

Import Vendor Compliance Standards:

Suppliers



**B/E Aerospace
Europe**

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Overview of this Manual

May 2012

Dear Valued Supplier,

The purpose of this manual is to ensure that all products shipped to B/E Aerospace in Europe, 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.

This notice supersedes all previous instructions for shipments to B/E Aerospace - Europe 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 manual.

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

Regards,

Ulrich Ludwighausen
Global Head of Supply Chain
B/E Aerospace Systems GmbH

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

Late shipments must be expedited at the expense of the Supplier. BE Aerospace can arrange transportation on behalf of the Supplier, however there will be a 25% increase to the freight charges which is billable to the Supplier . This must be agreed to in writing before shipping and credit is received 2 days from the collection date.

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

Expeditors are our Import Agent at all European airports for customs clearance and delivering goods directly to our sites. In some special cases other import agents manage customs clearance for BE Aerospace. For example, airlines may send their goods for repair with their selected courier or freight forwarder.

B/E Aerospace has established a “bonded warehouse” to save duties and taxes on certain parts for specific sites. The processing of duties and taxes on these shipments is performed by Expeditors.

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.*



BE Aerospace Shipping Guide Quick View for Suppliers shipping to and from Europe

All shipments must be addressed accurately!

	AIR EXPRESS SMALL PACKAGE	AIR AND DOMESTIC EXPRESS HEAVYWEIGHT	OCEAN SHIPPER
PREFERRED CARRIER			
PACKAGE SIZE	<150 lbs. (70 kgs) Actual & Dimensional.	>150 lbs (70 kgs)	LCL / FCL
PREFERRED SERVICE	FedEx International Priority®	Scheduled Consolidation 3-5 days	Specialized Service
CUSTOMER SERVICE	FedEx hotline varies for each country and site	Expeditors will contact supplier directly with PO, collection detail and shipping instructions.	Expeditors will contact supplier directly with PO, collection detail and shipping instructions.
SPECIAL INSTRUCTIONS	Choose "Bill Recipient" & enter the 9 digit account provided by each B/E Aerospace site	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.

BE Aerospace Shipping Guide Quick View for Suppliers shipping within Europe

All shipments must be addressed accurately!

	AIR EXPRESS SMALL PACKAGE	AIR AND DOMESTIC EXPRESS HEAVYWEIGHT	OCEAN SHIPPER
PREFERRED CARRIER			
PACKAGE SIZE	<150 lbs. (70 kgs) Actual & Dimensional.	>150 lbs (70 kgs)	Less-than-Container Load (LCL) and Full-Container Load (FCL) available
PREFERRED SERVICE	Economy Express for National or International service	Standard/Consolidation, Express and Deferred Services available	LCL, FCL, Express and multi- modal services available
CUSTOMER SERVICE	Contact your local TNT Express office or visit www.tnt.com/express	Contact your local Expeditors office or visit www.expeditors.com	Contact your local Expeditors office or visit www.expeditors.com
SPECIAL INSTRUCTIONS	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.	If shipment >150 lbs Email the transport request form to your B/E Purchasing representative.

QUICK REFERENCE CONTACT LIST FOR SUPPLIERS

PLEASE FILL IN EACH REGARDING SITE (SEE EXAMPLE):

B/E Aerospace Systems GmbH
Revalstrasse 1
23560 Lübeck
Germany
Tel: +49 (0) 451 4093 3666
Fax: +49 (0) 451 4093 3659

Traffic Services

Any deviations from the shipping instructions or requests for special routing must be directed to the B/E Aerospace Purchasing organization. Due to regional or countryside delivery services it is possible a Supplier might have to use alternate courier services like TNT Express, UPS or DHL Express other than the preferred carriers mentioned above. Moreover the choice of carrier depends on the goods itself, i.e. not every courier service is able to ship dangerous goods.

Contact: Purchasing representative

Tel: XXXXXXXXXXXXXXXX

Fax: XXXXXXXXXXXXXXXX

Or

Contact: Senior Buyer/Procurement Programme Manager (PPM)

Tel: XXXXXXXXXXXXXXXX

Fax: XXXXXXXXXXXXXXXX

The 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 XXXXXXXXXXXXX
Contact: XXXXXXXXXXXXXXXXX
Email: XXXXXXXXX@beaerospace.com

VENDOR CHARGEBACK PROCESS

The following actions summarize the basic Vendor Performance Charge back process that occurs between B/E Aerospace XXXXXXXX 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
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<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. } \$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 } \$100.00

Vendor name and address not listed

Country of Origin of Goods not listed

Incorrect cost listed on Invoice 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.
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.

****SUPPLIERS MUST LIST THE B/E AEROSPACE PO NUMBER IN THE REFERENCE FIELD ON ALL CARRIERS WAYBILLS, ON LINE SHIPPING PROGRAMS OR SOFTWARE.****

DOCUMENTATION

In order to properly examine, appraise and classify imported goods into the European Union 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, PO number and manufacturer.
2. Packing List – An itemized list of goods shipped to B/E Aerospace Lubeck.
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.
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 PO.
15. Extended Purchase Price of each item in currency of the sale.
16. Country of Origin where manufacture of each item occurred.
17. Customs Tariff Number
18. Tariff Preference

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)
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