

# Supplier Manual

**06-002-MAN**

**Revision 8**



Approved by:

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Supply Chain Manager

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## REVISION STATUS & CHANGE LOG

Rev	Description	Authorised By	Date
1	Original Release	V O'Donnell	23/03/2017
2	Revised to include B Doubles not allowed on Pooraka site and Globally Harmonised System requirements	V O'Donnell	12/04/2017
3	Removal of Canberra office on Footprint and inclusion of Townsville	V O'Donnell	27/04/2017
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5	Revised to include NHVAS accreditation for transport suppliers under Chain of Responsibility Policy. Revised to remove Darwin and include Edinburgh operation site.  Revised to update Item 2. Potential Suppliers GDLS-A Qualification Process	S Tildesley	01/10/2020
6	Updated to reflect additional security management expectations for supply chain, the management of CUI classified documentation, changes in location from Pooraka to Mawson Lakes and job title/staff name changes.	S Nixon	29/04/2024
7	Updated to reflect current state of business and job title/staff name changes. Revised small errors.	K Wilson	6/10/2025
8	Updated to reflect current job title/staff name changes.	A Adetoro	26/11/2025

## SUPPLIER MANUAL TABLE OF CONTENTS

Revision Status & Change Log .....	2
1. INTRODUCTION .....	5
1.1. WELCOME FROM THE SUPPLY CHAIN MANAGER .....	5
1.2. GENERAL DYNAMICS CORPORATION .....	6
1.3. GENERAL DYNAMICS CORPORATION AND LAND SYSTEMS.....	7
1.4. GDLS-A SUPPLY CHAIN MISSION AND VISION .....	8
1.4.1. Mission.....	8
1.4.2. Vision.....	8
1.5. CHAIN OF RESPONSIBILITY POLICY .....	9
GDLS-A's Chain of Responsibility Policy .....	9
1.6. SECURITY POLICY .....	9
2.0 POTENTIAL SUPPLIERS.....	12
2.1. GDLS-A QUALIFICATION PROCESS.....	12
2.2. TRADE COMPLIANCE – GENERAL.....	13
2.3. TRADE COMPLIANCE - FREIGHT.....	13
2.4. TECHNICAL DATA QUESTIONNAIRE.....	14
3. CURRENT SUPPLIERS – DOING BUSINESS WITH GDLS-A.....	15
3.1. COMPETITIVE BIDDING .....	15
3.2. COMMUNICATIONS WITH GDLS-A .....	15
3.3. iSUPPLIER.....	16
3.4. REQUEST FOR QUOTATION (RFQ) .....	16
3.5. RFQ RESPONSE REQUIREMENTS.....	17
3.5.1. General Requirements .....	17
3.5.2. Technical Data .....	17
3.5.3. Deviations.....	18
3.5.4. Pricing and Payment.....	18
3.5.4.1. Invoice Details Required .....	18
3.5.4.2. Electronic Funds Transfer .....	19
3.5.4.3. Payment Details (iSupplier).....	19
3.5.5. Lead Times.....	19
3.5.6. Onsite Requirements .....	20
3.5.7. Packaging Requirements.....	20
3.6. EVALUATION AND NEGOTIATION OF RFQs.....	20

3.7.	CONTRACT AWARD.....	21
3.7.1.	Purchase Orders .....	21
3.8.	ACKNOWLEDGEMENT (ACCEPTANCE).....	22
3.9.	FREIGHT .....	22
3.9.1.	Potential for Direct Ship .....	22
3.9.2.	Delivery and Collection of Freight.....	22
3.9.3.	globally harmonised system (ghs) .....	23

## 1. INTRODUCTION

### 1.1. WELCOME FROM THE SUPPLY CHAIN MANAGER

Dear Supplier,

Thank you for your interest in working with General Dynamics Land Systems – Australia.

General Dynamics Land Systems – Australia (GDLS-A) is focused on our commitment to deliver exceptional products, services, and aftermarket support to all of our customers. As a valued Supplier to GDLS-A, you are a key contributor in allowing us to meet or exceed our commitments. We strive to develop strong alliances with small, medium and large businesses that will help us supply high-quality products and services, on-time deliveries and competitively based pricing to our customers.

The information contained in this manual provides an overview of the GDLS-A Supply Chain Management (SCM) general procurement requirements and expectations. Within it, you will find a brief corporate overview, insights into our mission and vision, and the various SCM processes we use. It is intended to assist you to be a successful part of our supplier community during the course of conducting business with us. I also encourage you to develop and maintain a very strong working relationship with your Buyer because together we make an impressive team.

Thank you for your continued support.

