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This Routing Guide is for Collins Aerospace Interior Systems Division Only Compliance with this Routing Guide is Mandatory.

V2021.1.1

January, 2021

Noncompliance constitutes the shipper's agreement to pay all transportation and related costs.

The following instructions apply to all shipments made on behalf of Collins Aerospace Interior Systems (IS) and subsidiaries for which freight charges are paid.

Purchase Orders will provide detailed Service Level and Account Number to use for billing transportations charges. Please continue to address shipments to correct Importer of Record name as provided on the Purchase Order.

Collins Aerospace (IS) works closely with our suppliers to provide the most reliable products and services to our customers. Adherence to this routing not only ensures agreed upon flow of payments for freight; it ensures the best Service Levels possible to service our end customers.

Suppliers that fail to ship in accordance with this Routing Guide will be charged back at the discretion of Collins Aerospace for all freight expenses incurred plus a \$119 fee for each non-compliant shipment.

If you have questions regarding a specific order, contact the buyer who placed the order. A list of contacts is also provided within this document. Refer to the Collins Aerospace Interior Systems Buyer Supplier Portal (BSP), or <https://beaerospace.com/home-page/global-support/supplier-access/> access for the most up-to-date information.

Collins Aerospace (IS) looks forward to working together to achieve strategic business goals. We value supply partners and trust that this process will enhance our partnership. Thank you for your cooperation and support!

Sincerely,

Collins Aerospace Interior Systems Corp Logistics

(IS) Routing Guide Table of Contents

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INTERIOR SYSTEMS ROUTING GUIDE:




GENERAL GUIDELINES AND ROUTING REQUIREMENTS

SCOPE	<p>The following instructions apply to all shipments made to Collins Aerospace Interior Systems (IS) and subsidiaries for which Collins Aerospace Interior Systems pays freight charges.</p> <p>Collins Aerospace Corporate Sourcing & Supply Chain department has determined that each (IS) location will pay the transportation cost for packages and shipments shipped to IS facilities or drop-shipped at our request when these guidelines are followed.</p>
DEFINITION OF SHIPPER	The definition of a shipper in this Routing Guide includes (IS) locations, suppliers and supplier direct shipments.
SUPERCEDING INSTRUCTIONS	This Routing Guide supersedes any statements, representations, or instructions by (IS) with respect to the Transportation and Billing and are binding unless specifically written authorized to deviate is granted by (IS) Corp Logistics. This Agreement does not supersede or amend any confidentiality agreement.
COMPLIANCE	Compliance with this Routing Guide is mandatory. When shipping terms allow, Collins Aerospace (IS) will pay the transportation cost for packages and shipments shipped to (IS) facilities or drop-shipped at our request when this Routing Guide is followed. Do not use unauthorized carriers.
ITAR	ITAR parts must be shipped and invoiced separately from civil parts.
INVOICE COPIES	A copy of the invoice must be on the inside of the shipment.
ACCOUNT CONFIDENTIALITY	Collins Aerospace Interior Systems transportation billing information is confidential and should only be communicated for the minute purpose of preparing shipments under these instructions. Do not post this information online or make it generally available beyond what is required for your company to follow these instructions. Collins Aerospace Interior Systems billing accounts are monitored for abuse.
CONSOLIDATED SHIPMENTS	Consolidate all shipments going to one Collins Aerospace delivery address into a single shipment each day. Note that some Collins Aerospace locations have more than one delivery address per site. Each Purchase Order Item within the consolidated shipment must be individually bagged and or boxed with its own Packing Slip attached to ensure material segregation within the consolidated shipment. Packing Slips will be bar coded as identified within this document.
AUTOMATED SHIPPING PLATFORM	Shipping labels must be created using an automated shipping platform (such as FedEx Ship Manager at fedex.com.com, or your own approved automated shipping platform). Collins Aerospace Interior Systems reserves the right to audit suppliers on the use of an automated shipping platform.
MANUAL WAYBILLS	For data Integrity and traceability, Collins Aerospace (IS) does NOT accept the use of manual waybills.
INCOTERMS	For Collins Aerospace (IS) sites and Suppliers shipping to (IS) sites, the shipping terms of all shipments required by Collins Aerospace Interior Systems shall be Incoterms 2020 FCA (preferred Carrier) Premises with passage of title and risk of loss occurring upon delivery at said destination.
NON-COMPLIANT SHIPMENTS	Collins Aerospace will NOT pay freight costs from unauthorized carriers and Suppliers that fail to ship in accordance with this Routing Guide. Prepaid freight charges, added freight costs (including incorrect Incoterms) from our suppliers will NOT be paid and Collins Aerospace Interior Systems reserves the right to chargeback suppliers for non-compliant shipments.
CHARGEMENTS FOR NON-COMPLIANCE	<i>For Shippers, non-compliance constitutes your agreement to pay all transportation and related costs incurred plus a \$119 fee for each non-compliant shipment.</i>
INTRA-BRANCH SHIPMENTS	Shipments between Collins Aerospace (IS) locations ship prepaid from point of origin.
OUTSIDE SERVICE	If a Preferred shipping carrier listed does not service your area, please contact the (IS)

AREAS	Transportation Team at BETransportation@beaerospace.com
TRANSIT TIMES vs ON-DOCK DATES (ODDs)	<p>It is the Supplier's responsibility to contact the above carriers to verify transit time. Each shipment must be received on the On Dock Date (ODD) Specified on the Purchase Order. A "2-day transit time", usually does not include the day of pick-up.</p> <p>The use of Premium Freight (air/expedited shipments) at (IS) expense is NOT an acceptable means of complying with on-time delivery requirements.</p> <p><i>All Suppliers must notify their Collins Aerospace Interiors' buyer and obtain written approval before shipping ANY Premium Freight shipment - NO EXCEPTIONS.</i></p>
HAZARDOUS MATERIALS	Hazardous Materials must ship in accordance with the United States Code of Federal Regulations, Title 49, Part 173.1, or as required by carrier.
C-TPAT	Refer to the Customs-Trade Partnership Against Terrorism (C-TPAT) Supply Chain Security Guidelines for International Suppliers or Shippers which is listed in the Table of Contents.

