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Shipping guidelines for vendors/suppliers of Delta Air Lines, Inc.

This Shipping guide is for vendors/suppliers shipping to Delta facility or designated address, whereas Delta Air Lines is responsible for the payment of such shipment cost. Delta's preferred method is for vendors/suppliers to use Delta's TMS for freight shipments both domestic and international. Freight shipments are shipments greater than 151 LBS, the longest side exceeds 48 inches, and the shortest side exceeds 30 inches.

Vendors/Suppliers who are currently using a Delta UPS account for shipping on behalf of Delta will turn off on March 1, 2025. Vendors /suppliers MUST use their UPS account created by their company; Delta's UPS account will be entered in the third-party billing section during shipment creation on the UPS platform. See below for instructions on creating third-party billing shipments.

Vendors /suppliers can use Delta's TMS to ship UPS or use UPS's system directly to process the package. However, if the Vendor/ supplier chooses to use Delta's TMS they must work with our TMS team (DLCC@Delta.com) to get their account uploaded for their shipping locations. This is necessary for tracking purposes. UPS mandates the alignment of UPS accounts and physical address locations. Shipping labels must include the contact's name, department number, phone number, and e-mail of receivers.

Required Service levels for UPS are second-day air and ground. All Next day air or Saturday delivery requests must come from a Delta representative. The Delta representative's name and aircraft tail number must be entered in the billing reference and on invoices. For Purchase orders that are created as AOG that dictate expedited service, the PO creator will approve the service.

For Routine Purchase orders that turn into AOG, the Delta representative communicating with the Vendor is the approving authority.

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Shipping Priorities

AOG – Material needed within 24 hours.

Small package

UPS – Next Day air

DHL – Express Worldwide for specific international locations

Expedite – Material needed within 48-72 hours (about 6 days).

Small package

UPS 2nd Day air

DHL Economy Select

Freight

FedEx - FedEx Freight Priority

Routine – Material needed on a routine basis.

Small package

UPS Ground

DHL Global

Freight

FedEx – FedEx Freight Economy

Approved carriers list.

- UPS for small packages the weight of items must be less than 150 lbs.
- DHL for specific international locations
 - o Mexico

LTL (Less than Truck Load) Freight shipments:

- FedEx Freight accounts are for freight shipments only. All small packages shipped using Delta's FedEx freight account number will be charged back to the shipper.

Vendors/Suppliers that require TL (Full Truck Load) or Flatbed (trucking) services.

Approve LTL/TL Carriers for Domestic freight

-ATS(Anderson) (Flat Bed)

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Rachel Sikes rachesik@ATS-INC.com M: 320-423-7499 O: 320-258-8444

-ATS (Airline Transportation Specialists) (Flat Bed)

Patty Hartman patty@airlinetransport.com M:612-816-2152 O:651-816-0277

Michael Bruber bohr@arilinetransport.com M:612-240-3510 P:800-884-7299

-Covenant

delta@landair.com

Lethia Kilday lkilday@covenantlogistics.com P: 423-783-1313

Sarah Fortenberry (Transportation Manager) sfortenberry@covenantlogistics.com

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-Coyote

Michael Tool (Sales Director)

Michael.Tool@Coyote.com P:612-801-6976 Delta@Coyote.com

Jim Herren

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-Everest

Melissa Breslin (Director of Operations)

melissa@everest-ts.com D:312-766-6234 O:312-423-1895 X 152

Brian Lang (Vice President of Business Operations)

brian@everest-ts.com P:312-210-7086 O:312-423-1895 X182

-Nolan

Keaton Burcham Keaton.burcham@ntgfreight.com WC:931-626-9399 PC:662-720-6222

Joshua Brown Joshua.brown@ntgfreight.com (AOG Shift Manager BNA) C: 614-743-2302

Joshua Martin Joshua.martin@ntgfreight.com (AOG Specialists) P:843-414-0277

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delta@ntgfreight.com

AOG@ntgfreight.com AOG Desk: 616-226-2030

-Southern Pride (Flat Bed)

Harold Meredith (GSE Manager) hmeredith@sptnet.com P: 858-812-9000 O:800-922-8600

Richard Woitas rwoitas@sptnet.com

-Southern Reins

Ben Waivol b.waivol@southernreinsllc.com O:678-404-8818

Freight forwarder for international shipments to and from the US or foreign country to another foreign country.

