



## GE Research Center (Niskayuna, NY) Logistics/Shipping Instructions

All Shipments should be sent to the below address:

GE Global Research

1 Research Circle

Researcher Room # (Check with your GRC contact for this information)

Niskayuna, NY 12309

### Shipment Scenarios/Options:

#### ➤ Domestic (US) Supplier Ship-From Location (Under 150 Lbs.):

- If the shipment is less than 150lbs, and less than 108" in length, and 165" in length plus girth and is shipping direct to the GRC (Niskayuna) from a US pick-up location please ship via Fedex.

Fedex Account #: 6512-XXXX-X (reference purchase order for full account #, or ask the GE buyer listed on your purchase order)

- Once shipped please provide the relevant GE Researcher with the related tracking information.

#### ➤ Domestic (US) Supplier Ship-From Location (Over 150 Lbs.):

- If the shipment is more than 150lbs and/or larger than 108" in length, and/or larger than 165" in length plus girth and shipping direct to the GRC (Niskayuna) from a US pick-up location please contact Katina Contakos and provide the pick-up location, ready for pick-up date, pick-up hours, the weight and dimensions, and any relevant shipping documentation (packing list, commercial invoice, etc.)

Name: Katina Contakos

Email: [Katina.Contakos@ge.com](mailto:Katina.Contakos@ge.com)

Phone: +1 239 292 8303

- Once shipped please provide the relevant GE Researcher with the related tracking information.

#### ➤ International (Non-US) Supplier Ship-From Location (Under 150 Lbs.):

- If the shipment is less than 150lbs, and less than 108" in length, and 165" in length plus girth and the goods associated with this purchase order are shipping direct to the GRC from an international (non-US) ship-from location, please follow the below instructions:

- **Action needed at PO issuance/acceptance:**

- Please send an email to the below address at receipt of PO (for classification purposes if needed):

- Contact Name: Katina Contakos

- Email: [Katina.Contakos@ge.com](mailto:Katina.Contakos@ge.com)

- What to Include in the Email:

- GE PO # and Line #
- Ship from address

- Ship to address
  - Supplier's Part #
  - Commercial Invoice (if available)
- **Action needed at shipment:**
  - Once ready to ship please ship via Fedex.

Fedex Account #: 6512-XXXX-X (**reference purchase order for full account #, or ask the GE buyer listed on your purchase order**)

  - Fedex Custom Broker Email: FTN\_CPA\_GE@fedex.com
  - Once shipped please provide the relevant GE Researcher with the related tracking information.
- **International (Non-US) Supplier Ship-From Location (Over 150 Lbs.):**
  - If the shipment is more than 150lbs and/or larger than 108" in length, and/or larger than 165" in length plus girth and the goods associated with this purchase order are shipping direct to the GRC from an international (non-US) ship-from location, please follow the below instructions:
  - **Action needed at PO issuance/acceptance:**
    - Please send an email to the below address at receipt of PO (for classification purposes if needed):
      - Contact Name: Jason Perreault
      - Email: Jason.Perreault@ge.com
        - What to Include in the Email:
          - GE PO # and Line #
          - Ship from address
          - Ship to address
          - Supplier's Part #
          - Commercial Invoice (if available)
  - **Action needed at shipment:**
    - Contact Jason with the ready for pick-up date, pick-up hours, commercial invoice, packing list, and any other relevant shipping documents.
      - GE's Import Broker (make sure included on commercial invoice)

Customs Broker for Heavy Freight  
Expeditors International of Washington, Inc  
2265 Clements Ferry Road, Suite 310, Charleston, SC 29492  
Telephone: 1-843-554-6909 & 1-843-352-5012  
Email: [GRC-CHS@expeditors.com](mailto:GRC-CHS@expeditors.com)
    - Once shipped please provide the relevant GE Researcher with the related tracking information.