SOURCE ACCEPTANCE WHEN SHIPPING TO A GOVERNMENT ENTITY

SELLER IS NOT AUTHORIZED TO SHIP AND SHALL HOLD SHIPMENT UNTIL RECEIPT OF A BUYER CREATED AND U.S. GOVERNMENT ACCEPTED/PROCESSED RECEIVING REPORT

1. Seller shall immediately notify its local DCMA Quality Assurance Representative (QAR) of receipt of this contract for a Source Accepted product to provide the DCMA with the opportunity to perform surveillance as required.

2. Seller shall also provide the following information to Boeing Order/Delivery Management department by email to DD250submitalrequest@Boeing.com at least ten (10) days prior to the presentation of product for acceptance by QAR for shipment. Buyer will utilize the following information to initiate and submit a Receiving Report in WAWF/iRAPT:

   NOTE: In the subject line of the email, please use this format: “Clause C516 – Request for Receiving Report” and include the Purchase Contract Number and Line Item Number.

   a) Prime Contract Number
   b) Prime Contract Delivery Order Number
   c) Purchase Contract Number
   d) Purchase Contract Line Item Number
   e) Part Number
   f) Quantity Shipping
   g) First Article inspection (FAI) Paperwork (if required by Purchase Contract)
   h) Certificate of Conformance (CoC) Paperwork (if required by Purchase Contract)
   i) UID Number/Serial Number (if required by Purchase Contract)
   j) RFID Number (Reference Carrier Tracking and Shipping (CTS) Packaging Instructions per D37522-6-d-1, Suppliers/Boeing Components Requirements Document for Packaging & Packing of Spare Parts for Direct Shipment; SECT. NO. 6-D-1.5.5, Item Description, Marking, and Age Control Provisions)
   k) Supplier CAGE Code and Ship From Address (when parts are shipping from Seller’s facility)
   l) Packaging House CAGE Code, Name, and Ship From Address (as applicable)
   m) DCMA DoDAAC that supports Seller, along with QAR name, phone number, and email address
n) Are Pack & Preservation Instructions included in the CTS system, (Yes / No)? If “No”, provide the point of contact Buyer should notify when Pack & Preservation data has been updated in CTS.

3. Boeing Order/Delivery Management department shall notify Seller and DCMA QAR by email when the Receiving Report has been submitted in WAWF/iRAPT. Seller is to notify their DCMA QAR to schedule an inspection of the items being shipped. **DO NOT SHIP until Buyer has provided an Accepted/Processed Receiving Report to Seller.**

4. Boeing Order/Delivery Management department shall provide Seller an Accepted/Processed copy of the Receiving Report, which shall serve as Seller’s authorization to ship direct to Buyer’s Customer. Two copies are required to be included with the shipment. **Non-compliance may result in the shipment being returned to Seller at Seller’s expense.**

5. After Seller receives the Accepted/Processed Receiving Report from Buyer, Seller shall arrange for a U.S. Government bill of lading through DCMA at [https://vsm.distribution.dla.mil/net/secure_default.aspx](https://vsm.distribution.dla.mil/net/secure_default.aspx) to ship the part(s). Once the part(s) are shipped, Seller shall submit a copy of the Receiving Report with the bill of lading information and a copy of the packing slip to the following email address: [SupplyServicesSparesDelivery@boeing.com](mailto:SupplyServicesSparesDelivery@boeing.com) and Buyer’s Authorized Procurement Agent.

6. Seller shall comply with Direct Ship Instructions per MDA Report P.S.1352 and Packaging Instructions per D37522-6-D-1, which can be accessed through CTS.