

Import Vendor Compliance Standards: US Suppliers



B/E Aerospace Kilkeel Operations

Table of Contents

| | |
|--|----|
| 1. Overview | |
| Purpose of this Manual | 3 |
| Shipping Guide Quick View | 4 |
| Quick Reference Contact List | 5 |
| Vendor Chargeback Process | 6 |
| 2. Packaging and Labeling Requirements | |
| Master Carton Requirements | 8 |
| 3. Documentation | |
| Required Customs Documentation | 9 |
| Commercial Invoice | 9 |
| Packing List | 10 |
| Consignee / Notify Party | 10 |
| Solid Wood Packing Materials Certificate and Declaration | 11 |
| 4. Routing Instructions | |
| Routing Guide | 11 |
| Small parcel (<150 lbs) shipments | 12 |
| Heavy weight (>150 lbs) shipments | 12 |
| IFS Global Logistics International Contacts | 12 |
| Shipping Delivery Address | 12 |
| Insurance (also known as Declared Value for Carriage) | 12 |
| 5. Appendix | |
| Shipper Overview | 13 |
| “How to” Instructions for completing shipping label | 14 |
| “How to” Complete Commercial Invoice on fedex.com | 15 |
| FedEx Contact Numbers | 16 |

Overview of this Manual

December 2008

Dear Valued Supplier,

The purpose of this manual is to ensure that all products shipped to B/E Aerospace – Kilkeel, are shipped in a consistent, timely and cost-effective manner. This manual is designed to encourage positive partnerships which will result in improved communication, better process understanding and ultimately reduce costs and delays for both you and B/E Aerospace – Kilkeel.

This notice supersedes all previous instructions for B/E Aerospace - Kilkeel and should be referenced to ensure optimal compliance. In the event that these instructions are modified, revisions will be issued to you outlining new or changed policies and instructions.

The terms and conditions on the PO will always take precedence over the guidelines contained in this manual.

Should you have any questions regarding any information contained in these guidelines, please do not hesitate to contact me.




Regards,

David Bishop

Supply Chain Director
BE Aerospace (UK) Ltd
Tel: +44 (0) 2841 761 344
Fax: +44 (0) 28 4176 4297
Mobile: +44 (0) 7793 699 687
E-mail: david_bishop@beaerospace.com

BE Aerospace Shipping Guide Quick View for US Suppliers Shipping to Kilkeel

All shipments are addressed to:
 B/E Aerospace (UK) LTD
 2 Moor Rd, Kilkeel
 County Down BT34 4NG
 Tel: +44 (0) 28 4176 2471
 Fax: +44 (0) 28 4176 4297

| | AIR EXPRESS SMALL PACKAGE | AIR EXPRESS HEAVYWEIGHT | OCEAN SHIPPER |
|-----------------------------|--|---|---|
| PREFERRED CARRIER |  |  |  |
| PACKAGE SIZE | <150 lbs. (70 kgs) Actual & Dimensional. <i>Note: B/E Aerospace Kilkeel requirement - packed shipping carton weight cannot exceed 44 pounds.</i> <i>Refer to page 8 of this guide</i> | >150 lbs (70 kgs) | LCL / FCL |
| PREFERRED SERVICE | FedEx International Priority® | Scheduled Consolidation 3-5 days | Specialized Service |
| CUSTOMER SERVICE | 1.800.GoFedEx 1.800.463.3339 | IFS will contact supplier directly with PO, collection detail and shipping instructions. | IFS will contact supplier directly with PO, collection detail and shipping instructions. |
| SPECIAL INSTRUCTIONS | Choose "Bill Third Party" & enter the 9 digit account provided by B/E Aerospace Kilkeel | If shipment >150 lbs Email the transport request form to your B/E Purchasing representative. | If shipment >150 lbs Email the transport request form to your B/E Purchasing representative. |

QUICK REFERENCE CONTACT LIST FOR SUPPLIERS

B/E Aerospace (UK) LTD
2 Moor Rd, Kilkeel
County Down BT34 4NG
Tel: +44 (0) 28 4176 2471
Fax: +44 (0) 28 4176 4297

Payment Inquiry

Questions regarding payment should be directed to the Accounts Department at Kilkeel.

Tel: +44 (0) 28 4176 2471
Fax: +44 (0) 28 4176 9457
Contact: The Accounts Payable Manager

Traffic Services

Any deviations from the shipping instructions or requests for special routing must be directed to the B/E Aerospace Kilkeel Purchasing Organization.

