



TRANSPORTATION GUIDE

NORDAM Purchase Order Terms & Conditions: “Seller shall arrange the shipping using the carrier and mode of transportation specified in Buyer’s Transportation Guide found on www.nordam.com/suppliers under “NORDAM Transportation Requirement.” Where freight costs will be charged to Buyer, Seller shall be liable for any excess freight charges and insurance charges if Seller fails to follow these instructions.” (NORDAM maintains a list of “other core carriers” not identified on this guide to support our business needs. Please contact your buyer if the freight to be tendered is outside the capabilities of the companies listed below.)

*Unless otherwise directed by NORDAM Purchase Order and /or written authorization from the NORDAM buyer, Shipper is responsible for selecting the **most economical shipping method** based on the freight’s physical requirements (weight, dims, time sensitive {dry ice}, etc.) and transit time. Please contact Pam Holcomb (918) 878-4662 if you have any questions or need further guidance.

We understand the occasional shipment that will be sent via a carrier not on the Transportation Guide, but those shipments should only take place if a “Preferred Carrier” cannot meet the needs for the shipment to NORDAM.

Domestic – USA – all weight references below are based on “weight or volume” **

Less Than Truck Load (LTL) **				
Carrier	Service or Transit Time	Phone Number	Email/Website	Contact Name
FedEx Freight	2-6 Days	800-GO-FEDEX 800-463-3339	www.fedexfreight.fedex.com/locations.jsp	N/A
UPS Supply Chain Solutions (Shipments that exceed Ground Package requirements)	2-6 Days	800-443-6379	www.upsscs.com	N/A
UPS Freight	2-6 Days	800-333-7400	customerservice@upsfreight.com	N/A

* Ground Maximum Package Size: 108”length; 165” in combined length plus Girth

Small Package – 100 lbs. or less **				
Carrier	Service or Transit Time	Phone Number	Email/Website	Contact Name
UPS Supply Chain Solutions	*Ground, 2 nd Day Air, Next Day Air Saver	800-PICK-UPS 800-742-5877	https://www.ups.com	N/A

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FedEx Express

*Ground, Express Saver, 800-GO-FEDEX
2nd Day Air, Standard Overnight 800-463-3339
Priority Overnight

www.fedex.com

N/A

Frozen / Refrigerated **

<u>Carrier</u>	<u>Service or Transit Time</u>	<u>Phone Number</u>	<u>Email/Website</u>	<u>Contact Name</u>
Coyote Logistics	Truck Load or LTL 1-5 Days	847-810-4799	NORDAM@coyote.com	NORDAM Team
FedEx Custom Critical	Truck Load 1-6 Days	866-280-1810	http://customcritical.fedex.com/us/shipping/	N/A

Truckload (TL)**

<u>Carrier</u>	<u>Service or Transit Time</u>	<u>Phone Number</u>	<u>Email/Website</u>	<u>Contact Name</u>
Coyote Logistics	Truck Load 1-5 Days	847-810-4799	NORDAM@coyote.com	NORDAM Team

International Shipments - all weight references below are based on "weight or volume"

Import / Export Shipments to/from USA **

<u>Carrier</u>	<u>Service or Transit Time</u>	<u>Phone Number</u>	<u>Email/Website</u>	<u>Contact Name</u>
UPS	*Worldwide Expedited 2-5 Days	800-PICK-UPS	www.ups.com	N/A
	Worldwide Saver 1-3 Days	800-742-5877		
	Worldwide Express 1-3 Days			
FedEx Express	*Intl Economy Freight International Priority 1-5 Days	800-GO-FEDEX 800-463-3339	www.fedex.com	N/A

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AOG

<u>Carrier</u>	<u>Service or Transit Time</u>	<u>Phone Number</u>	<u>Email/Website</u>	<u>Contact Name</u>
UPS Express Critical	Same Day	(877) 363-2647 <i>Answered 24/7/365</i>	SCS-ExpELP@ups.com	N/A
FedEx	Same Day	(800) 399-5999	www.fedexsameday.com	N/A

Local Shipments within the Tulsa Area

<u>Carrier</u>	<u>Service or Transit Time</u>	<u>Phone Number</u>	<u>Email/Website</u>	<u>Contact Name</u>
iLead Courier	NORDAM to NORDAM	918-693-5836	N/A	N/A
NORDAM Truck	Tulsa Area Only		TulsaDispatch@nordam.com	N/A

