

Delta Air Lines Inc.	TechOps Supplier /Vendor	Page 1 of 17
-----------------------------	--------------------------	--------------

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

This guide provides instructions for vendors and suppliers shipping to a Delta Air Lines facility or designated address when Delta is responsible for the shipment cost. Delta's preferred method for both domestic and international freight shipments is the use of Delta's Transportation Management System (TMS). Freight shipments are defined as those weighing more than 151 lbs., with the longest side exceeding 48 inches and the shortest side exceeding 30 inches.

Beginning **March 1, 2025**, vendors and suppliers currently using a Delta UPS account for shipping on Delta's behalf will no longer have access to that account. Vendors must instead use their **own company UPS account**, entering Delta's UPS account number in the third-party billing section when creating the shipment on the UPS platform. Instructions for creating third-party-billed shipments are provided later in this guide.

Vendors and suppliers may choose to use either Delta's TMS to ship via UPS or the UPS system directly. Those opting to use Delta's TMS must coordinate with the TMS team (DLCC@Delta.com) to ensure that their UPS account is uploaded for all shipping locations. This is required to maintain shipment tracking accuracy, as UPS mandates that the UPS account must align with the physical address of the shipping location. All shipping labels must include the receiver's contact name, department number, phone number, and email address.

UPS required service levels for shipments billed to Delta are **Second Day Air** and **Ground**. Any request for **Next Day Air** or **Saturday Delivery** must be authorized by a Delta representative. The Delta representative's name and the applicable aircraft tail number must be included in the billing reference field and on all invoices. For purchase orders initially established as AOG requiring expedited service, approval is granted by the Purchase Order (PO) creator.

Delta Air Lines Inc.	TechOps Supplier /Vendor	Page 2 of 17
-----------------------------	--------------------------	--------------

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

Shipping Priorities

AOG (Aircraft on Ground) Material required within 24 hours. AOG shipments must be approved by a Delta representative before being tendered to a freight forwarder or local LTL carrier. The Delta written approval must be given to the carrier.

Small Package Options

UPS – Next Day air

DHL – Express Worldwide for specific international locations

FedEx Freight is not authorized for AOG priority shipment. If freight service is required, suppliers/ vendors must use an approved LTL carrier.

Given international transit constraints, achieving AOG service (24-hour pickup-to-delivery) is often not feasible. In such cases, the recommended service level is **Express Service** for Freight forwarders.

Express Service level.

Expedite – Material needed within 48-72 hours.

Small Package Options

UPS 2nd Day air

DHL Economy Select

Freight

FedEx Freight - Priority

FedEx Freight is for LTL domestic shipments only to include Canada and Mexico.

Freight Forwarder Express or Three-day service level

Delta Air Lines Inc.	TechOps Supplier /Vendor	Page 3 of 17
-----------------------------	--------------------------	--------------

Routine – Material required on a standard, non-expedited schedule.

Small Package Options

UPS ground

DHL Global

Freight

FedEx Freight –Economy

FedEx Freight is for LTL domestic shipments only to include Canada and Mexico.

Freight forwarder – Standard economy service

Approved carriers list.

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

LTL (Less than Truck Load) Freight shipments:

- FedEx Freight accounts are for Domestic shipments to include Canada and Mexico 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.

Approved LTL/TL Carriers for Domestic freight

-ATS(Anderson) (Flat Bed)

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

Delta Air Lines Inc.	TechOps Supplier /Vendor	Page 4 of 17
-----------------------------	--------------------------	--------------

Michael Bruber bohr@arinettransport.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 O: 423-783-1253 X1314

Joshua Ferguson (Key Account

Manager)jferguson@covenantlogistics.com C: 470-

346-7538 O:800-347-6958

-Coyote

Michael Tool (Sales Director)

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

Jim Herren

Jim.Herren@Coyote.com P:773-799-2315

-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:662720-6222

Joshua Brown Joshua.brown@ntgfreight.com (AOG Shift Manager BNA)

C: 614743-2302

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

414-0277 delta@ntgfreight.com

Delta Air Lines Inc.	TechOps Supplier /Vendor	Page 5 of 17
----------------------	--------------------------	--------------

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 countries to another foreign country.