INTERIOR SYSTEMS ROUTING GUIDE:

PREFERRED SUPPLIER QUICK REFERENCE REGION	CATEGORY	PREFERRED CARRIER		SERVICE LEVEL*																																																																																																				
North America	Small Parcel Ground~			Commercial Ground																																																																																																				
	Small Parcel Air~			All Domestic FedEx Services																																																																																																				
	LTL	Preferred Partner 	Alternate Partner 	Economy																																																																																																				
	FTL	contact BETransportation@beaerospace.com		Routine/Economy																																																																																																				
Worldwide	Heavy Weight Air	<p>Please refer to the attached matrix and ensure clear understanding. HWA carriers are changed and we now work with multiple carriers depending on the lane e.g. UPS SCS is a primary carrier for all shipments originating in North America and destined for Europe.</p> <table border="1" data-bbox="649 1045 1159 1860"> <thead> <tr> <th>Origin Country</th> <th>Dest Region</th> <th>Primary</th> <th>Secondary</th> </tr> </thead> <tbody> <tr><td>Philippines</td><td>Europe</td><td>UPS SCS</td><td>K+N</td></tr> <tr><td>Philippines</td><td>North America</td><td>DSV</td><td>UPS SCS</td></tr> <tr><td>Philippines</td><td>Asia</td><td>K+N</td><td>UPS SCS</td></tr> <tr><td>Philippines</td><td>Middle East</td><td>UPS SCS</td><td>K+N</td></tr> <tr><td>US</td><td>Europe</td><td>K+N</td><td>UPS SCS</td></tr> <tr><td>US</td><td>North America</td><td>UPS SCS</td><td>K+N</td></tr> <tr><td>US</td><td>Asia</td><td>UPS SCS</td><td>DHL</td></tr> <tr><td>US</td><td>Middle East</td><td>DSV</td><td>K+N</td></tr> <tr><td>GB/IE</td><td>Europe</td><td>K+N</td><td>DHL</td></tr> <tr><td>GB/IE</td><td>North America</td><td>K+N</td><td>UPS SCS</td></tr> <tr><td>GB/IE</td><td>Asia</td><td>K+N</td><td>DHL</td></tr> <tr><td>GB/IE</td><td>Middle East</td><td>K+N</td><td>DHL</td></tr> <tr><td>Europe</td><td>Europe</td><td>DSV</td><td>UPS SCS</td></tr> <tr><td>Europe</td><td>North America</td><td>K+N</td><td>UPS SCS</td></tr> <tr><td>Europe</td><td>Asia</td><td>UPS SCS</td><td>DSV</td></tr> <tr><td>Europe</td><td>Middle East</td><td>DSV</td><td>UPS SCS</td></tr> <tr><td>China</td><td>Europe</td><td>K+N</td><td>UPS SCS</td></tr> <tr><td>China</td><td>North America</td><td>K+N</td><td>DSV</td></tr> <tr><td>China</td><td>Asia</td><td>K+N</td><td>UPS SCS</td></tr> <tr><td>China</td><td>Middle East</td><td>K+N</td><td>UPS SCS</td></tr> <tr><td>All Other</td><td>Europe</td><td>K+N</td><td>DSV</td></tr> <tr><td>All Other</td><td>North America</td><td>K+N</td><td>DSV</td></tr> <tr><td>All Other</td><td>Asia</td><td>K+N</td><td>DSV</td></tr> <tr><td>All Other</td><td>Middle East</td><td>K+N</td><td>DSV</td></tr> </tbody> </table>		Origin Country	Dest Region	Primary	Secondary	Philippines	Europe	UPS SCS	K+N	Philippines	North America	DSV	UPS SCS	Philippines	Asia	K+N	UPS SCS	Philippines	Middle East	UPS SCS	K+N	US	Europe	K+N	UPS SCS	US	North America	UPS SCS	K+N	US	Asia	UPS SCS	DHL	US	Middle East	DSV	K+N	GB/IE	Europe	K+N	DHL	GB/IE	North America	K+N	UPS SCS	GB/IE	Asia	K+N	DHL	GB/IE	Middle East	K+N	DHL	Europe	Europe	DSV	UPS SCS	Europe	North America	K+N	UPS SCS	Europe	Asia	UPS SCS	DSV	Europe	Middle East	DSV	UPS SCS	China	Europe	K+N	UPS SCS	China	North America	K+N	DSV	China	Asia	K+N	UPS SCS	China	Middle East	K+N	UPS SCS	All Other	Europe	K+N	DSV	All Other	North America	K+N	DSV	All Other	Asia	K+N	DSV	All Other	Middle East	K+N	DSV	Please use “Deferred Service” as a default option while booking Heavy Weight Air shipments.
Origin Country	Dest Region	Primary	Secondary																																																																																																					
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	Small Parcel~		<i>All International FedEx Services</i>
	Express Freight^		<i>All International FedEx Services</i>
	Ocean	 KÜHNE+NAGEL	-
	Courier/Hotshot	Please use the Primary Carrier from the above matrix	Quote for Timed Service and Need. Approvals from an (IS) VP required

*Alternative Service Levels Require Authorization Prior to Shipping

~FedEx Small Parcel non-palletized shipments



- The maximum weight per package allowed is 150 lbs. or 68 kg., there is no limit to the number of packages that can be given per shipment.
- The maximum size per package is 165 inches combined length and girth, this is determined by the following:
 - Measure the longest side of the carton then (2x the height + 2x the width) and add together. If this is greater than 165 inches combined it is considered unauthorized and would be too large in size to ship small package.
 - There is no limit to the number of packages that can be shipped in one shipment.
 - The maximum length per package is 108"

^ FedEx International Freight palletized shipments

- Designed for larger shipments greater than 151lbs or 68kg, and moved on a pallet that is 48" x48" x 60" or less (LxWxH) with a maximum length of 108"
- This is a guaranteed service level and should be used for smaller freight shipments that meet the requirements.

INTERIOR SYSTEMS ROUTING GUIDE:







