

SHIPPING POLICY

EMBRAER S.A.

Production Materials and Spare Parts

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1 REVISION CONTROL

Revision	Date	Section	Page	Subject of Revision
01/2010	April /2010	3.1	5	Item 18: International freight for Prepaid shipments request removed
01/2010	April /2010	3.1	5	Item 21: Package dimension
01/2010	April /2010	3.1	5	Additional information: Banking details request removed
01/2010	April /2010	3.3.2	6	File format request updated
01/2010	April /2010	3.4	7	New Invoice standard form added
01/2010	April /2010	4.1	8	Packing list number included
01/2010	April /2010	4.2	8	Packing list – Brazilian Customs Requirement included
01/2010	April /2010	4.4	9	New Packing List model added
01/2010	April /2010	7	11	Printed label barcode request updated
01/2010	April /2010	7.1	11	New Inner label model included
01/2010	April /2010	7.2	12	New Outer label model included
01/2010	April /2010	9.2 / 9.3	14	Fine information updated
01/2010	April /2010	10.3.1	14	Kuehne & Nagel LAX and MIA contact names updated
01/2010	April /2010	10.3.1	14	Kuehne & Nagel Canada address updated
01/2010	April /2010	10.3.21	15	DHL FRA Mfir revised
01/2012	Jul / 2012	Cover	1	Company's name changed
01/2012	Jul / 2012	Footer	All	Revision date
01/2012	Jul / 2012	3.1	4	Incoterms version
01/2012	Jul / 2012	3.1	4	Languages of material's description
01/2012	Jul / 2012	3.2	5	Removed subtitle Brazilian Customs Requirement
01/2012	Jul / 2012	3.2.1	5	Invoices revision
01/2012	Jul / 2012	3.4	7	Invoice example updated
01/2012	Jul / 2012	4.2	8	Removed subtitle Brazilian Customs Requirement
01/2012	Jul / 2012	4.4	9	Packing list example updated
01/2012	Jul / 2012	5.1	10	Certificate of Conformance
01/2012	Jul / 2012	5.4	10	Dock to stock information included
01/2012	Jul / 2012	7.1	11	Inner lable example updated
01/2012	Jul / 2012	7.2	12	Outer label additional information
01/2012	Jul / 2012	7.2	12	Outer lable example updated
01/2012	Jul / 2012	8.2	13	Copy of license with material
01/2012	Jul / 2012	10	14	Company's name changed
01/2012	Jul / 2012	10.1	14	Payment information updated
01/2012	Jul / 2012	10.2	14	Change of Embraer's logistics contacts
01/2012	Jul / 2012	10.3.1	15	K&N information removed, DSV information added
01/2012	Jul / 2012	10.3.2	15	DHL information removed, World Cargo information added
01/2012	Jul / 2012	10.4	16	Embraer Logistics Department information updated
01/2012	Jul / 2012	10.5	16	Airports and Port information
01/2012	Jul / 2012	10.5	17	Importation Logistics Flow updated
02/2012	Dec / 2012	All	All	General Grammar Revision
01/2013	Sep / 2013	10.3.2	15	World Cargo information removed, DSV information

