

# **SHIPPING POLICY**

## **EMBRAER S.A.**

### **Spare Parts**

**(Final destination: France, Singapore and  
United States)**

## Index

<b>1</b>	<b>REVISION CONTROL</b>	<b>3</b>
<b>2</b>	<b>SCOPE OF THIS POLICY</b>	<b>4</b>
<b>3</b>	<b>INSTRUCTIONS FOR INVOICING</b>	<b>4</b>
3.1	Invoice - Embraer's Requirements	4
3.2	Invoice - Distribution	5
3.2.1	Original Invoice	6
3.2.2	Invoice Copy	7
3.3	Invoice – Standart Form ( example)	8
<b>4</b>	<b>INSTRUCTIONS FOR PACKING LIST</b>	<b>9</b>
4.1	Packing List - Brazilian Customs and Embraer Requirements	9
4.2	Packing List Distribution	9
4.3	Packing List - Example	10
<b>5</b>	<b>QUALITY ASSURANCE DOCUMENTS</b>	<b>11</b>
5.1	Original Certificate of Conformance (CofC) and Test Report	11
5.2	Original Log Card when applicable	11
5.3	Dangerous Goods Declaration	11
<b>6</b>	<b>PACKAGING</b>	<b>12</b>
<b>7</b>	<b>MARKS ON CARTON</b>	<b>13</b>
7.1	Inner Label	14
7.2	Outer Label	14
<b>8</b>	<b>SHIPMENT</b>	<b>15</b>
8.1	Export documents at origin (when applicable)	16
8.2	Domestic Shipping - USA- USA - Embraer Destination Plant	16
8.3	International Shipping - Embraer Destination Plant	16
<b>9</b>	<b>ADMINISTRATIVE SANCTIONS</b>	<b>17</b>
9.1	Using FedEx Embraer accounts	17
9.2	Material sent to wrong Warehouse	17
<b>10</b>	<b>ADDITIONAL INFORMATION</b>	<b>17</b>
10.1	Payment Information	17
10.2	Embraer Logistics Department	18
10.2.1	Embraer Logistics Department – Brazil	18
10.2.2	Embraer Logistics Department – U.S.A	18
10.2.3	Embraer Logistics Department – France	19
10.2.4	Embraer Logistics Department – Singapore	19
10.3	Embraer's Freight Forwarder and Routing Guide	19

## 1 REVISION CONTROL

Revision	Date	Section	Page	Subject of Revision
02/2013	18/12/2013	8	12	Additional Information
01/2016	14/07/2016	All	All	General review: general Grammar Revision, information excluded and added new details
01/2016	14/07/2016	All	All	New facility (Belgium) added
01/2016	14/07/2016	2	4	Additional Information: some invoice instructions prior to dispatch material removed
01/2016	14/07/2016	3	4,5,6,7	Additional information/ some details removed
01/2016	14/07/2016	4	8,9	Additional information/ some details removed
01/2016	14/07/2016	5	10	Additional information/ some details removed
01/2016	14/07/2016	6	10,11	Additional information/ some details removed
01/2016	14/07/2016	8	13,14,15	Additional information/ some details removed
				Payment information updated
07/2024	17/07/2024	2, 3	4	Additional information/ some details removed
	17/07/2024	3.2	5	Additional information
	17/07/2024	3.2.2	7	Additional information
	17/07/2024	8, 8.1, 8.2, 9.1, 9.2	14, 15, 16	Additional information
	17/07/2024	10.1, 10.2.2, 10.2.5	16, 17, 18	Additional information

## 2 SCOPE OF THIS POLICY

Embraer's Shipping Policy for SPARE PARTS sets forth the requirements Suppliers must comply with in order to ship such materials to Embraer. Supplier's failure in complying with this policy may result in shipments being held by customs, loss of import privileges and monetary penalties for which Supplier will be responsible, and will directly affect Suppliers on time delivery performance.

For the purpose of this document "Material" means any spare parts or ground support equipment purchased by Embraer

This policy is valid only for Embraer spare parts sites in France, Singapore and United States. Shipments to other Embraer's facilities have their specific requirements and Logistics Service Providers.

## 3 INSTRUCTIONS FOR INVOICING

The Original Invoice must contain all information outlined below as required by France, Singapore and United States legislation and Embraer.