Contact: Purchasing representative
Tel: +44 (0) 28 4176 2471
Fax: +44 (0) 28 4176 4297

Or

Contact: senior buyer/Procurement Programme Manager (PPM)
Tel: +44 (0)28 4176 2471
Fax: +44 (0)28 41876 4297

Your normal Senior Buyer contact must be notified by fax or email, if a shipment cannot be delivered by the “dock date” indicated on the purchase order.

Vendor Performance

| | |
|--------------------|-------------------------------|
| Chargeback Inquiry | Miss Noleen Bohill |
| Contact: | +44 (0)28 4176 1356 |
| Email: | noleen_bohill@beaerospace.com |

VENDOR CHARGEBACK PROCESS

The following actions summarize the basic Vendor Performance Charge back process that occurs between B/E Aerospace Kilkeel and you, our supplier.

- If performance charges are applicable, penalties in the form of a debit note outlining the violation and the charge will be issued to you.
- Timing of chargeback's will depend upon the nature of the performance problem and frequency of occurrence.
- Inquiries regarding a violation penalty must occur within three (3) days of receiving debit note.

| | |
|---|---------------------------|
| <u>Freight Violations:</u> | <u>Penalty Fee</u> |
| Supplier has added freight as a line item to invoice: | Refer to Debit Note |

| | |
|--|----------|
| Supplier does not consolidate multiple PO's Shipping same day. | \$100.00 |
|--|----------|

| | |
|--|------------|
| <u>Carton Violations:</u> | |
| Carton not labeled with PO Number | } \$100.00 |
| Lead Carton with packing list not marked | |
| Non-standard Shipping Carton (inconsistent Or over size/weight, previous markings) | |

| | |
|---|------------|
| <u>Packing List Violations:</u> | |
| Packing List not received with merchandise | } \$100.00 |
| Correct PO not on Packing List | |
| Invoice/Packing List Number not on Packing List | |

Continued

Penalty Fee

Carton Count not on Packing List

\$100.00

Packing Violations:

Merchandise not packed/marked according to PO Master.

Individual Box(s) weighing > 20 kg.

\$100.00

Vendor Invoice Violations:

Merchandise not fully described for Customs Classification

Refer to Debit Memo

Material Content and Value Breakdown not on Invoice.

PO not listed on invoice

Vendor name and address not listed

Country of Origin of Goods not listed

Incorrect cost listed on Invoice

\$100.00

Refer to Debit Memo

Customs Document Violations:

Storage charges due to delays in receiving Awaiting Proper documentation

Refer to Debit Memo

Demurrage charges due to late/incorrect Documents

Refer to Debit Memo

Additional Brokerage charges for separate Entry of goods due to late/incorrect Documents

Refer to Debit Memo

Packaging and Labeling Requirements

Master Carton Requirement

1. Item/quantity must be shipped as per PO terms and conditions. **DO not substitute or ADD.** B/E Aerospace will not pay for product sent in excess of the quantity listed on the PO.
2. Cartons, which contain the same item number, should be of consistent size and contain equal quantities.
3. Cartons may not have any marking of previous shipment or product.
4. Packed shipping carton weight may not exceed 44 pounds. (This is due to U.K. health and safety issues)
5. A "Packing List" referencing PO number **must** accompany each shipment. Place the "Packing List" in a clear envelope on the outside of the Lead/Master Shipping Carton. Carton containing "Packing List" must be clearly marked.

Master carton weight and cubic measurements including the number of inner packs within each carton must be provided on the packing list.

6. All documentation must be legibly printed in English

Note: Packing Lists may become separated from the lead carton during shipment. As Packing Lists are essential to the expeditious processing of your order, we recommend you enclose a copy inside the lead carton (with notation on carton exterior) ensuring that a packing list is received with the shipment.

DOCUMENTATION

In order to properly examine, appraise and classify imported goods into the U.K each shipment must be accompanied by an invoice containing complete and accurate information pertaining to the goods shipped. Failure to invoice properly will result in the entire order being held at the "port of entry" until corrected documents are received.

Required Customs Documentation

Properly completed and accurate documentation is an important time saving device in the shipping/clearance/receiving/payment process.

This section defines the information required on each of the following documents:

1. Commercial Invoice – An itemized list of goods shipped, specifying the price, quantity and terms of sale and manufacturer.
2. Packing List – An itemized list of goods shipped to B/E Aerospace Kilkeel.
3. Certificate of Conformity or FAA Form 8130-3 (Airworthiness Approval Tag) or the EASA Form 1, which ever is appropriate.
4. Solid Wood Packing Material Declaration
5. Fabric must be accompanied by a Textile Declaration.