Customs Brokerage

<u>Company</u>	<u>Service or Transit Time</u>	<u>Phone Number</u>	<u>Email/Website</u>	<u>Contact Name</u>
UPS Supply Chain Solutions	Air, Ground, Ocean	Shipments to Tulsa Email dfwdocdesk@ups.com Otherwise call local office	www.ups-scs.com	N/A
Schenker	Air, Ground, Ocean	Call Local Office	www.schenker.com	N/A
DSV	Air, Ground, Ocean	Call Local Office	www.dsv.com	N/A
FedEx Trade Networks	Air, Ground, Ocean	Call Local Office	www.ftn.fedex.com	N/A

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**Shipments to
NORDAM
Europe**

DHL Account#
953636976

Separate instructions will be provided for Urgent/Expedite/AOG/HAZMAT/DG shipments

<u>Company</u>	<u>Service or Transit Time</u>	<u>Phone Number</u>	<u>Email/Website</u>	<u>Contact Name</u>
DHL	*Worldwide Saver 2-3 Days	Call local office		N/A
DSV Air & Sea	*Economy 3-14 Days	Call local office	www.dsv.com	N/A

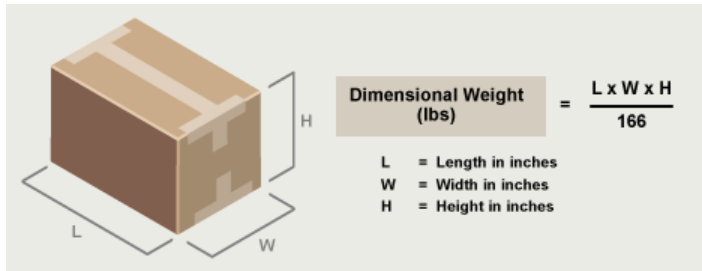
Italy Shipments Only

World Cargo	ITALY Shipments ONLY	0039-02-92271294	www.worldcargo.it	Roberto Colucci Natalino Rocchi
Estes Forwarding Worldwide (Broker)	ITALY Shipments ONLY Air, Ground, Ocean	Call Local Office	www.efwnow.com	N/A

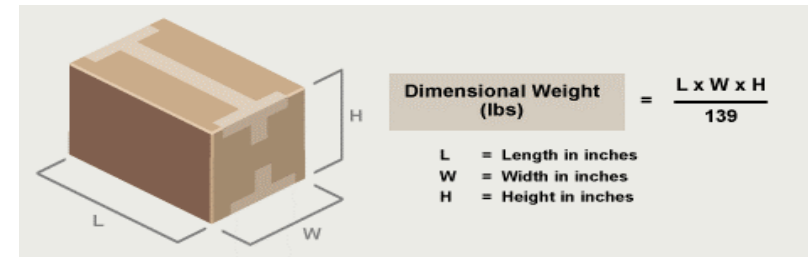
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Packaging / Size & Weight Guidelines

Determine Dimensional Weight – for *Domestic Ground Shipments***



Determine Dimensional Weight – for *International Shipments***



Determine Dimensional Weight – *LTL Shipments***



Length + 2x Width + 2x Height

Step 1 – Determine Length (measure the longest side of the package)

Step 2 – Determine Girth (2x Width + 2X Height)

Step 3 – Add the Length to the total Width and total Height = DIM Weight

Length – 12.5"

Width – 12.5" x 2 = 25"

Height – 6.25" x 2 = 12.5"

Package Measurement – 12.5" + 25" + 12.5" = 50" this package could be shipped Ground

Packaging / Size & Weight Guidelines

Small Package

FedEx Ground – Size & Weight Restrictions

http://www.fedex.com/us/service-guide/choose-service/package-shipments/us-packages.html?qgroup=toggle-c4&qid=FedEx_Ground

Maximum Package Weight: 100 lbs. (packages weighing 100-150 lbs., must be marked with "heavy box markings")

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Maximum Package Size: 108" length; 165" in combined length plus Girth (L+2W+2H)

FedEx Express – Size & Weight Restrictions

http://www.fedex.com/us/service-guide/choose-service/package-shipments/us-packages.html?qgroup=toggle-c4&qid=FedEx_Ground

- **Priority Shipping**

Maximum Package Weight: 100 lbs. (packages weighing 100-150 lbs., must be marked with "heavy box markings")

Maximum Package Size: 119" in length; 165" in combined length plus Girth (L+2W+2H)

FedEx Ground Multi-Weight – Size & Weight Restrictions

<http://www.fedex.com/us/service-guide/options/index.html>

Average package weight should be 15-20 lbs.