### 3.1 Invoice - Embraer's Requirements

All invoices must contain the following information and must always be **in accordance** with the Purchase Order:

1. Invoice Number
2. Date of issuance
3. Purchase Order Number
4. Exporter's full name, address and TAX ID
5. Importer's full name and address
6. Manufacturer's full name and address per item
7. Complete PICKUP address if it is different from the Exporter's address
8. Complete SHIP TO address if it is different from the Importer's address
9. Country of Origin (where the material was manufactured or where the last significant transformation occurred - the manufacturer's country). This information has to be provided per item
10. Country of Source (country where the material was at the moment of its acquisition)
11. Country of Acquisition (country where the Purchase Order was placed, the exporter's country)
12. Incoterms and named place (according to Incoterms 2010)
13. Payment Terms
14. Packing list number
15. Part Number
16. Complete description of each material, written in English, including:
  - Embraer's code number for each material
  - Purchase Order line number
  - Export License number, when applicable. For Materials controlled by customs at country of origin, which requires Export License (e.g. Department of State License, ITAR/DU and others), it will be necessary to mention the type and the number of the Export License on the invoice. If it's not required invoice must mention: "EXPORT LICENSE NOT REQUIRED (NLR)"
  - Harmonized code / Schedule B / NDP (Nomenclature de Dédouanement des Produits) per item
  - License Determination per item (Export Control Classification Number - ECCN)
17. Item quantity and unit measurements
18. Negotiated currency
18. Unit price and Total price for each material

19. Total Amount of the Invoice
20. Quantity of packages
21. Type of packages
22. Packages dimensions
23. Total Net weight
24. Total Gross Weight
25. Total Gross Weight
26. Invoice page number under “1 of 3, 2 of 3, 3 of 3” format
27. Valid only for shipments to USA: Importer of record (name and address of party responsible for the U.S. Customs duties and processing fees)
28. Government contract number;
29. Dangerous Goods Information (Class, and UN code and packing group)
30. Added charges (if any) e.g. packaging charges
31. Domestic Air Way Bill / Bill of Lading (tracking number)
32. Freight carrier information
33. Banking details

**Additional information:**

- All entries must be typed and no handwritten entries are acceptable
- Invoice cannot be used as quality documents such as CofC (Certificate of Conformance). They must be separate documents.
- Valid for all shipments to/via United States airports: Supplier shall provide Individual Customer Declaration for International Air Cargo Inbound to US (for every single shipment) or General Customer Declaration for International Air Cargo Inbound to US (for regular shipments with the same consignee) attesting about the origin of the goods.

**Invoice Customs Requirements**

Customs will only accept invoices with the following requirements:

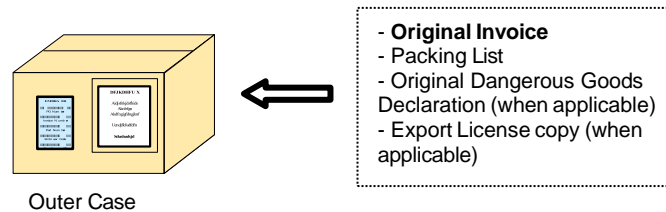
- The Original Invoice must be issued on the Supplier’s official letterhead or standard invoice form. It must be clear and readable
- Photocopy of the invoice is not acceptable
- Identified with the word “ORIGINAL”

For **NO CHARGE PO’s**, the following statement must be printed on the invoice: “VALUE FOR CUSTOMS PURPOSES ONLY”. Even in this case, the Supplier must include the unit and total price of each Material as required in the destination country legislation. In these cases the payment term field must be NO CHARGE.

**3.2 Invoice – Distribution**

One (1) Original Invoice signed and clearly marked as “Original Invoice” must be enclosed in a waterproof envelope, secured, and attached to the OUTSIDE of the package. If the shipment has more than one package, every package must have an invoice copy attached outside and one of them must have the Original. This Original Invoice must be the one used for export, customs clearance in the destination country and payment purposes. The Original Invoice must contain all information outlined below as required by Embraer.