*Adeniyi Adetoro*

**Supply Chain Manager**

### **Code of ethics**

Both as a matter of sound procurement practice and business integrity, we at GDLS-A make our purchase decisions solely on the basis of which suppliers offer the best value for goods and services we are procuring. We avoid doing anything that suggests our purchase decisions may be influenced by any irrelevant or improper consideration whether illegal, such as a kickback or bribe, or technically legal, such as a personal friendship, favors, gifts or entertainment.

**It is therefore our policy that GDLS-Australia employees may not be able to accept any gift, entertainment, or other gratuity from any supplier or bidder for GDLS business.**

**This ensures the highest level of integrity and trust within and outside of GDLS-A.**

### **1.2. GENERAL DYNAMICS CORPORATION**

General Dynamics Corporation (GD) is a global Aerospace and Defence Company and a market leader in business aviation, land and expeditionary combat systems, armaments and munitions, shipbuilding and marine systems and mission-critical information systems and technologies. Our customers around the world depend on our products and services for their safety and security. Headquartered in Reston, Maryland, GD employs over 100,000 people worldwide with locations in 40+ countries.

General Dynamics Land Systems Australia (GDLS-A) is an incorporated company in Australia and is a wholly owned subsidiary of the General Dynamics Corporation (GD), reporting operationally to General Dynamics Land Systems – INC (GDLS-US). GDLS-A has operations and staff in Adelaide, Melbourne, Puckapunyal, Brisbane and Townsville.

Since starting operations in 1998 at its head office in South Australia, GDLS-A has successfully managed the Australian work elements of LAND112 (ASLAV Phase 3), including turret production for the Phase 3 ASLAVs and Standardisation of the Phase 2 fleet. GDLS-A currently supports the M1A1 Abrams, M1A2 SEPV3 Abrams, M88A2 and ASLAV fleets.

GDLS-A's business operations provide Australian Industry with reach back to GD's global technology, resources, expertise and products in support of our customer's requirements.

## 1.3. GENERAL DYNAMICS CORPORATION AND LAND SYSTEMS



AEROSPACE  
GULFSTREAM  
JET AVIATION



COMBAT SYSTEMS  
EUROPEAN LAND SYSTEMS  
LAND SYSTEMS  
ORDNANCE AND TACTICAL SYSTEMS



MARINE SYSTEMS  
BATH IRON WORKS  
ELECTRIC BOAT  
NASSCO



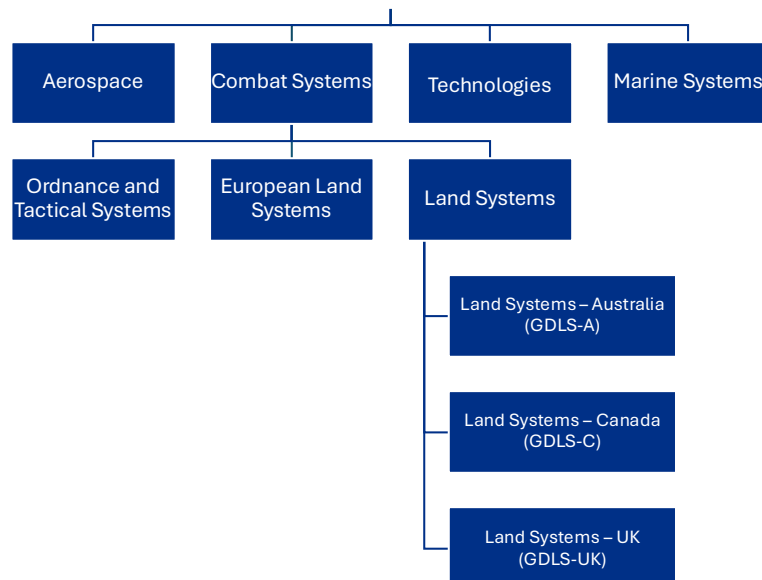
INFORMATION TECHNOLOGY



MISSION SYSTEMS

GDLS-A\_HAS\_072-v2

## GENERAL DYNAMICS



## 1.4. GDLS-A SUPPLY CHAIN MISSION AND VISION

### 1.4.1. MISSION

*“The GDLS-A Supply Chain Management team’s purpose is to proactively manage the supply chain to consistently provide on time, quality and cost-effective material and services to our internal and external customers while assuring stakeholder*

This is achieved through developing best value supply chain relationships and core processes in team collaboration with all GDLS organisations, our customers and suppliers in an environment of open communication, mutual trust and shared commitment to operational excellence, continuous improvement and high ethical standards”.

### 1.4.2. VISION

*“To execute innovative and cost-effective Supply Chain solutions throughout the development, design, manufacturing and life cycle support phases that are Best in Class in quality, schedule, cost and overall customer satisfaction”.*

Achieving this mission and vision is highly dependent on the performance of our suppliers.