				added
01/2013	Sep / 2013	10.2	15	Embraer Logistics Department information updated
01/2015	Jul / 2015	5.1	9	Quality assurance documents updated
01/2016	Apr / 2016	3.1	6	Item 14 of the invoice requirement and Additional Information
01/2016	Apr / 2016	6	12	Revision Wood Packaging Instructions
01/2016	Apr / 2016	8.1	14	Added additional requirement.
01/2016	Apr / 2016	8	14	Revision of mandatory information for pick up request
01/2016	Apr / 2016	8.1	15	Added instruction regarding sea shipments
02/2016	May / 2016	8	14	Communication
02/2017	May / 2017	10.3	16	Revision of Embraer's Freight Forwarder in Europe
03/2017	Sep / 2017	10.3.2	17,18	Revision of Embraer's Freight Forwarder in Europe
04/2017	Nov / 2017	3.1	6	Added Net weight per item
04/2017	Nov / 2017	8.2	15	Added export document information
05/2017	Dec / 2017	3.3	8	Invoice Example updated – Added Net weight per item
01/2018	Feb / 2018	3.1	6	Added ITN information
01/2018	Feb / 2018	8.2	15	Added ITN information
02/2018	April / 2018	3.1	6	Added additional information regarding used material
02/2018	April / 2018	10.4	19	Added the Address of EDE's facilities
03/2018	Nov / 2018	10.3.2	17	Updated the address of DSV in Frankfurt
01/2020	Nov / 2020	3.1	5	Added requirement regarding signature
01/2020	Nov / 2020	3.2.1	6	Added requirement regarding signature
01/2020	Nov / 2020	3.2.2	7	Added requirement regarding signature
01/2020	Nov / 2020	5	10	Updated requirements of CofC
01/2020	Nov / 2020	6	12	Added information regarding Shippers Declaration for Dangerous Goods
01/2020	Nov / 2020	11.3	17	Updated the addresses of Panalpina – Changed to DSV
01/2020	Nov / 2020	8.3	15	Added requirement regarding Export Controlled Material Label
01/2020	Nov / 2020	5.1	10	Updated requirement regarding CofC
01/2021	Apr / 2021	11.3.2	19	Updated the address of DSV France
01/2022	Aug / 2022	5.1	10	Updated requirement of traceability in CofC document
01/2023	Jan / 2023	6	11	Updated new requirements for shipping Dangerous Goods
02/2023	Nov / 2023	11.3.2	18	Updated information regarding new freight forwarder for Air and Ocean Shipments from Portugal and Spain except dry ice
01/2024	Mar / 2024	11.3	18	Updated e-mail address of DSV Canada
02/2024	July / 2024	11.3.2	19	Updated the address of DSV France
01/2025	July / 2025	13.4	20	Updated EDE's Plant address
05/2026	May/2026	5.4	11	Added requirement Verification of Certificate of Conformity Issued by Distributor

2 SCOPE OF THIS POLICY

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

For NON-CONFORM MATERIALS, please follow the procedures described in the respective Shipping Policy.

For the purpose of this document "Material" means any product purchased by Embraer.

This policy applies only for shipments to Embraer Brazil facilities. Shipments for Embraer's facilities in other countries have their specific requirements and Logistics Service Providers.

3 INSTRUCTIONS FOR INVOICING

3.1 Invoice - Brazilian Customs and 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 (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. Manufacturer's full name and address per item
7. Country of Origin (country where the material was manufactured or where the last significant transformation occurred, it means, the manufacturer's country). This information has to be provided per item.
8. Country of Source (country where the material was at the moment of its acquisition)
9. Country of Acquisition (country where the Purchase Order was placed, the exporter's country)
10. Incoterms and Named Place
11. Payment Terms
12. Packing List Number
13. Part Number
14. Complete description of each material written only in Portuguese, English (preferably), Spanish or French, including:
 - Embraer's code number for each material
 - Purchase Order line number
 - Export License number and mention "EXPORT CONTROLLED MATERIAL", 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 it's not required invoice must mention: "EXPORT LICENSE NOT REQUIRED (NLR)"
 - Schedule B per item
 - Net weight per item
 - License Determination per item (Export Control Classification Number - ECCN)
 - Ultimate consignee type
15. Item quantity and unit of measurements
16. Negotiated currency
17. Unit Price and Total Price for each Material
18. Total Amount of the Invoice
19. Quantity of packages
20. Type of packages
21. Packages dimensions
22. Total Net weight
23. Total Gross Weight
24. Invoice page numbers using the "1 of 3, 2 of 3, 3 of 3" format
25. 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 Waybill / 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.
- Manufacturing year and model might be mandatory for large equipments.
- If the material is used, it must be declared on the invoice.

Brazilian customs will only accept invoices with the following requirements:

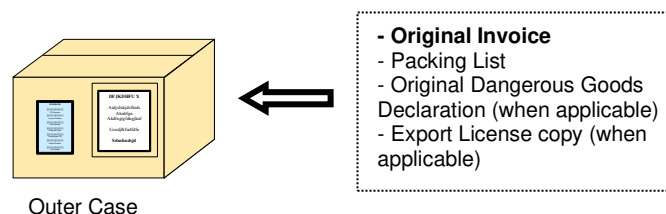
- The Original Invoice signed must be issued on the Supplier's official letterhead or standard invoice form. It must be clear and readable.
- Photocopy and scanned invoices are acceptable only if it is signed. A digital signature is acceptable.
- Identified with the word "ORIGINAL"

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 as required by Brazilian 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 Brazil and payment purposes. The Original Invoice must contain all information outlined below as required by Brazilian legislation and Embraer.

