

## BDS Terms and Conditions Guide

Clause Number: C212

Effective: 07/21/2020

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

1. Seller shall notify and provide the following information to Buyer via e-mail to [C17acctadmin@boeing.com](mailto:C17acctadmin@boeing.com), after Seller final inspection (part **MUST** be ready to ship). Seller shall allow 10 (ten) working days for Buyer to process Seller's information and generate a Receiving Report (DD Form 250). Do not submit this information more than once.
  - a) Purchase Contract number
  - b) Item number
  - c) Part number
  - d) Ship quantity (partial shipments are allowed)
  - e) Internal Order Number
  - f) Supplier CAGE Code and Ship from address (where parts are shipping from)
  - g) Shipping document/Certificate of Conformance paperwork

**NOTE:** Do not contact the local DCMA office that services Seller's facility.

2. Buyer shall provide Seller a signed electronic copy of the WAWF/PIEE Receiving Report (DD Form 250) via e-mail which shall serve as Seller's authorization to ship direct to destination. Seller shall hold shipment until receipt of the signed WAWF/PIEE Receiving Report (DD Form 250) and ship immediately thereafter. Two copies are required to be included with the shipment. WAWF/PIEE Receiving Report (DD Form 250) will be required prior to shipment from your facility. Inspection and Acceptance sign off will be performed electronically via WAWF/PIEE by Defense Contract Management Agency (DCMA) Carson office.
3. Upon shipment of parts, Seller shall submit a copy of the bill of lading (BOL) and reference the Receiving Report shipment number on the subject line to Buyer via e-mail to [C17acctadmin@boeing.com](mailto:C17acctadmin@boeing.com). Any delay should be communicated immediately to [C17acctadmin@boeing.com](mailto:C17acctadmin@boeing.com).

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**WARNING:**

**\*\*\* DO NOT SHIP until Buyer has provided a Processed Receiving Report (DD Form 250) to Seller\*\*Non-compliance will result in the shipment being returned to Seller at Seller's expense.**

4. DCMA QAR site visit is not contemplated at this time but may be required in the future.