

**Request for DD Form 250 / Material Inspection and Receiving Report**

**NOTICE**

**SELLER IS NOT AUTHORIZED TO SHIP AND SHALL HOLD SHIPMENT UNTIL RECEIPT OF A BUYER CREATED MATERIAL INSPECTION AND RECEIVING REPORT (DD FORM 250)**

1. Seller shall provide the following information to Buyer (Boeing Order Fulfillment /C-17 Spares) via email to [C17acctadmin@boeing.com](mailto:C17acctadmin@boeing.com) at least ten (10) days prior to shipment:
  - a) Purchase Contract number (Purchase Order number)
  - b) Item number (applicable Purchase Order line item number)
  - c) Part number
  - d) Ship quantity (partial shipments are allowed)
  - e) Internal Order Number (**Note:** Can be found on Purchase Contract below part number)
  - f) Supplier CAGE Code and Ship from address (where parts are shipping from)
  - g) Shipping document/Certificate of Conformance paperwork

**The email must contain the following information in the subject line: “Clause C213 – Request for DD250 [enter the Purchase Contract Number] [enter the Line Item Number]”.**

**Seller shall not contact or work through its local DCMA office with respect to this requirement.**

2. Buyer shall provide a copy of the Material Inspection and Receiving Report (DD Form 250) via e-mail to Seller which shall serve as Seller’s authorization to ship direct to destination.
3. Upon receipt of the Material Inspection and Receiving Report (DD Form 250) from Buyer, Seller shall attach two (2) copies to the **OUTSIDE** of the container and promptly ship the goods.
4. Upon shipment, Seller shall submit a copy of the bill of lading (BOL) and reference the Material Inspection and Receiving Report (DD Form 250) shipment number in the subject line to Buyer (Boeing Order Fulfillment/C-17 Spares) via e-mail to [C17acctadmin@boeing.com](mailto:C17acctadmin@boeing.com). Any delay shall be communicated immediately to Buyer via e-mail to [C17acctadmin@boeing.com](mailto:C17acctadmin@boeing.com).