The extent to which our suppliers comply with our technical, commercial and performance requirements and expectations is key to GDLS-A’s success.

We focus on complete customer satisfaction by striving to meet all contractual requirements, as well as by responding to and resolving on a timely basis, every customer request. Because supplier performance is a key factor in our performance and ability to satisfy our customers we must work together to deliver a world-class product on time and within budget.



### 1.5. CHAIN OF RESPONSIBILITY POLICY

GDLS-A is required to conduct its business in compliance with the National Heavy Vehicle Regulator Chain of Responsibility (CoR) legislation. GDLS-A's supply chain as relevant to CoR includes; employees, contractors, sub-contractors, suppliers, customer contractors and visitors to all GDLS-A workplaces involved in CoR Activities. As such, GDLS-A is committed to ensuring its suppliers understand and operate in accordance with GDLS-A's internal requirements and legal obligations in relation to the CoR.

The Chain of Responsibility system comprises of a set of policies, procedures and work instructions that define the way GDLS-A will ensure compliance of CoR Activities including Consignment, Packaging, Loading, Driving, Scheduling and Receiving.

#### GDLS-A's CHAIN OF RESPONSIBILITY POLICY

GDLS-A is committed to conducting its business in compliance with the CoR legislation. As such, GDLS-A will:

- ensure ongoing management and improvement of GDLS-A's CoR system and maintain a consistent approach to transport safety;
- require all parties to take the necessary steps to ensure CoR requirements are met;
- require transport suppliers operating vehicles over 4.5 tonne gross Vehicle Mass (GVM) to have current accreditation under National Heavy Vehicle Accreditation Scheme (NHVAS);
- ensure GDLS-A employees understand their responsibilities and are provided with training relevant to the CoR activities they perform;
- contract with all other parties in a manner that clearly defines the requirements and ensures as far as is reasonably practicable the health and safety of all involved in CoR Activities;
- monitor and continually review all applicable CoR laws to ensure internal compliance is maintained; and
- conduct regular audits of contracting parties and only maintain relationships with those that can, to the satisfaction of GDLS-A, demonstrate compliance with CoR legislation and contractual requirements.

The Supply Chain Manager is responsible for ensuring compliance to this Policy and managing the CoR system. Those suppliers to which the CoR is applicable will be provided with a copy of GDLS-A's CoR Policy and documentation.

### 1.6. SECURITY POLICY

For GDLS-A, the Security Policy addresses the constraints placed on security practices and behaviors' of its employees as well as constraints GDLS-A imposes on external agencies.

GDLS-A works closely with the Defence Industry Security Office (DISO) through its Defence Industry Security Policy (DISP) membership to ensure threats from all sources are managed. Threat advice currently focuses on threats from:

- espionage and foreign intelligence services;
- insider threats;
- terrorism and politically motivated violence;
- serious and organised crime;
- maverick individuals; and
- issue-motivated groups and violent protest.

Suppliers will demonstrate:

- commitment by management to acknowledge and observe the agreed requirements of personal and organisational security practices at all sites where GDLS-A operates.
- access to information both classified and unclassified is on a need-to-know basis.
- practices at the functional level of the organisations and requirements placed on the organisations by other external parties are understood and incorporated into the Suppliers management system.

GDLS-A will establish special procedures with Suppliers where needed and agree the resources required to ensure that the requirements of the Defence Protective Security Policy Framework is maintained. These may include controls placed on GDLS-A by a number of services which may include:

- DS&VS & AGSVA services,
- Security Policy Frameworks,
- GDLS Policy and Standard Practice Framework,
- United States Government (USG) Department of Defense (DoD) Controlled Unclassified Information (CUI),
- GDLS-A Processes and records
- International Traffic in Arms Regulations (ITAR) and/or Export Administration Regulations (EAR)

GDLS-A will maintain an active Security Risk Register which may include Security Risk Assessments of Suppliers and conducting a formal review on a periodic basis to be defined in the Security Risk assessment.

GDLS-A will identify, observe and manage security requirements placed on it by GDLS. GDLS-A will identify, observe and manage security requirements placed on it by external agencies such as Australian Security Intelligence Organisation (ASIO), Australian Signals Directorate (ASD) & Australian Government Security Vetting Agency (AGSVA) and where necessary, flow these onto Suppliers.

Security Clearances required for specific work or nationalities will be sponsored by GDLS-A, where a contractor is performing work at a GDLS-A site.

GDLS-A will ensure access to classified information is managed. Classified information will be managed and secured in accordance with the Australian Government Security Classification System.

Clean Desk – Suppliers are responsible for information in their control. During absences from the workplace, including temporary absences from their workstations, Suppliers must ensure that official information is secured appropriately and computers are screen locked at either GDLS-A or their own company.