Up to 150 lbs. Per package; 108" in length; 130" in length plus girth (L+2W+2H)

Total shipment must be 200 lbs or more.

UPS Ground – Size & Weight Restrictions

https://www.ups.com/content/us/en/resources/prepare/weight_size.html

Maximum Package Weight: 100 lbs. (packages weighing 70-150 lbs., must be marked with "heavy box markings")

Maximum Package Size: 108" length; 165" in combined length plus Girth (L+2W+2H)

Effective June 6, 2016: Any package with the longest side exceeding 48" will be assessed an additional handling fee. The current rule when a package's second longest side exceeds 30" is assessed a \$10.50 handling fee is not changing

Domestic / International Freight Forwarding Customs Brokerage

UPS – SCS

<http://www.ups-scs.com/index.html>

Packages exceeding 50 lbs.

Oversized packages should be coordinated with Shipping Department

DSV – Global Transport and Logistics

<http://www.dsv.com/>

Packages exceeding 50 lbs.

Oversized packages should be coordinated with Shipping Department

FedEx Express International

Packages under 50 lbs.

DHL World Wide

<http://www.dhl.com/en.html>

Effective date October 6, 2016

Nacelle / Thrust Reverser Systems Division Packaging Guidelines

It is the responsibility of the supplier to insure that all items are packaged and shipped properly using the following as a guideline:

- ✓ Each part/item will be clearly identified and packaged
- ✓ Parts are to be packaged with paper layers and /or individually in bags. No metal to metal contact will be accepted. This also applies to items made from other materials
- ✓ The supplier shall package shipments of multiple line items in quantities not to exceed the quantity ordered per line item on the purchase order
- ✓ Each line item shall be packaged separately
- ✓ Proper and appropriate containers shall be used to prevent damage to packaged parts, and in accordance with the International Plant Protection Convention (IPPC) for Wood Packaging Materials (WPM)
- ✓ Proper and appropriate dunnage is to be used as cushioning to prevent shifting of parts and damage in transit
- ✓ Parts outside the weight and dimension limit for UPS or FedEx (see above in the NORDAM Transportation Guide) need to be shipped in something other cardboard box to prevent damage
- ✓ Shipments over 75 pounds should be divided into multiple containers or secured and shipped on a pallet in such a manner that shall prevent damage
- ✓ The supplier shall include with each shipment, all documentation required by the applicable purchase order and the NORDAM Supplier Quality Manual. All documents shall be accurate, legible and in English
- ✓

These guidelines do not relieve the supplier of the responsibility for properly controlling the packaging and shipping function in a manner that prevents damage in handling and in transit. Shipments arriving not in accordance with the above, or with obviously inadequate packaging, are subject to rejection and return, at the cost of the supplier.

Ship using the NORDAM addresses only as listed below and put any additional information in the reference field of your shipping information. Any variations currently in your system need to be deleted.

NORDAM Addresses / Shipping / Receiving Hours of Operation

INTERIORS & STRUCTURES DIVISION (INS)
 6910 N Whirlpool Drive
 Tulsa, OK 74117

Receiving Days/Hours	Receiving Point of Contact	Shipping Days/Hours	Shipping Point of Contact
Mon – Thur 6:00am–4:30pm Fri 6:00am–11:00am	Gary Ashlock gashlock@nordam.com (918) 401-5234 office (918) 260-6824 cell Ann Monin amonin@nordam.com (918) 401-5278 office (918) 645-0326 cell	Mon – Thur 7:00am–5:30pm Fri Closed or by Appointment	Steve Harlin sharlin@nordam.com (918) 401-5148 Cindy Tiepelman ctiepelman@nordam.com (918) 401-5681

Effective date October 6, 2016

NACELLES & THRUST REVERSERS DIVISION (NTR)

6911 N Whirlpool Drive
Tulsa, OK 74117

Receiving Days/Hours	Receiving Point of Contact	Shipping Days/Hours	Shipping Point of Contact
Mon – Fri 5:00am-4:30pm	Jeff Turnage (918) 878-4842 Office jturnage@nordam.com *Must contact for Receiving for deliveries after 4:30pm	Mon – <u>Thur</u> 7:00am-5:30pm Fri 7:00am-12:00pm	Kyle Curtis kcurtis@nordam.com (918) 878-4166 office Joe Basks jbasks@nordam.com (918) 401-5633