## 3.2.1 Original Invoice



Prior to the ship any Material:

One (1) Invoice clearly marked as “Original Invoice” must be enclosed in a waterproof envelope, secured and attached to the OUTSIDE of the package. If the shipment has more than one package, every package must have an invoice copy attached outside and one of them must have the Original.

One (1) Invoice copy must accompany the material inside of each box.

One (1) Invoice copy must be enclosed outside each box for the Freight Forwarder.

The Original Invoice is a MANDATORY document for goods clearance at Customs. It is not necessary to send an additional Original Invoice hard copy by regular mail to Embraer.

Materials received at Freight Forwarder without Original Invoices according to Customs and Embraer’s requirements will not be shipped to any Embraer spare parts site until the Supplier delivers these documents to the Freight Forwarder.

In operations for full containers loaded (FCL) at Supplier’s facilities, the freight forwarder must receive along with the container the Original Invoice and Packing List.

The information of Harmonized Tariff Number and License Determination must be informed per item on the invoice. **If supplier is not able to inform the Schedule B and License Determination on the invoice, Shippers Letter of Instruction (SLI) form must be sent completely fulfilled and signed for each invoice.**

If any change is made on the invoice due to any reason after the material was shipped out from the the supplier’s facility, it’s the supplier’s responsibility to replace the previous document sent with the cargo and also inform Embraer’s Purchasing Department immediately. This must be done before the shipment to Embraer spare parts site.

### 3.2.2 Invoice Copy

Prior to dispatch an Invoice copy **MUST** be sent to Embraer as follow:

**STK (Stock), Critical, VMI (Vendor Managed Inventory) and Routine priorities:**  
[invoice.spare@embraer.com.br](mailto:invoice.spare@embraer.com.br) and also to the responsible buyer.

**AOG priority**  
[invoice.spare@embraer.com.br](mailto:invoice.spare@embraer.com.br) and also [aog.purchase@embraer.com.br](mailto:aog.purchase@embraer.com.br)

**Europe Shipments (LBG)**  
Also send invoice copy to [apinvoices@embraer.fr](mailto:apinvoices@embraer.fr)

For the electronic invoice:

- The minimum file resolution must be 300dpi.
- Send one (1) invoice per file. • File format must be under PDF or TIF format.
- The images must be aligned, cannot be upside down or and have any rotation.
- Files on XLS or DOC format will not be accepted and processed.

## 3.3 Invoice – Standard Form ( Exemple )

<b>Original</b> <i>letterhead and trademark</i>		<b>Exporter/Supplier</b> <i>Full name, address and TAX ID</i>		<b>PAGE:</b> 1 of 1	
<b>ORIGINAL INVOICE</b>				<b>INVOICE NUMBER:</b> <b>NVOICE ISSUANCE DATE:</b>	
<b>BILL TO:</b> Name: _____ Address: _____ City - State: _____ Country: _____ CNPJ No: _____		<b>SHIP TO:</b> Name: _____ Address: _____ City - State: _____ Country: _____ CNPJ No: _____		<b>FREIGHT FORWARDER:</b> _____ _____ _____ _____	
<b>PURCHASE ORDER</b>		<b>COUNTRY OF SOURCE</b>		<b>COUNTRY OF ACQUISITION</b>	
<b>INCOTERMS</b>		<b>PACKING LIST NUMBER</b>			
<b>DOMESTIC TRACKING NUMBER:</b>			<b>PAYMENT TERMS:</b>		<b>CURRENCY:</b>
<b>PART NUMBER</b>	<b>DESCRIPTION OF GOODS, OTHER MARKS AND REFERENCES</b>	<b>PO LINE</b>	<b>QUANTITY UM</b>	<b>PRICE UNIT</b>	<b>TOTAL</b>
XXX999-2	<b>DESCRIPTION</b> <b>CEMB:</b> XXXX <b>Net Weight/item:</b> XX KG <b>MANUFACTURER:</b> Manufacturer's name Address City State ZIP Code <b>COUNTRY OF ORIGIN:</b> XXXXXX <b>SCHEDULE B:</b> XXXXXX <b>ECCN:</b> XXXXXX <b>LICENSE DETERMINATION:</b> XXX	10	XX EA	\$ XXXX,XX	\$ XXXX,XX
YYY999-3	<b>DESCRIPTION</b> <b>CEMB:</b> XXXX <b>Net Weight/item:</b> XX KG <b>MANUFACTURER:</b> Manufacturer's name Address City State ZIP Code <b>COUNTRY OF ORIGIN:</b> XXXXXX <b>SCHEDULE B:</b> XXXXXX <b>ECCN:</b> XXXXXX <b>LICENSE DETERMINATION:</b> XXX	20	XX KG	\$ XXXX,XX	\$ XXXX,XX
<b>BOX QUANTITY</b>		<b>TYPE OF PACKAGE</b>		<b>BOX DIMENSIONS</b>	
<b>TOTAL NET WEIGHT</b>		<b>TOTAL GROSS WEIGHT</b>			
X		CARDBOARD BOX		XXm / XXm / XXm	
X		CRATE		Xm / Xm / Xm	
<b>NAME:</b>		<b>TITLE:</b>			
<b>SIGNATURE:</b> As per Brazilian Customs all Invoices MUST be hand signed in blue ink		<b>DATE:</b>		<b>TOTAL AMOUNT</b>	
				\$ XXXX,XX	