REQUIREMENTS FOR NORTH AMERICAN SMALL PARCEL SHIPMENTS

	GROUND	AIR/EXPEDITED
SCOPE AND NOTES	Small Parcel is also referred to as “Small Pack”	<i>Air should only be used if:</i> 1) Ground Service has been confirmed as NOT meeting the required On-Dock Date (ODD) 2) The Collins Aerospace Interiors’ Buyer has given approval to ship Air
Shipment / Package Weight and Size	<ul style="list-style-type: none"> Total shipment weight < 250 lbs. Small parcels < 150 lbs. per piece, 108” in length, 165” in length plus girth (L + 2H + 2W) Do not palletize 	<ul style="list-style-type: none"> Total shipment weight < 250 lbs. Small parcels < 150 lbs. per piece, 108” in length, 165” in length plus girth (L + 2H + 2W) Do not palletize
Preferred Service Provider		
Service and Authority	<p>FedEx Ground is the default service for all North American small parcel shipments UNLESS otherwise approved.</p> <p>Ground Service does NOT require any prior authorization.</p>	<p><i>Any other FedEx Air Services in North America requires authorization from your buyer before shipping. Buyers and Suppliers will be measured on use of “Premium Air” by (IS) Corp Logistics.</i></p> <p><u>Unapproved Premium Air service shipments will be rejected and charged back to Shippers.</u></p>
Service Level Expectation	<p>FedEx Ground Offers day-definite service levels for parcels up to 150 lbs. per piece including <u>multi-weight & home delivery</u> 1-5 days (in the contiguous 48 U.S.)</p>	<p>FedEx time-definite service levels for parcels up to 150 lbs. per piece and including <u>multi-weight & home delivery</u>. NOTE: In many cases, it may be faster to ship Ground than use Air Service in North America.</p>
Payment Terms and Billing	<p>Bill transportation to RECIPIENT when shipping to a (IS) facility</p> <p>Bill transportation to THIRD PARTY when requested by the buyer to drop shipping to a non-(IS) location</p> <p>The FedEx billing number for (IS) will be provided on the PO by the (IS) buyer</p>	<p>Bill transportation to RECIPIENT when shipping to a (IS) facility</p> <p>Bill transportation to THIRD PARTY when requested by the buyer to drop shipping to a non-(IS) location</p> <p>The FedEx billing number for (IS) will be provided on the PO by the (IS) buyer</p>
Mandatory Reference Information	<p>ENTER the (IS) PO# / SO# in the FedEx P.O. No. field</p> <p>ENTER the (IS) GL# in the FedEx Your/Customer Reference Field</p> <p>Do not add spaces or extra characters.</p>	<p>ENTER the (IS) PO# / SO# in the FedEx P.O. No. field</p> <p>ENTER the (IS) GL# in the FedEx Your/Customer Reference Field</p> <p>Do not add spaces or extra characters.</p>
Declared Value / Insurance	Do not use Declared Value or any other package/shipment insurance.	Do not use Declared Value or any other package/shipment insurance.

	Fees associated with these services will not be paid unless prior approval is given by the buyer. (IS) Reserves the right to chargeback any additional insurance charges.	Fees associated with these services will not be paid unless prior approval is given by the buyer. (IS) Reserves the right to chargeback any additional insurance charges.
Carrier Customer Service	If you do not have your own FedEx Shipper Account Number, please call FedEx or go to www.fedex.com to create one.	If you do not have your own FedEx Shipper Account Number, please call FedEx or go to www.fedex.com to create one.
Packaging	Ensure Packaging is optimized. If “dead air space” is unfilled, additional charges will be incurred.	Ensure Packaging is optimized. If “dead air space” is unfilled, additional charges will be incurred.

INTERIOR SYSTEMS ROUTING GUIDE:

REQUIREMENTS FOR NORTH AMERICAN FREIGHT SHIPMENTS

	<u>LESS THAN TRUCKLOAD (LTL)</u>	<u>½ TRAILER TO FULL TRUCK (FTL)</u>				
SCOPE AND NOTES	<i>LTL is NOT an expedited service level</i>	"Team Trucks" with 2 drivers are available				
Shipment / Package Weight and Size	Total Shipment weight 250 lbs. – 10,000 lbs. Palletized shipment < 12 linear ft. Palletized, individual parcels >150 lbs.	Shipments greater than 10,000 lbs. ½ trailer or full truckload.				
Preferred Service Provider	<table border="1"> <tr> <td>Preferred Partner</td> <td>Alternate Partner</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Preferred Partner	Alternate Partner			Contact BETransportation@beaerospace.com
Preferred Partner	Alternate Partner					
						
Service and Authority	<p>All LTL shipments must be sent using preferred partners. Using this service does NOT require any prior authorization from the buyer.</p> <p><i>Buyers and Suppliers will be measured on non-compliant shipments using alternative carriers.</i></p> <p><u>Unapproved non-compliant LTL shipments will be rejected and charged back to Shipper</u></p>	<p>All LTL shipments must be sent using preferred partners. Using this service does NOT require any prior authorization from the buyer.</p> <p><i>Use of Team Trucks requires authorization from your Buyer. Buyers and Suppliers will be measured on non-compliant shipments and use of alternative carriers.</i></p> <p><u>Unapproved non-compliant FTL shipments will be rejected and charged back to Shipper</u></p>				
Service Level Expectation	Check with the carrier for updated Service Levels	Check with the carrier for updated Service Levels				
Payment Terms and Billing	<p>Bill transportation to RECIPIENT when shipping to a (IS) facility</p> <p>Bill transportation to THIRD PARTY when requested by the buyer to drop shipping to a non-(IS) location</p>	<p>Bill transportation to RECIPIENT when shipping to a (IS) facility</p> <p>Bill transportation to THIRD PARTY when requested by the buyer to drop shipping to a non-(IS) location</p>				
Mandatory Reference Information	<p>ENTER the (IS) PO# / SO# in the carrier booking reference field</p> <p>ENTER the (IS) GL Acct# (available from the buyer) in the carrier booking reference field</p> <p>Do not add spaces or extra characters</p>	<p>ENTER the (IS) PO# / SO# in the carrier booking reference field</p> <p>ENTER the (IS) GL Acct# (available from the buyer) in the carrier booking reference field</p> <p>Do not add spaces or extra characters</p>				
Declared Value / Insurance	<p>Do NOT use Declared Value or any other package/shipment insurance.</p> <p>Fees associated with these services will not be paid unless prior approval is given by the Buyer. (IS) Reserves the right to chargeback any additional insurance charges.</p>	<p>Do NOT use Declared Value or any other package/shipment insurance.</p> <p>Fees associated with these services will not be paid unless prior approval is given by the Buyer. (IS) Reserves the right to chargeback any additional insurance charges.</p>				

Carrier Customer Service	See Contacts Appendix	See Contacts Appendix
Packaging	Ensure Packaging is optimized. If “dead air space” is unfilled, additional charges will be incurred.	Ensure Packaging is optimized. If “dead air space” is unfilled, additional charges will be incurred.



**INTERIOR SYSTEMS ROUTING GUIDE:
DATA FIELD REQUIREMENTS *NORTH AMERICAN FREIGHT***

<u>Field</u>	<u>Description</u>
Bill of Lading (BOL)	<ul style="list-style-type: none"> Form must meet the requirements set forth by the National Motor Freight Classification (NMFC) Electronic form is preferred Do not reuse a BOL
Ship Date	<ul style="list-style-type: none"> Shipment date must be valid and less than 365 days old.
Carrier’s Pro Number	<ul style="list-style-type: none"> Unique Carrier reference number
Shipper’s BOL Number	<ul style="list-style-type: none"> Supplied by the shipper to reference shipment information.
Purchase Order (PO#)	<ul style="list-style-type: none"> Enter the B/E Aerospace PO# / SO# or contact the buyer
Service Type	<ul style="list-style-type: none"> Service type MUST be identified on the BOL <ul style="list-style-type: none"> Example: Priority or Economy
Shipper (From)	<ul style="list-style-type: none"> Complete and accurate address and contact information are required.
Consignee (To)	<ul style="list-style-type: none"> Complete and accurate address and contact information are required.
Freight Charge Billing and Billing Address	<ul style="list-style-type: none"> Shipments to a B/E Aerospace facility: Use bill “Bill Recipient” Shipments to a non-B/E Aerospace facility: Use bill “Third Party” Indicate the following billing address on ALL shipments: Collins Aerospace Interiors C/O CTSI-Global 1 South Prescott St., Memphis, TN 38111-4618 Tel: 901-888-0070
Special / Additional Information	<ul style="list-style-type: none"> Indicate the Collins Aerospace Interior Systems GL#
Handling Units (H/U)	<ul style="list-style-type: none"> Number of units requiring loading (For example: 2 pallets).
(H/U) Package Type	<ul style="list-style-type: none"> Type of shipping unit (For example: pallet, crate, drum).
Pieces	<ul style="list-style-type: none"> Total number of pieces for shipment.
Hazardous Materials (HM)	<ul style="list-style-type: none"> Indicate if Hazardous Materials