- Expeditors - Delta-CS@expeditors.com

Domestic shipment within the continent of the USA

Small Package – All small packages must ship using UPS for Domestic shipments. Small packages are packages that are 150 LBS or less, the longest side cannot exceed 48 inches, and the shortest side cannot exceed 30 inches.

Vendors/Suppliers are required to use their UPS account and bill Delta using the account provided for the group they support within the TechOps operation. The following shipping charges will be billed back to the shipper: Address correction, Additional handling, Incorrect weight, large package, and maximum seize. Items intended for residential addresses; for example, uniforms, these shipments must be flagged as residential.

At a minimum, in conjunction with the correct address each shipment must have a reference number and ATTN: if working with someone specific at Delta.

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When invoicing the vendor/supplier must at a minimum provide, BOL and Purchase Order number. For expedited shipment AC tail, Delta's representative name must be added to the invoice. The following accounts are for third-party billing only. They can be used for both Domestic and international shipments.

TechOps Receiving Department's correct address is **1775 M.H. Jackson Service Road, Atlanta GA 30354.**

Account assignments:

Maintenance

- New/Repair Purchase Order items – UPS account- 4W282A
- FedEx freight (LTL) account# **640339578**
- DHL account# Export #867746695; Import# 940468313
- LTL, TL, or FB cost center #

Inventory and Logistics (Materials)

- New/Repair Purchase Order items – UPS account- F2187H
- FedEx freight (LTL) account# **2643966654**
- DHL account # Export# 874844423; Import# 942521670
- LTL, TL, or FB cost center #

MRO

- New/Repair Purchase Order items – UPS account- YX6946
- FedEx freight (LTL) account# **182478571**
- DHL account# Export # 869030606; Import# 940804492
- LTL, TL, or FB cost center #

International Shipments - All shipments regardless of origin or destination to a foreign country the following are **mandatory**:

For Small Parcel shipment:

- Shipping labels must include the contact's name, department, phone number, and e-mail of receivers.

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- Commercial invoices must include the Item number, description, HS Code, COO (country of origin), ECCN number if any, or any License information if subject to. (example – EAR99, 9A991)
- Commercial invoice must include the Reference number and Purchase Order number.
- Commercial invoice must contain the purpose of information, such as “Return after repair” if it is return shipments after repair.
- Repair value is mandatory on the commercial invoice if items were repaired by the vendor.
- A copy of the Commercial invoices is required on the package if the shipment was processed using the UPS small parcel system.
- Shipper must send Delta designated contacts the shipping information such as UPS tracking numbers and commercial invoice. (PO requester or order requester from Delta)

Incoterms: DDP (or Free Domicile) for all third-party billing when using Delta’s UPS accounts. This incoterm (DDP) is for everything billed to a Delta Air Lines UPS account. See the accounts listed above.

If Delta is not responsible for the shipping cost, the shipper cannot use DDP. If the shipper uses DDP incorrectly the cost associated with these shipments will be billed back to the shipper.

Direct ship:

Transportation cost: 3rd party bill to Delta Air Lines, Inc. USA

International three-way shipping (A shipper is shipping Delta PO product to other destinations)

*Suppliers/vendors shipping directly from their location to a specific location by Delta where Delta is responsible for the cost of that shipment must use Delta’s TMS to process these shipments.

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*Suppliers/Vendors must work with our TMS team (DLCC@Delta.com) to get their account set up and go through onboarding to ensure they are familiar with our system.

For shipments originating in the USA, the supplier/vendor must use the TMS to create shipment.

*For shipments originating in a foreign country, the supplier/vendor will complete their own commercial invoice as Exporter of Record.