3.2.1 Original Invoice



The Original Invoice signed is Mandatory document for customs clearance in Brazil. The Original Invoice must always be secure attached to the **OUTSIDE** of Outer case.

Materials received at Freight Forwarder without Original Invoices according to Brazilian Customs and Embraer's requirements will not be shipped to Brazil until the Supplier delivers these documents to the Freight Forwarder.

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

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 inform Embraer's Purchasing Department immediately. This must be done before the shipment to Brazil.

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@embraer.com.br.

This electronic invoice copy signed will allow Embraer to expedite the import process. The requirements are:

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

3.3 Invoice – Example

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

4 INSTRUCTIONS FOR PACKING LIST

4.1 Packing List - Brazilian Customs and Embraer Requirements

The Packing List is a MANDATORY document for customs clearance in Brazil. As required by Brazilian Legislation, the Packing List shall contain the following information and must be in accordance with the Purchase Order and Invoice details:

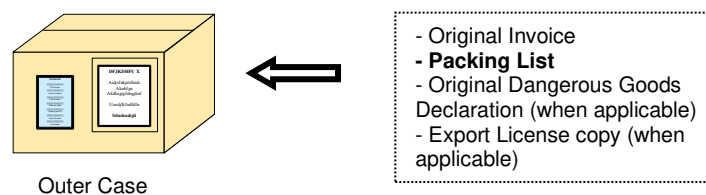
- Packing list number
- Exporter's full name
- Importer's full name
- Case number and type of package
- Packages Dimensions
- Items quantity and unit of measurements
- Purchase Order number
- Part number and Description
- Packing list page number using the "1 of 3, 2 of 3, 3 of 3" format

Additional information:

- All entries must be typed and no handwritten entries are acceptable
- Packing List cannot be used as quality documents such as CofC (Certificate of Conformance). They must be separate documents
- It is not necessary to sign the packing list
- The Packing List must be issued on the Supplier's official letterhead or standard form. It must be clear and readable

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 must always be secure attached to the OUTSIDE of Outer case.

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

4.3 Packing List - Example

Original letterhead and trademark		Exporter/Supplier Full name, address and TAX ID		PAGE: 1 of 1		
PACKING LIST				PACKING LIST NUMBER: PACKING LIST ISSUANCE DATE:		
BILL TO: Name: _____ Address: _____ City - State: _____ Country: _____ CNPJ No: _____			SHIP TO: Name: _____ Address: _____ City - State: _____ Country: _____ CNPJ No: _____			
PACKAGE			PART NUMBER AND DESCRIPTION	QUANTITY	UM	PO
NUMBER	DIMENSIONS	TYPE				
1 of 2	XX / XX / XX	CARTON	PN AND DESCRIPTION	XX	EA	XXXXXXXXXX
			PN AND DESCRIPTION	XX	EA	XXXXXXXXXX
2 of 2	XX / XX / XX	CRATE	PN AND DESCRIPTION	XX	EA	XXXXXXXXXX
			PN AND DESCRIPTION	XX	EA	XXXXXXXXXX
			PN AND DESCRIPTION	XX	EA	XXXXXXXXXX

5 QUALITY ASSURANCE DOCUMENTS

5.1 Original Certificate of Conformance (CofC) and 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 evidences 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.

Distributor shall provide a copy of the original manufacturer Certificate of Conformance (CofC) and also its own CofC.

The following traceability fields are accepted, among others, provided they allow correlation between documents and product:

-
- PN (Part Number)
- SN (Serial Number)
- Manufacturing Date
- Manufacturing Order / Work Order
- Date Code / Manufacturing Date Code
- HEAT, LOT, Batch, Melt
- JOB, OP
- Or any other field that proves traceability between them.

All traceable information shall be informed on both CofCs and shall match with parts physical identification.