	<ul style="list-style-type: none"> • Must ship in accordance with the United States Code of Federal Regulations, Title 49, Part 173.1, or as required by carrier.
Description of Article or Contents	<ul style="list-style-type: none"> • Type of shipping unit (carton, skid, drum). • Freight description (complete description of the contents). • Special markings (precautionary markings such as Keep Upright, Freezable, Glass, Do Not Double Stack, and more). • Special instructions (Call Before Delivery, Liftgate Required, etc.).
Weight	<ul style="list-style-type: none"> • Total weight & unit of measure should be as accurate as possible.
NMFC Item Number	<ul style="list-style-type: none"> • Shipper provides NMFC item number for each commodity type.
Class	<ul style="list-style-type: none"> • Shipper provides NMFC class for each commodity type.
Optional: Cube or Dimensions per form	<ul style="list-style-type: none"> • Cubic feet of shipment (L x W x H) in inches, divided by 1,728.
Declared Value / Shipment Insurance	<ul style="list-style-type: none"> • Do not use Declared Value or shipment insurance unless approved by the buyer • Surcharges associated with this service will not be paid unless prior approval is given by the buyer.
Signature	<ul style="list-style-type: none"> • Shipper Signature and Date are required.

INTERIOR SYSTEMS ROUTING GUIDE:

REQUIREMENTS FOR ALL *INTERNATIONAL* SHIPMENTS

	<u>Small Parcel</u>	<u>Heavy Air (“HWA”)</u>	<u>Ocean (or “Sea”)</u>
Shipment / Package Weight and Size	<ul style="list-style-type: none"> Individual Parcels <150 lbs. per piece, 108” in length, 165” in length plus girth (L + 2H + 2W) Total shipment weight < 250 lbs. Do not palletize 	<ul style="list-style-type: none"> Individual Parcels >150 lbs. Total shipment weight between 250 lbs. and 10,000 lbs Can be tendered loose, palletized or oversized 	Shipments greater than 10,000 lbs., less than Container Load (LCL), or Full Container Load (FCL)
Preferred Service Provider		Please refer to Carrier Matrix in Heavy Weight Air section (Page 6)	 KÜHNE+NAGEL
Service and Authorities	<p><i>Purchase Order will provide service level required. Please follow Purchase Order for detailed service level and bill to FedEx account number.</i></p> <p><u>Unapproved premium service level shipments will be rejected and charged back to Supplier.</u></p>	<p>“Deferred Service” is the default for all International Shipments UNLESS otherwise authorized.</p> <p><i>Use of any other Air services requires authorization from your buyer before shipping. Buyers and Suppliers will be measured on use of “premium air” by (IS) Corp Logistics.</i></p> <p><u>Unapproved premium service level shipments will be rejected and charged back to Shipper.</u></p>	Kuehne+Nagel is the default partner for all International Ocean Shipments UNLESS otherwise authorized.
Service Level Expectation	Typical Service Level is 2-5 days for FedEx International Services.	Typical Service Level is 5-6 days for HWA Deferred Service and 3-4 Days for Standard Service.	
Payment Terms and Billing	<p>Bill Transportation & Duties/Taxes to RECIPIENT when shipping to a (IS) facility</p> <p>Bill Transportation & Duties/Taxes to THIRD</p>	<p>Bill Transportation & Duties/Taxes to RECIPIENT when shipping to a (IS) facility</p> <p>Bill transportation to THIRD PARTY when requested by</p>	<p>Bill Transportation & Duties/Taxes to RECIPIENT when shipping to a (IS) facility</p> <p>Bill transportation to THIRD PARTY when requested by</p>

	<p>PARTY when requested by the buyer to drop shipping to a non-(IS) location</p> <p>The FedEx bill to account number for (IS) will be provided on the PO by the (IS) buyer</p>	<p>the buyer drop shipping to a non-(IS) location</p> <p>The bill to number for (IS) will be provided on the PO by the (IS) buyer</p> <p>The following address must appear in "Bill Freight Charges To:" section of all Bill of Lading (BOLs).</p> <p>Collins Aerospace Interiors C/O CTSI-Global 1 South Prescott St. Memphis, TN 38111-4618 Tel: 901-888-0070</p>	<p>the buyer to drop shipping to a non-(IS) location</p> <p>The bill to number for (IS) will be provided on the PO by the (IS) buyer</p> <p>The following address must appear in "Bill Freight Charges To:" section of all Bill of Lading (BOLs).</p> <p>Collins Aerospace Interiors C/O CTSI-Global 1 South Prescott St. Memphis, TN 38111-4618 Tel: 901-888-0070</p>
Mandatory Reference Information	<p>ENTER the (IS) PO# / SO# in the FedEx P.O. No. field</p> <p>ENTER the (IS) GL# in the FedEx Your/Customer Reference Field</p> <p>Both the (IS) PO#/SO# and (IS) GL# must appear on the Bill of Lading (BOL)</p> <p>Do not add spaces or extra characters.</p>	<p>Both the (IS) PO#/SO# and (IS) GL# must appear on the Bill of Lading (BOL)</p> <p>Do not add spaces or extra characters.</p>	<p>Both the (IS) PO#/SO# and (IS) GL# must appear on the Bill of Lading (BOL)</p> <p>Do not add spaces or extra characters.</p>
Declared Value / Insurance	<p>Do not use Declared Value or any other package/shipment insurance.</p> <p>Fees associated with these services will not be paid unless prior approval is given by the buyer. (IS) Reserves the right to chargeback any additional insurance charges.</p>	<p>Do not use Declared Value or any other package/shipment insurance.</p> <p>Fees associated with these services will not be paid unless prior approval is given by the buyer. (IS) Reserves the right to chargeback any additional insurance charges.</p>	<p>Do not use Declared Value or any other package/shipment insurance.</p> <p>Fees associated with these services will not be paid unless prior approval is given by the buyer. (IS) Reserves the right to chargeback any additional insurance charges.</p>
Carrier Customer Service	<p>Contact FedEx customer in your country: www.fedex.com/ add your 2 digit country code</p>		
Packaging	<p>Ensure Packaging is optimized. If "dead air space" is unfilled, additional charges will be incurred.</p>	<p>Ensure Packaging is optimized. If "dead air space" is unfilled, additional charges will be incurred.</p>	
Special Instructions		<p>Documentation must show the "Notify Party" as "CollinsInteriorsGT@expeditors.com"</p>	<p>Documentation must show the "Notify Party" as "CollinsInteriorsGT@expeditors.com"</p>