USA Supplier/Vendor to Foreign countries:

Suppliers/vendors shipping on behave of Delta Air Lines where Delta is the Exporter of record for shipments moving from USA to a Foreign country the following applies:

USA supplier/vendor of Delta: Parts Supplier or vendor name and address

Exporter of Record: Delta Air Lines, Inc. USA

Importer of Record: Foreign destination suppliers/vendors name and address

Shipments whose destination are any of the following countries: UK, EU, and Canada; Incoterm for these destinations can be either Delivery at Place (DAP) or Delivered Duty Paid (DDP- free domicile) excluding Value added tax (VAT)/ Goods and Service Tax (GST). VAT/GST be based on SOP or SOW of agreement terms between Delta and suppliers in each country.

For all other destinations, the incoterm is DDP unless otherwise stated in SOP or SOW of agreement terms between Delta and suppliers for that specific country

1)Small Parcel shipping: UPS is the primary carrier for small parcel third party bill to Delta Air Lines shipments. However, DHL can be used for the following countries or specify vendors/suppliers:

Countries: Mexico and Tahiti

Vendors/Suppliers: Thompson Aero seating and Leonardo

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2) Airfreight where Delta Air Lines is responsible for third party billing:

Forwarder - Expeditors International

e-mail address for dispatch- Delta-CS@expeditors.com

3) Ocean freight where Delta Air Lines is responsible for third party billing:

Forwarder - Expeditors International

e-mail address for dispatch- Delta-CS@expeditors.com

Foreign country to another foreign country third party bill to Delta Air Lines, Inc.
for transportation cost:

Exporter and shipper of the record: Foreign supplier/vendor name and address

Importer: Receiving supplier name and address

Or Importer: Delta Air Lines (MRO Repair stations) name and address

1)**Small Parcel shipping:** UPS is the primary carrier for small parcel shipments.

Incoterms for all third-party billing using Delta's UPS account is DDP. However,

DHL can be used for the following countries or specific vendors/suppliers:

Countries: Mexico and Tahiti

Vendors/Suppliers: Thompson Aero seating, Microtechnica and Leonardo

2) **Airfreight** where Delta Air Lines is responsible for third party billing, **incoterm is**

DDP:

Forwarder - Expeditors International e-mail address for dispatch- Delta-CS@expeditors.com

3) **Ocean freight** where Delta Air Lines is responsible for third party billing,
incoterm is DDP:

Forwarder - Expeditors International

e-mail address for dispatch- Delta-CS@expeditors.com

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Foreign country to USA shipment: Billed to Delta Air Lines, Inc. USA for transportation:

Exporter and Shipper of record: Foreign supplier/vendor name and address

Importer: Delta Air Lines, Inc. USA

1) Small Parcel shipping: UPS is our primary carrier for all small parcel shipment.

Incoterms for all third-party billing using Delta's UPS account is DDP. However, DHL can be used for countries where UPS is not available.

2) Airfreight:

Forwarder - Expeditors International

e-mail address for dispatch- Delta-CS@expeditors.com

Incoterms: EXW billed Delta Air Lines Inc.

3) Ocean freight:

Forwarder - Expeditors International Delta-CS@expeditors.com

Incoterms: EXW Bill to Delta Air Lines, Inc. USA

The Following accounts must only be used for Capex and Projects:

UPS third party billing: 58F026

FedEx freight: **364800010**

DHL where applicable (DHL is only authorize for small parcel where UPS is not an option) Export 856860469; Import 941123808

Importer of Record (IOR):

Delta Air Lines, Inc.

1775 M.H. Jackson Service Road

Atlanta, GA 30354

Consignee/Ship to:

Type ship to address if different from IOR.

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Notify Broker in USA for Delta Air Lines, Inc.:

Expeditors International customs broker - deltacustoms-atl@expeditors.com

-Must send pre-alert and arrival notice to Expeditors for all Airfreight and Ocean freight shipments.

Warranty shipment.

If Delta is responsible for the shipments, please use the account described above.

