Sikorsky Aircraft Corporation Routing Guide Instructions

**General**
These routing instructions supersede all previous instructions. Failure to comply with these instructions will result in excessive charges debited back to your account.

These instructions apply only to shipments for which Sikorsky Aircraft is responsible for the freight charges. Shipments at supplier expense should be routed by a carrier of supplier’s choice.

Only standard routing (ground/LTL) is authorized. Premium transportation should only be used when directed by Purchasing or Global Logistics.

If Sikorsky is responsible for the freight charges, ship ‘collect’ using an approved carrier found in the Sikorsky Routing Guide. On third party bills for which Sikorsky is responsible for the freight, only approved carriers must be used.

Consolidate all collect shipments to be forwarded by the same carrier on any given day to any one destination.

Sikorsky does not accept freight charges on a "prepaid and add" basis and does not reimburse for freight charges added to invoices submitted to Sikorsky.

Indicate the Purchase Order/line item on all packing lists, bills of lading, or air bills.

**Insurance**
Do not insure any shipment. Shipment value must be listed as value for customs, but not as a declared value for carriage.

**International shipments**
The Port of Entry is New York for all Connecticut facilities and Miami for the Jupiter, Florida facility.

All international shipments should always indicate Expeditors International as the notify party. For FedEx shipments to the US, the BSO (Broker Select Option) must be used, specifying Expeditors International as the broker.

**New York**
Expeditors International
245 Roger Avenue
Inwood, NY 11696
516-371-3330

**Florida**
Expeditors International
10814 Northwest 33rd St.
Miami, FL 33172
516-592-9410

Questions may be referred to the Sikorsky Aircraft Corporation Global Logistics Department:
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Freight Payment: Catrina Ciufecu; catrina.ciufecu@lmco.com; 203-386-6344