laws of the destination country. The country of origin must be identified by part number, or in the event that no part number is used, by other identifying number or symbol on the shipping invoice.

Marking of Product: Every article of foreign origin entering into the destination country must be marked with the name of the country of origin as legibly, indelibly, and permanently as the product will allow, unless an exception from marking is provided for in the law.

11. **Specific DFAR requirements for Military Programs**

- 252.225-7007 – Prohibition on Acquisition of United States Munitions List Items From Communist Chinese Military Companies.
- 252.225-7009 – Restriction on Acquisition of Certain Articles Containing Specialty Metals
- 252.204-7008 – Requirements for Contracts Involving Export-Controlled Items

Section 2 Supplier Bar-Coded Shipping Label

1.0 **PURPOSE**

The purpose of this specification is to establish minimum requirements and instructions for printing and placement of bar coded shipping labels on all Supplier packages, materials, containers, and/or pallets for use in receipt of Products or materials shipped to UTAS.

- a. This specification does not supersede or replace any other applicable marking requirements. The labels defined by this document are to be applied in addition to any other mandated (e.g., safety, regulatory, contractual, etc.) requirements.

2.0 **SCOPE – Areas Affected**

This specification will apply to all materials and/or Products shipped by the Supplier to UTAS's Cleveland, Everett, Ft. Worth, Oakville, Troy and Tullahoma facilities.

3.0 **REFERENCES – Associated Documents**

MIL-STD-1189 – Bar Code Symbology

4.0 **RESPONSIBILITIES**

- a. It is Supplier's responsibility to understand the requirements of this document.
- b. It is the Supplier's responsibility to comply with the requirements of this document.
- c. It will be the responsibility of the Supplier to provide bar code labels that meet the requirements of this document.
- d. The Supplier will be responsible for verification of the accuracy of the label process and to ensure that bar coded data is accurate and readable.
- e. Verification equipment is available to verify that bar code labels meet the requirements of this specification. It is recommended that Supplier perform routine verification audits to control and assure label quality.

5.0 **PROCEDURE INSTRUCTIONS**

- a. Label Size and Materials: The Supplier may use any materials, software, and equipment that result in meeting the requirements of this document.
- b. The label will be 4.0" (minimum) to 6.0" (maximum) high by 6.0" (minimum) to 8.0" (maximum wide).
- c. The label will be of a high-quality paper or synthetic material to protect against moisture, weathering, abrasion, and harsh environments. The label will be capable of withstanding shipment to UTAS.

- d. The label material will be white in color with black printing to provide maximum contrast. The label will be pressure-sensitive, adhesive backed, and will be capable of adhering to an applied surface for a minimum of six (6) months at ambient conditions.
- e. Label Placement: All boxes or packages will be of sufficient size to accommodate placement of the bar code label and any other shipping label or marking requirements deemed necessary.
- f. A label will be affixed on the outer shipping container in a convenient location for viewing and processing (i.e., **one end** of package). A second label will be prepared and be included with the packing list within each sub-container, if applicable.
- g. **If parts satisfying multiple Purchase Order line items are packed within one (1) shipping container, the shipping container must have a bar code label attached for each Purchase Order line shipped.**
- h. **Alternatively, Supplier will ship each Purchase Order line item in its own container with its own unique bar code label attached.**
- i. The label will not be affixed in a location that would result in damage to the label when opening the container for examination of contents.
- j. The external label will be placed **on the container surface without extending beyond the container edge**. The label will be applied to the container surface wrinkle-free. The bar code symbology of the label must lie on a flat surface and the bar code may not wrap around the corners of the package.
- k. The duplicate label (with protective backing attached) will be placed in a package inside the shipment container with other applicable shipping documents (e.g., packing list).
- l. When shipping more than one (1) container per Purchase Order line number, a bar code label will be affixed to the container marked "1" of the total count. For example, if the order consists of three (3) boxes (all the same part numbers), the containers will be marked "1 of 3", "2 of 3", and "3 of 3" in a legible manner. The label indicating the total quantity shipped in all containers will be applied to the container marked "1 of 3". The remaining boxes will be marked in a legible manner with the Purchase Order number, Purchase Order line number, part number, and packing list number marked on each package, box, or container.
- m. For returnable containers or reused transportation packages, care will be taken that any previous labels have been removed. If removal is not possible, previous labels will be completely obliterated.
- n. Label Protection: Suppliers will ensure that the label is protected in such a manner that under normal conditions, the label will reach its destination undamaged. Labels will be protected against moisture, weathering, abrasion, and harsh environments as required.
- o. Laminates, sprays, window envelopes, and clear plastic pouches are examples of protection methods. Care should be taken to assure that protected labels could be accurately scanned by contact and non-contact devices.
- p. Label Preparation: General Requirements: To assure high quality and readability, bar code labels should be prepared using a thermal transfer printer, laser printer, or high quality ink jet printer. Commercially prepared software is available that is capable of producing bar code labels meeting these requirements.