TRANSPARENCY DIVISION (NTD)

7018 N. Lakewood
Tulsa, OK 74117

Receiving Days/Hours	Receiving Point of Contact	Shipping Days/Hours	Shipping Point of Contact
Mon – <u>Thur</u> 7:00am – 4:30pm Fri 7:00am-11:00am	Shelia Washington sshalowwashington@nordam.com (918) 274-2759 William Kilgore wkilgore@nordam.com (918) 274-2854	Mon – <u>Thur</u> 7:00 am – 11:30am 12:00pm - 4:30pm Fri 7:00am-11:00am	Shelia Washington sshalowwashington@nordam.com (918) 274-2759

TRANSPARENCY DIVISION (NTD)

1050 E. Archer Street
Tulsa, OK 74106

Receiving Days/Hours	Receiving Point of Contact	Shipping Days/Hours	Shipping Point of Contact
Mon – Fri 6:00am– 2:00pm	Al Cockrell acockrell@nordam.com (918) 274-2878	No Shipping	No Shipping

REPAIR DIVISION (NRD)

Repair Receiving (Lobby 8am -5pm Mon-Fri)

11200 E. Pine
Tulsa, OK 74116

11045 E. Newton (Receiving 7am – 3:30pm Mon-Fri)

Tulsa, OK 74116

Repair Receiving Customer (8am – 8pm Mon-Fri)

11153 E. Newton
Tulsa, OK 74116

Receiving Days/Hours	Receiving Point of Contact	Shipping Days/Hours	Shipping Point of Contact
Mon – Fri 8:00am – 6:00pm	Jo WhiteEagle-Mattix jmattix@nordam.com (918) 878-6785 Justin France jfrance@nordam.com (918) 878-6201	Mon – Fri 8:00am-8:00 pm	Jo WhiteEagle-Mattix jmattix@nordam.com (918) 878-6785 Nadee Yang nyang@nordam.com (918) 878-6784 Justin France jfrance@nordam.com (918) 878-6201
Mon – Fri 7:00am–3:30pm	Mark Robbins markrob@nordam.com (918) 878-6406	No Shipping	No Shipping

VICTORVILLE DIVISION (NRV)
 13644 George Blvd, Ste 13
 Victorville, CA 92934

Receiving Days/Hours	Receiving Point of Contact	Shipping Days/Hours	Shipping Point of Contact
Mon-Fri 7:00am-3:30pm (Pacific Time)	Starr Coleman tcoleman@nordam.com (918) 878-6433	Mon-Fri 7:00am-3:30pm (Pacific Time)	Starr Coleman tcoleman@nordam.com (918) 878-6433

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PRISM DIVISION (CLOSED)

516 E. 5th Street
Tulsa, OK 74120

or

525 E. 6th Street
Tulsa, OK 74120

**DO NOT SHIP TO THIS LOCATION
SHIP TO NORDAM REPAIR DIVISION**

NORDAM MEXICO

Chihuahua Mexico
Calle Taguchi 18901
Parque Industrial Supra III Etapa
Chihuahua, Mexico
C.P. 31183

Receiving Days/Hours	Receiving Point of Contact	Shipping Days/Hours	Shipping Point of Contact
Mon – Fri 6:00am - 4:30pm	Claudia Corral ccorral@nordam.com Cell: (614) 239-7457 Office: (614) 158-0119	Mon – Fri 9:00am - 4:30pm	Claudia Corral ccorral@nordam.com Cell: (614) 239-7457 Office: (614) 158-0119
Saturday by Appointment	Victor Marquez vmarquez@nordam.com (614) 158-0120		Victor Marquez vmarquez@nordam.com (614) 158-0120 ***For full load trucks we prefer to dispatch the truck on Friday before noon so it can cross the border during the weekend and arrive in Tulsa by Monday .

Effective date October 6, 2016

NORDAM Holidays

- New Year's Day
- Good Friday
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving (2 day holiday -Thursday and Friday)
- Christmas (2 day holiday – assigned annually)

In emergency where NORDAM division contact may not be reached, the following Corporate Transportation contact may be reached for assistance.

Pam Holcomb

Transportation Analyst Sr.

pholcomb@nordam.com

Office: (918) 878-4662 / Cell: (918) 346-3289