**Some documentation and data will be controlled as CUI and can only be shared with others that are determined to have a “lawful government purpose” or “need to know basis”.**

These documents may be marked accordingly but may not be necessarily so. This information must only be transferred to locations, persons, suppliers and entities that meet the requirements to provide adequate security for CUI. CUI must never be accessed from, processed on, transmitted from, or stored on public computers.

GDLS-A will ensure training needs and artefacts are identified and advised to suppliers based on the risk assessment. Examples of information include:

- Protective Security Policy Framework (PSPF) – Policy 6 Security governance for contracted goods and service providers
- Threat Advice & Products including:
- Australian Cyber Security Centre briefings Cyber Supply Chain Risk Management
- Australian Industry Group and DOD – Working Securely with Defence – A guide to the Defence Industry Security Program membership

## 2.0 POTENTIAL SUPPLIERS

### 2.1. GDLS-A QUALIFICATION PROCESS

Step 1 - All prospective suppliers to GDLS-A are required to register their interest with working with us on our website.

Step 2 – Registrations will be reviewed by the GDLS-A SCM Department and suppliers notified accordingly.

Step 3 – Based on the outcome of the Registration Review Process and GDLS-A's business requirements, suppliers will be issued with this Supplier Manual.

Step 4 – Once the supplier has acknowledged acceptance of the requirements contained in this Supplier Manual, and there is a business need, the GDLS-A New Supplier Kit will be issued. This contains various documents that we require our suppliers to complete and return. These documents provide us with company information which is required to set suppliers up within our Purchasing system.

It is to be noted that the kit is tailored accordingly depending on the goods and services being provided to GDLS-A. Where applicable, the New Supplier Kit will consist of:

- Supplier Assurance Manual (09-002-MAN)
- GDLS-A Terms & Conditions – all goods and services supplied to GDLS-A are required to be supplied in accordance with our standard Purchase Order Terms and Conditions unless a separate overriding written contract has been entered into with GDLS-A. Acknowledgement of Acceptance of these Terms is required on your company letterhead, signed by an Authorised company representative (found at <https://www.gdls-aus.com/suppliers>);
- GDLS-A Quality Clauses (found at <https://www.gdls-aus.com/suppliers>)
- Supplier Bank Account Details Form
- Supplier Bank Verification Form;
- Supplier Contact Details Form
- Supplier & Contractor WHS&E Evaluation Checklist (this is required for suppliers conducting work on site at our GDLS-A facility);
- Work Health and Safety (WHS) Requirements – As per GDLS-A's Prime Contract with the Commonwealth of Australia, there is a flow down requirement that GDLS-A retain a copy of the WHS Policy for all GDLS-A suppliers and subcontractors. Upon becoming a preferred supplier, GDLS-A will require a copy of the suppliers current policy. The supplier must also provide a current copy every 12 months as and when changes are made, or as requested by GDLS-A. Suppliers must confirm that they and their employees are appropriately licensed and/or qualified to carry out works at their workplace; and
- Security Risk Assessment Pack outlining the risks associated with Information Management, Cyber and Protective Security management based on the criteria established in PSPF - Policy 6 "Security governance for contracted goods and service

providers” and Australian Cyber Security Centre briefings on Cyber Supply Chain Risk Management.

If there is a likelihood that you will be receiving information which is controlled as CUI, you will be receiving additional information and CUI Access Request Forms (06-070-01-FRM CUI Access Request Form) to complete and return also.

Upon receipt of all required documents in the New Supplier Kit being reviewed and approved by the GDLS-A SCM department, the final step to enable business activity to commence is a desktop audit, a site audit (where applicable) and an amendment to the Sublicensee list via the US State Department and US Commerce Department (where applicable) – see Trade Compliance below. (This evaluation may occur on an Annual Basis). Once suppliers are approved by our SCM department and there is an immediate or future business requirement, a designated Procurement Officer will contact you with next steps and further information.

### 2.2. TRADE COMPLIANCE – GENERAL

Dependent on the goods and services being provided to GDLS-A, suppliers must be International Traffic in Arms Regulations (ITAR) and/or Export Administration Regulation (EAR) compliant. Details can be located at [www.pmddtc.state.gov](http://www.pmddtc.state.gov) and [www.bis.doc.gov](http://www.bis.doc.gov).

As a supplier to GDLS-A, it is very important that you have a clear understanding of ITAR and EAR requirements. This will affect the way you are able to handle/communicate with GDLS-A and your subcontractors when dealing with ITAR or EAR classified products.

If required, prior to commencement of business activities, potential suppliers who meet our requirements will be added to our ITAR Sublicensee List. This list requires approval by the US State Department and can take over 6 months to process. Onsite audits with GDLS-A representatives from Quality Assurance, Engineering and SCM may take place during this period to further determine a potential supplier’s fit with GDLS-A.