- Expeditors - Delta-CS@expeditors.com

Domestic shipment within the continent of the USA

All **domestic small-package shipments** must be shipped using **UPS**. A small package is defined as any shipment weighing **150 lbs. or less**, with the **longest side not exceeding 48 inches** and the **shortest side not exceeding 30 inches**.

Vendors and suppliers must use **their own UPS account** and bill Delta using the UPS account assigned to the TechOps group they support. The following charges will be billed back to the shipper if incurred: **address correction, additional handling, incorrect weight, large package fees, and maximum size surcharges**. Shipments destined for residential addresses—such as uniform deliveries—must be flagged as **residential**.

Each shipment must include a **reference number** and **ATTN:** line when addressed to a specific Delta contact, in addition to providing the correct shipping address.

Delta Air Lines Inc.	TechOps Supplier /Vendor	Page 6 of 17
-----------------------------	--------------------------	--------------

For invoicing, vendors/suppliers must include at minimum the **Bill of Lading (BOL)** and the **Purchase Order (PO)** number. For expedited shipments, the applicable **aircraft tail number** and the name of the approving **Delta representative** must also appear on the invoice. The listed UPS, FedEx Freight, and DHL accounts are for **third-party billing only** and may be used for both domestic and international shipments.

The correct address for the **TechOps Receiving Department** is:
1775 M.H. Jackson Service Road, Atlanta, GA 30354.

Account assignments:

Maintenance

- New/Repair Purchase Order items – UPS account- 4W282A
- FedEx freight (LTL domestic to include Canada and Mexico)
account# **640339578**
DHL account# Export #867746695; Import# 940468313

Inventory and Logistics (Materials)

- New/Repair Purchase Order items – UPS account- F2187H
- FedEx freight (LTL domestic to include Canada and Mexico)
account# **2643966654**
- DHL account # Export# 874844423; Import# 942521670

MRO

- New/Repair Purchase Order items – UPS account- YX6946
- FedEx freight (LTL domestic to include Canada and Mexico)
account# **182478571**
- DHL account# Export # 869030606; Import# 940804492

Delta Air Lines Inc.	TechOps Supplier /Vendor	Page 7 of 17
-----------------------------	--------------------------	--------------

Freight Forwards for international shipments contact information:

- Expeditors - Delta-CS@expeditors.com

- Kuhnel Nagel
AOG request - KNUSA.AOG.Export@kuehne-nagel.com
Routine request- atlaa.delta@kuehne-nagel.com and
msp.airexport@kuehne-nagel.com

International Shipments - For all international shipments, regardless of origin or destination, the following requirements are mandatory for **small-parcel shipments**:

- Shipping labels must include the receiver's **name, department, phone number, and email address.**

- Commercial invoices must include the **item number, item description, HS Code, HTS code, country of origin (COO), and any applicable ECCN or licensing information** (e.g., *EAR99, 9A991*).

- Commercial invoices must also include the **reference number** and **purchase order (PO) number.**

- The commercial invoice must state the **purpose of the shipment**, such as *"Return after repair"* for repaired items.

- If items have been repaired by the vendor, the **repair value** must be listed on the commercial invoice.

- When processed through the **UPS small-parcel system**, a **copy of the commercial invoice must be attached to the package.**

Delta Air Lines Inc.	TechOps Supplier /Vendor	Page 8 of 17
----------------------	--------------------------	--------------

- The shipper must send the designated Delta contacts all **shipping details**, including **UPS tracking numbers** and the **commercial invoice** (typically the PO requester or order requester)

Incoterms: When using Delta’s UPS accounts for **third-party billing**, all shipments must use the **DDP (Delivered Duty Paid)**, also known as **Free Domicile** incoterm. This requirement applies to **all shipments billed to a Delta Air Lines UPS account**.