## 4 INSTRUCTIONS FOR PACKING LIST

### 4.1 Packing List – Essential Information

As required by local authorities, all Packing List shall contain the following information and must be in accordance with the Purchase Order and Invoice details:

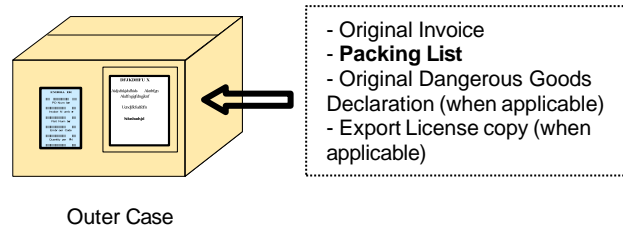
- Packing list number • Exporter's full name
- Importer's full name • Case number and type of package
- Dimensions (meter) • Number of items and unit of measurements
- Purchase Order number
- Part number
- Packing list page number under "1 of 3, 2 of 3, 3 of 3" format

Additional information:

- All entries must be typed, no handwriting entries are acceptable
- Packing List must not contain the CoC (Certificate of Conformance). This must be a separate document
- The original Packing List must be issued on the Supplier's official letterhead or standard packing form.
- Legible and not damaged. Clean with no corrections. In English.
- The main purpose of the Packing List is to identify the item and quantity inside of each package.

### 4.2 Packing List Distribution

The Packing List is a **MANDATORY** document for goods clearance required by Customs.



The Packing List must always be secure attached to the **OUTSIDE** of Outer case.

Materials received at Freight Forwarder without Packing List will not be shipped to the destination country until the receipt of these documents by Freight Forwarder.

## 4.3 Packing List – Standard Form

Original letterhead and trademark		Exporter/Supplier Full name, address and TAX ID		PAGE: 1 of 1	
		PACKING LIST NUMBER: XXX		PACKING LIST ISSUANCE DATE: dd/mm/yyyy	
BILL TO:		SHIP TO:		FREIGHT FORWARDER:	
Name: EMBRAER Complete name and details		Name: Final destination (site where the parts will be fiscally delivered)			
Address:		Address:			
City - State:		City - State:			
Country:		Country:			
CNPJ No:		CNPJ No:			
PURCHASE ORDER	COUNTRY OF SOURCE	COUNTRY OF ACQUISITION	INCOTERMS	INVOICE NUMBER	
Purchase order number	Country where goods were before being shipped	Country where goods were purchased	Incoterms negotiated	Number of packing list	
TRACKING NUMBER: Number of shipment document		PAYMENT TERMS: XXX		CURRENCY: XXX	
PART NUMBER	DESCRIPTION OF GOODS, OTHER MARKS AND REFERENCES		PO LINE	QUANTITY UM	
XXX999-2	<b>DESCRIPTION</b> <b>CEMB:</b> XXXX <b>MANUFACTURER:</b> Manufacturer's name Address City State ZIP Code <b>COUNTRY OF ORIGIN:</b> XXXXXX <b>ECCN:</b> XXXXXX <b>HARMONIZED TARIFF:</b> XXXXXX <b>LICENSE DETERMINATION:</b> NLR		10	XX EA	
XXX999-2	<b>DESCRIPTION</b> <b>CEMB:</b> XXXX <b>MANUFACTURER:</b> Manufacturer's name Address City State ZIP Code <b>COUNTRY OF ORIGIN:</b> XXXXXX <b>ECCN:</b> XXXXXX <b>HARMONIZED TARIFF:</b> XXXXXX <b>LICENSE DETERMINATION:</b> NLR		20	XX KG	
BOX QUANTITY	TYPE OF PACKAGE	BOX DIMENSIONS	TOTAL NET WEIGHT	TOTAL GROSS WEIGHT	
X	CARDBOARD BOX	XXm / XXm / XXm	XXX KG	XXXX KG	
X	CRATE	X m / X m / X m	XXX KG	XXXX KG	