**INTERIOR SYSTEMS ROUTING GUIDE:
DATA FIELD REQUIREMENTS FOR ALL *INTERNATIONAL* SHIPMENTS**

***** A COMMERCIAL INVOICE and PACKING LIST must accompany every shipment;
Each including the below information. ***** □

<u>Field</u>	<u>Description</u>
Date	<ul style="list-style-type: none"> Date of shipment
Shipper/Exporter	<ul style="list-style-type: none"> Provide contact name, company name and full address
Part Number	<ul style="list-style-type: none"> Collins Aerospace Interior Systems Part number Vendor part number (if applicable)
Reference Numbers	<ul style="list-style-type: none"> Collins Aerospace (IS) PO# (or SO#) Collins Aerospace (IS) GL# (General Ledger number, contact buyer for questions)
Tracking Number	<ul style="list-style-type: none"> Waybill, Pro # or parcel tracking number
Shipper (From)	<ul style="list-style-type: none"> Complete address and phone number
Consignee (To)	<ul style="list-style-type: none"> Complete address and phone number of the Legal Entity of the Importer of Record ** The Commercial Invoice must match the Shipping Label **
Freight Charge Billing and Billing Address	<ul style="list-style-type: none"> Shipments to an Interior Systems facility: Use bill “Bill Recipient” Shipments to an Interior Systems facility: Use bill “Third Party” Small Parcel Shipments via FedEx to Interior Systems need to ship per the included PO Indicate the following billing address on ALL shipments: <p>Collins Aerospace Interior Systems C/O CTSI-Global 1 South Prescott St., Memphis, TN 38111-4618 Tel: 901-888-0070</p>
Special / Additional Information	<ul style="list-style-type: none"> Indicate the Collins Aerospace Interior Systems GL#
Handling Units (H/U)	<ul style="list-style-type: none"> Number of units requiring loading (For example: 2 pallets).
Pieces	<ul style="list-style-type: none"> Total number of pieces for shipment.
Hazardous Materials (HM)	<ul style="list-style-type: none"> Indicate if Hazardous Materials Must ship in accordance with the United States Code of Federal Regulations, Title 49, Part 173.1, or as required by carrier.
Importer of Record	<ul style="list-style-type: none"> For drop shipments where (IS) needs to be the importer of record, enter “B/E Aerospace, Inc. c/o (name of the consignee).

INCOTERMS 2020	<ul style="list-style-type: none"> FCA (preferred Carrier) Premises with passage of title and risk of loss occurring upon delivery at said destination.
Country of Export	<ul style="list-style-type: none"> Country of export
Country of Origin	<ul style="list-style-type: none"> Country where goods were manufactured
Country of Destination	<ul style="list-style-type: none"> Delivery destination
Currency	<ul style="list-style-type: none"> Currency in US Dollars
Quantity	<ul style="list-style-type: none"> Quantity of commodity
Unit of Measure	<ul style="list-style-type: none"> Commodity measurement
Type of packages	<ul style="list-style-type: none"> Commodity package type
No. of packages	<ul style="list-style-type: none"> Number of packages for each commodity
Unit Value	<ul style="list-style-type: none"> Unit Value for each item
Commodity Description	<ul style="list-style-type: none"> Complete description of the merchandise Collins Aerospace Interior Systems Part Number Harmonized Tariff Schedule (HTS)
Weight	<ul style="list-style-type: none"> Weight of each commodity
Total Weight	<ul style="list-style-type: none"> In pounds (LBS)
Total Value	<ul style="list-style-type: none"> In US Dollars
Signature of shipper/exporter	<ul style="list-style-type: none"> Authorized Company representative's printed name, signature, and title.
Reason for Shipment	<ul style="list-style-type: none"> For Example: purchase, return for repair/replacement, warranty, etc.
Case Markings	<ul style="list-style-type: none"> If used

**INTERIOR SYSTEMS ROUTING GUIDE:
COURIER/HOTSHOT/HANDCARRY/NFO/AOG**

SCOPE AND NOTES	<ul style="list-style-type: none"> If the Next Flight Out (NFO) is after 5pm and the destination will not be waiting, do not ship courier
Preferred Service Provider	Please obtain quotes from your Primary and Secondary Carrier for that lane and use the one that fits best. However, this service is not contracted and will need proper documentation and approvals.
Service and Authority	All Courier and Hand Carry orders must have Interiors Systems (IS) <u>VP-level approval prior to placement.</u>
Special Instructions	<p>Advise/Provide:</p> <ul style="list-style-type: none"> Pickup & delivery address Provide Pool Order # and/or Sales Order # Number of pieces Requested delivery time. Pickup (ready) time E-mail address for notifications of any changes and POD's

**INTERIOR SYSTEMS ROUTING GUIDE:
LOGISTICS CONTACTS**

FedEx		
Local Account Executive (AE) www.fedex.com/pickup	Main Contact for Delivery, Pickup, or Training Items	
FedEx Vendor Enablement Support 1.866.883.9290 www.fedex.com	Contact FedEx Vendor Enable Customer Service.	Monday thru Friday 8 a.m. to 5 p.m. CST
1.800.GoFedEx; 1.800.463.3339	Billing, Supplies, Tracking, Setups, and General Shipment Inquires or Information	24/7/365 Support
1.800.GoFedEx 1.800.463.3339	Escalation and Mission Critical Support for Shipments	24/7/365 Support
1.800.GoFedEx 1.800.463.3339 "say international"	Brokerage and Clearance Issues	24/7/365 Support
airexpedite@blue.fedex.com 1.800.468.8019	FedEx Custom Critical <i>NOTE: use of this service requires VP-level approval</i>	24/7/365 Support
rcg@fedex.com 1.800.851.3336	Regulatory Consulting Group FedEx Support for US Export and Customs	
1.877.339.2774	Customer Technical Support	
1.901.434.3200	Dangerous Goods/ Hazardous Materials HOT LINE	
1.866.393.4585	FedEx Freight Customer Service	
1.888.444.5940	FedEx Truckload Brokerage	
UPS SCS (HWA)		
Woodhouse.Mark@ups.com 1.614-404-2456	Mark Woodhouse Program Manager – North America	East Coast (Atlanta, GA)
Perryarts@ups.com +31 6 8154 0069	Perry Arts Program Manager - Europe	Europe (Eindhoven, NL)
njeffrey@ups.com +65 9299 3527	Jeffrey Ng Program Manager – Asia Pacific	Asia Pacific (Singapore, SG)
Kuehne + Nagel (HWA/SEA)		
William.Putnam@kuehne-nagel.com 1.860.934.4788	Bill Putnam Operational Key Account Manager – East Coast & West Coast	East Coast (Hartford, CT)
Joe.Schmalz@kuehne-nagel.com 1.206.288.4865	Joe Schmalz National Key Account Manager	USA (Seattle, WA)

