

Import Vendor Compliance Standards



B/E Aerospace Leighton Buzzard Operations

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Overview of this Manual

Dear Valued Supplier,

The purpose of this manual is to ensure that all products shipped to B/E Aerospace – Leighton Buzzard, UK 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 – Leighton Buzzard.

This notice supersedes all previous instructions for B/E Aerospace - Leighton Buzzard 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 purchase order 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,

Ann Harrington
Senior Buyer
Leighton Buzzard Operations

QUICK REFERENCE CONTACT LIST FOR SUPPLIERS

B/E Aerospace (UK) LTD
Grovebury Road, Leighton Buzzard
Bedfordshire LU 4TB England
Tel: 011-44-1525-854-854
Fax: 011-44-1525-853-204

Payment Inquiry

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

Tel: 011-44-1525-854-854

Contact: Vickie Walker email: Vicki_walker@beaerospace.com
Helen Rowles email: Helen_rowles@beaerospace.com

Traffic Services

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

Ann Harrington, Senior Buyer
Tel: 011-44-1525-854-854
Fax: 011-44-1525-853-204
email: ann_harrington@beaerospace.com
or

Pip Smith, Transport Supervisor
Tel: 011-44-1525-854-854
Fax: 011-44-1525-370-514
email: pip_smith@beaerospace.com

The Senior Buyer 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 011-44-1525-854-854

Contact: Vickie Walker email: Vicki_walker@beaerospace.com

Helen Rowles email: Helen_rowles@beaerospace.com

VENDOR CHARGEBACK PROCESS

The following actions summarize the basic vendor performance chargeback process that occurs between B/E Aerospace Leighton Buzzard 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 be 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.

Freight Violations:

| | <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 shipped same day. | \$100.00 |

Carton Violations:

| | |
|--|----------|
| Carton not labeled with Purchase Order Number | \$100.00 |
| Lead Carton with packing list not marked | \$100.00 |
| Non-standard Shipping Carton (inconsistent or over size/weight, previous markings) | \$100.00 |

Packing List Violations:

| | |
|---|----------|
| Packing List not received with merchandise | \$100.00 |
| Correct Purchase Order not on Packing List | \$100.00 |
| Invoice/Packing List Number not on Packing List | \$100.00 |

| Cont. | <u>Penalty Fee</u> |
|--|---------------------|
| Carton Count not on Packing List | \$100.00 |
| <u>Packing Violations:</u> | |
| Multiple Purchase Orders in one Carton (sorting Required) | \$100.00 |
| Merchandise not packed/marked according to Purchase Order Master. | |
| Box(s) weighing > 20 kg. | \$100.00 |
| <u>Vendor Invoice Violations:</u> | |
| Merchandise not fully described for Customs Classification | Refer to Debit Memo |
| Material Content and Value Breakdown not on Invoice. | \$100.00 |
| Purchase Order not listed on invoice | \$100.00 |
| Vendor name and address not listed | \$100.00 |
| Country of Origin of Goods not listed | \$100.00 |
| Incorrect cost listed on Invoice | Refer to Debit Memo |
| <u>Customs Document Violations:</u> | |
| Storage charges due to delays in receiving 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. Pack each order separately.
2. Pack each order by item number in a separate carton.
Pack one item number per carton as shipping cartons function as warehouse storage units and floor picking bins.
3. Item/quantity must be shipped as per Purchase Order 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 purchase order.
4. Cartons, which contain the same item number, should be of consistent size and contain equal quantities.
5. Cartons may not have any marking of previous shipment or product.
6. Packed shipping carton weight may not exceed 44 pounds. (This is due to U.K. health and safety issues)
7. A "Packing List" referencing one Purchase Order 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.

8. 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 Leighton Buzzard.
3. Certificate of Conformity or FAA Form 8130-3 (Airworthiness Approval Tag) or the EASA Form 1, which every 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. Purchase Order Number
6. Payment Terms
7. Bank Details (if applicable)
8. Ship via Carrier Name. (i.e. FedEx or Expeditors)
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 Purchase Order.
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 Purchase Order
3. Date of Invoice
4. Invoice Number Packing List pertain to.
5. Shipping dates or date of turnover to B/E Aerospace Carrier (i.e FedEx or Expeditors)
6. B/E Aerospace Purchase Order 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, color, 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

Please book all heavyweight freight (>150 lbs) with Expeditors by directly contacting your local Expeditors office:

<http://www.expeditors.com/graphics/locations/OfficeLocator.asp>

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

Expeditors International (UK) LTD
Unit 2, Polar Park
Bath Road
UB7-ODG Harmondsworth, Harmondsworth
ENGLAND
Tel: 011-44-20-8745-8600
Fax: 011-44-220-8745-8700
Atten: Matt Shell email: matt.shell@expeditors.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.aphis.usda.gov/ppq/wpm/export/index.html> .

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 Leighton Buzzard Transportation. Use of expedited (i.e, FedEx Priority /AOG) or other premium services must be approved in advance by the B/E Aerospace Leighton Buzzard Transportation.

Late shipments must be expedited at the expense of the manufacturer or forwarder.

Routing Guide

| | US Export | US Export |
|-------------------------|--|---|
| Carton Weight | Small Parcel <150 lbs (70 kgs)* | Heavy Weight >150 lbs (70 kgs) |
| Geography | Outbound from USA | Outbound from USA |
| Carrier | FedEx (FedEx account number to be provided)  | Expeditors International  |
| Service Level | 2-5 business days FedEx International Economy Service | Scheduled Consolidation 1- 3 Days |
| Customer Service | 1-800-247-4747 | Carlos Castillo B/E Aerospace Account Manager Expeditors International Tel: (813) 889-7600 Fax: (813) 889-4912 Email:carlos.castillo@ expeditors.com |

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

Prepay and ADD (PPD) is not an option. B/E Aerospace Leighton Buzzard 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 Economy Service using B/E Aerospace Leighton Buzzard's FedEx account number. "Bill Recipient" should be indicated on the Transportation Charges box of the FedEx AWB as well as Duties and Taxes.**

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Heavy Weight Shipments

B/E Aerospace has designated Expeditors International to handle all international movements of heavy weight freight. Suppliers should notify Expeditors 10 days prior to the "Dock Date" as indicated on each purchase order. 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 Expeditors is dependent upon the accuracy and timeliness of shipping plans from your facility.

Please book all heavyweight freight with Expeditors by directly contacting an Expeditors office in your region:

<http://www.expeditors.com/graphics/locations/OfficeLocator.asp>

or you may contact the following individual

Carlos Castillo | Corporate Account Manager

Tampa Office

Expeditors International | 5415 West Sligh Ave, Suite 100 | Tampa, FL 33634

Phone: 813.889.7600

Mobile: 813.215.1503

Fax: 813.889.4912

Email: Carlos.Castillo@Expeditors.com

Shipping / Delivery Addresses

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

B/E Aerospace (UK) LTD
Grovebury Road, Leighton Buzzard
Bedfordshire, LU7 4TB, ENGLAND
Tel: 011-44-1525-854-854

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.

