



**DEFENSE  
MARITIME  
SOLUTIONS**

**Domestic  
ROUTING GUIDE**

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## **Attention Traffic Department and Customer Compliance Department**

DMS is committed to provide its customers the highest possible customer service. This is only achievable with cooperation throughout the supply chain and efficiencies in operations. Therefore, we have provided this Routing Guide which has been designed to provide you with a quick and easy reference for DMS shipping requirements.

Please be advised that this routing guide is deemed part of the terms and conditions of purchase. These requirements are structured to provide supply chain efficiencies that support DMS's needs and those of our customers.

This routing guide supersedes all previous routing instructions. It is DMS's policy to chargeback freight charges and offset expenses in the event DMS's routing instructions are not followed. Only the DMS Supply Chain Logistics Team may authorize any variations of these instructions, except where otherwise indicated.

We enjoy the successful trading partnership we have and appreciate your cooperation in adhering to DMS's routing guide. Please read this guide before shipping DMS material to insure that you adhere to the guidelines and avoid any future possible chargeback violations and/or financial penalties.

## **General Information**

This guide contains detailed instructions for routing, documentation, and packaging of material for shipment to DMS. The instructions apply to all Purchase Orders issued by DMS.

Noncompliance with the DMS Routing Guide may result in chargeback of all excess expenses incurred, including rework, extra man hours/labor incurred, plus an administrative fee. Each Supplier is responsible to forward this Guide to its Logistics Department and other individuals responsible for the delivery of material to DMS.

Suppliers are expected to ship on time to ensure proper and timely freight delivery service. Orders should be scheduled allowing sufficient time for transit to meet the DMS Delivery Date on the Purchase Order. The Purchase Order, PO, Delivery Date shall be considered the required delivery date to DMS. Shipments for PO's beyond this date may be subject to refusal. The Supplier is responsible for contacting the Purchasing Department at DMS for authorization prior to shipping past the PO Delivery Date.

The supplier is to notify/communicate to the DMS Purchasing Department any delays in production, purchase or administrative functions that may or will delay on time shipment to DMS.

All communications with the Supplier are to be conducted with/by the DMS Purchasing Department. If there are questions, concerns, pricing and/or information required contact the Purchasing Team and they will communicate with the/all Suppliers.

## **Routing Information**

- Each Supplier should refer to APPENDIX A for acceptable LTL and small package carrier.
- Ship your material to the appropriate address designated in this routing guide.
- To control rising freight costs, it is DMS's goal to consolidate orders as much as possible within DMS's required ship dates.
- If you have any problems arranging a carrier pickup, please contact DMS Logistics Team, at (757) 966-5430, or [LogisticsWH@DMSAmerica.com](mailto:LogisticsWH@DMSAmerica.com).
- DMS Logistics Team must individually authorize all exceptions from these standard routing instructions in writing. **ANY OTHER COMPANY EMPLOYEES ARE NOT AUTHORIZED TO ISSUE EXCEPTIONS TO DMS'S ROUTING INSTRUCTIONS.**

## 4. General Transportation Information

### 4.1 FCA (Free Carrier) Supplier's Facility

This shall be the default terms for all Purchase Orders where DMS is the responsible party for the cost of the freight. Shipments must be sent "Bill Third Party". Be sure to reference "Bill Third Party" on the BOL. The third party address is:

Defense Maritime Solutions  
3617 Koppens Way  
Chesapeake, VA 23323

### 4.2 DAP (Deliver At Place) DMS

This shall be the default term for all Purchase Orders where the Supplier is responsible for the cost of the freight. These shipments must be PREPAID at origin and identified as such on each carrier delivery receipt where terms of purchase are DAP DMS.

**DMS uses Incoterms 2020 as published by the International Chamber of Commerce. The default term shall be FCA Supplier's Facility unless directed otherwise.**

**NOTE:** Freight only invoice charges from a prepaid Supplier must be authorized in advance by DMS Logistics Team. If authorized, a separate invoice for the freight must be accompanied by the following documents.

