

**SHIPPING INSTRUCTIONS**

1. Seller shall reference the contract number and associated line item number in the reference section of all shipping documents (including packing list, carrier's air waybill, bill of lading, etc.). Seller shall comply with the FOB terms, carrier designation, and mode/service level specified in the contract.
2. Seller's failure to comply with these requirements will result in Seller being liable for excess freight charges and a \$100 administrative processing fee.
3. For specific routing information, Seller can refer to the Shipment Routing Instructions located on the Supplier Portal. If you already have a Supplier Portal account, go to the [Secure Logon](#) to log in. After you have logged in, the Shipment Routing Instructions will be located on the right side of the page in the "Tell Me About" section. For more information about acquiring an account, follow the link below: [Supplier Portal Information](#)
4. If Seller is unable to access the Supplier Portal, needs immediate shipping information, and/or has any questions regarding the shipment of items to the Buyer, Seller should contact Buyer's Authorized Procurement Representative.
5. Seller should refer any questions concerning these routing instructions to the Boeing Transportation focal listed in the Shipment Routing Instructions or to Buyer's Authorized Procurement Representative.