

# SHIPPING POLICY

## EMBRAER AVIATION INTERNACIONAL FOR BRAZILIAN GOVERNMENT DEFENSE PROGRAMS

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**1 REVISION CONTROL**

<b>Revision</b>	<b>Date</b>	<b>Section</b>	<b>Page</b>	<b>Subject of Revision</b>
05/2017	May / 2017	8.2	9	Revision of Embraer's Freight Forwarder in Europe
12/2017	Dec / 2017	3.3	5	Invoice Example updated – Added Net weight per
01/2018	Fev / 2018	3.1	4	Added ITN information
01/2018	Fev / 2018	7.2	10	Added ITN information
02/2018	April / 2018	3.1	4	Added additional information regarding used material
10/2018	October/ 2018	3.2.2	5	Added requirements of the invoice copy
11/2018	November	4.1	7	Added requirements of the CofC copy
01/2020	Nov / 2020	3.1	4	Added requirement regarding signature
01/2020	Nov / 2020	3.1	5	Added requirement regarding signature
01/2020	Nov / 2020	3.2.1	5	Added requirement regarding signature
01/2020	Nov / 2020	3.2.2	5	Added requirement regarding signature
01/2020	Nov / 2020	5	8	Added information regarding Shippers Declaration for DG
01/2020	Nov / 2020	9.2	12	Updated the addresses of Panalpina – Changed to DSV
01/2020	Nov / 2020	7.3	11	Added requirement regarding Export Controlled Material Label
01/2020	Nov / 2020	4.1	6	Updated requirement regarding CofC
01 / 2021	Apr / 2021	9.2.2	13	Updated the Adress of DSV France
01/2022	Aug / 2022	4.1	6	Updated requirement of traceability in CofC document
01/2023	Jan / 2023	5	8	Updated new requirements for shipping Dangerous Goods
02/2023	Sept / 2023	7	4	Updated requirement of traceability in CofC document
03/2023	Nov / 2023	9.2.2	13	Updated information regarding new freight forwarder for Air and Ocean Shipments from Portugal and Spain except
01/2024	Mar / 2024	9.2	13	Updated e-mail address of DSV Canada

## 2 SCOPE OF THIS POLICY

EMBRAER AVIATION INTERNACIONAL Shipping Policy sets forth the requirements that Suppliers must comply with in order to ship material purchased by Embraer Aviation Internacional with the final destination Brazil for Brazilian Government Defense Programs. Suppliers failure to comply with this policy may result in shipments being held by customs, loss of import privileges, monetary penalties for which the Supplier will be responsible, and will directly affect the Suppliers on time delivery performance.

This policy applies only for shipments to Embraer Aviation Internacional. Shipments for others countries have their specific requirements and Logistics Service Providers.

## 3 INSTRUCTIONS FOR INVOICING

### 3.1 Invoice - Customs and Embraer Aviation Internacional

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 (Only one PO per invoice is mandatory)
4. Exporter's full name, address and TAX ID / EIN
5. Importer's full name and address
6. Incoterms and Named Place
7. Part Number
8. Complete description of each material, 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 and others), it will be necessary to mention the type and the number of the Export License on the invoice. If its not required invoice must mention: "EXPORT LICENSE NOT REQUIRED (NLR)"
  - Schedule B per item
  - License Determination per item (Export Control Classification Number - ECCN)
9. Item quantity and unit of measurements
10. Negotiated currency
11. Unit Price and Total Price for each Material
12. Total Amount of the Invoice
13. Quantity of packages
14. Type of packages
15. Packages dimensions
16. Total Net weight
17. Total Gross Weight
18. Invoice page numbers using the "1 of 3, 2 of 3, 3 of 3" format
19. Signature mentioning the name of the signer

Additional information:

- All entries must be typed and no handwritten entries are acceptable
- Added charges (if any) e.g. packaging charges
- Freight carrier
- Domestic Air Way Bill / Bill of Lading (tracking number)
- Internal Transaction Number (ITN). Applicable only on shipments from USA when the Electronic Export Information (EEL) on the Automated Export System (AES) is done by the Supplier.
- Invoice cannot be used as quality documents such as CofC (Certificate of Conformance). They must be separate documents.
- If the material is used, it must be declared on the invoice.