- Letter or email with DMS
- Level of Service
- Origin of shipment (City, State, Zip)
- A copy of the original freight bill
- Purchase
- Carton
- Weight
- Carrier used

For proper authorization, please contact DMS Logistics Team via email/phone:

Office: 757-966-5430

Email: [LogisticsWH@DMSAmerica.com](mailto:LogisticsWH@DMSAmerica.com)

## 5. Shipping Guidelines

### 5.1 Bill of Lading (BOL) Requirements

A printed Bill of Lading is mandatory for all shipments, regardless of mode. Costs incurred by DMS resulting from an improperly executed Bill of Lading will be charged back to the Supplier. Shipments arriving without a Bill of Lading will be refused by DMS.

**Required Information on all Bill of Ladings must be printed- NOT handwritten. To include the following information.**

Supplier Name  
Street Address  
City, State Zip

Defense Maritime Solutions  
Street Address  
City, State Zip

DMS purchase order or DMS job number  
Total number of cartons (not individual pieces) per  
PO Total number of pallets per PO  
Gross weight per PO

The seal number must be recorded on the  
BOL and Packing List.

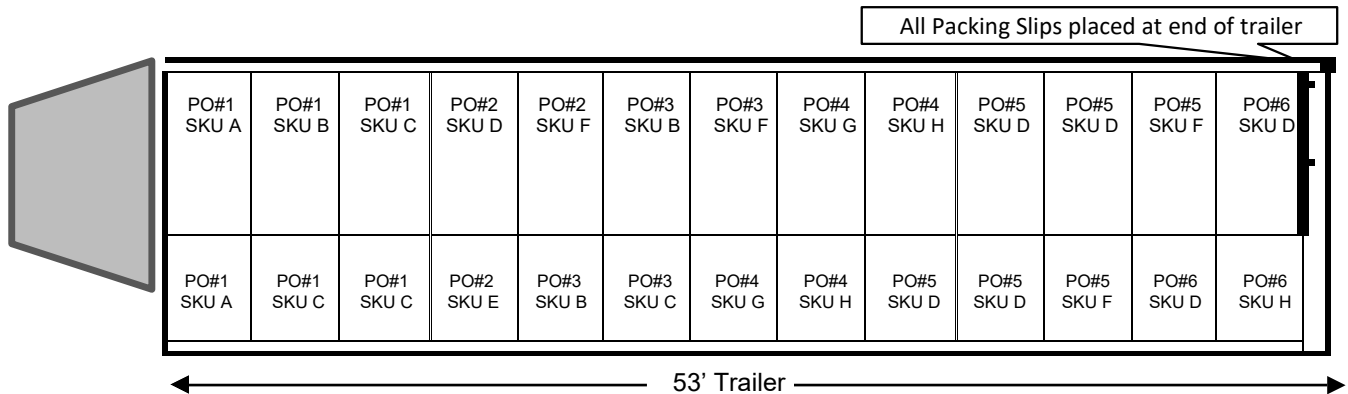
“Shipper Load and Count” or “SLC” printed on BOL when trailer is loaded and sealed without the driver being afforded the opportunity to count or inspect the freight.

A Master Bill of Lading is required for all shipments received on the same day, from the same location to the same destination with multiple PO’s. Each PO and information must be listed out separately.

Suppliers are responsible for the Bill of Lading carton count and packing list piece quantities. Shortages will result in freight claims against the Supplier.

## 5.2 General Shipping Requirements – Truckloads & Containers

- Product, must be palletized, must be loaded by PO, then by model/UPC.
  - When loading product, load model A of PO #1, then model B of PO #1. When all models of PO #1 are loaded onto the trailer, then the models for PO #2 can begin getting loaded.
  - Only 1 PO per pallet is recommended.
  - Only 1 model per pallet is recommended.



- Shipping methods must align with carton graphics/instructions and other written handling instructions as noted on the product.
- Product must be properly secured to ensure it arrives at the final destination undamaged
  - The use of load locks, air bags and other measures are acceptable, but not all inclusive, manners of securing the product from tipping over or shifting.
  - Examples of a "poor load quality" shipment would be:
    - Shipment was not properly secured, and product spilled throughout the trailer.
    - Pallets shifted.
    - Product loaded tightly preventing the ability to unload using lift truck.
    - Excessive pallet overhang leading to material damage.

## 5.3 Trailer & Container Requirements

All shipments must comply with the following requirements.