rob.droog@kuehne-nagel.com +31 (65) 1315 450	Rob Droog National Key Account Manager	The Netherlands
tobias.malessa@kuehne-nagel.com +63 917 828 4729	Tobias Malessa National Key Account Manager	The Philippines
thomas.leigh@kuehne-nagel.com +44 (0)7583 048 482	Thomas Leigh Operational Key Account Manager	Leighton Buzzard, UK
anthony.byrne@kuehne-nagel.com +44 (0)7966 969411	Anthony Byrne Operational Key Account Manager	Kilkeel, UK
christophe.lambert@kuehne-nagel.com +33 (0)6 22 03 27 54	Christophe Lambert National Key Account Manager	France
leslie.chan@kuehne-nagel.com +852 64235000	Leslie Chan National Key Account Manager	China
Marcelo.Riso@Kuehne-Nagel.com +49 (0) 160 5096030	Marcelo Riso National Key Account Manager	Germany
R&L Carriers (LTL)		
800-543-5589	Nationwide service: All of the Lower 48 States.	USA
DSV Freight Forwarding (HWA)		
Neil.Gordon@us.dsv.com +1 980.428.3756	Neil Gordon Key Account Manager	USA
Lauren.Hana@us.dsv.com +1.206.878.8001	Lauren Hana Import Coordinator – US West Coast	USA
Jamie.Cole@us.dsv.com +1 704.970.1901	Jamie Cole Import Coordinator – US East Coast	USA
Jewel.Villanueva@ph.dsv.com +63 2396.9731	Jewel Villanueva Key Account Manager – Philippines	PH
DHL Freight Forwarding (HWA)		
Simon.Parker@dhl.com +44 77 2041 2356	Simon Parker Head of Customer Experience	UK
Raphael.Chin-Fo-sieeuw@dhl.com +1.978.871.9477	Raphael Chin-Fo-Sieeuw Global Customer Director	US
Collins Aerospace Interior Systems		
BETransportation@beaerospace.com	Main Contact for General Questions to Collins Aerospace Interior Systems Traffic and Supply Chain	

globaltrade@beaerospace.com	Global Trade and Compliance General Questions or Inquiries to Collins Aerospace Interior Systems
JP.Pedicino@collins.com 1.561.267.7334	JP Pedicino (<i>primary contact</i>) Specialist
Melissa.Young@collins.com 1.336.848.7232	Melissa Young (<i>secondary contact</i>) Specialist
Jessica.Todd@collins.com 1.682.206.8223	Jessica Todd (<i>escalation</i>) Sr. Manager

INTERIOR SYSTEMS ROUTING GUIDE:

Customs-Trade Partnership Against Terrorism (C-TPAT)

Supply Chain Security Guidelines for International Suppliers or Shippers

To support Collins Aerospace and U.S. Customs and Border Protection (CBP) C-TPAT program, our business partners (international suppliers or shippers) who handle U.S. bound shipments to BEA from another country, must follow the C-TPAT security guidelines below to ensure supply chain security and mitigate the risk of loss, theft, and contraband smuggling that could potentially introduce terrorists or implements of terrorism into the global supply chain.

Contact Global Trade Compliance +01.561.791.5000 immediately of any security breach affecting BEA goods (contraband, smuggling, or threatening/suspicious activities)

Business Partners/ Subcontractor Requirements: Foreign suppliers and shippers must have documented procedures for selection of business partners like carriers and vendors who handle (manufacture, packaging, or transport) U.S. bound shipments to BEA. This includes evidence (e.g., C-TPAT SVI, AEO or equivalent program number and certificate) to indicate partners who are certified and compliant with C-TPAT, AEO or an equivalent supply chain security program. Foreign suppliers or subcontractors must have documentation of compliance verification (e.g., contractual obligations, certification records, or completed questionnaires).

Shipment Routing & Certified Carrier Usage: Foreign suppliers and shippers must follow BEA Incoterms and instructions for delivery, routing, and international shipment. On U.S. bound BEA import shipments the supplier or shipper must use C-TPAT certified forwarders and carriers. This requirement applies to subcontractors handling or transporting BEA U.S. import shipments (e.g., transfer carriers for truck trailers from Mexico).

BEA Importer Security Filing (ISF) Form & Pre-alert Process: For U.S. bound BEA import shipments arriving by vessel, the supplier, shipper & forwarder must follow BEA ISF process. The forwarder (within 72 hours prior to stuffing) must email BEA ISF form and shipping documents to BEA ISF agent (customs broker stated on invoice and ISF form). The broker must file ISF 10 per SOP (within 24 hours prior to vessel sailing) and email completed ISF form to forwarder and BEA with ISF acceptance. After receipt of ISF acceptance, forwarder may stuff & load BEA's shipment onto vessel.

Point of Origin: Point of Origin is the facility where products are assembled, manufactured, packaged, and shipped. Foreign suppliers and shippers must ensure partners have security procedures consistent with C-TPAT security criteria to enhance integrity of shipments at point of origin. Periodic reviews of partner facilities should be conducted based on risk to maintain CBP standards.

Security Procedures: Container and trailer security procedures below for inspections, storage, and seals apply when foreign suppliers or shippers are responsible contractually for stuffing or loading truck trailers and ocean containers at their facility (i.e., FCA Supplier or Shipper Facility Incoterms 2010). Suppliers and shippers must work with carriers to ensure effective security controls are implemented at point of origin.

Container and Trailer Security: Container and trailer integrity must be maintained to protect against introduction of unauthorized material and/or persons. At the point-of-stuffing, procedures are required to properly seal and maintain the integrity of shipping containers and trailers. A high security seal that meets or exceeds the current PAS ISO 17712 standard must be affixed to all U.S. destined containers and trailers.

Seven-Point Ocean Container Inspection: Procedures and checklist are required to verify the physical integrity of each ocean container and door locking mechanisms prior to stuffing.