Embraer Aviation Internacional will only accept invoices with the following requirements:

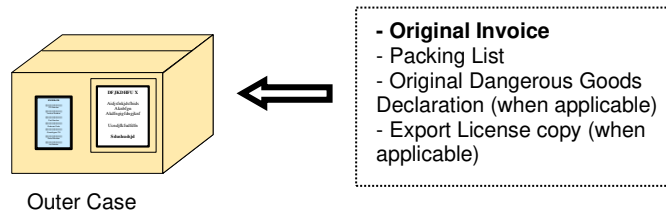
- The Original Invoice signed must be issued on the Supplier’s official letterhead or standard invoice form. It must be clear and readable.
- Photocopy and scanned invoices are acceptable only if it is signed. A digital signature is acceptable.
- Identified with the word “ORIGINAL”

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. In these cases the payment term field must be NO CHARGE.

### 3.2 Invoice – Distribution

One (1) Original Invoice signed 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 payment purposes. The Original Invoice must contain all information outlined below as required by Embraer Aviation International.

#### 3.2.1 Original Invoice



The Original Invoice signed must always be secure attached to the **OUTSIDE** of Outer case.

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.

#### 3.2.2 Invoice Copy

An Invoice copy signed **MUST** be sent to Embraer Logistics Department within one (1) calendar day after its issuance to the following e-mail: [invoice.defesa@embraer.com.br](mailto:invoice.defesa@embraer.com.br)

The requirements are:

- 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 and cannot be upside down or and have any rotation
- Editable file will not be accepted and processed.



## 4 QUALITY ASSURANCE DOCUMENTS

### 4.1 Original Certificate of Conformance (CofC), Test Report

The Certificate of Conformance (CofC) and Test Report (TR), as requested in the Purchase Order, shall be sent along with the materials INSIDE the box.

The Certificate of Conformity shall contain traceability information and suppliers shall include a declaration in the CofC that the materials are in compliance with the requirements of the Purchase Order. The information contained in the Certificate of Conformity evidence the traceability of the produced / supplied product and shall include the following information:

- Part Number/Embraer Code and
- Serial Number / Batch Identification (whatever applicable – see note 1) and
- PO Number / Invoice Number (NF) and
- Quantity and
- Associated Concession Reports, if any for limited / shelf-life materials, the manufacturing date shall be stated in the CofC except for the manufacturing date is already declared on the package / material. If applicable to the material, the associate Standard / Specification shall also be mentioned in the CofC.

The CofC shall contain the Supplier Quality Representative's or Representative delegated by Supplier's Quality Department Signature.

Note: Documents without signature can be accepted providing it is clearly stated the signature is system generated and the documents are valid without signature.

The CofC issued by distributors shall identify the original Manufacturer's address or the Manufacturer's Invoice number for the materials referred in the CofC or inform that the original CofC is kept on file at the distributor's premises and is available for evaluation.

As an alternative, the distributor can send a copy of the original CofC. The TR shall declare that the materials being supplied are in compliance with the requirements of the Purchase Order and shall also include the Test Results, which are based on inspection carried out by the manufacturer in accordance with applicable procedures, approved product specifications and consolidated manufacturing processes.

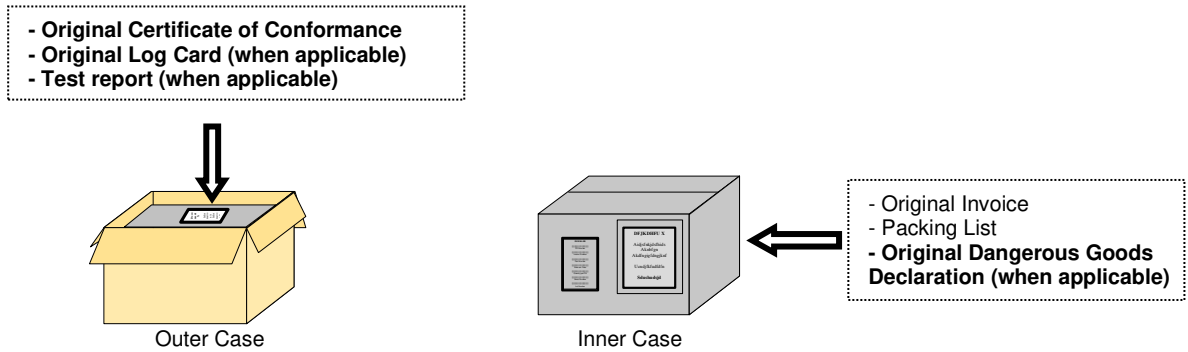
**Note 1:** When the Certificate of Conformity does not bring or inform as Not Applicable the field "Serial Number/Batch Identification", the Certificate of Conformity will be accepted as long as it brings another traceability reference from the supplier, limited to "Manufacturing Date", "Manufacturing Order", "Work Order", "Date Code", "Manufacturing Date Code", "PO number + PO line + Release". Other references such as "Unique Number" and "Line Number" can only be accepted if they are declared in a specific traceability field (next to the Serial Number/Batch Identification) or via a traceability note in the certificate of conformity (example: Line Number: xxxx Note: Traceability control number.).

