



# Freight and Routing Instructions

This document defines the freight management at ASC North, South and West Facilities, to instruct suppliers and contractors on ASC's requirements when shipping goods to or for ASC.

This document is applicable to all suppliers shipping materials to ASC entities.

Note: The ASC North, South and West premises are large and have multiple delivery locations.

The following Routing Instructions apply specifically to shipments from Suppliers and supersede all previously issued General Routing Instructions

Deviation from these instructions is only permitted with approval of the ASC Freight Control (see Para 8). Failure to comply with these instructions will result in all transportation charges being charged back to the supplier.

**All material** pick-up and shipping arrangements must exclude provisions for drayage or storage related to material not being available. No additional charges will be incurred by ASC without prior approval.

For **controlled goods**, please confirm with the applicable ASC Buyer, prior to shipment, when required to ship to Australian addresses other than ASC facilities that the appropriate End User Certificate is in place

**Note:** *Controlled Goods means Information, Technical Data, materials, hardware (equipment or 'goods'), software and services subject to export, use and access restrictions under Defence Export Controls.*

## 1. Free Into Store or Ex-Works

For goods being delivered Free Into Store ensure directives per paragraph 3, 4, 5, 6 & 7 are adhered to.

For goods ex-works directives per paragraph 3, 4, 5, 6 & 7 are adhered to. All transport arrangements must be coordinated via ASC Freight Control ([see para 8](#))

## 2. Information Required at Time of Dispatch

The following information is required upon dispatching the correct carrier:

- Full Shipper Company Name and Street Address
- Shipper contact name(s), phone number(s) and email(s)
- Delivery Address(s) (see [paragraph 3 Delivery Address](#) below)
- Date and Time Material will be Ready for Pick-up
- Identification of any Special Pick-up or Material Handling Instructions
- Identification of any Hazardous Materials
- Contract Number
- Purchase Order Number(s) including Line Item and Release Numbers (if applicable)

- Piece count, weight, dimensions ( L x W x H ), with unit of measure

### 3. Delivery Address

Reference the ASC Purchase Order for the correct final **Delivery Address**. If you are unsure of the correct delivery address please contact ASC Buyer.

### 4. Consolidation of Purchase Orders and Deliveries

A reasonable effort must be made by Suppliers to identify and execute all consolidation opportunities.

- **Purchase Orders** for the same Consign To: and Final Delivery address may be packed in the same Shipping Unit (e.g. master carton, crate, pallet etc.). **DO NOT** package Purchase Orders for different Consign To: and Final Delivery addresses in the same Shipping Unit (e.g. master carton, crate, pallet, etc.)
- **Shipping Units** (e.g. master cartons, crates, pallets etc.) for the same Consigned To: and Final Delivery address must be combined as a Delivery (i.e. same Delivery Bill of Lading)
- **Deliveries** to the same Consigned To: address must be shipped as a Consolidation (i.e. same Master Bill of Lading)
- **Consolidations** to be tendered to the same pick-up carrier on the same day should be shipped together

### 5. Bills of Lading

Please clearly indicate the following “Bill To” address on the Bill of Lading.

ASC Pty Ltd	or	ASC AWD Shipbuilder Pty Ltd
Freight Control		Freight Control
GPO Box 2472		GPO Box 2472
Adelaide SA 5001		Adelaide SA 5001

### 6. Packing Lists

Separate manifests and packing lists must be provided for each **Final Delivery** address.

**Two** copies of Packing Lists must be provided with each shipment, included **inside** one of the shipping units (e.g. master cartons, crates, pallets, etc.) and this unit must show “PACKING SLIP ENCLOSED”.

**All** Packing Lists **must** include the following:

- Supplier Name
- Contract Number and Delivery Order (if applicable)
- Purchase Order Number including Line Item and Release Numbers
- Part Number and Description
- Quantity Shipped per Part
- Bill of Lading Reference (if available)
- Total Number of Pieces Shipped

- Total Weight Shipped

## 7. Labelling

**All** shipping units (e.g. master cartons, crates, pallets, etc.) **must** be individually labelled, marked or tagged clearly showing:

- Supplier Name
- Complete Ship To: Address (as per ASC Purchase Order)
- Unit (e.g. carton, crate, etc.) Number when Multiple (e.g. 1 of 2, 3 of 5, etc.)

**Returnable containers** must be clearly marked “RETURNABLE”

For additional information relating to labelling and packaging refer to ASC Label and Packaging Requirements document available on the ASC Website [www.asc.com.au](http://www.asc.com.au).

## 8. Freight Control – Point of Contact

For all matters relating to freight please contact:

ASC Pty Ltd  
Freight Control  
GPO Box 2472  
Adelaide SA 5001  
[Dana.Menicanin@asc.com.au](mailto:Dana.Menicanin@asc.com.au)  
08 8348 7260

or

ASC AWD Shipbuilder Pty Ltd  
Freight Control  
GPO Box 2472  
Adelaide SA 5001  
[Freight.Control@ausawd.com](mailto:Freight.Control@ausawd.com)  
08 7423 5705