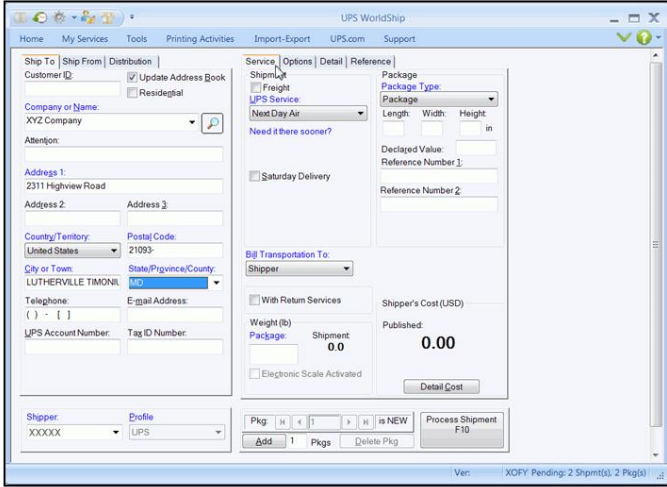
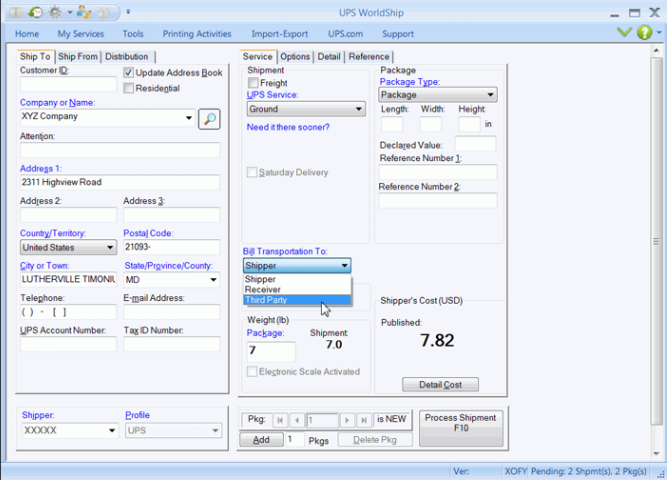
If outlined in the contract for the vendor to pay for the return, then the shipper must use their accounts and not Delta's account to ship the product back.

If contractually Delta is not responsible for the shipping cost, this shipping guide does not apply. Please refer to the contract for your company's specific guidelines for returns and warranty returns to Delta

Quick reference for UPS’s platform for third-party billing:

WorldShip

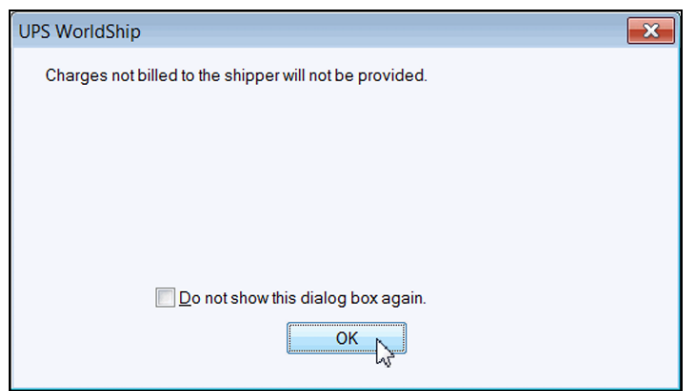
To ship using third-party billing:

Step	Window (if available)
<p>1. On the Ship To tab in the Shipping window, type the address of the person or company where the shipment is to be delivered.</p>	
<p>2. On the Service tab:</p> <ul style="list-style-type: none"> Click the down arrow in the UPS Service box and select a service. Click the down arrow in the Package Type box and select a type. Type the weight of your package in the Package Weight box. Click the down arrow in the Bill Transportation To box and select Third Party. 	

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3. A message appears.


- Review the message.
- Select the Do Not Show This Dialog Box Again check box if desired.
- Click the OK button.