- q. The bar code will be Code 39 (also referred to as Code 3-of-9) symbology and will conform to MIL-STD-1189 – Bar Code Symbology.
- r. The minimum height of the bar code will be .4”.
- s. A “quiet zone” is required before and after each bar code. The bar code will not start or stop with .25” of the edge of the label.
- t. Nominal dimension of the narrow bar elements and the intercharacter gaps will be .010” to .017”. The ratio of wide to narrow elements will be from **2.5:1 to 3.2:1**.
- u. Each label will contain a human readable title for all data entered. The title will be located in the upper left-hand corner of the row or section containing the data.
- v. Label Preparation: Specific Requirements: The primary bar code label will contain five rows. Each row will contain specific information as outlined.
- w. Row One: The top row will contain only human readable print and will be full width.
- x. The first row will contain the full name, address, and zip code of the ship-from Supplier followed by the UTAS ship-to destination name, address, and zip code. The Supplier’s address should appear on the left-hand side of the label row, while the UTAS ship to address should appear on the right-hand side of the label row.
- Row Two: Row two will contain:
- y. In numeric format, the Purchase Order number in both human readable and bar code format. The Purchase Order number should appear on the left-hand side of the label row.
- z. In numeric format, the Purchase Order line number in both human readable and bar code format. The Purchase Order line number should appear on the right-hand side of the label row.
- aa. Row Three: Row three will contain the Supplier’s packing list number in both human readable and bar code format.
- bb. Row Four: Row four will contain, in alphanumeric format, the UTAS part number in both human readable and bar code format.
- cc. Row Five: Row five will contain:
- dd. In numeric format, the total quantity in the shipment
- ee. In numeric format, the number of boxes in the shipment (e.g. 1 of 2, 2 of 2, etc.) in both human readable and bar code format. In this example, the first box will be numbered 1 of 2 and the second box numbered 2 of 2.
- ff. Row Six: Row six will contain an authorization to ship number (ATS Number) when shipping to UTAS Oakville, Ontario, Canada location. Other UTAS Landing Gear locations do not require an ATS number. See section hh. for more details regarding the ATS number process.
- gg. ATS Number: For shipments to UTAS Oakville, Ontario, Canada facility, this row must contain the authorization to Ship number (ATS) number. This ATS number must be provide to the Supplier by UTAS prior to shipping to the Oakville facility. Contact your UTAS buyer for more information on this process.
- hh.

ii. For shipments to UTAS Cleveland, Everett, Ft. Worth and Tullahoma locations, no ATS number is required (not applicable) and can therefore be left blank.