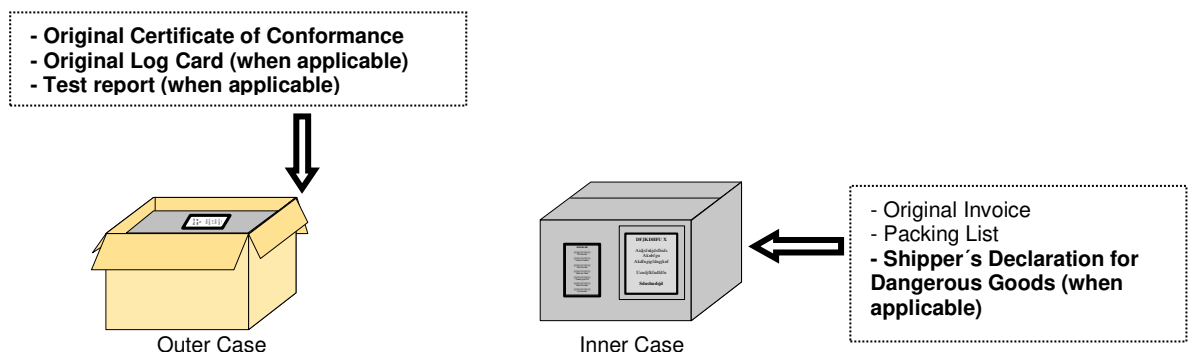
The TR shall declare that the materials being supplied are in compliance with the requirements of the Purchase Order and shall also include the Test Results, which are based on inspection carried out by the manufacturer in accordance with applicable procedures, approved product specifications and consolidated 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". 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.).

Note 2: When the Certificate of Conformity does not bring or inform the Embraer's Purchase Order number (PO), the certificate will be accepted as long as it brings another traceability reference from the supplier that allows Embraer to establish a clear cross-reference to any other supporting document issued by supplier (e.g., Picking List, Packing List, or equivalent) that explicitly states the applicable Embraer PO number.

5.2 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.



5.3 Dock-to-stock

For materials under the Dock-to-stock operation approved by Embraer, the package must be clearly identified as DOCK-TO-STOCK and quality documents must be identified and attached outside the boxes.

6 SHIPPER'S DECLARATION AND SDS – 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>.

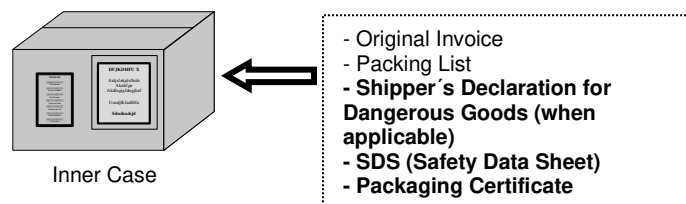
Note: Brazil has published the new dangerous goods state variation BRG-05, becoming effective on 1st January 2023. This new state variation requires all dangerous goods shipments using UN specification packaging to be accompanied by a copy of the related approval certificate, issued by the civil aviation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

Important:

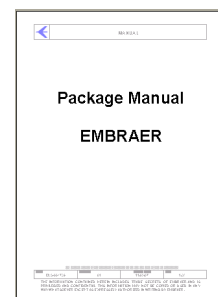
- All Shipper's Declaration MUST be typed. Handwritten declarations will not be accepted.
- The Shipper's Declaration must present Embraer as the Consignee in accordance with the Purchase Order data.



7 PACKAGING

The **EMBRAER PACKAGE MANUAL** requirements must be followed and are available at http://www.embraer.com/hotsites/shipping_policy/english/content/home/default.asp

All Materials must be prepared and packed to prevent damage and deterioration during the full logistics cycle. Packaging design must 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. 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.

