



## SECTION 6 - EXPEDITING INSTRUCTIONS

### **Bechtel National, Inc.**

Pueblo Chemical Agent-Destruction Pilot Plant

In addition to the Expediting requirements described in the General or Special Conditions, the following requirements are applicable to this Purchase Order:

#### **1.0 MILESTONE SCHEDULE**

SELLER shall furnish to BUYER'S Expeditor, no later than **four (4) weeks** after award of the Purchase Order, a complete schedule that forecasts or acknowledges start/finish dates for at the least the following:

- Order Entry
- Engineering
- Material Acquisition
- Manufacturing including dates to start machining, assembly, testing, cleaning/painting, preparation for shipment, etc.
- Witness and Hold Points for BUYER Quality Surveillance activities
- Shipment/Delivery

The Milestone Schedule shall show the SELLER'S shop order number used for internal tracking of BUYER'S Purchase Order.

#### **2.0 MONTHLY PROGRESS REPORT**

SELLER shall furnish a Monthly Progress Report to BUYER'S Expeditor in sufficient detail to allow a realistic evaluation of SELLER'S progress towards Purchase Order completion. As a minimum, the following information shall be included on all Monthly Progress Reports:

1. An Executive Summary outlining prior month work activities with a forecast of the work activities or action items that will be performed in the upcoming month.
2. Status of all SELLER drawing and data submittals
3. Sub-supplier equipment list showing component, Purchase Order Number, sub-supplier name and contact information including address, phone number, facsimile number and e-mail address.
4. Milestone schedule progress update including actual or forecast start/finish dates and percent complete for all activities with progress tracked against the original milestone schedule dates.
5. A calendar of holidays and plant shutdowns for SELLER and SELLER'S sub-suppliers
6. Status of any labor contracts for SELLER and SELLER'S sub-suppliers

The initial Monthly Progress Report shall be submitted no later than four (4) weeks after award of the Purchase Order with subsequent reports being submitted every month thereafter on a date mutually agreed between BUYER and SELLER.

#### **3.0 ORGANIZATION CHART**

SELLER shall furnish an organization chart to BUYER'S Expeditor showing key members of SELLER'S team plus two (2) levels of management above the designated Project Manager. For each person/position shown on the organization chart, SELLER shall submit a contact list identifying prime and alternate contacts, telephone number, facsimile number, and e-mail address.

**4.0 SELLER PURCHASE ORDERS**

When requested by BUYER'S Expeditor, SELLER shall immediately furnish un-priced copies of any SELLER Purchase Orders issued for major components of BUYER'S Purchase Order showing sub-supplier name, order number, shipping point and promised shipment date(s).

**5.0 SELLER DRAWING AND DATA TRANSMITTALS**

SELLER shall furnish a copy of all drawing and data transmittals (without attachments) to BUYER'S Project Expeditor by facsimile or electronic mail. Each document listed on the transmittal shall include BUYER'S designated document description reference number or code as set forth in Section 3- Drawing and Data Requirements.

**6.0 PACKING LISTS**

Prior to any shipment, SELLER shall submit a preliminary packing list to BUYER'S Expeditor requesting shipping instructions. SELLER'S preliminary packing list descriptions and quantities must reference BUYER'S corresponding Purchase Order line items, and, if applicable, tag or stock code numbers. BUYER'S Expeditor will contact SELLER if additional information is needed to reconcile preliminary packing list information with Purchase Order line items.

Within twenty-four (24) hours after any shipment, SELLER shall provide BUYER'S Expeditor with a copy of the final packing list and bill of lading as confirmation of the shipment from SELLER'S facility to BUYER'S designated delivery point.

This requirement also applies to any shipments made directly to BUYER from a SELLER sub-supplier.

**7.0 SHOP LOADING SCHEDULE**

If requested by BUYER, SELLER shall furnish a shop loading schedule identifying all work being performed in SELLER'S plant or the plants of SELLER'S sub-suppliers during the same time period that work will be performed for BUYER'S Purchase Order.

**8.0 ADDITIONAL REQUIREMENTS**

All dates submitted by SELLER shall be formatted DD-MMM-YY to avoid confusion (e.g., May 06, 2003 would be shown as 06-MAY-03.).

**9.0 BUYER'S EXPEDITING CONTACT**

BUYER'S Expediting contact for this Purchase Order is: **To Be Determined**

**(P.O. ENTITY – SHOULD BE SAME AS PURCHASE ORDER COVER PAGE)**

**(PROJECT NAME – SHOULD BE SAME AS PURCHASE ORDER COVER PAGE)**

**(STREET ADDRESS)**

**(MAILING ADDRESS)**

**(CITY, STATE, COUNTRY, ZIP CODE)**

**ATTENTION:**

**TELEPHONE:**

**FACSIMILE:**

**E-MAIL:**