### **Truckload, Less-than-truckload, Container and Courier shipments**

- Low boy trailers are acceptable.
- Trailers must have an Interstate Commerce Commission (ICC) bar.
- Inside trailer must have a height of at least 100”.
- There must be no holes in the ceiling, wall or floor of trailer/container. Tarp covered holes/openings or other manual coverings are not acceptable.
- Partial truckload shipments must be tailgated on trucks.
  - Trailers with rollers are unacceptable.
  - DMS will accept shipments in cargo vans, moving vans, cars, or pickup trucks as long as material is properly packaged and containerized.

### **Trailer clearance requirements**

- For swing door trailers, there must be at least 4” of clearance between the top of the product and the top of the trailer.
- For roll door trailers, there must be at least 10” of clearance between the top of the product and the top of the trailer.
- For all trailers, there must be at least 2” of open space in the width.
- For all containers, there must be at least 6-8” of clearance between the top of the product and the top of the door.

**NOTE:** DMS requires suppliers to utilize industry standard seals on all trailers delivering to DMS. Use of non-industry standard seals may cause delays in receiving the goods. The serial number must be recorded on the BOL and Packing List.

**NOTE:** Other than shipments classified as Other Regulated Materials-Domestic (ORM-D), no hazardous materials should be loaded on the same trailer as DMS product without the prior authorization from DMS’s Logistics Team.

For shipments where DMS is the responsible part to arrange truckload shipments, DMS may send flatbed carriers, vans, pickup trucks, hot shots, pull behind trailers, or any other vehicle that is deemed acceptable to transport goods. These vehicles may or may not be marked with a transportation sticker.

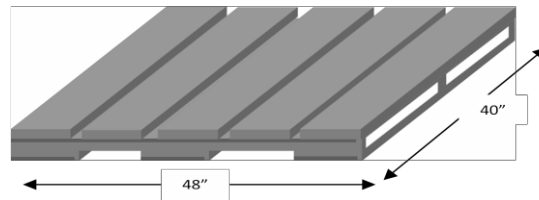


## 5.4 Shipping Method

Shipping methods must be aligned with the criteria outlined in this section for handling capability and for the safety of DMS's employees.

### **Palletized**

- Pallet requirements: All pallets will be International Standards for Phytosanitary Measures No. 15 (ISPM 15) compliant, 40"x48" hardwood pallets unless larger pallets are needed to prevent overhang of items that do not fit on regular pallet. Softwood pallets will be considered non-compliant and may be rejected at time of receipt. Expenses incurred to correct non-conformance including return freight and re-delivery will be the responsibility of the supplier if delivery is rejected.  
DMS will consider pallets as non-returnable. The use of larger pallets is recommended for items that do not fit on a standard pallet.
- Softwood pallets or block pallets are not acceptable. Shipments arriving on non-compliant pallets may be refused at the time of delivery.
- All crates will be International Standards for Phytosanitary Measures No. 15 (ISPM 15) compliant and skidded.



### **Floor Loaded**

- DMS shipments must be palletized.

### **Parcel**

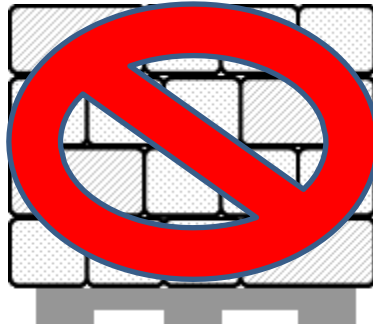
- A parcel shipment means that products are shipped by courier companies (i.e. UPS, Federal Express, etc.)
- Parcel shipments must be less than 150 pounds and must be less than 1 pallet worth of product on any given week.
  - One pallet worth of product means the total shipment is not to exceed 4 cubic feet.
  - Each carton does not exceed 84" in length and girth combined.
  - Each carton does not exceed 36" in length.