Commercial Invoice

The Commercial Invoice must be in English and must show the following:

1. Name of Seller
2. "Deliver to" address: As outlined on the P.O.
3. Consignee and notify parties must be listed on documents
4. Invoice Number
5. PO Number
6. Payment Terms
7. Bank Details (if applicable)
8. Ship via Carrier Name. (i.e. FedEx[®] or IFS Global Logistics)
9. Ship from Port.
10. Destination Port of Entry
11. Total number of cartons shipped with carton number referenced by B/E item number.
12. Shipping Marks
13. Detailed description of the merchandise, including the name by which each item is know, the grade or quality, vendor marks, numbers and symbols under which it is sold and packaged.
14. Purchase price of each item in the currency of the sale. Must be in Purchase Unit of Measure Cost as referenced on PO.
15. Extended Purchase Price of each item in currency of the sale.
16. Country of Origin where manufacture of each item occurred.

Packing List

A Packing List showing carton number(s) and contents of each master carton MUST BE INSERTED INSIDE OF THE FIRST (LEAD) EXPORT CARTON. A Packing List must also accompany the shipment documents to Consignee and Notify Parties.

Details must include:

1. Vendor name and address.
2. Ship to Address as shown on PO
3. Date of Invoice
4. Invoice Number Packing List pertained to.
5. Shipping dates or date of turnover to B/E Aerospace Carrier (i.e FedEx or IFS Global Logistics)
6. B/E Aerospace PO number
7. Total Number of shipping cartons covered by the packing list.
(Each carton should be individually numbered)
8. Quantity breakdown (with carton number) by the B/E Aerospace item number, description, colour, size and vendor style number is applicable.
9. Carton Measurement
10. Gross Weight
11. Net Weight
12. Shipping marks on carton

Consignee and Notify Party

(>150 lbs) Please forward the transport template to your B/E contact, who will in turn advise the Kilkeel freight department. Upon approval, your local BAX/Schenker will be in contact with you directly on how to proceed.

For heavy weight shipments only, please indicate a "Notify Party" on all commercial invoices / AWB's as follows:

| | |
|----------------------|--------------------------|
| IFS Global Logistics | Tel: +44 (0)28 9446 4211 |
| IFS Logistics Park | Fax: +44 (0)28 9446 7723 |
| Seven Mile Straight | |
| Antrim, C0 Antrim | |
| Belfast | |
| BT41 4QE | |

Attn: Helen Close, hclose@antrim.ifsgroup, or

Attn: Simon Todd, stodd@antrim.ifsgroup.com, or

Attn: Geraldine McNicholl, gmcnicholl@antrim.ifsgroup.com

Solid Wood Packing Materials Certificate and Declaration

USDA's Wood Packaging Materials (WPM) - Export Information page can be accessed on-line at: <http://www.forestry.gov.IE/forestry/infd-6ablsn>

ROUTING INSTRUCTIONS

In those instances where B/E Aerospace is responsible for payment of freight charges, all decisions concerning the routing and mode of transportation are the responsibility of B/E Aerospace Kilkeel Transportation. Use of expedited or other premium services must be approved in advance by the B/E Aerospace Kilkeel Transportation.

Late shipments must be expedited at the expense of the manufacturer or forwarder. BE Aerospace can arrange transportation on behalf of the supplier, there will be a 25% increase to the freight charges received, this must be agreed before shipping and credit received 2 days from collection date.

Routing Guide

| | US Export | US Export |
|-------------------------|--|---|
| Carton Weight | Small Parcel <150 lbs (70 kgs)* See note below | Heavy Weight >150 lbs (70 kgs) |
| Geography | Outbound from USA | Outbound from USA |
| Carrier | FedEx International Priority® (FedEx account number to be provided) | IFS Global Logistics |
| Transit Time | 2-4 business days FedEx International Priority Service | Scheduled Consolidation 3- 5 Days |
| Customer Service | 1-800-247-4747 | Helen Close B/E Aerospace Account Manager IFS Global Logistics Tel: +44 (0)28 9446 4211 Fax: +44 (0)28 9446 7723 |

***a single carton can not exceed 44 lbs (20 kgs) in weight**

Prepay and ADD (PPD) is not an option. B/E Aerospace Kilkeel **will not** pay any invoice from a supplier that has added freight costs.

Small Parcel Shipments

Small parcels (<150 lbs) must move via **FedEx International Priority Service** using B/E Aerospace Kilkeel's FedEx account number. "Bill Recipient" should be indicated on the Transportation Charges box of the FedEx AWB as well as Duties and Taxes.

Heavy Weight Shipments

B/E Aerospace has designated IFS Global Logistics to handle all international movements of heavy weight freight. Suppliers should notify the buyer 10 days prior to the "Dock Date" as indicated on each PO. If requests to move freight are made less than 10 days from estimated delivery then there is a high probability the "on-dock" date will be missed. The timely booking of cargo with IFS is dependent upon the accuracy and timeliness of shipping plans from your facility.

