

**Import Vendor Compliance Standards:  
Suppliers Shipping Inbound to the  
Philippines**



**B/E Aerospace  
Advanced Lavatories & Cabin Interiors**

## **Table of Contents**

1. Overview		
Purpose		3
2. Routing Instructions		
Routing Guide		4
Shipping Delivery Address		4
Import / Customs Clearance / Customs Warehouse		4
Insurance		4
Shipping Guide Quick View		5
3. Documentation		
Documentation		6
Commercial Invoice		6
Packing List		6

## Overview

October, 2012

Dear Valued Supplier,

The purpose of this routing guide is to ensure that all products shipped to B/E Aerospace in the Philippines are shipped in a consistent, timely and cost-effective manner. This routing guide 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.

This notice is an update to any previous instructions for shipments to B/E Aerospace in the Philippines and should be referenced to ensure optimal compliance with our import policies. 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 shall take precedence over the guidelines contained in this routing guide.

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

Regards,

Brian Ammon  
Director, Supply Chain - ALCI  
B/E Aerospace, Inc.  
1102 Shuksan Way  
Everett, WA 98203  
T : +1.425.367.6283

## **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 Corporate Transportation. The use of expedited or other premium services must be approved in advance by the B/E Aerospace Buyer or Logistics Manager.

**Late shipments must be expedited at the expense of the Supplier.**

Prepaid and Add (PPD) is not an option. B/E Aerospace **will not** pay any invoice from a Supplier that has prepaid and added freight costs.

### **Shipping / Delivery Addresses**

All shipments for the account of B/E Aerospace should be delivered / consigned to the address listed on the Purchase Order.




### **Import / Customs clearance / Customs warehouse**

Kuehne + Nagel is our Import Broker in the Philippines at all airports for customs clearance and for delivering goods directly to our sites. In some special cases other import agents manage customs clearance for BE Aerospace. The processing of duties and taxes on these shipments is performed by Kuehne + Nagel.

### **Insurance**

B/E Aerospace is responsible for insurance. 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.*

**BE Aerospace Shipping Guide Quick View for  
Suppliers shipping to and from the Philippines**

	<b>AIR EXPRESS SMALL PACKAGE</b>	<b>AIR EXPRESS HEAVYWEIGHT</b>	<b>OCEAN SHIPMENTS</b>
<b>PREFERRED CARRIER</b>			
<b>PACKAGE SIZE</b>	<150 lbs. (70 kg) non-palletized individual packages 108” in length, 165” in length plus girth (L + 2H + 2W). This includes multiple individual pieces where no single piece exceeds 150 lbs. (70kg)	>150 lbs (70 kg) Can be tendered loose, palletized, oversize, etc.	Less-Than-Container (LCL) and Full- Container Load (FCL) available.
<b>PREFERRED SERVICE</b>	FedEx International Economy or Priority®	Express, Standard/Consolidation and Deferred service available.	LCL, FCL, LCL Express and multi-modal services available.
<b>CUSTOMER SERVICE</b>	FedEx hotline varies for each country and site	<a href="http://www.kuehne-nagel.com">www.kuehne-nagel.com</a> or call local office listed on the B/E – KN contact list ALCI supplier letter.	<a href="http://www.kuehne-nagel.com">www.kuehne-nagel.com</a> or call local office listed on the B/E – KN contact list ALCI supplier letter.
<b>SPECIAL INSTRUCTIONS</b>	Choose “Bill Recipient” & enter the 9 digit account provided by the B/E Aerospace site		

## **Documentation**

In order to properly examine, appraise and classify imported goods into the Philippines each shipment must be accompanied by a commercial 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" or PEZA zone 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 Philippines with complete noun descriptions.
3. Certificate of Origin (if applicable)
4. Certificate of Conformity or other airworthiness documents.
5. Solid Wood Packing Material Declaration
6. All material classified as hazardous or dangerous goods must be accompanied by the corresponding MSDS (Material Data Safety Sheet), and necessary Dangerous Goods Declaration for international transportation - either air or ocean depending on how the goods will be transported.
7. Proper Export Compliance information (if applicable) entered either in FedEx, or K+N Shippers Letter of Instruction form.

### **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 and incoterms
7. HTS code or equivalent product classification code
8. Bank Details (if applicable)
9. Ship via Carrier Name.
10. Port of Origin.
11. Destination Port of Entry
12. Total number of cartons or pallets shipped referenced by B/E item number.
13. Detailed noun description of the merchandise, including the name by which each item is known, 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**

Goods are to be packaged per the mutually agreed packaging requirements defined between the supplier and B/E Aerospace Advanced Lavatories & Cabin Interiors. All packaging requirements shall be defined to withstand both 'normal' ocean transport as well as 'expedited' air transport without product damage.

Packaging requirement will be on an order by order basis per the transport method required at the time of Purchase Order acknowledgement between the supplier and B/E Aerospace. (Normal or Expedite).