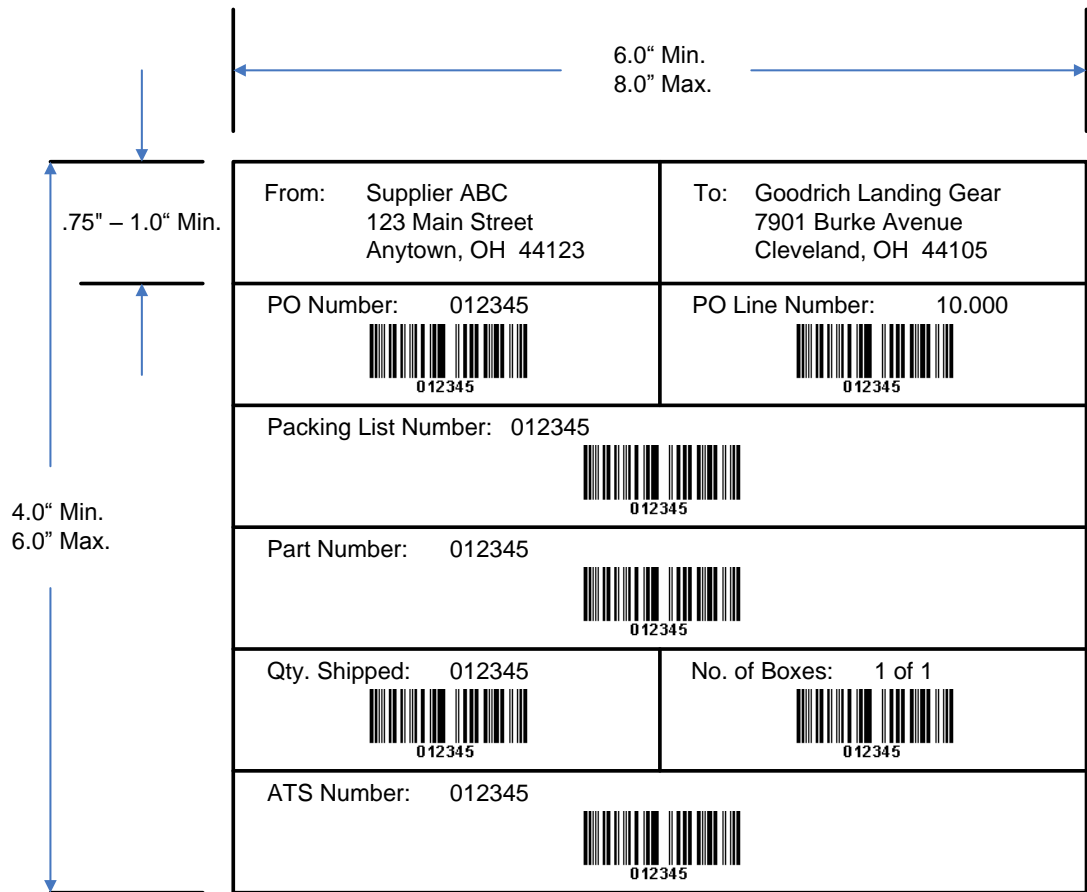
jj. Drop Shipments: Suppliers who ship material to non-UTAS facilities are not required to affix bar code shipping labels to their containers.

kk. Serial Numbers: Serial numbers are no longer required on the exterior bar code shipping label. Bar coded serial numbers must be included INSIDE the package for serialized parts. Reference LS-SBU-A001-SQA for the current serial number specifications.

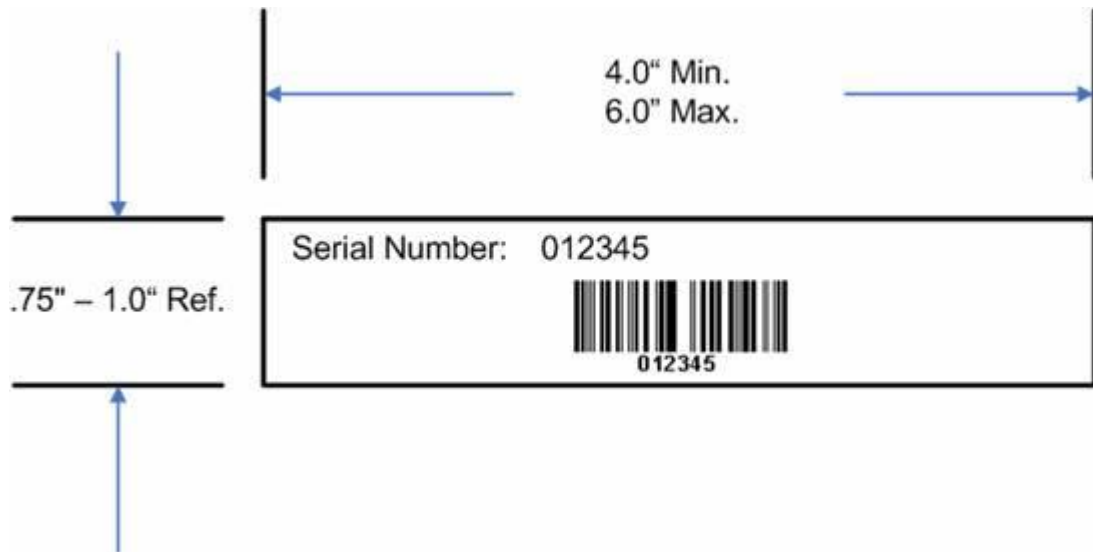
ll. Mixed Shipments: Different part numbers should be shipped in different packages/containers. Do not mix part number within the same container. If multiple part numbers must be shipped within a single container, ensure that individual part numbers are individually packaged within this larger container.

