**INSTRUCTIONS FOR SHIPPING**

**AND**

**SUBMISSION OF DATA, REPORTS & LOOSE/UNASSEMBLED PARTS LISTS (LPL)**

FROM: TRAFFIC MANAGER

PHONE (228) 935-3131

# ATTENTION: TRAFFIC/SHIPPING OR SALES MANAGER

THE FOLLOWING INSTRUCTIONS APPLY TO ALL FREIGHT (STANDARD/PREMIUM) FOR THE ACCOUNT OF INGALLS SHIPBUILDING.

1. **GENERAL**
	1. Routing Instructions:
		* Routing guide and complete routing instructions are located on <https://spars.huntingtoningalls.com/procurement/index.html>.
	2. All shipments forwarded on one day via one route shall be consolidated and consecutively numbered (e.g. 1 of 5, 2 of 5, etc.). Bills of Lading shall clearly refer to the appropriate shipment number.
	3. All containers must be marked in accordance with the instructions on the following pages.
	4. Do not declare a value on any shipment purchase “F.O.B. shipping point.” All additional costs resulting from failure to comply with these instructions will be charged to your account.
	5. Indicate purchase order number on bills of lading and air bills. The purchase order number, position numbers, “DA0” and “DSL” numbers, Seller’s part numbers and descriptions shall be on the packing lists. If material is received in returnable containers, indicate on packing list by listing Purchase Order position and description. Position descriptions on the packing list shall be identical to or compatible with, the position descriptions on the purchase order and the loose parts list. If no purchase order, the provided MWP or work item number along with person’s name and phone number should be listed on the packing list and air bill requesting shipment. Failure to properly identify material on the packing list may result in invoices not being paid in a timely manner.
	6. All freight for Ingalls Shipbuilding’s account must be shipped on a “collect” Bill of Lading. Do not “prepay and add.” Failure to comply with these instructions may result in a ten percent (10%) handling charge. Any charges that are reimbursed to the shipper shall be only the actual freight costs paid by the Shipper (including any discounts received).
2. **ROUTING AND CONSIGNMENT INSTRUCTIONS FOR OTHER THAN GOVERNMENT BILLS OF LADING SHIPMENTS**
	1. Final destination will be indicated on the purchase order either in the space “ship to (mark shipment for)” or as a separate note in the body of the purchase order. The consignment must include the receiving warehouse identification number.
	2. Do not use premium air routings unless specifically authorized by the purchase order, the designated Ingalls Shipbuilding subcontract administrator, or the Ingalls Shipbuilding Traffic Department.
3. **INSTRUCTIONS FOR PREPARING SHIPMENTS TO INGALLS SHIPBUILDING (DO NOT DESTROY – ROUTE TO YOUR SHIPPING DEPARTMENT)**

SELLER shall be responsible for ensuring the proper packaging and shipping of Products in accordance with requirements of this purchase order. Additionally, **SELLER shall be responsible for the flow down of this provision to all of its suppliers performing under this purchase order**. Shipments not containing adequate identification and required documentation will be considered incomplete and will be subject to return to sender, at its expense, for correction.

* 1. MATERIAL LABELING - proper physical markings are required to enable proper identification to assist with receipt.
		+ **All material** (equipment/hardware/loose parts) shall be marked, tagged and/or labeled with the applicable Ingalls Shipbuilding part number (DA0/DSL), purchase order number, PO position number and Seller part number. In the event that the marking/tagging/labeling is not practical for each item, suitable material labeling requirements shall be negotiated with the designated Ingalls Shipbuilding subcontract administrator. Failure to properly identify material may result in invoices not being paid in a timely manner.
	2. CONTAINER MARKING
		+ Consignment address to be placed on top or other side of all containers.
		+ Identification markings, capital letters of equal height but not less than ½” nor more than 1”, to be placed on the top and/or side and arranged in a manner that will ensure that opening and closing the container will not cause loss of identification.
		+ Marking media color shall contrast the container color.
		+ Neat, legible handwritten markings are acceptable with same size requirements.
		+ Purchase order number(s) not less than ½” placed 1” down from top edge of container, see Figure 1.
		+ Precautionary and handling markings shall be applied as required.
		+ Hazardous material must be marked in accordance with DOT Regulations set forth in Code of Federal Regulations (CFR) Title 49.
	3. USE OF LABELS IN LIEU OF MARKINGS
		+ Placed on container side and end, see Figure 2.
		+ Size of label to be proportional to size of container but not less than 3”X2”.

CONSIGNMENT ADDRESS

SHELF LIFE DATA

TOP AND/OR SIDE

DRAWINGS - TEST SLABS ETC.