If Delta is **not** responsible for the transportation cost, the shipper **may not** use DDP. Any shipment incorrectly billed under DDP when Delta is not responsible for the charges will result in all associated costs being **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 and vendors shipping directly from their facility to a Delta-designated location—when Delta is responsible for the transportation cost—are required to process these shipments through **Delta’s Transportation Management System (TMS)**.
- Suppliers and vendors must coordinate with the **TMS team (DLCC@Delta.com)** to have their account set up and complete onboarding to ensure they are fully trained on the system.
- For **shipments originating within the United States**, suppliers/vendors must use TMS to create and process the shipment.

Delta Air Lines Inc.	TechOps Supplier /Vendor	Page 9 of 17
----------------------	--------------------------	--------------

- For **shipments originating outside the United States**, the supplier/vendor is responsible for preparing their own commercial invoice and acting as the **Exporter of Record**.

USA Supplier/Vendor to Foreign countries:

Suppliers and vendors shipping on behalf of Delta Air Lines—when **Delta is the Exporter of Record** for shipments moving from the United States to a foreign country—must follow the requirements outlined below.

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

For shipments destined for the **UK, EU, or Canada**, the applicable Incoterm may be either **Delivery at Place (DAP)** or **Delivered Duty Paid (DDP – Free Domicile)**. Under DDP for these destinations, **Value Added Tax (VAT)** or **Goods and Services Tax (GST)** is excluded. VAT/GST responsibilities will follow the terms outlined in the **SOP or SOW** established between Delta and the supplier in each country

For all other international destinations, the required Incoterm is DDP, unless otherwise specified in the SOP or SOW governing Delta’s agreement with the supplier for that specific country.

Small-Parcel Shipping:

UPS is the **primary carrier** for all small-parcel shipments billed third-party to Delta Air Lines. However, **DHL may be used** for select countries or designated vendors and suppliers, as outlined below:

- **Countries:** Mexico and Tahiti
- **Vendors/Suppliers:** Thompson Aero Seating and Leonardo

Delta Air Lines Inc.	TechOps Supplier /Vendor	Page 10 of 17
-----------------------------	--------------------------	---------------

Airfreight – When Delta Air Lines is responsible for third-party billing, all airfreight shipments must be arranged through the following forwarder:

- **Forwarder:** Expeditors International
- **Dispatch Email:** Delta-CS@expeditors.com

Ocean Freight – When Delta Air Lines is responsible for third-party billing, all ocean freight shipments must be arranged through the following forwarder:

- **Forwarder:** Expeditors International
- **Dispatch Email:** Delta-CS@expeditors.com

Foreign Country to Foreign Country – Third-Party Billing to Delta Air Lines, Inc.

When shipping from one foreign country to another, and Delta Air Lines is responsible for the transportation cost, the following requirements apply:

- **Exporter and Shipper of Record:** Foreign supplier/vendor name and address
- **Importer:** Receiving supplier name and address, or Delta Air Lines (MRO Repair Stations), depending on the shipment's destination

Small-Parcel Shipping

- **UPS** is the primary carrier for small-parcel shipments. All third-party-billed shipments using Delta's UPS account must ship under the **DDP Incoterm**.

Delta Air Lines Inc.	TechOps Supplier /Vendor	Page 11 of 17
-----------------------------	--------------------------	---------------

- **DHL** may be used only for specific countries or designated vendors/suppliers:
 - **Countries:** Mexico and Tahiti
 - **Vendors/Suppliers:** Thompson Aero Seating, Microtechnica, and Leonardo

Airfreight

For airfreight shipments where Delta is responsible for third-party billing, the required Incoterm is DDP.

Shipments must be arranged through:

- **Forwarder:** Expeditors International
- **Dispatch Email:** DeltaCS@expeditors.com

Ocean Freight

For ocean freight billed third-party to Delta, the required Incoterm is DDP.

