

DD Form 250 / Wide Area Work Flow / Procurement Integrated Enterprise Environment (WAWF/PIEE) Instructions

- 1) Self-adhesive Item Unique Identification (IUID) labels will be mailed to supplier by Order Management. Supplier must apply one IUID label to each part next to the ID plate. Supplier must add the numbers located on the IUID label to the Certificate of Conformance and Packing slip for the corresponding part number (PN)serial number as applicable.
- 2) Supplier shall notify and provide the following information to Buyer's Authorized Procurement Representative at KC46SEDD250Submissions@exchange.boeing.com after Supplier source inspection (part **MUST** be ready to ship). Supplier shall allow ten (10) working days for Buyer's Authorized Procurement Representative to process Supplier's information and generate a Receiving Report (DD Form 250). Do not submit this information more than once.
 - a) Packing sheets listing:
 - i) PN and Quantity (partial shipments are allowed)
 - ii) PO # and Line Item #
 - iii) DoDAAC Ship to Address
 - iv) IUID numbers listed
 - v) Serial numbers listed
 - b) Certificate of Conformance:
 - i) PN and Quantity
 - ii) Serial numbers listed
 - iii) Signature of certifier
 - iv) Dept of Certifier
 - c) Calibration certificate (if applicable)
 - i) Boeing PO and Line item
 - ii) Signature of certifier
 - iii) Recalibration dates as applicable

NOTE: Do not contact the local Defense Contract Management Agency (DCMA) office that services Supplier's facility. Inspection and Acceptance sign off will be performed electronically via WAWF/PIEE by DCMA Western Region (Seattle) office.

Buyer's Authorized Procurement Representative shall provide Supplier a signed electronic copy of the DD Form 250 via e-mail which shall serve as Supplier's authorization to ship direct to destination. Supplier shall hold shipment until receipt of the signed DD Form 250 and ship

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immediately thereafter. Two copies are required to be included with the shipment. DD Form 250 will be required prior to shipment from Supplier's facility.

- 3) Upon shipment of parts, Supplier shall submit a copy of the bill of lading and reference the Receiving Report shipment number on the subject line to Buyer's Authorized Procurement Representative via e-mail to DL-BGSSMGSSupportEquipment@exchange.boeing.com. Any delay should be communicated immediately to the Buyer's Authorized Procurement Representative email as well.

WARNING:

*****DO NOT SHIP until Buyer' Authorized Procurement Representative has provided a Processed Receiving Report (DDForm 250) to Supplier's*** Non-compliance will result in the shipment being returned to Supplier at Supplier's expense*****