SHIPPING POLICY

EMBRAER AVIATION INTERNACIONAL FOR BRAZILIAN GOVERNMENT DEFENSE PROGRAMS

Index

1 REVISION CONTROL

Revision	Date	Section	Page	Subject of Revision
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
02/2024	July /2024	9.2.2	13	Updated the Adress of DSV France
05/2026	May/2026	4.3	8	Added requirement Verification of Certificate of Conformity Issued by Distributor

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 International

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 (EEI) 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 International will only accept invoices with the following requirements:

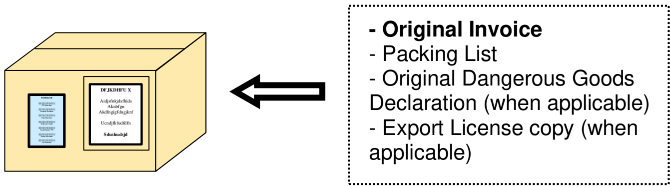
- The Original Invoice signed must be issued on the Supplier's official letterhead or standard invoice form. It must be clear and readable.
- Photocopy and scanned invoices are acceptable only if it is signed. A digital signature is acceptable.
- Identified with the word "ORIGINAL"

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



Outer Case

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 suppiler´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

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.

3.3 Invoice – Example

Original letterhead and trademark	***Exporter/Supplier*** *Full name, address and TAX ID* **ORIGINAL INVOICE**	**PAGE:** 1 of 1 **INVOICE NUMBER:** **NVOICE ISSUANCE DATE:**

BILL TO:	**SHIP TO:**	**FREIGHT FORWARDER:**
Name:	Name:	
Address:	Address:	
City - State:	City - State:	
Country:	Country:	
CNPJ No:	CNPJ No:	

PURCHASE ORDER	COUNTRY OF SOURCE	COUNTRY OF AQCUISITION	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	PRICE 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

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: **DATE:**

As per Brazilian Customs all Invoices MUST be hand signed in blue ink

TOTAL AMOUNT	$ XXXX,XX

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 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.).

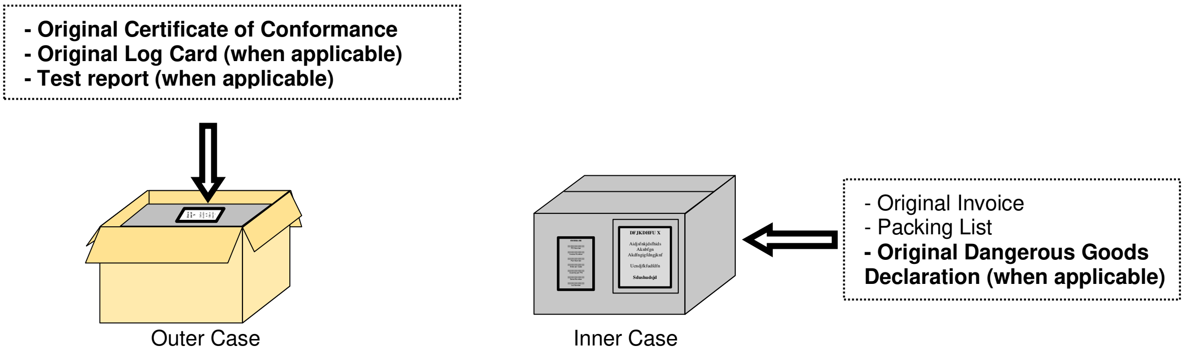
Note 2: When the Certificate of Conformity does not bring or inform the Embraer´s Purchase Order number (PO), the certificate will be accepted as long as it brings another traceability reference from the supplier that allows Embraer to establish a clear cross-reference to any other supporting document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

A copy **MUST** be sent to Embraer Logistics Department to the following e-mail: 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.

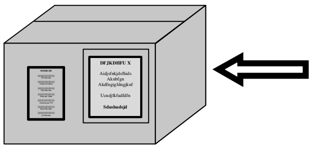
SEA: *International Maritime Dangerous Goods* at http://www.imo.org.

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



Inner Case

- Original Invoice
- Packing List
- **Original Dangerous Goods Declaration (when applicable)**
- **SDS (Safety Data Sheet)**
- **Packaging Certificate**

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.