## 5.5 Load Building Requirements

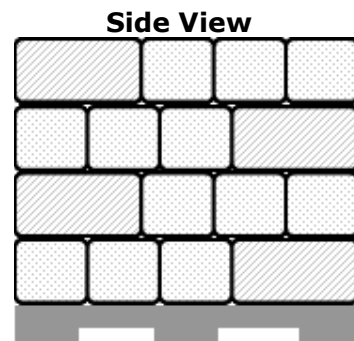
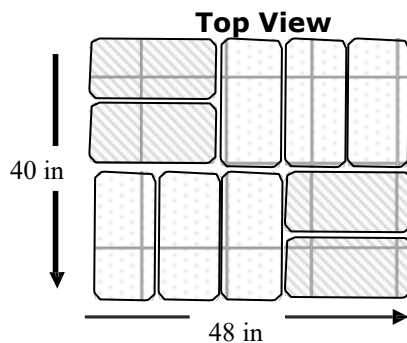
### **Palletized Load**

Palletized product must be palletized according to the following requirements:

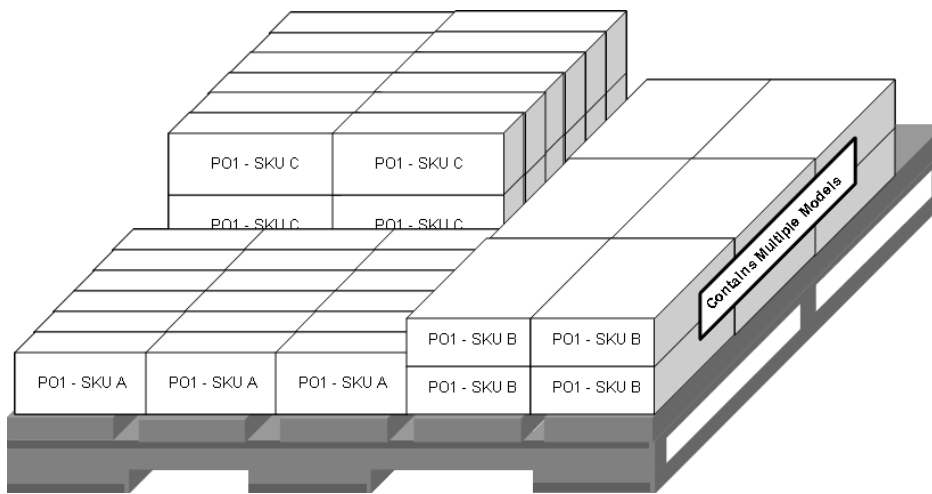
- Pallets must conform to ISPM 15 40"x48" hardwood pallet specification unless item is too large to fit on standard pallet. Softwood pallets will be considered non-compliant and may be rejected at time of receipt. Expenses incurred to correct non-conformance including return freight and re-delivery will be the responsibility of the supplier if delivery is rejected.
- Pallets must be wrapped in clear shrink-wrap. Black shrink wrap is not acceptable.
- There shall be NO overhang of product.



- Banding of product is acceptable, provided adequate material protection is accounted for (dunnage).
- Product must be stacked in standard case quantities on each pallet and shrink wrapped.
- Products on pallets must have consistent load layering as shown in the diagram.



## 5.7 Product Configuration Illustration



## 5.8 Packing List Requirements

### **General**

- All shipments to DMS must be accompanied by a **printed** packing list (handwritten packing lists are not acceptable).
- One purchase order per packing list only.
- Packing list must match the contents of the shipment.
- Packing list is to be placed in a removable envelope or pouch in a manner to prevent destruction and/or damage when opening the shipment.
- Envelope must be clearly marked "Packing List Enclosed."
- Drop shipments must also adhere to these guidelines.
- A master packing list shall be prepared where more than one shipment, shipping container or palletized unit load comprise the contract line item being shipped. The master packing list shall be attached to the number one container and so identified.

### **Required Information**

- Supplier name Shipping address  
City, State and Zip code
- Defense Maritime Solutions  
Street address  
City, State and Zip code
- **DMS PO number**
- **DMS PO line & release number**
- **Seal number, if SEAL is required**
- Routing used on shipment (carrier name)
- **DMS part number and description**
- Quantity shipped
  - Number of cartons
  - Number of units
- Expiration date of product, if applicable
- Contract number, if applicable
- Supplier's part number

## 5.9 Placement of Packing List and Shipping Unit Label

### **Truckload –**

- Must be attached to the outside facing surface of the carton/pallet located at the tail end of the trailer.

### **Less-Than-Truckload –**

- Attach pallet specific packing lists to each logistical shipping unit for accurate and efficient receiving.