A copy **MUST** be sent to Embraer Logistics Department to the following e-mail: [invoice.defesa@embraer.com.br](mailto:invoice.defesa@embraer.com.br)

Certificate of Conformance is a MANDATORY document.

**4.2 Original Log Card when applicable**

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



**5 SHIPPER’S DECLARATION – DANGEROUS GOODS**

The Original Shipper’s Declaration and a copy of SDS (Safety Data Sheet) for Dangerous Goods are mandatory documents to transport the material. It is supplier’s responsibility issuing these documents for **domestic and international** transportation. Depending on the mode of transportation must be in accordance with:

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

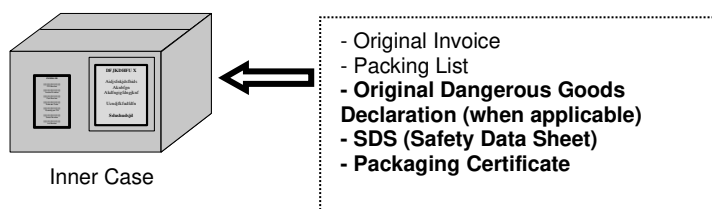
**AIR:** *International Air Transport Association* homepage at <http://www.iata.org>.

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

Note: Brazil has published the new dangerous goods state variation BRG-05, becoming effective on 1st January 2023. This new state variation requires all dangerous goods shipments using UN specification packaging to be accompanied by a copy of the related approval certificate, issued by the civil aviation authority or any other appropriate national authority.

BRG-05 - For flights involving Brazil as the State of Origin or Destination, the following documents must accompany the consignment:

- in case of packagings manufactured in Brazil with a UN specification mark, ANAC’s packaging certificate of approval and the conformity declaration issued by the packaging manufacturer; or
- in case of packagings manufactured abroad with a UN specification mark, packaging certificate of approval or any equivalent document issued by other civil aviation authorities or any other appropriate national authorities



## 6 PACKAGING

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 Aviation Internacional and shall follow the specifications of International Air Transport Association (“IATA”) for air transport and of International Maritime Organization (“IMO”) for maritime transport. The 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.

For Export Controlled Products, the supplier must identify all boxes with the phrase: EXPORT CONTROLLED MATERIAL. If the cargo is consolidated, export controlled products shall not be unitized with non-controlled materials.

When designing the package, the supplier should also consider the logistics costs and environmental impacts. This means that the package should be as small as possible, use recycled materials where possible, and should create minimum residue. In addition, the Supplier must guarantee the integrity of the material during transportation from their plant to Brazil.

## 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

- Importer’s full address (final destination informed on the PO)
- Exporter’s full address
- Embraer’s Purchase Order number
- Invoice number
- Part number (PN)
- Embraer code
- PN quantity
- Lot number
- Case number using the “1 of 3, 2 of 3, 3 of 3” format



### 7.3 Export Controlled Material Label

For Export Controlled Products, the supplier must identify all boxes two labels at least on preferably on two opposite sides with the phrase: EXPORT CONTROLLED MATERIAL. If the cargo is consolidated, export controlled products shall not be unitized with non-controlled materials.



## 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 Aviation Internacional will not authorize the Freight Forwarder to ship materials with discrepancies on the documents.

**Under any circumstances, accept shipments by courier. Materials shipped under this method will be refused.**

The Supplier **must not** unitize materials from different Purchase Orders on the same package.

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 Aviation Internacional to be responsible for the domestic transportation charges, the Supplier must contact Embraer’s Aviation Internacional 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
- Invoice number
- Pick up address
- Contact person
- Package dimensions
- Package weight
- Package quantity
- Any special instructions

When the incoterms on the PO define supplier to be responsible for the domestic transportation charges, the supplier must deliver the material at Embraer’s Aviation Internacional Freight Forwarder.

### 8.1 Prepaid Shipments (International freight charges)

All purchase orders that specify international freight to be paid by the Supplier will have the international logistics process under their responsibility.