Shipments must be arranged through:

- **Forwarder:** Expeditors International
- **Dispatch Email:** Delta-CS@expeditors.com

Foreign Country to USA Shipments – Third-Party Billed to Delta Air Lines, Inc.

When a shipment moves from a foreign country to the United States and the transportation cost is billed to Delta Air Lines, the following requirements apply:

- **Exporter and Shipper of Record:** Foreign supplier/vendor name and address
- **Importer:** Delta Air Lines, Inc., USA

Delta Air Lines Inc.	TechOps Supplier /Vendor	Page 12 of 17
-----------------------------	--------------------------	---------------

Small-Parcel Shipping

UPS is the **primary carrier** for all small-parcel shipments. All third-party-billed shipments using Delta's UPS account must ship under the **DDP Incoterm**. DHL may be used only for countries where UPS service is not available.

Airfreight

Airfreight shipments must be arranged through:

- **Forwarder:** Expeditors International
- **Dispatch Email:** Delta-CS@expeditors.com
- **Incoterm:** EXW, billed to Delta Air Lines, Inc.

Ocean Freight

Ocean freight shipments must be arranged through:

- **Forwarder:** Expeditors International
- **Dispatch Email:** Delta-CS@expeditors.com
- **Incoterm:** EXW, billed to Delta Air Lines, Inc. USA

Accounts for Capex and Projects Only

These accounts are restricted for **Capex and Project-related shipments:**

- **UPS (Third-Party Billing):** 58F026
- **FedEx Freight (LTL domestic, including Canada and Mexico):**
364800010
- **DHL (where applicable; DHL authorized only when 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

Delta Air Lines Inc.	TechOps Supplier /Vendor	Page 13 of 17
-----------------------------	--------------------------	---------------

Consignee/Ship to:

Type ship to address if different from IOR.

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.

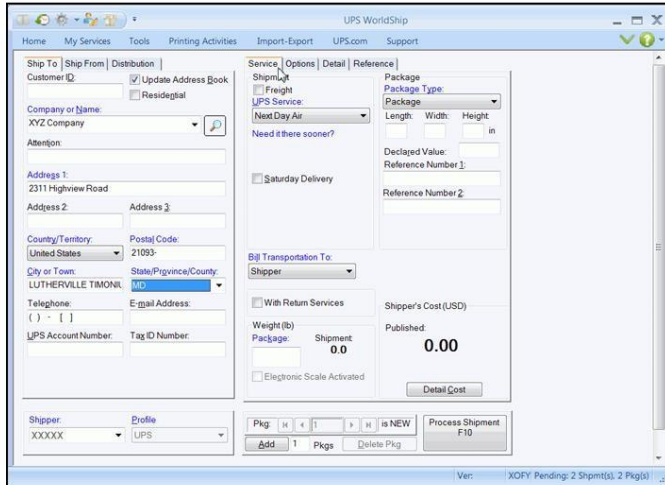
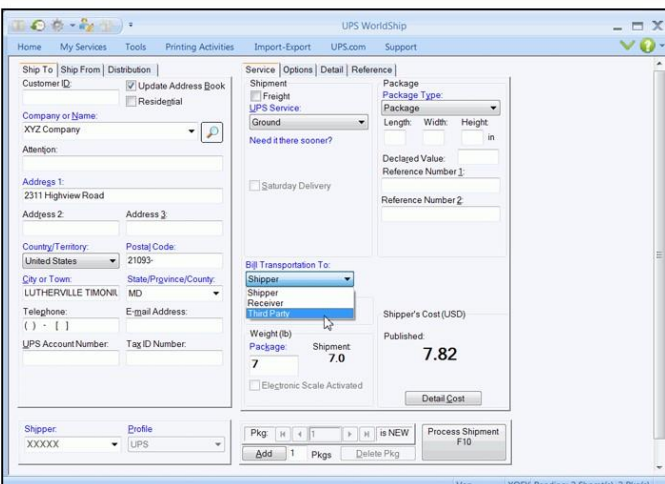
If outlined in the contract for the vendor to pay for the return, then the shipper must use their accounts and not Delta's account to ship the product back.