### 2.3. TRADE COMPLIANCE - FREIGHT

Dependent on the goods and services being provided to GDLS-A, the freight forwarder will ensure that all trade compliance requirements are met, such as:

- Sea freight – vessel must fly the correct flag as deemed under ITAR.
- Sea freight – vessel must not transit or dock in proscribed countries.
- Airfreight – route must not fly over proscribed countries.

### **2.4. TECHNICAL DATA QUESTIONNAIRE**

From time to time the supplier may be asked to complete a Technical Data Questionnaire at order stage to determine the Trade Compliance Classification for a part. You will be required to determine whether said part has an ITAR or EAR classification.

### **3. CURRENT SUPPLIERS – DOING BUSINESS WITH GDLS-A**

GDLS-A operates within a performance management framework based on its Prime Contract obligations. GDLS-A is expected to meet all deliverable requirements on time and error free. In turn, GDLS-A relies on the same from our suppliers and sub-contractors for our continued success.

#### **3.1. COMPETITIVE BIDDING**

To meet or exceed our customers' expectations, GDLS-A requires its suppliers to quote achievable, competitive, sustainable pricing and lead times for fully compliant products and services. GDLS-A and its supplier's performance and success, is measured around meeting or exceeding all quoted commitments and GDLS-A is committed to working with its suppliers in achieving this.

It is GDLS-A's policy to extend the opportunity to quote to as many suppliers as is reasonably practical. As part of its Prime Contract obligations, GDLS-A is required to demonstrate, via audits, that orders have been competitively quoted.

All SCM Personnel follow this requirement and adhere to corporate procurement process that links GDLS-A's procurement activities worldwide. This ensures that General Dynamics develops a world class supplier base generating the best value to its customers in quality, service, and price.

#### **3.2. COMMUNICATIONS WITH GDLS-A**

All communication must be conducted through the GDLS-A nominated contact person who is assigned to the supplier. This person has total responsibility for the execution of the bid and/or placing of business with you.

GDLS-A has Prime Contract Obligations in terms of RFQ response turn-around times. Suppliers are therefore required to provide timely responses to GDLS-A RFQs. If there are any problems with meeting these timeframes, please notify the assigned SCM Personnel.

Fact-finding or clarification requests may be initiated by the nominated contact person for any aspect of an offer including delivery schedules, quality requirements, exceptions, and pricing; or where pricing or delivery is clearly not in line with expectations based on historical data, purchase volumes, market trends and/or competing quotations. This process is intended to ensure GDLS-A's complete understanding of supplier's bid, and that suppliers understand our requirements.

When a supplier is experiencing problems or delays which may affect a contractual ship date to GDLS-Australia, please notify the Procurement Officer and advise the nature of the problem and proposed revised ship date and update the promised delivery date in iSupplier (discussed below).

### 3.3. ISUPPLIER

GDLS-A conducts the majority of its purchasing activities online using an online tool called *Oracle iSupplier Portal*. iSupplier Portal is a secure internet self-service tool enabling suppliers to access information related to their site.

All suppliers registered with GDLS-A need to have an iSupplier account. No special software, aside from an up-to-date version of Microsoft's Internet Explorer and an internet connection, is required to access this system.

iSupplier enables suppliers to view and respond to Requests for Quotation (RFQs); receive, review and update Purchase Orders; and view invoice payment status.

iSupplier enables suppliers to take an active role in the procurement process and become proficient using this system.

Any Technical Data including drawings issued which may or may not contain ITAR will be sent via separate email so that it can be logged as Export Control Data. The data is protected by a password to prevent viewing by unauthorised personnel and will be communicated to you via phone.

Items which contain ITAR tech data/ drawings are identified in the email header with this email Subject Header, **Subject: RE: [ITAR/CGD]** and stamps on the drawing indicating the following.



### 3.4. REQUEST FOR QUOTATION (RFQ)

GDLS-A has 3 reasons for issuing an RFQ to Suppliers:

- Customer request for price and availability;
- Customer request for a firm order; and/or
- Expired pricing from a previous quote.

GDLS-A has Prime Contract Obligations where it is required to respond to a quote from its customer within 60 calendar days from date of issue.

When an RFQ is loaded on iSupplier, the SCM Personnel will provide a due date of when the RFQ is due.

If the supplier does not intend to submit an RFQ, a "No Bid" must be submitted via email to the SCM Personnel with a justification supplied (i.e. "due to deviation or out of scope etc"). This helps GDLS-A to understand why a "No Bid" has been submitted and allows us to better understand the correct fit in the supplier community. It also avoids inefficiencies in attempting to verify whether a supplier is intending to bid or whether a bid may have been lost or misdirected.