Seven-point ocean container inspection process: (1) outside and undercarriage (before entering shipping/receiving areas), (2) inside and outside doors, (3) right side, (4) left side, (5) front wall, (6) ceiling and roof, (7) floor (inside).

Seventeen-Point Truck & Trailer Inspection: Procedures and checklist are required to verify the physical integrity of the truck & trailer and door locking mechanisms prior to stuffing.

Seventeen-point truck & trailer inspection process: (1) bumper, (2) engine, (3) tires (truck & trailer), (4) floor (inside truck), (5) fuel tanks, (6) cab and storage compartments, (7) air tanks, (8) drive shafts, (9) fifth wheel, (10) outside and undercarriage, (11) outside and inside doors, (12) floor (inside trailer), (13) side walls, (14) front wall, (15) ceiling and roof, (16) refrigeration unit, and (17) exhaust.

Ocean Container and Truck Trailer Storage: Ocean containers and truck trailers under the supplier or shipper control or located in a facility of the supplier/shipper must be stored in a secure area and manner to prevent unauthorized access and/or manipulation.

Security and Control of Container and Trailer Seals: For ocean containers and truck trailers fully loaded at international supplier/shipper facilities the supplier or shipper must affix a high security seal to all fully loaded ocean containers or truck trailers bound for the U.S., have documented procedures to control and record use of high security bolt seals, recognize and report compromised seals, containers or trailers, designate a limited number of employees to access/apply seals for security purposes and keep a documented inventory of all seals.

Physical Access Controls: Access controls prevent unauthorized entry to facilities, maintain control of employees and visitors, and protect company assets. Access controls must include the positive identification of all employees, visitors, and vendors at all points of entry.

Employees/Access Devices: Systems are required for positive identification and access control of employees and visitors. Employees should only have access to secure areas based on their duties. Company management or security personnel must control the issuance and removal of employee, visitor and vendor identification badges. Procedures for the issuance, removal and changing of access devices (e.g. keys, key cards, etc.) must be documented.

Visitors and Deliveries (including mail): Visitors must present photo identification for documentation purposes upon arrival. All visitors should be escorted and should visibly display temporary identification. Proper vendor ID and/or photo identification must be presented for documentation purposes upon arrival by all vendors. Arriving packages and mail should be periodically screened before being disseminated.

Challenging and Removing Unauthorized Persons: Procedures must be in place to identify, challenge and address unauthorized/unidentified persons.

Personnel Security: Screening prospective employees and periodic checks of current employees is required.

Pre-Employment Verification, Background Checks/Investigations: Application information like employment history and references must be verified before employment. Consistent with foreign regulations, background checks and investigations should be conducted for prospective employees. Once employed, periodic checks and reinvestigations should be performed based on cause, and/or the sensitivity of the employee's position.

Personnel Termination Procedures: Companies must have procedures in place to remove identification, facility, and system access for terminated employees.

Physical Security: Supplier/Shipper facilities must have physical security deterrents to protect from unauthorized access.

Physical security deterrents used by international suppliers/shippers may include:

Fencing, Gates/Entries & Guards: Perimeter fencing or walls should enclose facilities where other controls are not in place to prevent unauthorized access. Fencing and walls should be inspected & maintained. Shipping & receiving areas should have fencing, locking doors, access controls or CCTV. Entry and exit points for vehicles and/or personnel must be controlled. The number of gates should be kept to the minimum necessary for proper access and safety

controls. Guards or access controls should be in place to ensure that unauthorized personnel do not enter the facility or gain access to BEA shipments.

Parking & Lighting Controls: Private passenger vehicles should be prohibited from parking in or adjacent to shipping and receiving areas to prevent unauthorized materials from being introduced into shipments or conveyance vehicles. Adequate lighting must be provided inside and outside facilities to prevent unauthorized access.

Locking Devices, Key Controls: External & internal windows, gates, and doors to access the facility or cargo storage areas must be secured with locking devices. Management or security personnel control issuance of all locks and keys.

Alarms Systems and Video Surveillance Cameras: Suppliers and shippers should use alarm systems and video surveillance cameras, as appropriate, to monitor premises and prevent unauthorized access to cargo handling and storage areas.

Information Technology (IT) Security: Security measures must be in place to ensure automated systems are protected from unauthorized access.

Password Protection & Accountability: Automated systems should use individually assigned accounts that require a periodic change of password. IT security policies, procedures and standards should be in place and provided to employees in the form of training. A system should be in place to identify the abuse of IT including improper access, tampering or the altering of business data. All system violators should be subject to appropriate disciplinary actions for abuse.

Procedural Security: Documented security procedures must be communicated to employees to ensure security measures are followed. Upon BEA's request, the supplier or shipper shall provide evidence of documented procedures like physical, personnel and IT security, access controls, reporting of security incidents, ocean container or truck trailer seal and inspection controls.

Shipment Documentation and Manifesting Procedures: Procedures must ensure accurate and timely information is received from partners. Invoice, packing list, bill of lading and other records to manifest and clear cargo with Customs will be legible, complete, accurate, and protected from exchange, loss or erroneous information. Controls must include securing computer access and information.

Packing, Shipping and Receiving Security Procedures: Documented procedures must control access to shipping & receiving areas. Packaged shipments must be controlled to prevent unauthorized access and contraband. Departing cargo must be verified against purchase or delivery orders with accurate package and unit quantities weight and part numbers and verification that contraband is not present. Drivers picking up cargo should be positively identified before cargo is released. Procedures should track the timely movement of incoming and outgoing goods.

Cargo Discrepancy and Security Breach Reporting: All shortages, overages, and other significant discrepancies or anomalies must be resolved and/or investigated appropriately. Contact the BEA GTC immediately at 561-791-5000 upon knowledge of any security breach affecting BEA goods. Notify Customs and/or other law enforcement agencies as appropriate when contraband, smuggling or threatening suspicious activities are detected. Contact your BEA representative with any questions.

Security Training: A security training program must be in place to educate and build employee awareness of proper security procedures as outlined in these security guidelines including training on the threat posed by terrorists and contraband smugglers at each point in the supply chain, training on ethical conduct, avoidance of corruption, fraud and exploitation. Additional training on effective supply chain security controls should be given to employees in the shipping and receiving areas.

Invoice Requirements

A shipment may be delayed if any of the requirements below are questionable/missing.