INSIDE TOP OF CARTON NO. 1

**P.O. NO.**

**PART NO.**

**SELLER’S PART NO.**

**QUANTITY**

**CARTON NO.**

**TOTAL CARTONS**

CONSIGNMENT ADDRESS

SHELF LIFE DATA

TOP AND/OR SIDE

**P.O. NO.**

**PART NO.**

**SELLER’S PART NO.**

**QUANTITY**

**CARTON NO.**

**TOTAL CARTONS**

(1 INCH DOWN

FROM TOP)

LABELS

NOT LESS

THAN 3” x 2”

MARKED SIDE

MARKED SIDE

MARKED END

PACKING LIST

MARKED END

PACKING LIST

**FIGURE 2**

**FIGURE 1**

* 1. PACKING LIST ENVELOPE
		+ Include two copies of packing sheet (also certifications and test reports when required).
		+ The No. 1 copy of each packing sheet should be placed inside the No. 1 container. The No. 2 copy should be placed within a waterproof envelope and be secured to the marked end of the same (No. 1) container.
		+ If container is fiberboard, attach envelope securely with tape to avoid loss in transit.
		+ If the material precludes the placing of the packing sheet inside the No. 1 container and securing to the end of the same container (pipe, machinery, etc.), it should be placed in a protected area of the shipment and location noted on bill of lading.
	2. CERTIFICATIONS AND TEST REPORTS
		+ Put inside top of container No. 1 of a shipment.
		+ Mark top of box “certifications or test reports under here.”
		+ Include certifications and test reports when too bulky for packing list envelope.
		+ Alternate delivery source for certifications and test reports can be done via the following email: ingallsqadropbox@hii-ingalls.com
	3. MULTIPLE PURCHASE ORDERS IN THE SAME SHIPPING CONTAINER
		+ Each order must be packaged and identified individually with purchase order number.
		+ Outside of shipping container must show all the purchase order numbers and all the part numbers in the container. (reference III.A)
	4. PACKAGING
		+ All material must be protected from handling damage either by protective packing within cartons, crates, etc. or by securing to pallets of adequate size and construction.
		+ Attention to proper packing and packaging requirements must be such as to preclude hidden damage to contents as well as visible damage as would be sustained by extreme rough handling.
		+ Multiple container shipments of like material must be palletized and secured to pallets to facilitate handling by forklift or similar device.
		+ The Seller is to ship loose parts of a specific category as described in Step IV in the same container to the maximum extent possible.
		+ Packing of Hazardous Material must meet all DOT Requirements as set forth in Code of Federal Regulations (CFR) Title 49.
		+ Packing of electronic devices susceptible to Electrostatic Discharge (ESD) must be in accordance with current requirements as specified in the Purchase Order so as to preclude damage from ESD.
		+ Additional protective requirements for material in transit (e.g. tarping) may be invoked in the procurement specification.
1. **INSTRUCTIONS FOR SUBMISSION OF DATA, REPORTS AND LOOSE PARTS/UNASSEMBLED LISTS (LPL)**
	1. Data and reports shall be properly packaged, packed and shipped or mailed as follows:

 **UNCLASSIFIED CLASSIFIED**

 Ingalls Shipbuilding Ingalls Shipbuilding

 Pascagoula Operations Pascagoula Operations

 P.O. Box 149 Classified Document Control

 Pascagoula, MS 39568-0149 P.O. Box 149

 ATTN: Name of Subcontract Pascagoula, MS 39568-0149

 Administrator ATTN: Name of Subcontract

 Administrator

* 1. **SELLER’S** Loose Parts/Unassembled List requirement:

| **Term** | **Operational Definition** |
| --- | --- |
| Loose Part | Any machinery or item’s equipment that is packaged and shipped separately (or not completely assembled/attached to the parent equipment) and are not defined in the purchase order as separate items. Examples include: gauges, valves, tubing, fittings, gaskets, fasteners, switches, controllers, starters, tools, accessories, kits/sub-sets of material, etc. |
| Kit | A set, kit, or assembly composed of unlike items but identified by a single stock number or part number.  |