## 5 QUALITY ASSURANCE DOCUMENTS

### 5.1 Original Certificate of Conformance (CofC) and Test Report

The original Quality Assurance Documents requested in the Purchase Order must be sent along with the Materials **INSIDE** the box **AND** one copy **OUTSIDE** the box. Supplier must include the serial number in the Certificate of Conformance and Test Report (if applicable) and must have those documents signed and identified by its qualified personnel.

Certificate of Conformance is a **MANDATORY** document

### 5.2 Original Log Card when applicable

When requested in the Purchase Order, Supplier must send, along with the Materials **INSIDE** the box, an original Log Card duly filled in for each serial number.

### 5.3 Dangerous Goods Declaration

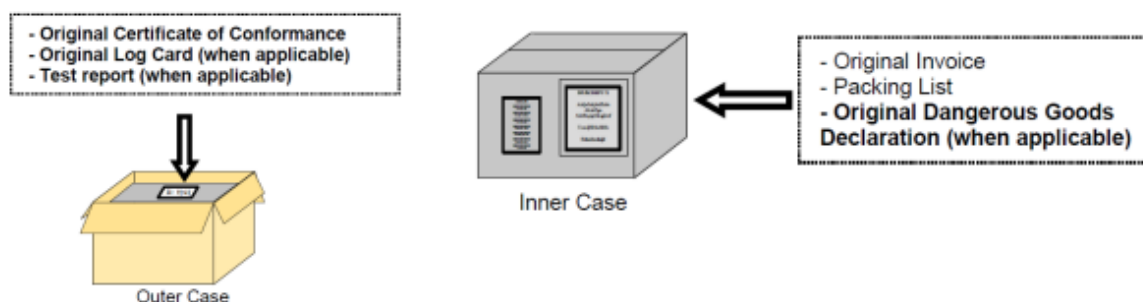
The Original Dangerous Goods Declaration is a mandatory document to transport the material. The supplier is responsible to issue it for the domestic and international transportation. Depending on the mode of transportation the DGD must be in accordance with:

**ROAD:** *International Carriage of Dangerous Goods by Road* at <http://www.unece.org>.

**AIR:** *International Air Transport Association* homepage at <http://www.iata.org>.

**SEA:** *International Maritime Dangerous Goods* at <http://www.imo.org>.

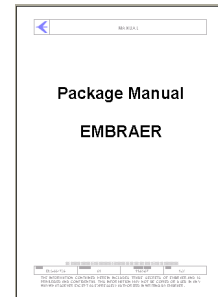
**Important:** All Dangerous Goods Declaration **MUST** be typed. Declarations hand written will not be accepted.



## 6 PACKAGING

The **EMBRAER PACKAGE MANUAL** requirements must be followed and are available at <http://www.embraer.com/shippingpolicy>

All Materials must be prepared and packed to prevent damage and deterioration during the full logistics cycle. Packaging design has to be suitable and consistent with the requirements and limitations of the transportation mode specified by Embraer and shall follow the specifications of International Air Transport Association (“IATA”) for air transport and of International Maritime Organization (“IMO”) for maritime transport. Supplier will be totally responsible for the design and manufacture of the packaging for the Materials.