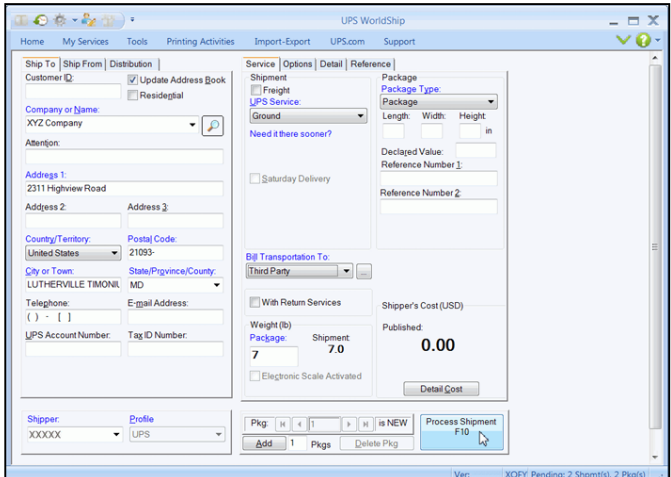


4. The Third Party Address window appears.

- Type the address of the person or company that will pay all of the charges that the shipper would pay for the current shipment.
- Click the OK button.

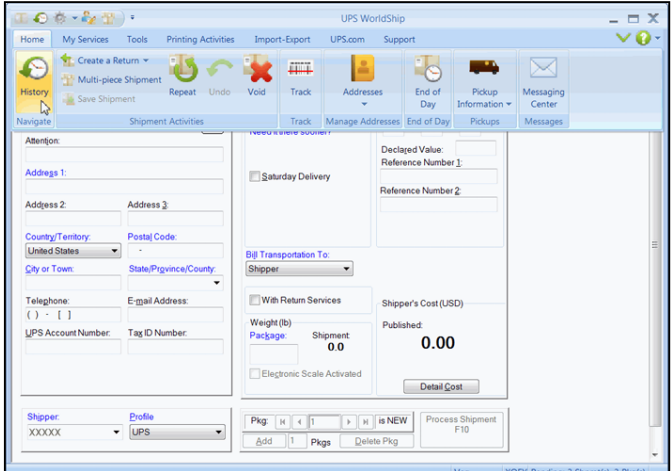
5. The Shipping window appears. The  button appears next to the Bill Transportation To box.

- If you need to make any further changes to the third-party information, click the  button.
- Click the Process Shipment F10 button.




6. A blank Shipping window appears.

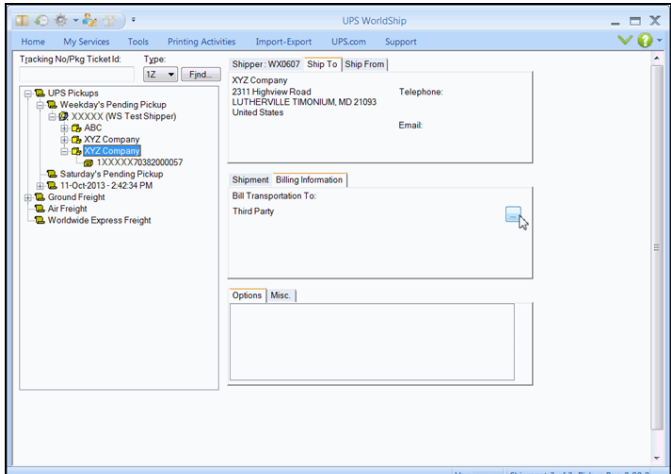
On the Home tab, select History or press the F3 key on the keyboard.



7. The Shipment History window shows the shipment under UPS Pickups.

Review the third-party information, as follows:

- Click the Billing Information tab.
- Click the  button.



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8. The Third Party Address window appears. This window is read-only.

- Review the third-party information.
- Click the Close button to close this window and return to the Shipment History window.

For Campus Ship

Section 6 How would you like to pay?

Specify a payment method using the drop-down menu. You may select Shipper's UPS Account, Bill Receiver, Bill Third Party, or Payment Card.

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UPS International Shipping terms:

DDP (free domicile) = Delta pays. All third-party bill to Delta must be DDP

DAP = Delta pays except duties and Taxes for items Delta is exporting.

Tax Split

DDP excluding VAT/GST. Receivers in EU, CAN, and UK pays VAT and GST