6.0 EXHIBITS AND FORMS

a. Figure 1 – Primary Label Layout



b. Figure 2 – Secondary (Serial Number) Label Layout



- c. Sources and Resources: Following is a list of software and/or equipment suppliers that can provide information on the hardware, software, and materials needed to prepare bar code labels per this specification. This is not a comprehensive list nor are these vendors approved or endorsed in anyway. The only endorsed software application is UTAS's supply chain portal AeroVantix.
- d. Software:
- e. Microsoft Excel
- f. Label Matrix Quick Print for Windows
StrandWare
P. O. Box 634
Eau Claire, Wisconsin 54702
(715) 833-2331
- g. AeroVantix (www.aerovantix.com)
- Contact UTAS's AeroVantix Implementation Manager, Mark Holiday at 216-429-4182 or Rose.Cabrera@utas.utc.com for more information on using AeroVantix to generate bar code labels.
- h. Printers/Label Stock
- i. Diagraph of Northern Ohio
15400 Industrial Parkway
Cleveland, Ohio 44135
(216) 267-8734

Revision Record

Date	Section / Sub Section	Change
4/25/2013	Sec 1, Sub Section 3	<p>Deleted - Any drop shipments to the United States, whereby the importer of record is to be the U.S. Company of UTAS, the address for said U.S. Company, which is 6225 Oak Tree Blvd, Independence, Ohio, must be stated on the invoice.</p> <p>Replaced with - Any drop shipments to the United States, whereby the importer of record is to be the U.S. Company of UTAS, will be contingent on the Sold to party stated on the Purchase Order.</p>
4/25/2013	Sec 1. Sub Section 8	<p>Added - Country of Origin: Country of origin must be identified on all products, bag or tags for imported parts e.g. "Made in Poland", "Product of Japan", "Assembled in Italy".</p> <p>Supplier is to determine country of origin of all products in accordance with the laws of the destination country, in addition to marking and packaging the product in accordance with the laws of the destination country. The country of origin must be identified by part number, or in the event that no part number is used, by other identifying number or symbol on the shipping invoice.</p> <p>Marking of Product: Every article of foreign origin entering into the destination country must be marked with the name of the country of origin as legibly, indelibly, and permanently as the product will allow, unless an exception from marking is provided for in the law.</p>
4/25/2013	Sec 1, Sub Section 9	<p>Added - Specific DFAR requirements for Military Programs</p> <ul style="list-style-type: none"> • 252.225-7007 – Prohibition on Acquisition of United States Munitions List Items From Communist Chinese Military Companies. • 252.225-7009 – Restriction on Acquisition of Certain Articles Containing Specialty Metals • 252.204-7008 – Requirements for Contracts Involving Export-Controlled Items
6/5/2016		Replaced Landing Gear references with Landing Systems throughout document.
6/5/2016	Sec 1. Sub Section 2	Added additional requirements to this section
6/5/2016	Sec 1. Sub Section 4	Changed Section 4 to Freight Charges all

		subsequent sub sections re-numbered. New text added
6/5/2016	Sec 1. Sub Section 5	Delivery Section added – New text added
6/5/2016	Sec 1. Sub Section 8	Previously Sub Section 6 Document 300 updated to new SQA document LS-SBU-A001-SQA