### **Small Package/Parcel –**

- Can be located in a removable envelope or pouch either on the outside of the carton or within the carton itself and must contain the words "Pack list Enclosed" listed on outside of the box that contains the packing list.
- Shipments with multiple cartons must be labeled as 1 of XX, 2 of XX, etc...

## 5.10 General Packaging Requirements

All packaging must adhere to the National Motor Freight Classification (NMFC) packaging requirements. See [www.nmfta.org](http://www.nmfta.org) for information about packaging requirements and classifications.

- All products (individual units, inner cartons and master cartons) must be packaged according to these requirements.
- Special handling notations should be on any and all cartons when applicable  
Examples of such notations are:
  - o Fragile
  - o This End Up
  - o Protect From Heat
  - o Do Not Stack More Than XX Units High
- All items shall be packaged to ensure protection against corrosion, deterioration, physical and electrical damage whether during shipment or storage following shipment and all crates or other containers shall be so constructed as to be acceptable to the carrier at the lowest rate of freight.
- All items with the kit, set, installation hardware or material shall be suitably segregated and identified within the unit pack (s) or shipping container by purchase order number, line item number, part number, and/or national stock number.
- Any protective covering or coating that, per supplier direction, is to remain in place on delivered equipment or material from the period of initial installation to commissioning or light off shall be non-flammable. All other protective materials on delivered equipment or materials that are flammable are to be listed on the packing slip as such and identified with a label on the item and marked with "Flammable- Must Be Removed Upon Installation," or similar marking as applicable.
- Crates should be ISPM 15 compliant, skidded and assembled using screws instead of nails to prevent destruction of crate during unpacking process or disassembly.



## 5.11 Additional Information

- **DO NOT SHIP** material by air freight, unless you have received authorization from DMS Logistics Team.
- **DO NOT SHIP** cancelled or invalid POs on the same freight bill with valid POs in an attempt to insure DMS's acceptance.
- **DO NOT SHIP** material substitutions unless approved in writing by the appropriate Buyer.
- Original POs should be shipped complete, unless authorized by DMS Logistics Team. Excessive freight charges due to multiple unauthorized shipments will result in a charge back.
- If there will be more than one shipment in one week on an DMS account, hold shipments and make one consolidated shipment unless authorized by DMS Logistics Team.
- Contact DMS Logistics Team if the consolidation process may cause the order to be delivered after the PO Delivery date
- DMS reserves the right to refuse or return any shipment not in compliance with DMS's PO specifications and/or routing guide, at Supplier's expense. Discrepancies include, but are not limited to the following: shipment quantity, failure to follow shipping instructions, and incomplete shipping paperwork.
- Defective material returns will be returned to Supplier at the Supplier's expense.
- Provide Carrier with a printed Bill Of Lading.
- All drivers arriving at DMS must have **valid state issued driver's license**, and be a documented US Citizen. Foreign driver's licenses are not acceptable.
- Seals and BOLs must follow all Department of Homeland Security C-TPAT guidelines.
- Failure to comply with this guide may, at DMS's discretion, result in your shipment being rejected, delayed in payment, and/or Supplier termination. Any additional expenses to DMS resulting from a deviation from this guide, unless previously authorized by DMS Logistics Team, will be charged to and accepted by the Supplier.



## 6. Glossary of Terms

**Air Way Bill**- A shipping document used by the airlines for airfreight. A non-negotiable document that is a contract for carriage.

**ATA** - The American Trucking Association. An association governing the National Motor Freight Traffic Association and the publication of the NMFC. The ATA owns the copyright to the Uniform Straight Bill of Lading as found in the NMFC. The ATA can be reached at 1-800-282-5463.

**Bill of Lading (BOL or B/L)** - The document and/or contract used to record and transfer detail information pertaining to a unique shipment. This document is used to establish the terms of a contract between a shipper and a transportation company that moves freight from one location to another. It serves as a document of title, a contract of carriage, and a receipt of goods.

**Bill of Lading Number** - The number assigned by the shipper in creating the Bill of Lading identifying the unique shipment.

**Buyer** - The person or company purchasing goods.

**CID Number** – Consignee Identification Number, a unique internal number assigned by the consignee for their own purposes. Cannot be the Bill of Lading number or the PRO #. An example would be an authorization number.