* + - If furnishing loose parts, the **SELLER**, is responsible for the identification and marking of each item within the system, equipment, assemblies, sub-assemblies, components, groups, sets or kits, as well as for other items shipped separately or not completely assembled.
		- All Loose Parts shipped by the **SELLER** shall be identified with the purchase order number, purchase order position number, **SELLER’S** part number, and **SELLER’S** drawing and nomenclature. **SELLER** shall not use any piece or assembly number of a drawing to identify its Loose Parts (except in those instances where electrical components and accessories are to be identified with a drawing symbol number). Each item shall be permanently marked. Items too small to mark in the above manner shall be packed in bags or boxes carrying the above information.
		- Each Kit shipped by SELLER shall have a packing list (identifying each item) securely attached to the end or side of each container. The items of each Kit shall be packaged together as a set and include a “Kit contents list” placed inside each "Kit container." This list shall not be included as part of the exterior shipping container packing list. The Kit contents list shall include the SELLER part number and a brief description of each part. Each item within the Kit shall be marked with the supplier part number. The items within the Kit shall be traceable to the Kit contents list by supplier part number. The Ingalls part number assigned to the "Kit container" shall not be solely used to identify individual items within the Kit.
		- The **SELLER** shall prepare and furnish to the **BUYER** one reproducible set (plus two copies) of Attachment SSF P4112A Loose Parts/Unassembled List (or applicable SDRL requirement) that lists that lists each main component and all parts which will be shipped loose. Loose items, shipped with a main component, shall be considered as non-assembled parts and shall be listed even if all of the items are packaged in a single container. Note:  Attachment SSF P4112A can be located: ([SSF P4112A](https://cm.ingallscorp.com/Livelink_p/livelink.exe/open/9526448%20))
		- Attachment SSF P4112A Loose Parts/ Unassembled List (or applicable SDRL requirement) is used by the BUYER to allow adequate and accurate receipt/inventory of all loose or non-assembled parts.
		- The **SELLER** shall be responsible for completing items (1) thru (15) on the Loose/Unassembled Parts List and forward (or email to the designated Ingalls Shipbuilding subcontract administrator) no later than 60 days prior to shipment, unless the purchase order specifies otherwise (*e.g.,* SDRL, etc.), to:

 Ingalls Shipbuilding

 Pascagoula Operations

 ATTN: Name of Subcontract Administrator

 P.O. Box 149

 Pascagoula, MS 39568-0149

(Email address provided on face of the purchase order)

* After original submittal, any modification to items (1) thru (15) on Attachment SSF P4112A shall be approved in advance by **BUYER**.
* At the time of shipment, in addition to providing an itemized Packing List, the SELLER shall complete items (19) thru (21) of Attachment SSF P4112A Loose/Unassembled Parts List (or applicable SDRL requirement). The actual quantity per item in the shipment should be noted in the column, “QTY THIS SHIPMENT”, along with the package number. The completed form shall be included with each shipment. This form will be used as the Supplemental Packing List for the loose parts. Shipments not containing adequate identification and required packing lists will be considered incomplete and will be subject to return to sender, at its expense, for completion.

**DIRECTIONS FOR THE COMPLETION OF**

**Attachment SSF P4112A, LOOSE/UNASSEMBLED PARTS LIST**

Complete and submit in **TWO** stages.

**STAGE 1:** Blocks (1) thru (15) shall be completed as follows:

1. Purchase Order No. – Enter IWO number or Purchase Order Number.
2. Change No. – If applicable enter IWO number or Purchase Order Version that added or change line item(s).
3. Supplier – Enter Company name.
4. Supplier No. – Enter CAGE Code.
5. Date of LPL – Enter the date that Attachment SSF P4112A was first prepared.
6. Loose/Unassembled Parts List for – Enter applicable shipset(s).
7. Position Number – Enter line item number from IWO or Purchase Order that loose part(s) are part of.
8. Position Description – Enter description of line item (including Ingalls part number) as it appears on IWO or Purchase Order.
9. Drawing No. – Enter drawing number that Loose/Unassembled Parts is called out on.
10. Drawing Item No. – Enter find number from drawing cited in (9) above that identified Loose/Unassembled Part.
11. Part/Piece No. – Enter part number of Loose/Unassembled Part.
12. Loose/Unassembled Part Description – Enter name of description of Loose/Unassembled Part as it appears on drawing.
13. Intended use – Enter only one of the applicable codes for each loose or non-assembled parts.

**CODE USAGE**

H - Hook Up parts (connectors/back shells, etc.).

T - Test parts (jumpers, blanks, etc.; likely also any fill and drain fluids).

L - Label plates (Identification, Safety, Precaution and/or Operating Instruction Placards).

I Installation: loose part necessary to complete a system installation onboard ship (nuts, bolts, gaskets, etc.).

M Maintenance: Parts required to conduct maintenance of equipment.

O Operating Accessory: loose part required to operate a system.

C COSAL Item: Coordinated Shipboard Allowance List - shipboard spares, tools, and accessories (required for load-out and turnover to ship).

1. Unit of Measure – Enter Unit of Measure as called out on drawing.
2. Qty. Per Shipset – Enter quantity of Loose/Unassembled Parts required per each shipset of equipment.
3. \*\*\*DELETED\*\*\*
4. \*\*\*DELETED\*\*\*
5. \*\*\*DELETED\*\*\*

**\*\*\* IMPORTANT NOTICE: Items (1) thru (15) shall be completed and forwarded not later than 60 days prior to shipment/storage of equipment. \*\*\***

**STAGE 2:** At time of shipment of equipment complete items (19), (20) and (21) and forward with equipment complete blocks as follows:

1. Qty. this shipment – Enter actual quantity of Loose/Unassembled parts shipped.
2. Package Number – Enter box number or package that Loose/Unassembled Parts are shipped in.
3. This Shipment is for Shipset(s) – Enter shipset number Loose/Unassembled Parts are part of.