Please book all heavyweight freight by emailing the transport request form to your purchasing representative.

Shipping / Delivery Addresses

All shipments for the account of B/E Aerospace Kilkeel should be delivered / consigned to:

B/E Aerospace (UK) LTD
2 Moor Rd, Kilkeel
County Down BT34 4NG
Tel: +44 (0) 28 4176 2471
Fax: +44 (0) 28 4176 4297

Insurance

Insurance is the responsibility of B/E Aerospace, Inc. Unless specified in these or subsequent instructions (e.g. Letter or Credit), B/E Aerospace will assume responsibility for providing the appropriate cargo insurance. Any insurance charges indicated on the invoice will delay payment. *Note: Do not enter a Declared Value for Carriage on the FedEx shipping label.*

Appendix

Air Waybill & Commercial Invoice Requirements*

B/E Aerospace Kilkeel FedEx International Shipments[®] Quick Reference Sheet

1. **FedEx Shipper Account** – Required
2. **Weight & Dimensions** – Accurate weight and dimensions should be entered when creating the shipping label.
3. **Service** – FedEx International Priority
4. **Billing** – Transportation and Duty/Tax should be billed to the same account number provided on the Purchase Order
5. **Reference** – The Purchase Order number **MUST** be entered in the Reference field when creating the shipping label.
6. **Commodity Description** – Provide a complete and accurate description of the commodity being shipped
7. **Signature** – Shipper must sign the original copy of the Commercial Invoice
8. **Commercial Invoice** – If a Commercial Invoice is required, attach a minimum of one (1) signed original and two (2) copies. The Commercial Invoice must include the air waybill number.

For questions regarding shipping an international shipment via FedEx refer to fedex.com or call 1.800.Go.FedEX 1.800.463.3339

*Refer the B/E Aerospace Import Vendor Compliance Standards Guide for questions regarding B/E Aerospace business rules or contact the Buyer.

How to Complete a FedEx Express® International Shipment on fedex.com

Quick Guide to Bill Recipient Option

Use FedEx Ship Manager® at fedex.com to prepare international shipments online. Click “Prepare an International Shipments” under the *Ship* tab, and complete the following information:

1. Enter the Consignee address and phone number
2. Choose the package type, enter the number of packages and the estimated weight, and add any other necessary package and shipment details.
3. Select “Recipient” in the “Bill transportation to” field and enter the FedEx Recipient account number “Account No.” field.

Select “Recipient” in the “Bill duties/taxes/fees to” field and enter the FedEx Recipient account number in the “bill duties and taxes” field.

4. You may choose to automatically provide an e-mail notification for the following:
 - Ship notification: The shipment is on it’s way
 - Exception notification: A critical shipping event has affected the shipment.
 - Delivery notification: The shipment has been delivered
5. Enter any other necessary shipment details, and click the “Continue” button.

The screenshot shows the 'Create a Shipment' form in FedEx Ship Manager. The form is divided into several sections, with numbered callouts (1-5) indicating key areas:

- 1. From:** This section contains fields for 'Country/Location' (United States), 'Contact ID', 'Company' (ABC), 'Contact name' (JACK), 'Address 1' (1122 BRADSHAW ROAD), 'Address 2', 'City' (SACRAMENTO), 'State' (California), 'ZIP' (95617), and 'Phone no.' (9161234567).
- 2. To:** This section contains fields for 'Country/Location' (France), 'Contact ID', 'Company' (JOHNSON SUPPLY COMPANY), 'Contact name' (JAMES SMITH), 'Address 1' (2827 SOUTHWIDE), and 'Address 2'.
- 3. Billing Details:** This section includes 'Bill transportation to' (Recipient), 'Account no.', 'Bill duties/taxes/fees to' (Recipient), and 'Account no.'.
- 4. E-mail Notifications (optional):** This section includes a checkbox for 'Schedule a pickup' and a radio button for 'Drop off package at a FedEx location'.
- 5. Continue your Shipment:** This section includes a 'Save for later' button and a 'Continue' button.

Other sections visible include 'My Shipment Profiles', 'Special Services (optional)', 'Pickup/Drop-off (optional)', 'Rates & Transit Times (optional)', and '3. Package & Shipment Details' (Service type, Package type, No. of packages, Weight, Declared value, Ship date, Package contents, Total customs value).

You will be routed to a second screen to define each product included in your shipment and continue the shipping label preparation.