**Class** – A rating description assigned to product based on their value and shipping characteristics. It is also used to determine the applicable freight rate.

**Collect** - The consignee pays the freight charges.

**Consignee** - The person or firm named in a freight contract to whom goods have been shipped to or turned over for care.

**Consolidation** - The combination of multiple shipments into one truck/container.

**Customer Order Number** - The number used by the customer to identify the purchase of goods. Known as the Purchase Order when shipping to retail customers.

**DAP** – Deliver at Place; The seller delivers when the goods are placed at the disposal of the buyer on the arriving means of transport ready for unloading at the named place of destination. The seller bears all risk and cost involved in bringing the goods to the named place.

**Declared Value** - Documents the dollar value of the goods being shipped. Only necessary when the rates applied to that shipment are based on the value of the goods and the shipper requests additional insurance coverage from the carrier.

**Dimensional Weight** - The density or weight per cubic foot of a shipment.

**ETA** - Estimated or expected time of arrival.

**FCA – Free Carrier**; The seller delivers the goods to the carrier or another person nominated by the buyer at the seller’s premises or another named place. The risk and cost pass to the buyer at the named place.

**Final Destination** - Consignee’s facility of where shipment ends its movement as noted on the Bill of Lading.

**Freight Forwarder** - A person engaged in the business of assembling, collection, consolidating, shipping and distributing less-than truckload or less-than container load freight.

**Gross Weight** - Entire weight of shipment including goods, packaging, and cartons.

**House Airway Bill** - A bill of lading issued by freight forwarder for consolidated airfreight shipments.

**Integrated Carriers** - Carriers that have multiple fleet operations. Examples would be air and ground services or sea, rail and truckload services.

**Intellectual Property Rights** - The ownership of the right to possess or otherwise use or dispose of products created by human ingenuity.

**ISPM 15** - International Standards for Phytosanitary Measures for regulating wood packaging material in International Trade.

**Lead Time** - The amount of time needed by a Supplier to produce an item after the order has been placed.

**Less than Truckload (LTL)** – A shipment that does not fill a full truckload is sent via an LTL carrier who consolidates shipments with other shippers and consignee’s.

**Master Bill Of Lading** - A Bill of Lading used to summarize multiple Bills of Lading (commonly called underlying Bills of Lading) which represent one shipment. The Master Bill of Lading number shall be documented in the Special Instructions section of underlying Bill of Lading.

**Master Carton** - The shipping carton containing a specified number of units or inner-cartons.

**Net Weight**- Weight of goods including packing, but not including shipping carton.

**NMFC** - The National Motor Freight Classification. The tariff produced by the ATA and the NMFTA that includes NMFC numbers of all commodity types as well as the Uniform Straight Bill of Lading, Long and Short forms. Carriers that are members of the ATA subscribe to the NMFC and follow their classifications.

**NMFC Number** - The National Motor Freight Classification item number. The NMFC number is assigned by commodity type and is used by LTL carriers to determine the level of rates for a shipment.

**NMFTA** - The National Motor Freight Traffic Association. The NMFTA is a part of the ATA and is responsible for maintaining the NMFC and documenting carrier SCAC codes. See their website at [www.nmfta.org](http://www.nmfta.org) for classification listings and a SCAC listing for carriers.

**Packing List**- A document prepared by the shipper listing the material and quantities of material on a particular shipment.

**Pallet**- A platform with or without sides, on which a number of packages or pieces may be loaded to facilitate handling having a size of 40" x 48".

**Preferred Carrier** - A strategic partnership between Austal and a carrier that allows for continuous sustainability, extensive collaboration and development of innovative solutions that benefit the shipper, the carrier, and Austal USA.

**Prepaid** - The shipper pays the freight charges.

**Pro Number** - A unique number assigned by the carrier to identify a specific shipment. Used by Less-Than- Truckload carriers.

**SCAC** - Standard Carrier Alpha Code. A four-letter alpha code uniquely identifying a carrier. Carrier SCAC codes are assigned and maintained by the NMFTA. To obtain a SCAC code or the list of all carrier SCAC's, contact the ATA at 800-282-5463.