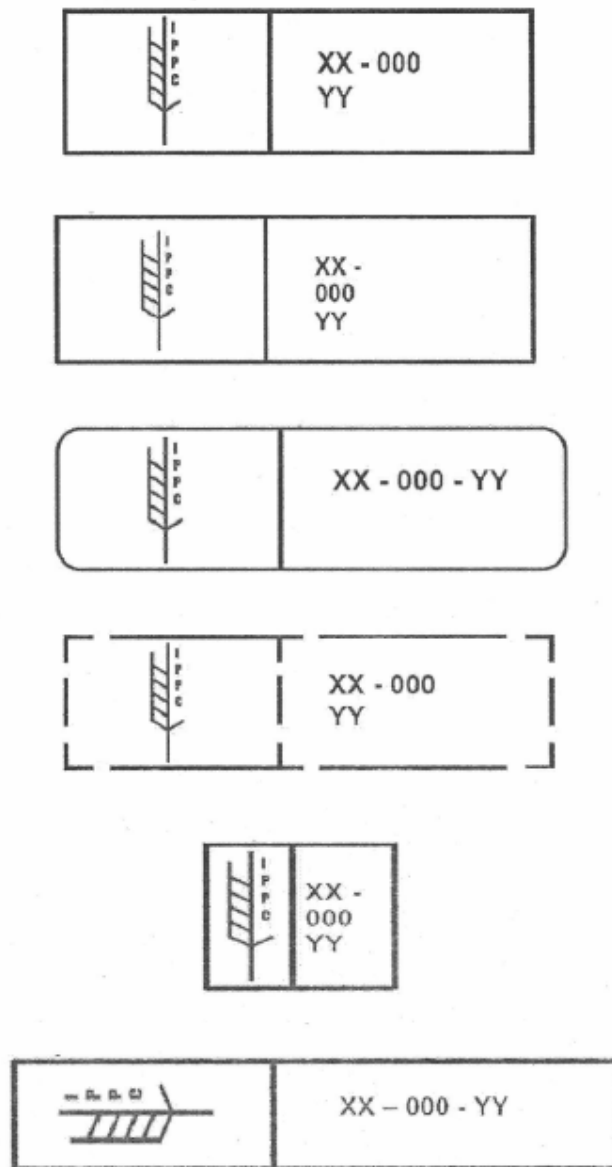


The Supplier agrees to provide NON-WOODEN skids for the utilization of mechanical handling equipment in case of any package (or unitized group of packages) weighs more than forty-five (45) kilograms or otherwise is not suited to manual handling.

Materials shipped in the event of an AOG (Aircraft on Ground) will be packaged and shipped separately and shall be identified as an AOG package.

Supplier shall comply with specific packaging conditions that Embraer may request in Purchase Orders, when necessary due to the nature of the Materials.

When unitizing the load, Supplier shall NOT employ raw wooden crates of pallets nor raw wood dunnage. Consider alternatives such as plastic, plywood or metal pallets - which do not need special treatment. Exceptionally in cases where the chosen pallets do not support the cargo weight, Supplier may use pallets or dunnages made of treated wood in compliance with ISPM 15. For the full set of requirements, please access <https://www.ippc.int>.



Example of approved stamps

For trade controlled material subject to an authorization, supplier must identify all boxes with the phrase “Material subject to a trade authorization (export/import license)”. If material is subject to a trade authorization, it shall not be consolidated.

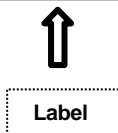
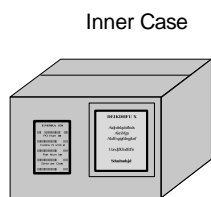
## 7 MARKS ON CARTON

Packages must always be identified in **ACCORDANCE** with the material inside. The Supplier must provide the following information on printed labels (use bar codes – Linear Code128 alphanumeric):

**Important Information:** In case of not having inner boxes, the inner label shall be considered as the only label to be used and must be placed outside the box replacing the outer label.