### 3.5. RFQ RESPONSE REQUIREMENTS

#### 3.5.1. GENERAL REQUIREMENTS

The following general requirements apply to all quotations:

- Make to print;
- 3 month validity;
- Price breaks provided (where available);
- Lead Time in weeks stated for all price breaks provided;
- Ensure lead times quoted are based on cold manufacture times NOT based on stock on hand;
- Lead Time and pricing to be honoured throughout entire validity of quote;
- Realistic Lead Times to be quoted – you may be penalised for late deliveries;
- Early deliveries are welcomed by GDLS-A in addition to partial deliveries, providing suppliers deliver by the lead time provided, unless otherwise notified to the Procurement Officer.

#### 3.5.2. TECHNICAL DATA

The majority of items for which GDLS-A submits an RFQ are based on GDLS technical data. The supplier's understanding and adherence to drawings when quoting is vital. If suppliers have any queries regarding the information provided, please contact the assigned Procurement Officer.

Technical data that is identified in a U.S. Government contract is to be handled as Controlled Unclassified Information (CUI) upon its creation.

This identification can appear in several places including, but not limited to, the contract terms, the Statement of Work (SOW), the security classification guide (SCG), the contract security classification specification form (i.e., DD-254) or contract data requirements list (CDRL). At a minimum, CUI markings for unclassified DoD documents will include "CUI" in the banner and footer of the document.

For greater certainty, identified technical data may include any recorded information related to experimental, developmental, or engineering works that can be used to define an engineering or manufacturing process, or can be used to design, procure, produce, support, maintain, operate, repair, or overhaul program material. The data may be graphic or pictorial delineations in media (e.g., computer software, drawings, or photographs), text in specifications, related performance or design documents, or computer printouts. Examples of technical data include research and engineering data, engineering drawings, and associated lists, specifications, standards, process

sheets, manuals, technical reports, bills of material, catalogue-item identifications, and related information, and computer software documentation.

Only suppliers that are compliant with DFARS 252.204-7012 (and as required, Cybersecurity Maturity Model Certification (CMMC) level) may receive CUI electronically on their covered contractor information system.

Material specifications, dimensions, tolerances, processes etc. must be exactly as prescribed on the drawing supplied. GDLS-A requests that suppliers submit a “No Bid due to Deviation”, (discussed below) if conforming to the requirements of the drawing is not possible.

**Most drawings are of North American origin, and as such may specify North American material(s). GDLS-A requires vendors to quote using these specific materials and not substitute an alternate.**

### **3.5.3. DEVIATIONS**

GDLS-A define a deviation as any change requested to be made to the materials and processes specified on a drawing, a change in part number or NSN number. Any equivalent specifications or materials are considered a deviation to a drawing. Deviations must be identified at the time of quoting and communicated to the SCM Personnel in the Supply Chain Management Team.

If the supplier is unable to adhere to all the requirements specified in the drawings supplied for an RFQ, the supplier must advise via an email to the Procurement Officer of a “No Bid due to Deviation”. This will be reviewed and the supplier will be contacted to discuss what area of the drawings it is unable to conform to. If it is determined that a quote may be submitted with a deviation, the Procurement Officer will advise the supplier and request that a Deviation Form is completed and submitted with the RFQ. The Deviation Form requires the supplier to:

- describe what the deviation is for;
- include specifications with the Form; and
- provide alternative recommendations.

### **3.5.4. PRICING AND PAYMENT**

GDLS-A requires that suppliers quote in the currency of its home country. Where extra costs are included for exchange contingencies or forward currency protection, suppliers must identify and provide an explanation for these costs in its Offer.

As GDLS-A can at times require 12 month validity pricing, suppliers should take into account any workplace shutdowns of its business or those of its subcontractors (ie: Christmas, long weekends etc.) when quoting pricing and lead time. Pricing should be based on cold manufacture and not stock on hand.

#### **3.5.4.1. INVOICE DETAILS REQUIRED**

GDLS-A require the following information on each Tax invoice:

- Supplier's name, address, telephone, Website address and email address (if available);
- ACN (Company Registration) Number;
- Invoice Number;
- Invoice Date;
- GDLS Purchase Order Number;
- GDLS Purchase Order Release, Line and Shipment #;
- GDLS Part Number;
- Description of Items;
- Quantity;
- Unit Price;
- Extended Amount;
- Separate Amount for inbound freight, customs charges, duties, taxes or other sundry item; and
- Invoice Total (including GST amount).

### **3.5.4.2. ELECTRONIC FUNDS TRANSFER**

GDLS-A's intention is to extend the use of Electronic Funds Transfer (EFT) to all of its suppliers. Supplier bank details will be requested prior to extending this process.