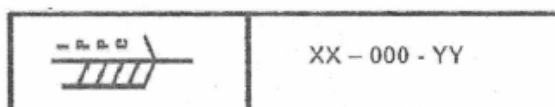
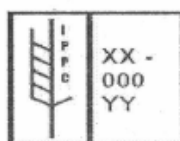
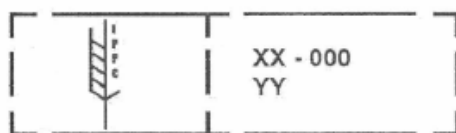
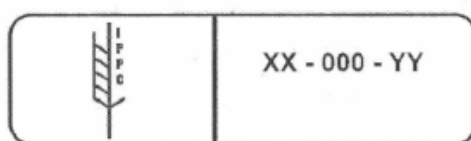
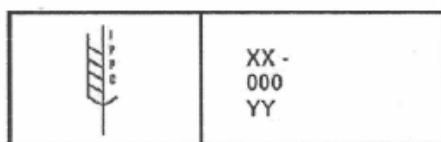
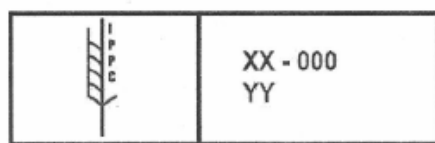
Materials shipped in the event of an AOG (Aircraft on Ground) will be packaged and shipped separately and shall be identified as an AOG package.

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, the Supplier shall NOT employ raw wooden crates or pallets or raw wood dunnage. Consider alternatives such as plastic, plywood or metal pallets - which does 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 Embraer Wood Packing Material Guideline, AND Brazilian Ministry of Agriculture Instructions (Instrução Normativa MAPA Nº32/ 23 de setembro de 2015) which is based on the ISPM 15. However, the application of the marks on the wood packaging unit must comply with Brazilian Ministry of Agriculture Instructions (Instrução Normativa MAPA Nº32/ 23 de setembro de 2015).

For more information visit:

- ISPM 15 at <https://www.ippc.int>
- Embraer Wood Packing Material Guideline at http://www.embraer.com/hotsites/shipping_policy/english/content/home/default.asp
- Brazilian Ministry of Agriculture Instructions (Instrução Normativa MAPA Nº32/ 23 de setembro de 2015) at http://www.agricultura.gov.br/arq_editor/file/legislacao/2016/IN-32.pdf



Example of approved stamps

If the Brazilian Ministry of Agriculture does not approve the wooden packaging, the cost of repackaging will be charged to the Supplier. If the packaging is not accepted by Brazilian customs and is returned to the Supplier, the Supplier shall pay the logistic costs of such return.

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 Embraer Brazil.

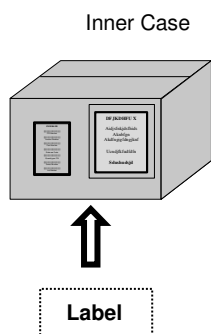
8 MARKS ON CARTON

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.

8.1 Inner Label

- Embraer'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



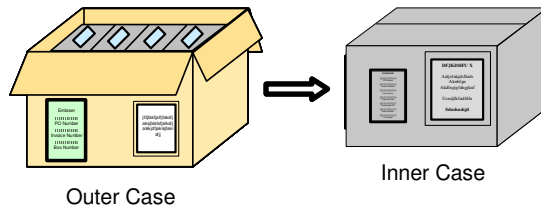
Label example – Linear Code 128
Alphanumeric Standard bar code

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

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

8.2 Outer Label

- Embraer's full address (final destination informed on the PO)
- Exporter's full address
- Embraer's Purchase Order number
- Invoice number
- Box number using the "1 of 3, 2 of 3, 3 of 3" format



EXPORTER	IMPORTER
Supplier's logo	
Supplier's full name	Importer's full name
Supplier's address	Importer's address
PO NUMBER: XXXXXXXXXX XXXXXXXXXXXXXXXXXXXX INVOICE NUMBER: XXXXXXX XXXXXXXXXXXXXXXXXXXX BOX NUMBER: 1 OF 2 XXXXXXXXXXXX	

8.3 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.

Labels , opposite sides



9 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.

Embraer cannot, under any circumstances, accept shipments of production and spare parts materials by courier. Materials shipped under this method will be refused upon arrival in Brazil or ceased by Brazilian Customs with the risk of loss.

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 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.

9.1 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.

- If the invoiced material is not delivered at the acknowledged freight forwarder within agreed cycle, then the invoice might be canceled by Embraer.
- Materials cannot be shipped to Brazil WITHOUT Embraer's previous authorization. This is important because some information sent on the shipping authorization is mandatory for customs clearance in Brazil. Also, it confirms that Embraer has the authorization from Brazilian Customs to import the material.
- The freight charges must be declared on the invoice and must match the values on the HAWB/BL.
- HAWB copies must be sent to pre.alert@embraer.com.br at least 12 hours prior to the shipment arrival in Brazil
- Sea shipments must have the material Harmonized Code (04 – four first digits) listed on the Bill of Lading. This information is sent on Embraer's shipping authorization.
- LCL (Less Container Load) shipments are not allowed by Embraer.