How to Add Products/Commodities and Complete a Commercial Invoice for FedEx Express® International Shipments

The Commercial Invoice is the official transaction record between an exporter/seller and an importer/buyer. In most cases, it is the form that customs officials use to clear your shipment. To successfully complete your shipment, include the following information:

1. Provide a full description of the item and the part and/or serial numbers. Select the country of manufacture, and enter the quantity and unit of measure. Enter the weight and value either as a total or per unit.

Please note: The value entered here is the customs value.

Enter the Harmonized Code and then click the “Add the product to shipment” button.

View the products added to your shipment and edit, if necessary.

2. **Check the box “Print a Commercial Invoice or Pro Forma Invoice” and click the “Continue” button.**
 - The Commercial Invoice will include the shipper and consignee/importer information, as well as the information you entered while completing your international shipment online.
 - If a Commercial Invoice/Pro Forma Invoice is not produced through fedex.com, you may use your own. The shipper is responsible for producing and completing a Commercial Invoice, as required by the destination country.

➤ If a Commercial Invoice/Pro Forma Invoice is not produced for your shipment, the shipper is responsible for completing this document, as required by the destination country.

3. Click “Ship” to complete your shipment. You will be presented a screen that will allow you to (a) print labels for the shipment and (b) print the commercial invoice if you selected this option.

The screenshot displays the FedEx Ship Manager interface for creating a shipment. It features a top navigation bar with options like 'Prepare Shipment', 'Ship History', 'My Lists', 'Reports', and 'My Profile'. The main content area is divided into several sections, each with a numbered callout:

- Section 1:** 'Create a Shipment' header with steps: 1. Enter shipping information, 2. Product/Commodity Information, 3. Print labels.
- Section 6. Commodity Information:** A table for 'RECORDED MEDIA' with columns for 'Commodity', 'Customs value (USD)', and 'Quantity Weight (kgs)'. The table shows one row with a value of 2575 USD and 1 kgs. Below the table are 'Total Shipment Details' for weight (10.0 kgs) and carriage value (0.0 US Dollars).
- Section 7. Customs Documentation:** Includes an alert about printing a Commercial Invoice/Pro Forma Invoice and checkboxes for 'Create Commercial Invoice for FedEx Express online', 'Create Pro Forma Invoice online', 'Create Destination Control Statement', 'Create Electronic Export Information EEI Formally Known As Shipper's Export Declaration SED', and 'Print Commercial Invoice/Pro Forma Invoice on uploaded company letterhead'.
- Section 8. Electronic Export Information:** Includes a checkbox for 'My shipment contents require an Electronic Export Information/Shipper's Export Declaration, US Department of Commerce Export License or an ITAR exemption?' and a 'Destination Control Statement' dropdown menu.
- Section 9. Complete your Shipment:** Includes an 'Alert' and a 'Ship' button.

Overview of Customer Support Options

| | |
|--|---|
| FedEx Vendor Activation Desk Dedicated support for vendors shipping via FedEx. When contacting the FedEx Vendor Activation Desk, please provide the name of the company that specified the use of FedEx for their inbound shipments. | 1.866.883.9290 (toll-free) Monday through Friday, 8 a.m. to 5 p.m. CST |
| FedEx Customer Service Pickup scheduling, tracking, drop-off locations, rates, supplies, new account setup, package returns, package charges, general information. | 1.800.GoFedEx 1.800.463.3339 fedex.com |
| Customer Technical Support Assistance with FedEx® shipping solutions, including FedEx Ship Manager® at fedex.com , FedEx Ship Manager® hardware or software and FedEx Ship Manager® Enterprise. | 1.800.GoFedEx 1.800.463.3339 (and say "technical support") |
| FedEx Freight® and FedEx National LTLSM Pickup scheduling, truckload, LTL, volume, backhaul and freight forwarding services information. | 1.866.393.4585 (toll-free) fedex.com/us/freightportal |
| FedEx® Billing Online Assistance with accessing or navigating FedEx Billing Online. | 1.800.GoFedEx 1.800.463.3339 (and say "billing") fedex.com/us/account/fbo |
| Customer Claims and Revenue Services Assistance with claims, credits and refunds, invoice copies, billing inquiries, and duty and tax inquiries. | 1.800.GoFedEx 1.800.463.3339 (and say "claims") fedex.com |
| FedEx International Customer Service Rates, tracking, pickup scheduling, Harmonized Codes, general shipping information. | 1.800.GoFedEx 1.800.463.3339 (and say "international services") fedex.com/us/international |
| Regulatory Consulting U.S. export documentation and customs requirements worldwide. | 1.800.851.3336 fedex.com/us/services/intl/customsinfo.html |