## 7.1 Inner Label

- EMBRAER FULL ADDRESS (final destination informed at the PO)
- EXPORTER FULL ADDRESS
- EMBRAER PURCHASE ORDER NUMBER (PO#)
- INVOICE NUMBER
- PART NUMBER (PN)
- EMBRAER CODE
- PN QUANTITY
- LOT NUMBER
- CASE NUMBER (e.g. 1 of 3, 2 of 3, 3 of 3)
- SUPPLIER'S IDENTIFICATION



Label example – Linear Code 128  
Alphanumeric Standard bar code



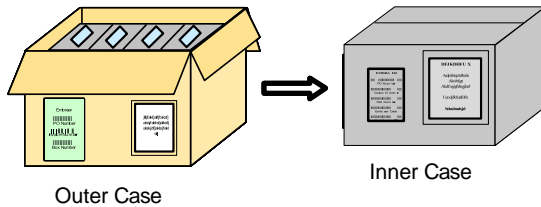
EXPORTER	IMPORTER
Supplier's logo	
Supplier's full name	Importer's full name
Supplier's address	Importer's address

PO NUMBER: XXXXXXXXXX  
 |||||  
 INVOICE NUMBER: XXXXXX  
 |||||  
 PART NUMBER: XXXXXXXXXX  
 |||||  
 EMBRAER CODE: XXXXXXXX  
 |||||  
 QUANTITY PER P/N (EA): XX  
 |||||  
 LOT NUMBER: XXXXXXXXXX  
 |||||  
 CASE NUMBER: 1 OF 2  
 |||||

## 7.2 Outer Label

- EMBRAER FULL ADDRESS (final destination informed at the PO)
- EXPORTER FULL ADDRESS
- EMBRAER PURCHASE ORDER NUMBER (PO#)
- INVOICE NUMBER
- BOX NUMBER (e.g. 1 of 3, 2 of 3, 3 of 3)
- SUPPLIER'S IDENTIFICATION



EXPORTER	IMPORTER
Supplier's logo	
Supplier's full name	Importer's full name
Supplier's address	Importer's address
<p>PO NUMBER: XXXXXXXXXX  XXXXXXXXXXXXXXXXXXXX  INVOICE NUMBER: XXXXXXX  XXXXXXXXXXXXXXXXXXXX  BOX NUMBER: 1 OF 2  XXXXXXXX</p>	

## 8 SHIPMENT

Shipments shall be made strictly in accordance with the Purchase Order. All of the documents and labels must exactly match the material shipped.

Embraer will not authorize the Freight Forwarder to ship materials with discrepancies on the documents.

**The Supplier must not utilize materials from different Plant's Embraer Destination on the same package.**

**The Supplier must not mix PO Spare parts with PO Repair parts.**

**The Supplier must not mix PO with priority RTN/ CRI with PO with priority AOG.**

The INCOTERMS specified on the Purchase Order are strictly mandatory and must be followed by the Supplier. The complete list of INCOTERMS may be found at the International Chamber of Commerce website (<http://www.iccwbo.org>).

When the Incoterms on the PO define Embraer to be responsible for the domestic transportation charges, the Supplier must contact Embraer's Freight Forwarder and request the pick up of the material. For example: Ex-Works Supplier's Plant or FCA Supplier's Plant, the information below is required:

- Purchase Order Number
- PO line
- Invoice Number
- Commodity
- Package Quantity
- Package Dimensions (per package)
- Package Gross Weights (per package)
- Pick up address
- Gate Number (if applicable)
- Contact person (Email, Phone Number, Mobile Number)
- Pick up times
- Any special instructions (MSDS, DG, Temperature Controlled, etc...)

EMBRAER strongly recommends that all communication between suppliers and Embraer's Logistics Service Providers are written in English when the parties are at different countries.

### 8.1 Export documents at origin (when applicable)

According to the agreed Incoterms, the Supplier is responsible to obtain, monitor, control and/or provide all information necessary for the export clearance of material at the origin, including, but not limited to:

- Mandatory documents for export clearance at the origin. For example, ITN number for shipments from the USA or the EX1 form from Europe. If the EEI on AES is performed by the supplier this information must be informed to the Freight Forwarder, preferably on the invoice. Must be considered one export document per PO / Invoice.
- Export license: License must have the same address as identified in Embraer's Purchase Order. The Supplier is solely responsible for the control of balance, validation and lodge process of the export license. Suppliers must send a copy of the license with all required documents (outside the package).
- Schedule B and ECCN/UMSL (for items shipped from USA): The Supplier is responsible to provide correct classification in all applicable documents. Note that such information is mandatory for USA clearance process.
- Certificate of Origin and Dangerous Goods Declaration: The Supplier is responsible for the issuance and shipping of original documents to freight forwarder when necessary.