9.2 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 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.

10 ADMINISTRATIVE SANCTIONS

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

10.1 Missing Material

Example: The invoice declares item quantity of 10 but Embraer received only 8. This means there is 2 missing items. Embraer will need to do a rectification process with Brazilian Customs. In this process Embraer will need to pay:

- All import taxes for the 2 missing items
- Fine of 0,33% per day from the import declaration date at Brazilian Customs, with maximum limit of 20% over the value of import taxes as well as Brazilian Selic Tax over the value of import taxes.

10.2 Excess Material

Example: The invoice declares item quantity of 10 but Embraer received 12. This means there is an excess of 2 items. Embraer will need to do a rectification process with Brazilian Customs. In this process Embraer will need to pay:

- All import taxes for the 2 items in excess
- Fine of 0,33% per day from the import declaration date at Brazilian Customs, with maximum limit of 20% over the value of import taxes as well as Brazilian Selic Tax over the value of import taxes
- Fine of 30% over the customs value in case of a missing Import License.

10.3 Missing Original Invoice

- Fine of 5% of the import value (CIF value) in case of non delivery of the Original Invoice.
- Fine of R\$ 200,00 (two hundred Brazilian Reais) per invoice in accordance with Brazilian regulation.

10.4 Missing Packing List

- Fine of R\$ 500,00 (five hundred Brazilian Reais) per shipment if the packing list does not accompany the shipment.

11 ADDITIONAL INFORMATION

11.1 Payment Information

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

Embraer S.A.
Internal Mail - PC 195
Finance Department
Av. Brigadeiro Faria Lima, 2170
São José dos Campos – SP - Brazil
12227-901
Phone number: +55 12 3417-1820
Email: accountspayable@embraer.com.br
Website for payment details: www.faturas.inf.br

11.2 Embraer Logistics Department

Telephone numbers: +55 12 3927-2828

+55 12 3927-3839

Email: international.logistics@embraer.com.br

11.3 Embraer's Freight Forwarder

11.3.1 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

Air Shipments from Canada

DSV – Canada

70 Driver Road Brampton, Ontario

L6T 5V2 unit 4

Email: CA.Embraer.YYZ@ca.dsv.com

11.3.2 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.^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 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**DSV – France**

Rue des 2 Cedres
95700 Roissy , 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

11.4 Embraer Brazilian Import Facilities

Embraer S.A.

Av. Brigadeiro Faria Lima, 2.170
São José dos Campos – SP – Brasil
Cep: 12227-901
CNPJ: 07.689.002/0001-89

Embraer S.A.

Rodovia Presidente Dutra, Km 134 – Eugenio de Melo
São José dos Campos – SP – Brasil
Cep: 12247-820
CNPJ: 07.689.002/0006-93

Embraer S.A.

Estrada Municipal Euclides Martins, 2.170
Gavião Peixoto – SP – Brasil
CEP: 14813-000
CNPJ: 07.689.002/0004-21

Embraer S.A.

Rodovia Floriano Rodrigues Pinheiro, 333
Taubaté – SP – Brasil
CEP: 12042-000
CNPJ: 07.689.002/0010-70

Embraer S.A.

Av. Alcides Cagliari, 2281 - Aeroporto
Botucatu – SP – Brasil
CEP: 18606-855
CNPJ: 07.689.002/0003-40

Embraer S.A.

Av. Itabaiana, 40 - Conj. 31 de Março
São José dos Campos – SP
CEP: 12237-540
CNPJ: 07.689.002/0030-13

11.5 Brazilian Airports and Port used by Embraer

Guarulhos International Airport – GRU

Guarulhos – São Paulo – Brasil

Viracopos International Airport – VCP

Campinas – São Paulo - Brasil

Port of Santos – SSZ

Terminal Santos Brasil
Guarujá – São Paulo – Brasil

11.6 Embraer's Import Logistics Flow

