



## Telephonics Shipment and Packaging Instructions TCX1138

### SELLER Packing/Marking/Bar Coding/Shipping Instructions

#### SELLER Packing

SELLER shall be responsible for ensuring proper packaging per ASTM-D-3951-15 Standard Practice for Commercial Packaging. Any item requiring ESD protection must be packaged in accordance with Mil-Std-2073-1E.

All units shall be individually packed and wrapped in ESD protective packaging and placed in outer ESD protective boxes with proper lining (reference figures 1 and 2 below). Both internal ESD protective wrapping and outer ESD protective boxes shall be identically labeled/marked as specified below in “SELLER Marking/Barcoding” requirements (reference figure 3 of sample barcode label).

Certificates of Conformance (C-of-Cs) and Packing Slips shall be attached to the outside of the shipping container in a water-tight clear plastic envelope. The container with the C-of-C and pack slip shall be clearly identified when there are multiple shipping containers and each container should be clearly marked as “1 of X”, “2 of X”, etc. All serialized assets shall be clearly identified/posted on the outside of the respective shipping container.

The accompanying pack slip and C-of-C should include the following information, at a minimum: PO number and line item numbers, Telephonics part (item) numbers and revision, and applicable S/Ns. If the item is a repair then the RMA number and NCR number shall additionally be noted.

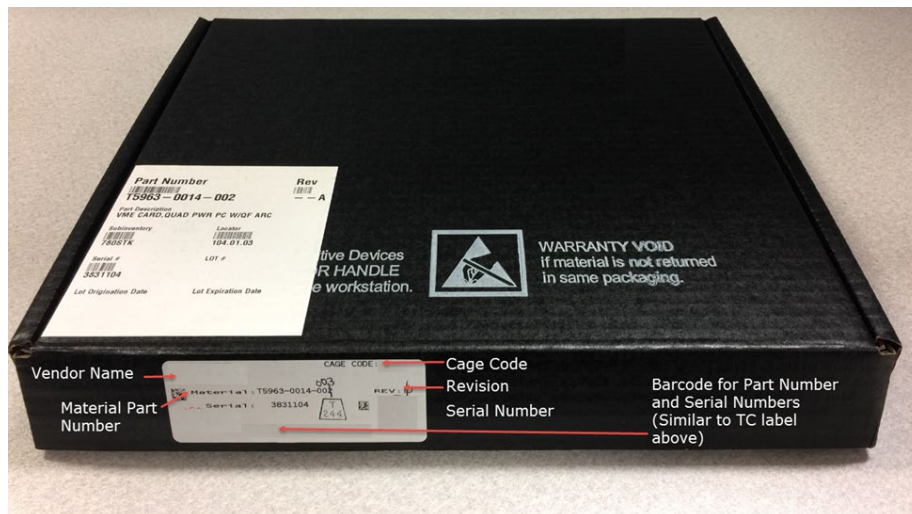


Figure 1 - Sample ESD Outer Protective Box



**Figure 2 - Sample ESD Protective Wrapping of Unit (with Label on Wrapping) Contained in Outer ESD Protective Box with Inner ESD Protective Lining**

### **SELLER Marking/Barcoding/Labeling**

SELLER shall mark containers or packages per Telephonics' barcode/labeling instructions outlined below in Figure 3 to include shipper address, consignee address, purchase order number, line item numbers, Telephonics part (item) numbers and revision, quantity, unit of measure, packing slip number and serial numbers (if applicable). Bills of lading shall include purchase order number. Where and when possible, apply barcode labels to the upper left hand corner of the shipping box. Failure to properly barcode/label packages may result in processing delays and result in delay of payment to the SELLER. A sample barcode/label is provided below. The barcoding shall be legible and of proper font and format so as to allow barcode readers to easily identify information (reference MIL-STD-129 for guidance).



## Sample Barcode

FROM: ABC COMPANY INC. 125 PARK AVE. HUNTINGTON, N.Y. 11743		TO: TELEPHONICS CORP 815 BROAD HOLLOW RD. FARMINGDALE, N.Y. 11735	
PACKING LABEL		TOTAL BOXES:	
P.O. # T82004		P.O. LINE ITEM NO. 001	
PART NO. RLR05C1211FR			
QTY: 200	UM: EA.	REV. A	
PACKING SLIP NO. 407457101		S/N: 002	

Figure 3 - Sample Barcode Labeling

### SELLER Shipping Instructions

#### DOMESTIC SHIPMENTS:

Unless otherwise specified, delivery shall be FOB Destination shipped via C-TPAT Certified Carrier per Telephonics Terms and Conditions.

#### INTERNATIONAL SHIPMENTS:

##### NEW GOODS FOR PERMANENT IMPORT INTO THE U.S.

Unless otherwise specified, delivery shall be DAP Huntington, NY (Incoterm 2010) and shipped via C-TPAT Certified Carrier per Telephonics Terms and Conditions.

A complete commercial invoice shall accompany all shipments and contain complete information per U.S. Code of Federal Regulations 19cfr141.86 Contents of Invoices and General Requirements.

Goods being shipped may fall under the jurisdiction of the U.S. Department of State International Traffic in Arms Regulations. Please follow PO instructions for all shipments and contact the Telephonics Supply Chain Specialist with any questions.



### **REPAIRED GOODS**

Unless otherwise specified, delivery shall be DAP Huntington, NY (Incoterm 2010) and shipped via C-TPAT Certified Carrier per Telephonics Terms and Conditions.

Goods Being Returned after Repair may fall under the jurisdiction of the U.S. Department of State International Traffic in Arms Regulations. Please follow PO instructions for return shipments and contact the Telephonics Supply Chain Specialist with any questions.

### **GOODS FOR TEMPORARY IMPORT INTO THE U.S.**

Goods for temporary import into the U.S. may require prior authorization of the U.S. Department of State. Please follow PO instructions for shipments and contact the Telephonics Supply Chain Specialist with any questions.

### Revision History

<b>1. Rev</b>	<b>2. Description</b>	<b>3. Date</b>
A	Original Issue	4/2/2020