### 8.2 Domestic Shipping - USA- USA - Embraer Destination Plant

**FCA Embraer Forwarder** - The supplier must deliver to the **Embraer warehouse indicated in the PO**.

**FCA Supplier Plant** - Supplier must use the Embraer's FedEx account as per below.

Destination to Fort Lauderdale : Embraer Account for FLL (Fort Lauderdale): 240172160

Destination to Davie : Embraer Account for Davie : 805975636

### 8.3 International Shipping - Embraer Destination Plant

**FCA Embraer Forwarder** - The supplier must deliver to the **Embraer Freight Forwarder Destination indicated in the PO**.

**FCA Supplier Plant** - The supplier must wait for the Embraer cargo agent to get in touch to schedule the pickup of the material.



## 9 ADMINISTRATIVE SANCTIONS

The non-compliance of the above-mentioned requirements may result in administrative sanctions and/or penalties/fines to Embraer.

In case of any monetary penalties/fines Embraer will **revert** them to the Supplier.

The costs will also be passed on to the supplier in the event of any of the deviations mentioned below.

### 9.1 Using FedEx Embraer accounts

The Supplier **must not** utilize Service **FedEx First Overnight** using Embraer's FedEx account.

### 9.2 Material sent to wrong Warehouse

In cases where the material has been sent to the warehouses of Embraer's freight forwarders in the wrong way, the RMA costs for returning the cargo to the supplier will be passed on to the supplier.

## 10 ADDITIONAL INFORMATION

### 10.1 Payment Information

Supplier's bank name, address and account number must be kept update and the correct information must be sent to:

#### **U.S.A**

Embraer Aircraft Customer Services  
Accounts Payable Department  
Address:  
276 S.W. 34th street  
Fort Lauderdale, FL 33315  
Phone: +1 954 359-3700  
Contact: flparts-ap@embraer.com

#### **FRANCE**

Embraer Aviation International SAS  
Address:  
Rue Rene Cassin  
ZAC de la Villette aux Aulnes  
77290 Mitry Mory - France  
Phone: +33 1 7425 6305  
Contact: apfinance@embraer.fr

**SINGAPORE**

Embraer Asia Pacific PTE. LTD

Address:

47 Scotts Road,

#04-03/04 Goldbell Towers

Singapore 228233

For information of payments from Singapore:

- Please, access our Supplier Portal on the web address: <http://www.faturas.inf.br/embraer>
- Select your language on top;
- Click on "Suppliers";
- Fill out the space with your code and password;
- Check your invoices status and payment details

- If your company doesn't have a code and a password, please wait our answer and then request the access.
- If your invoice isn't in our Portal, please contact the supply analyst who requested the material/service to know information about the PO status

**10.2 Embraer Logistics Department****10.2.1 Embraer Logistics Department - Brazil**

Backorder Logistics Team

Phone: +55 12 3927- 4073

E-mail: [backorder.logistics@embraer.com.br](mailto:backorder.logistics@embraer.com.br)

**In AOG cases please also contact AOG Purchase Department at:**

Phone: +55 12 3927- 6071/ 6075 / 6605

E-mail: [aog.purchase@embraer.com.br](mailto:aog.purchase@embraer.com.br)

**10.2.2 Embraer Logistics Department – U.S.A**

**Fort Lauderdale Warehouse Team**

Phone: +1 954-359-2169/ 3239 / 3737/ 3557

E-mail: [fil.aog.team@embraer.com](mailto:fil.aog.team@embraer.com) // [fil.receiving@embraer.com](mailto:fil.receiving@embraer.com)

**DAVIE Warehouse Team**

Phone: +1 954 359 2173

E-mail: [davie.receiving@embraer.com](mailto:davie.receiving@embraer.com)

**10.2.3 Embraer Logistics Department – France**

Schenker - Mitry Mory Warehouse Team

Phone: +33 0160216229

Email: fr.sm.mim.Embraer-RCP@dbschenker.com

**10.2.4 Embraer Logistics Department – Singapore**

Phone: +65 6734 4321 / +65 6305 9943

E-mail: warehouse.singapore@sin.embraer.com

**10.3 Embraer's Freight Forwarder and Routing Guide**

**Please check attachments on the Portal**