

**NORTHROP GRUMMAN OVERSEAS SERVICE CORPORATION (NGOSCO)**  
**Routing Instructions for Imports of Hardware Being Returns for Repair**

A proposal will be sent the customer after Northrop Grumman Overseas Service Corporation (NGOSCO) completes a repair evaluation to provide the repair cost for the customer's approval prior to repair. Should any of the hardware be determined beyond repair NGOSCO will advise the customer and scrap the hardware at our facility.

**HOW TO OBTAIN A RETURN MATERIAL AUTHORIZATION (RMA) NUMBER PER SHIPMENT**

| #  | Action   | Information   |
|----|--|---|
| 1. | Customer calls NGOSCO's designated Program Contact   | Designated contact.<br>If contact information is not known:<br>Fax: (410) 981-5808<br>e-mail: <a href="mailto:importapp@ngc.com">importapp@ngc.com</a>  |
| 2. | Customer provides documentation to Program Contact   | List of all the part numbers <b>OR</b> a Pro Forma invoice with the following information – see Pro Forma invoice: <ol style="list-style-type: none"> <li>1. Ship from address and party</li> <li>2. Ship to address and party</li> <li>3. Part Description</li> <li>4. Part Number</li> <li>5. Country of Origin/Manufacture per part number</li> <li>6. Value per part number</li> <li>7. Tariff number per part number</li> <li>8. INCOTERMS</li> <li>9. Indicating if the article(s) is subject to the ITAR or not.</li> </ol><br>If required, Customer completes the Material Failure Report Disposition Instruction form X3XX-FXX.                        |
| 3. | Program Contact provides Pro Forma to the Transportation Department  | If only a list of parts are provided by the customer, Program Contact completes the Pro forma invoice (form XXXXX) and provides a copy to the Transportation Department for their review and approval of return.<br><br>Fax: (410) 981-5808<br>e-mail: <a href="mailto:importapp@ngc.com">importapp@ngc.com</a><br><br>If Pro Forma invoice is provided by the customer, Program Contact to provide a copy to the Transportation Department for their review and approval of return.  |
| 4. | Transportation Department review appropriate fields on Pro Forma invoice and provides approval to the Program Contact. | The Transportation Department verifies, with input from the Program Contact, that the following information on the Pro Form invoice is accurate: <ol style="list-style-type: none"> <li>1. Ship from address and party</li> <li>2. Ship to address and party</li> <li>3. Part Description</li> <li>4. Part Number</li> <li>5. Country of Origin/Manufacture per part number</li> <li>6. Value per part number</li> <li>7. Harmonized Tariff Schedule of the United States (HTSUS) number per part number</li> <li>8. INCOTERMS</li> <li>9. Comply with Participating Government Agencies (e.g. ITAR, FCC, FDA, and EPA) requirements, if applicable.</li> </ol> |
| 5. | RMA Number is provided   | Once the Transportation Department approves the Pro Forma invoice,  |

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|    | to customer                               | the Program Contact generates the RMA number and provides the number to the customer authorizing the shipment of the articles.<br><br>Location of RMA Import Log on the shared drive:<br><b>T:\Imports\RMA Process</b>   |
| 6. | Selection of Freight Forwarder or Carrier | The customer is authorized to return the articles per the routing instructions listed below.   |
| 7. | Notification of Shipment                  | The customer provides shipping details via fax or e-mail to:<br><br>Fax: (410) 981-5808<br>e-mail: <a href="mailto:importapp@ngc.com">importapp@ngc.com</a><br><br>Information Required:<br><ol style="list-style-type: none"> <li>1. Name of Freight Forwarder or Carrier</li> <li>2. Copy of Air Waybill or Bill of Lading Number</li> <li>3. Pro Forma Invoice</li> </ol> |

**TO IMPORT THE ITEMS PROPERLY INTO THE U.S. FOLLOW THE INSTRUCTIONS**

**ARTICLES REGULATED BY THE ITAR ROUTING INSTRUCTIONS**

All International Traffic in Arms Regulations (**ITAR**) controlled equipment returned to the USA for NGOSCO in Maryland for repair/replacement must be shipped via **freight forwarder** (NGOSCO's or customer's freight forwarder).

