

Import Vendor Compliance Standards



B/E Aerospace Leighton Buzzard Operations

USA Version

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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,

Gary Howard
Supply Chain Director
Leighton Buzzard Operations

QUICK REFERENCE CONTACT LIST FOR SUPPLIERS

B/E Aerospace (UK) LTD
Grovebury Road, Leighton Buzzard
Bedfordshire LU7 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
B/E Aerospace Kilkeel
2 Moor Road, Kilkeel County Down
Tel: 011-442841762471
Contact: Joanne Cunningham email: joanne_cunningham@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.
Company Galley Structures

Ann Harrington, Strategic Buyer
Tel: 011-44-1525-858310
email: ann_harrington@beaerospace.com

or

Company Seating Aftermarket

Andrew Ware Supply Chain Manager
Tel 011-44-1525858324
Email : andrew_ware@beaerospace.com

or

Shipping Department
Tel: 011-44-1525-85300
email: shipping_lb@beaerospace.com

The relevant person for the company designated on your purchase order must be notified by email, if a shipment cannot be delivered by the “dock date” indicated on the purchase order.

Vendor Performance

Chargeback Inquiry 011-44-2841762471

Contact: joanne_cunningham@beaerospace.com

VENDOR CHARGEBACK PROCESS

The following actions summarize the basic Vendor Performance Charge back 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 dependant 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 shipped same day.	\$100.00
Fedex Shipments >150lbs	\$100.00
<u>Carton Violations:</u>	
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
<u>Packing List Violations:</u>	
Packing List not received with merchandise	\$100.00
Correct Purchase Order Numeric & Alpha Codes 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>	
Merchandise not packed/identified 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
Failure to include duplicate packing list and all relevant documents inside the lead carton	\$100.00

Packaging and Labeling Requirements

Master Carton Requirement

1. Separately packed order lines (multiple Lines) orders may be packed in one carton not exceeding 20kg
2. 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.
3. Cartons, which contain the same item number, should be of consistent size and contain equal quantities, where possible
4. Cartons may not have any marking of previous shipment or product.
5. Packed shipping carton weight may not exceed 44 pounds. (This is due to U.K. health and safety issues)
6. A "Packing List" referencing each purchase. 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.
7. A duplicate copy of a 'Packing List' referencing each Purchase Order and or Purchase Orders must be placed in the inside the carton with notation on the outside of the carton exterior . Packing lists are often lost during customs processing.

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

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, as appropriate
4. Solid Wood Packing Material Declaration
5. Fabric must be accompanied by a Textile Declaration.

Commercial Invoice

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

1. Name of Seller
2. “Deliver to” address: As shown on the Purchase Order
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 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 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, 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

Please book all heavyweight freight (>150 lbs) with your local Expeditors office.. For details of your local Expeditors representative, contact:

Brandon King Expeditors International of Washington, Inc.

3101 Yorkmont Road | Suite 2400 | Charlotte, NC 28208
Direct: 704-329-5514 | Main: 704-329-0303 | Fax: 704-329-0508 |

Email: brandon.king@expeditors.com

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

Expeditors International - LHR

Scott Annett

Import Brokerage Manager

Phone: +44 (0) 208 745 8600

Direct: +44 (0) 208 745 8613

Mobile: +44 (0) 7850 604295

Fax: +44 (0) 208 745 8834

Scott.Annett@Expeditors.com

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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.uk/forestry/infid-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 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 (Please contact Buyer as stated on PO)	Expeditors International
Service Level	FedEx International Priority	Scheduled Consolidation 1- 3 Days
Customer Service	1-800-247-4747	Brandon King Account Management – CLT Expeditors International of Washington, Inc. 3101 Yorkmont Road Suite 2400 Charlotte, NC 28208 Direct: 704-329-5514 Main: 704-329-0303 Fax: 704-329- 0508 Email: brandon.king@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 Priority 1 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. Third party bill terms must not be used**

Heavy Weight Shipments

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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 your local Expeditors office. For details of your local office contact:

Brandon King

Account Management – CLT

Expeditors International of Washington, Inc.

3101 Yorkmont Road | Suite 2400 | Charlotte, NC 28208

Direct: 704-329-5514 | Main: 704-329-0303 | Fax: 704-329-0508 |

Email: brandon.king@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: 011-44-1525-858 300

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.