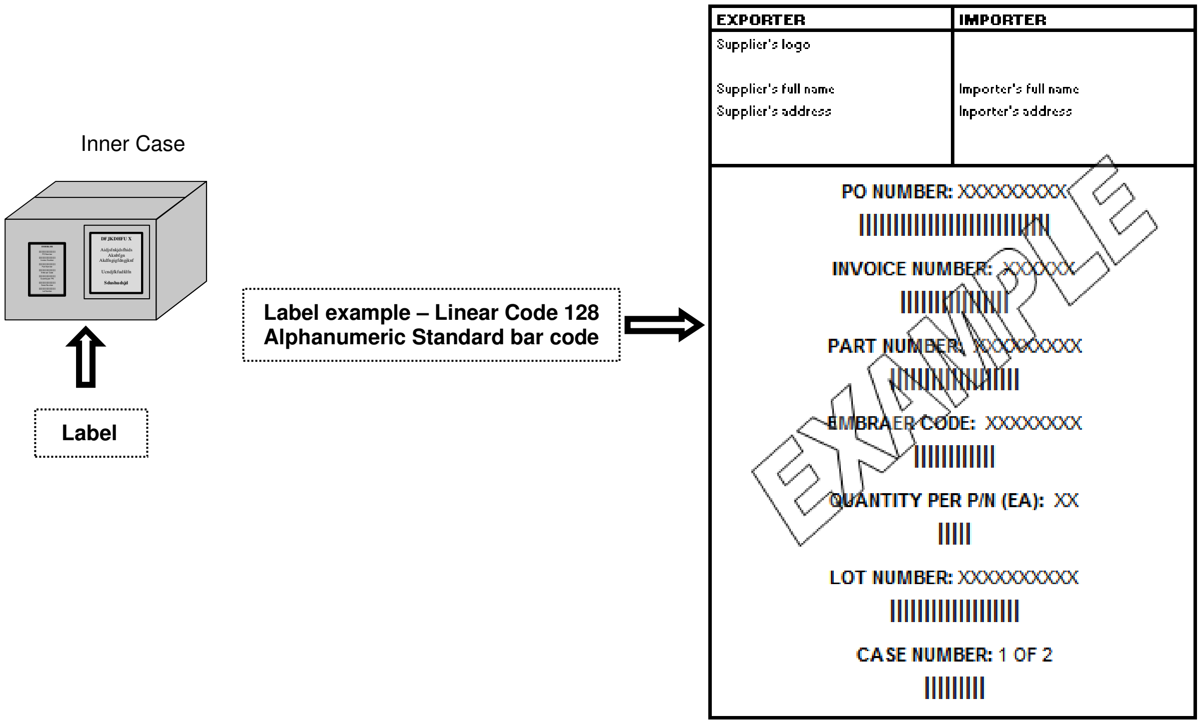
7 MARKS ON CARTON

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.

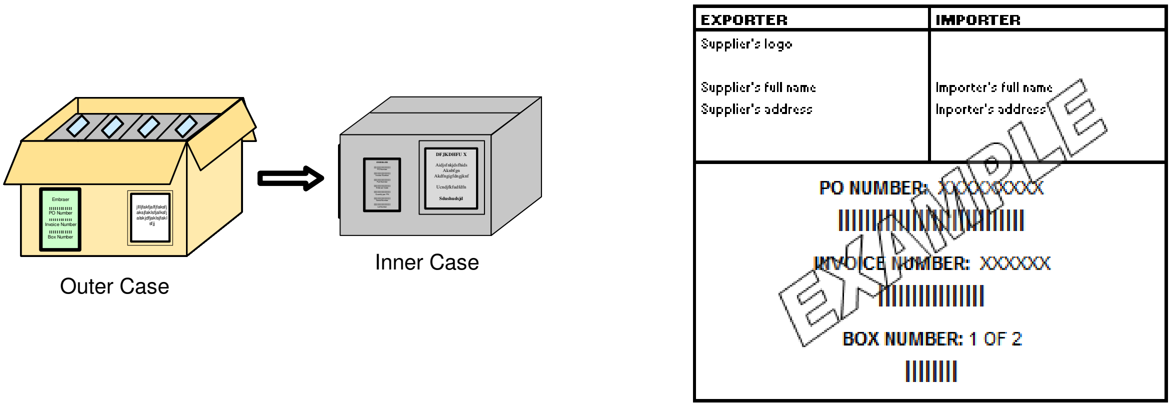
7.1 Inner Label

- 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



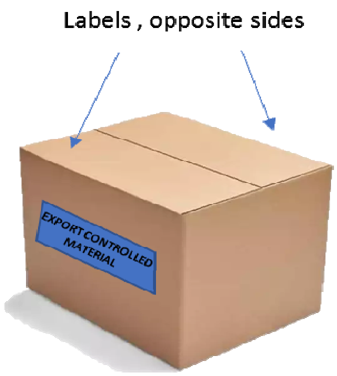
7.2 Outer Label

- Importers'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



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 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

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

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.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