**Seller** - The seller of the goods or material. The seller is not always the manufacturer of the goods.

**Selling Agent** - Controlled by, related to, or working for the manufacturer or Supplier. The importer may be able to purchase from a particular manufacturer without using the services of their Selling Agent.

**Shipment** - The movement of freight from one origin point to one destination point.

**SID#** - Shipper Identification Number a unique internal number assigned by the shipper for their purposes. Cannot be the Bill of Lading number or the PRO number.

**Third Party** - The freight charges for a shipment are paid by a party other than the shipper or consignee.

**Supplier**- The party from whom goods are purchased. The Supplier is not always the actual manufacturer of the goods.



## Appendix A

### Domestic Inbound Shipments

	Carrier	Method	Account Number
<b>For Small Packages</b>  (Less than or equal to 150 lbs)	FedEx or UPS	FedEx Ground Service Account  UPS Ground Account  <b>**Expedited shipments can only be authorized by DMS Logistics Team**</b>	<b>500289902</b>  <b>1E055W</b>
<b>LTL Shipments</b> (Over 150 lbs) (6 pallets or fewer)	Estes  or  XPO	Third Party Collect Bill to address: Defense Maritime Solutions 3617 Koppens Way Chesapeake, VA 23323	
Single items larger than pallet sized, over 2500 lbs or more than 6 pallets	Contact  DMS Logistics Team	LogisticsWH@DMSAmerica.com	
Shipments originating inside Chesapeake/ Norfolk/VA Beach	Contact DMS Logistics Team for Instructions	LogisticsWH@DMSAmerica.com	

**\*\*Any and All Expedited shipments can only be authorized by DMS Logistics Team\*\***

The DMS PO number or Job number must be entered in the reference field of the AWB / BOL for each shipment on DMS's freight accounts.

**Agreement to purchase is between you the supplier and DMS. Should you drop ship material to satisfy your purchase agreement, it is your responsibility to ensure DMS's purchase order number is on the packing slip from your supplier.**

**Failure to comply with this guide may, at DMS's discretion, result in your**

**shipment being rejected, delayed in payment, and/or Supplier termination. Any additional expenses to DMS resulting from a deviation from this guide, unless previously authorized by DMS Logistics Team, will be charged to and accepted by the Supplier.**

## **Appendix B**

**ALL SHIPMENTS TO BE SENT TO THE APPROPRIATE ADDRESS LISTED BELOW UNLESS OTHERWISE SPECIFIED BY THE DMS LOGISTICS TEAM:**

### **Warehouse**

Delivery Address: 4001 Holland Blvd, Suite A  
Chesapeake, VA 23323

Phone Number: (757) 966-5430

Receiving Hours: 7:00 a.m. to 4:00 p.m. (EST) - Monday thru Friday

### **Corporate**

Delivery Address: 3617 Koppens Way  
Chesapeake, VA 23323

Receiving Hours: 7:00 a.m. to 4:00 p.m. (EST) - Monday thru Thursday  
7:00 a.m. to 11:00 a.m. Friday

### **Poulsbo**

Delivery Address: 26264 Twelve Trees Lane  
Poulsbo, WA 98370

Receiving Hours: 7:00 a.m. to 4:00 p.m. (PST) - Monday thru Thursday  
7:00 a.m. to 11:00 p.m. Friday

### **Chula Vista**

Delivery address: 775 ANITA STREET  
SUITE G  
CHULA VISTA, CA 91911



Receiving Hours: \_\_\_\_\_ 7:00 a.m. to 4:00 p.m. (PST) – Monday thru Thursday  
7:00 a.m. to 11:00 a.m. Friday





## Signature page

Supplier hereby acknowledges receipt of the "Routing Guide" ("Guide").

Supplier will use its best efforts to comply with the instructions and understands that failure to comply with the guide could result in shipments being rejected, delayed in payment, supplier chargebacks, and/or supplier termination.

Please return completed form to [LogisticsWH@DMSAmerica.com](mailto:LogisticsWH@DMSAmerica.com).

Supplier Company Name: \_\_\_\_\_

Shipping Address: \_\_\_\_\_  
\_\_\_\_\_

Signed By: \_\_\_\_\_ (Authorized Officer)

Name: \_\_\_\_\_

Date: \_\_\_\_\_