



## Domestic Routing Instructions for Rolls-Royce Corporation (USA)

**Originator:** Kent L Sharp  
**Job Title:** Purchasing Compliance Officer  
**Business Unit:** Purchasing

**NTS Number:** 324  
**Issue:** 1  
**Date:** March 2012

For the attention of the responsible Traffic Manager.

Rolls Royce has contracted with CEVA Logistics to handle its transportation services. please convey the following instructions to your shipping department

**Dear Sir or Madam,**

### **Scope / Applicability:**

The following routing instructions apply to shipments that are shipped for Rolls-Royce Corporation (Indianapolis) or for third party shipments when authorized by Rolls-Royce Purchasing for items related to manufacturing.

**It is mandatory that the Roll-Royce purchase order number or project number be recorded in the shippers reference section of the FEDEX, carrier freight bill or air way bill.**

### **Introduction:**

These instructions apply only when Rolls-Royce Corp. is responsible for the transportation charges.

- Shipments must be shipped on a freight "Collect" basis. "Prepaid & Add" shipment terms are not authorized.
- Third Party billing to Rolls-Royce Corp. must be authorized by the MRPC/buyer, with a completed form on file with RRC transportation services.
- Do not request insurance on any shipment unless authorized by RR Transportation.
- Authorization for air freight, heavy air express (>150#), expedited or other premium shipments must be provided by RRC traffic/CEVA Logistics.
- Multiple packages that are shipped on the same day must be consolidated. If the items cannot be packaged in the same box, then multiple cartons should be processed as ONE shipment. If the consolidation results in shipment > 150#, contact CEVA Logistics.
- These routing instructions are subject to individual customization as needed.

**RRC Account number: No change. Same as # issued in 1Q2011.**

**Note: If you do not have this # please contact CEVA.**

Related previous NTS (310)

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### Action Required:

Please have the following Information available when scheduling transportation.

#### 1. Address Information

- Origin Name: Street Address, City, State, Zip, contact name, phone number
- Destination Name: Street Address, City, State, Zip, contact name, phone number

#### 2. Dates

- Pick-up date/ time window (e.g. 11/01/07 to 11/03/07)
- Delivery date/ time window (e.g. 11/04/07 to 11/06/07)

#### 3. Reference Numbers

Supplier must provide one of the following: Purchase Order Number, work order number, project number, or cost center. This is needed for accounting purposes.

#### 4. Commodity Information

- Description/Freight class
- Number and type of packages (e.g. pallets, drums, etc.)
- Weight in pounds
- Cube (if applicable)
- Dimensions –Length, Width, Height
- Item Numbers (if applicable)
- Hazard Material Class (if applicable) UN#:\_\_\_\_\_
- Value

#### 5. Special Handling Requirements (e.g. tarps, chains, straps, dunnage)

*NOTE: The above information, as well as the CEVA Load # should be accessible for shipment verification if contacted by Rolls-Royce personnel.*

**FOR ALL OTHER SHIPMENTS: LTL, Truckload, Air Freight & Expedite**  
**Contact the CEVA Coordination Desk, Monday –Friday 7:00 am to 7:00 Pm. EST.**

**CEVA COORDINATION DESK: 1-317-230-6550**

**E-mail – [transportationrrna@rolls-royce.com](mailto:transportationrrna@rolls-royce.com)**

**ALL SHIPMENTS ARE CONFIRMED VIA LOAD NUMBER.**

You must provide the purchase order or project number and shipment information when requesting shipment routing. CEVA will provide you a load number authorizing the freight charge to be billed to Rolls-Royce Corporation. This number must appear on your Bill of Lading / Air Bill. Requests for air freight or expedited trucking services require authorization from RRC purchasing (who will notify CEVA/traffic of the approval). If weekend or evening shipments are necessary, contact CEVA Logistics during normal working hours for advance shipment instructions.

**In case of AOG or emergency shipments, CEVA Logistics can be contacted after hours at (1-317-557-7407).**

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**NOTE: Please Contact CALL CEVA Logistics if your shipment is not picked up on time!**

Please note on the Bill of Lading / Air Bill the following Third Party Billing instructions:

**BILL FREIGHT CHARGES TO:      ROLLS-ROYCE CORPORATION**

**C/O CEVA LOGISTICS ACCT. 1237  
MANAGED TRANSPORTATION  
P.O. BOX 45033  
JACKSONVILLE, FL. 32232**

**Shipments that deviate from these instructions without proper authorization will result in a debit for the cost of the shipment.**

### **Contacts**

**Herb Spalla**  
Rolls-Royce Corporation  
Transportation Manager  
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Authorised by:

**NTS Category Type:**  
**General Information / Communication**

**Beverly Gaskin**  
Executive, VP, Supply Management NA