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:

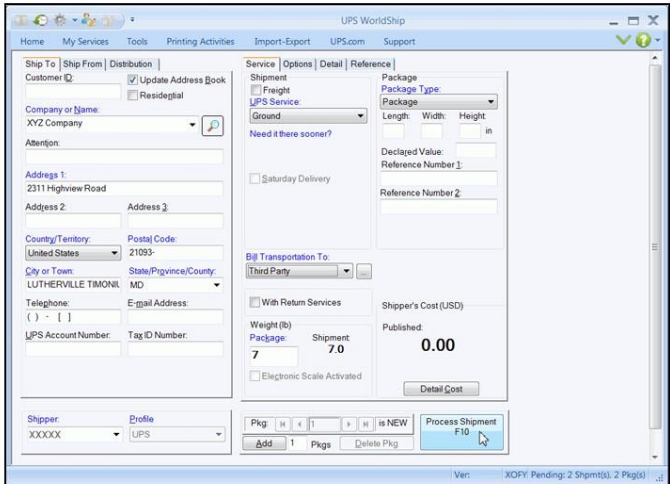
WorldShip

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. 	

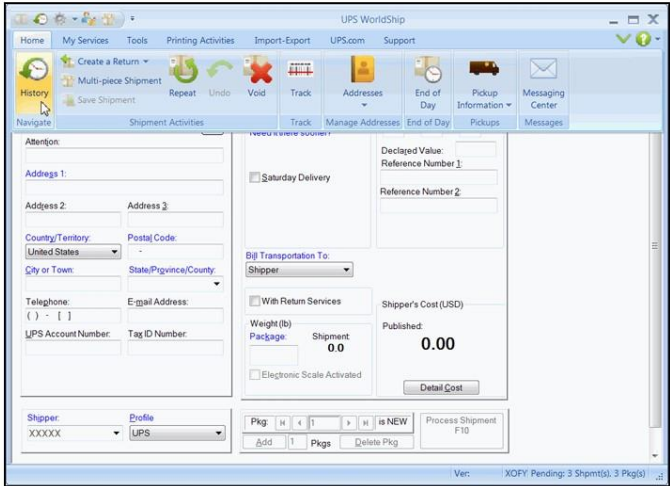
5. The Shipping window appears. The  button appears next to the Bill Transportation To box.

- 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.

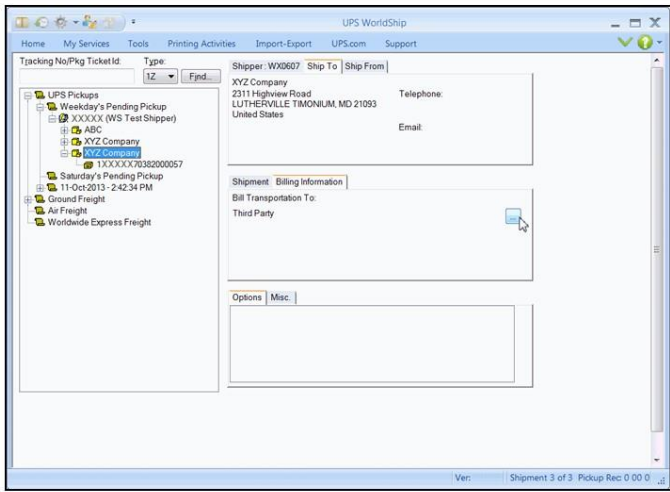
On the Home tab, select History or press the F3 key on the keyboard.



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.



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.

Delta Air Lines Inc.	TechOps Supplier /Vendor	Page 17 of 17
-----------------------------	--------------------------	---------------

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