Failure to do this will cause the equipment to be brought into the United States incorrectly, not clearing US Customs properly, thus a Department of State export license will be required to return the equipment back to the customer. An export license takes approximately four (4) months to receive.

**REQUIREMENTS**

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| <b>International Commercial Terms (Incoterms):</b> | <ul style="list-style-type: none"> <li>- Use of service Expeditors International is based on either FCA or EXW terms.</li> <li>- All other terms are at the expense of the customer.</li> </ul>   |   |
| <b>NGOSCO's Freight Forwarder:</b>                 | Expeditors International has 135 offices and agents worldwide. To locate Expeditor's office nearest your shipping location is found on their website at <a href="http://www.expeditors.com/graphics/locations/officelocator.asp">http://www.expeditors.com/graphics/locations/officelocator.asp</a><br>Select the "Customer Resources" hyperlink and the appropriate country of origin.<br><b>Use if ITAR controlled, regardless of weight.</b> |   |
| <b>Airport of Destination:</b>                     | Baltimore/Washington International Airport (BWI)  |   |
| <b>Consigned To:</b>                               | <b>REPAIR SITES</b>   |   |
|  | NGOSCO<br>7323 AVIATION BLVD<br>DOCK B<br>BALTIMORE, MD 21061<br>CONTACT: _____   | NGOSCO<br>7301 SYKESVILLE ROAD<br>MS 8960<br>SYKESVILLE, MARYLAND 21784<br>CONTACT: _____ |

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| <b>Notify Party on Air Waybill or Bill of Lading:</b> | Expeditors International, Inc.<br>510 McCormick Drive, Suites K-N<br>Glen Burnie, MD 21061<br>Attn: Adrienne Winters<br>Tel: (410) 768-6627<br>fax: (410) 768-6647<br>e-mail address: <a href="mailto:importapp@ngc.com">importapp@ngc.com</a> |
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**ARTICLES NOT SUBJECT TO U.S. DEPARTMENT OF STATE TEMPORARY IMPORT REQUIREMENTS ROUTING INSTRUCTIONS**

If the INCOTERMS to return the hardware to NGOSCO are **EXW or FCA**, NGOSCO has designated Expeditors International.

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|--|--|
| <b>International Commercial Terms (Incoterms):</b> | <ul style="list-style-type: none"> <li>- Use of service Expeditors International is based on either FCA or EXW.</li> <li>- All other terms are at the expense of the customer.</li> </ul>  |
| <b>Service:</b>                                    | Expeditors International Inc.  |
| <b>Limitations:</b>                                | <ul style="list-style-type: none"> <li>- 50 kgs or less</li> <li>- Maximum 165 inches length plus girth</li> <li>- Do <b>NOT</b> use FedEx for Temporary imports of ITAR controlled hardware. Follow instructions above and use Eagle Global Logistics or customer freight forwarder.</li> </ul> |

If you have any further questions or concerns on this matter, please do not hesitate to contact your representative or e-mail [importapp@ngc.com](mailto:importapp@ngc.com).

Thank you for your cooperation.

**DEFINITIONS**

**Pro Forma Invoice** - A legal document between the supplier and the customer to describe the details of a certain commodity, is needed for all international non-document shipments, and is used for the customs in the country of destination to determine the customs value.

**Export Administration Regulations (EAR)** - Department of Commerce regulations governing the export of commodities, technology and software subject to their jurisdiction.

**International Traffic in Arms Regulations (ITAR)** - Department of State regulations governing the export of defense articles and temporary imports, technical data and defense services subject to their jurisdiction.

**International Commercial Terms (INCOTERMS)** - is a universally recognized set of definitions of international trade terms, such as EXW, FOB, CFR, CPT, CIF, DDU, and DDP, developed by the International Chamber of Commerce (ICC) in Paris, France. It defines the trade contract responsibilities and liabilities between buyer and seller.