- Materials cannot be shipped WITHOUT Embraer’s Aviation Internacional previous authorization.
- HAWB copies must be sent to [pre.alert@embraer.com.br](mailto:pre.alert@embraer.com.br) at least 12 hours prior to the shipment arrival.
- Sea shipments must have the material Harmonized Code (04 – four first digits) listed on the Bill of Lading.

## **8.2 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 Aviation Internacional 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.

## **9 ADMINISTRATIVE SANCTIONS**

The non-compliance of the above mentioned requirements may result in administrative sanctions and/or penalties/fines to Embraer Aviation Internacional. In case of any monetary penalties/fines Embraer Aviation Internacional will revert them to the Supplier.

### **9.1 Embraer Logistics Department**

Telephone numbers: +55 12 3927-2828  
+55 12 3927-3839  
Email: [international.logistics@embraer.com.br](mailto:international.logistics@embraer.com.br)

### **9.2 Embraer’s Aviation Internacional Freight Forwarder Addresses**

#### **9.2.1 USA and Canada**

#### **Air / Ocean Shipments from USA and Ocean Shipments from Canada**

##### **DSV – Miami**

Beacon Lakes Corporate Park - Bldg #10  
12430 NW 25th street Suite #100  
Miami, FL 33182  
Phone: + 1 305 4999800  
Email: [Embraer-Dispatch.MIA@us.dsv.com](mailto:Embraer-Dispatch.MIA@us.dsv.com)

**Air Shipments from Canada****DSV – Canada**

70 Driver Road Brampton, Ontario  
L6T 5V2 unit 4  
Email: CA.Embraer.YYZ@ca.dsv.com

**9.2.2 Europe****Air Shipments from Europe****DSV – Frankfurt**

Panalpina Welttransport (Deutschland) GmbH  
Carl-Zeiss-Straße 5, 64331 Weiterstadt, Germany  
Email: embraer-desk.WDT@de.dsv.com

**Air Shipments from Portugal and Spain except dry ice****JTM / PGL - Portugal**

Parque Industrial Solvay Marinhas D.<sup>a</sup> Ana - Quebradas de Cima  
Av. Ernest Solvay Armazém 2, Fração B e C, 2625-090  
Póvoa de Santa Iria,- Portugal  
Email: embraer@jtmsa.com  
Embraer.operacional@pglbr.com.br

**Dry Ice Air Shipments from Spain****DSV - Spain**

Warehouse: PROGECO - ZAD 3 NAVE 8 - Barrio El Kalero  
48508 Zierbana – Vizcaya - Bilbao - Spain  
Uribitarte, 8 - 4 izq, 48001  
Phone: + 34 94 4233741  
Email: beatriz.granado@es.dsv.com  
luis.gutierrez1@es.dsv.com

**Air Shipments from United Kingdom****DSV - UK**

Great South West Road, TW14 8NU  
Feltham Middlesex, United Kingdom  
Phone: + 44 20 85879110  
Email: UK.SHA.Embraer.LHR@uk.dsv.com

**Air Shipments from France****Panalpina – France****DSV – France**

3 rue du Remblai – Zone cargo 4  
93290 Tremblay, France  
Email: embraer-desk.par@fr.dsv.com

**Exported Controlled Air Shipments from Belgium****DSV - Belgium**

Office address:

Industriezone Puurs 533

Schoonmansveld 40 -2870, Puurs-Sint-Amands

Warehouse address:

Bedrijvenzone Machelen-Cargo 829A

1830 Machelen

Email: Dean.Vandaele@be.dsv.com

**Ocean Shipments from Europe except Spain and Portugal****DSV - Hamburg**

Am Genter Ufer 7

21129 - Hamburg – Dradenau - Germany

Phone: + 49 40 237711628

Email: Embraer-Desk.HAM@de.dsv.com

**Ocean Shipments from Spain and Portugal****JTM / PGL - Portugal**

Parque Industrial Solvay Marinhas D.ª Ana - Quebradas de Cima

Av. Ernest Solvay Armazém 2, Fração B e C, 2625-090

Póvoa de Santa Iria,- Portugal

Email: embraer@jtmsa.com

Embraer.operacional@pglbr.com.br

**Dry Ice Ocean Shipments from United Kingdom****DSV - UK**

Great South West Road, TW14 8NU

Feltham Middlesex, United Kingdom

Phone: + 44 20 85879110

Fax: + 44 20 85879203

Email: UK.SHA.Embraer.LHR@uk.dsv.com