### **3.5.4.3. PAYMENT DETAILS (ISUPPLIER)**

GDLS use an iSupplier Portal which can provide suppliers with complete invoicing and payment details for all Purchase Orders (POs) placed through Oracle. All GDLS-A Payment terms are NET 30 days, unless approved by Management.

### **3.5.5. LEAD TIMES**

It is essential that GDLS-A is aware of the suppliers current lead times to deliver the part or component, as the lead time is a critical planning factor used in determining when and what quantity to purchase in addition to managing our customer's expectations. All bids will need to include the lead time data for each item quoted. It is also important that GDLS-A be advised of any significant changes in manufacturing lead times as they occur, including the reason for the change.

When calculating lead times to submit with an RFQ, the following should be taken into consideration:

- Closure of supplier's business or that of its subcontractors (for example Christmas shut-down periods);
- Development of QA paperwork to be submitted to GDLS-A Quality department;
- Review and approval of above mentioned paperwork (allow 7 days); and
- Inspection of parts by GDLS-A QA department against drawings (allow 7 days).

GDLS-A rarely mandates a lead time for an item, however if lead time is critical to our customer, GDLS-A will request a quote to achieve this schedule.

Supplier's performance is measured against meeting, or exceeding, quoted lead times. It is important that suppliers, upon receipt of a GDLS-A Purchase Order, meet quoted lead times.

GDLS-A welcomes and accepts early deliveries along with partial deliveries providing the final delivery is completed within the lead time quoted. It is preferred that suppliers quote conservative / worst case lead times then meets or improves on them.

### **3.5.6. ONSITE REQUIREMENTS**

Where applicable, suppliers that attend a GDLS-A site to conduct work will be required to provide various Work Health and Safety (WHS) documents for the work that will be taking place. These may include (but are not limited to) JSEA's and/or Risk Assessments for the work being conducted.

### **3.5.7. PACKAGING REQUIREMENTS**

GDLS-A's customers will not accept damaged goods from poor or inappropriate packaging and as a result, GDLS-A's supplier scorecard will be impacted detrimentally. Any detrimental effect on GDLS-A will need to be flowed-down to its suppliers by reporting deficiencies on the supplier's scorecard.

All goods to arrive at GDLS-A sites must comply with the following:

- Not be damaged;
- Dry, not damp or wet;
- Weights of items not to exceed crate capabilities
- Items to be protected from movement during transit – fastened to crate / pallet
- Packaged as per PO requirements
- References Def (Aust) 1000C:

[https://www.defence.gov.au/casg/DoingBusiness/ProcurementDefence/Contracting With Defence/Packaging%20Standard.asp](https://www.defence.gov.au/casg/DoingBusiness/ProcurementDefence/Contracting%20With%20Defence/Packaging%20Standard.asp)

## **3.6. EVALUATION AND NEGOTIATION OF RFQs**

As part of GDLS-A's evaluation process, selected suppliers are engaged in a negotiation phase after submission and clarification of responses to the RFQ. All elements of quality, service, technology, and price are reviewed during the evaluation process to ensure that a fair and reasonable cost is established for GDLS-A's customer.

### 3.7. CONTRACT AWARD

#### 3.7.1. PURCHASE ORDERS

Purchase Orders (POs) are formal agreements between GDLS-A and the supplier, documenting the agreement reached during negotiation. GDLS-A POs include the following information:

- Terms and Conditions;
- Part numbers, description, and revision level;
- Unit Price;
- Currency
- Quality Assurance requirements;
- Special technical directives and concessions;
- Total Line Quantity;
- Due Date;
- Trade compliance information;

Suppliers may be issued with any of the following POs from GDLS-A's Oracle system:

##### Standard Purchase Order

A simple "spot buy" PO. A Standard PO is issued for items where GDLS-A does not anticipate recurring demands beyond what is placed on the PO. It is also used for all indirect purchase orders and parts that are being ordered with a deviation required.

##### Blanket Purchase Agreement

When GDLS-A accepts pricing from a supplier, it is entered into a Blanket Purchase Agreement. This PO will be a record of all of the terms GDLS-A and the supplier has agreed to, including quantities, price breaks, payment terms and validity dates.

**Please note - A Blanket Purchase Agreement is not an order from GDLS-A, it is a record of the agreement between the parties for the supplier to supply these goods/services if a requirement arises.**

##### Blanket Release

When/if material is required that is currently on a Blanket Purchase Agreement, GDLS-A will issue a Blanket Release against the Agreement that defines the quantity, delivery date and end-use information for the requirement.

The Purchase order or Blanket Release will state a "Need by date". This is the date the items will be due for delivery to the GDLS-A site.

Supplier performance, is significant in the decision of whether to extend a contract or to undertake a new bid process. Supplier performance is assessed on the compliance to stated GDLS-A Supplier requirements as well as confirmation of competitiveness through benchmarking.

### 3.8. ACKNOWLEDGEMENT (ACCEPTANCE)

Upon receipt of any Purchasing Order/Agreement from GDLS-A, it is the Supplier's responsibility to ensure that it accurately reflects all of the terms and conditions that were agreed during negotiations. In the event that a discrepancy is discovered, the supplier must immediately notify the Procurement Officer.

Delivery against a PO constitutes acceptance of the PO and its attachments.

**To acknowledge acceptance of a Purchase order issued from iSupplier, the Supplier is required to enter a "Promise Date" into iSupplier which confirms receipt of order and confirmation of the date the item(s) will arrive at GDLS-A.**

If, when the order is received, the lead time for delivery is different than that quoted, immediate contact must be made with the GDLS-A Procurement Officer.

### 3.9. FREIGHT

#### 3.9.1. POTENTIAL FOR DIRECT SHIP

GDLS-A is reviewing the possibility of direct ship of materiel from its suppliers to our customers. GDLS-A must be assured prior to implementing this process that packaging will meet contracted requirements into the future in accordance with DEF (Aust) 1000C and Certificate of Conformance paperwork has been approved by a GDLS-A representative prior to Shipment.

#### 3.9.2. DELIVERY AND COLLECTION OF FREIGHT

Electronic submission of documentation before the shipment of parts is now considered mandatory via email [gdlsa\\_ppap@gdls.com](mailto:gdlsa_ppap@gdls.com). Suppliers without electronic submission capabilities may request a variation to this requirement.<sup>1</sup>

PPAP, CoC, MAR and other Quality documents must be submitted in a Portable Document Format (.pdf) AND one Part submission per email referencing the GDLS-A Part Number in the first part of the email subject line. Eg 105XXXXX Part name PO YYYYYY2

GDLS-A Incoterms for delivery of goods are 'Delivered At Place' (DAP), at a site specified by GDLS-A. The supplier arranging the freight is responsible for managing the Chain of Responsibility requirements with the company it chooses to contract with GDLS-A expect the goods to be delivered suitably restrained on the vehicle and that there is no evidence of a shift in the load. GDLS-A reserve the right to refuse to unload the goods if it is deemed to be unsafe for the store person.

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<sup>1</sup> GDLS-A Supplier Assurance Manual 09-00-MAN Submission and Retention requirements - CL 8.2.3

<sup>2</sup> GDLS-A Supplier Assurance Manual 09-00-MAN Submission and Retention requirements - CL 8.2.4

For freight forwarding companies contracted direct by GDLS-A, the expectation is that GDLS-A will advise the weight and dimensions of the consignment as well as the required mode of transport, ie. road, sea or air freight required. It will be the responsibility of the freight company to dispatch the appropriate sized vehicle to collect the consignment and be responsible for ensuring all Chain of Responsibility requirements are adhered to in relation to their drivers, vehicles, load restraints and fatigue management in accordance with the National Heavy Vehicle Regulations.

### **3.9.3. GLOBALLY HARMONISED SYSTEM (GHS)**

This is a system that uses internationally consistent terms and information, on chemical labels and Safety Data Sheets, to classify and communicate chemical hazards. The GHS became mandatory in Australia on 1st January 2017. GDLS-A expects all suppliers to comply with the GHS. GDLS-A will not accept goods that do not comply.

## QUICK WEBSITE REFERENCES

### **GDLS-Australia**

<http://www.gdls-aus.com>

### **GDLS-US**

<https://www.gdls.com>

### **iSupplier**

<https://gdls-aus.com/suppliers/current-suppliers/>

### **DEF(AUST)1000C Packaging**

<https://www.defence.gov.au/business-industry/procurement/contracting-with-defence/packaging-standard>

### **Trade Compliance**

<https://www.pmdtdc.state.gov/>  
<https://www.bis.doc.gov/index.php/licensing>

### **Globally Harmonised System (GHS)**

<https://www.safeworkaustralia.gov.au>

### **National Heavy Vehicle Regulator - Chain of Responsibility (CoR)**

<https://www.nhvr.gov.au/safety-accreditation-compliance/chain-of-responsibility>

## **CUI (Controlled unclassified Information)**

### **DOD Instruction 5200.48**

[DoDI 5200.48, "Controlled Unclassified Information \(CUI\)," Effective March 6, 2020 \(dodcui.mil\)](#)

### **NIST.SP.800-171r3 (Final Public Draft)**

[SP 800-171 Rev. 3, Protecting Controlled Unclassified Information in Nonfederal Systems and Organizations | CSRC \(nist.gov\)](#)

### **DFARS 252.204-7012**

[252.204-7012 Safeguarding Covered Defense Information and Cyber Incident Reporting. | Acquisition.GOV](#)



# GENERAL DYNAMICS

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