- In the English language
- Legal entity names & addresses of **all** the transacting parties (seller, shipper, buyer, consignee).
- Purchase Order Number, RMA Number, or any other shipment reference.
Nonsale shipments must contain the reason for the transaction such as:
 - Goods returned to a supplier for repair purpose
 - Goods returned to a supplier for credit
 - Goods returned to the customer after repair
 - Intra-company transfer of materials
 - Goods dispatched for US immediate exportationalso, subject (where available and applicable) to further returned procedures (see note below).
- Invoice Number, or any other invoice reference.
- Sale Incoterms®
- Part numbers as appear on the PO (itemized).
- Commodity – it is required to provide the Part’s concise detailed description (itemized).
- The serial number must be disclosed for serialized articles.
- Country of manufacture (origin). Please refrain from declaring the shipping/sourcing country as the country of origin. It refers to the country of manufacture, production, or growth where an article or product was made; where a new article of commerce was substantially transformed.
- Invoice value (itemized) - Valuation of international transactions must follow a strict set of rules:
 - On sale/purchase transactions, the accurate price paid or payable.
 - On non-sale/purchase transactions (e.g., repair, sample, demo, gifts) valuation needs to follow the fair market value, e.g., original purchase price, MSRP, same or similar article.
 - On prototypes, the computed value (cost plus overhead).
 - On B/E internal transactions, it is imperative to demonstrate “arm’s length transaction,” by following the BEA Corporation transfer cost finance policy (standard cost plus 15%).
- Currency type, e.g., GBP, USD, EUR, CAD.
- Quantities (expressed as the smallest external packaging, never in skid or pallets).
- Shipments containing textiles such as leather, fabrics or plastic sheets require the length and width per each unit (measurement should indicate the unit of measure – i.e., inches, feet, meters). A material specification sheet for each part indication the composition should be included.
- All chemical substances must include an MSDS (Material Specification Data Sheet) form from the manufacturer. Chemicals must also indicate the number of kilograms and liters per unit. Unit of measure must be indicated on commercial invoice.
- Finished airplane seats or furniture must include the type of cover material (leather, fabric).

Sample parts must be clearly identified as such by including terms such as “Sample” or “Samples” on the commercial invoice. These terms may be added to, but should not replace the complete part number or part description.

Nonsale transactions must follow these procedures to obtain US duty-free treatment:

- Chapter 98 - Articles exported for repairs or alterations.

- Chapter 98 - Imported articles exported and reimported.
- Chapter 98 - US Goods Returned procedure.

A downloadable sample invoice format is available at the (IS) Supplier Portal <http://beaerospace.com/home-page/global-support/supplier-access/>

For invoice requirements & customs clearance assistance contact: GlobalTradeCompliance@beaerospace.com

Package Shipping Guidelines

Small Parcel Size Guidelines

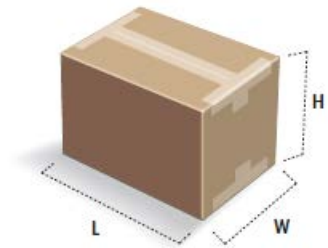
Shipments are invoiced the greater of actual or dimensional weight.

Size/weight:

- Up to 150 lbs. (68 kg) per package
- Unlimited total shipment weight
- Maximum 108" (274 cm) length and 130" (330 cm) combined length plus girth ($L + 2W + 2H$)

- **Step 1:** Determining Length by measuring the longest side of the package, rounding to the nearest inch or centimeter. Packages can be up to 108 inches (270 cm) in length.
- **Step 2:** Determining Girth by measuring the width of the package, rounding to the nearest inch or centimeter, multiply this number by 2. Repeat this process for the height resulting in ($2x \text{ Width} + 2x \text{ Height} = \text{Girth}$).
- **Step 3:** Add the length and the girth together ($\text{Length} + \text{Girth} = \text{Package Measurement}$)

Note: If the package measurement is greater than 165 inches or 419 cm total length and girth, or the length is longer than 108 inches or 270 cm then the package must be processed using Worldwide Express Freight.

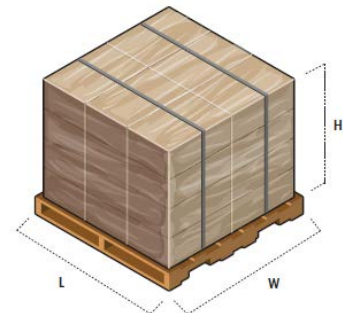


Palletized Freight Size Guidelines

Shipments are invoiced the greater of actual or dimensional weight. The following formula is used when determining the dimensional weight of a palletized shipment:

- Dimensional weight in kilograms: $L \times W \times H \text{ Centimeters} / 5000$
- Dimensional weight in pounds: $L \times W \times H \text{ inches} / 139$

Maximum pallet size without prior shipment approval varies by country. Go to <https://www.fedex.com/en-us/service-guide.html>



- Maximum Freight pallet weight without prior approval
 - 2,000 kg.

FedEx Shipping Automation

-Download and configure the newest version of the Ship Manager software contact your local FedEx sales representative.

-All Shipments to RCIS will be either Bill Recipient or Bill 3rd Party to the assigned account number provided by RCIS

Follow this simple process with FedEx Ship Manager software for shipments using the Bill Recipient or Bill Third Party:

The screenshot displays the FedEx Ship Manager software interface. The top menu bar includes 'File', 'Databases', 'Customize', 'Utilities', 'Integration', 'Inbound', 'Passport', 'fedex.com', and 'Help'. Below the menu is a navigation bar with buttons for 'SHIP#2', 'Track#5', 'Shipping list', 'Address Book', 'Report', 'Close#7', and 'fedex.com'. The main window is titled 'FedEx' and contains several sections:

- Recipient information:** Includes fields for Recipient ID (with a 'Ship to group' checkbox and a 'Hold' checkbox), a recipient selection dropdown, Country (US - UNITED STATES), Contact name (Jane Doe), Company name (General Hospital), Address 1 (123 Main Street), Address 2, Zip (84405), State (UT), City (OGDEN), Telephone ([555] 555-5555), Ext., and Location #. There are checkboxes for 'This is a residential address' and 'Save in/Update my address book'.
- Package and shipment details:** Includes Number of packages (1), Weight (15.0 lbs), Service type (R - FedEx Ground Service), Package type (1 - Your Packaging), Package dimensions, Ship date (03/19/2008), and Declared value.
- Sender information:** Includes 'Current sender' and fields for 'Change sender' and 'Change return address'.
- Billing details:** Includes 'Bill transportation to' (2 - Recipient), 'Acct #', Department notes, Customer reference, P.O. number, and an 'Add'l handling' button.

At the bottom of the window, there is a status bar with buttons for 'Clear fields', 'Delete/Modify shipment', 'Repeat shipment', 'Override pref#11', 'Rate quote', '\$8.65', 'Multiple piece shipment', and 'Ship #10'.

Recipient information:

Complete the recipient information. If you will be shipping to this address again, click "Save in/Update my address book" for faster access in the future

Sender information:

Confirm the sender information, or change if necessary.

Package and shipment details:

Select the appropriate FedEx® service type and the package type you will be using for your shipment.

Billing details:

Select the drop-down menu and enter the appropriate FedEx account number provided on the PO in the "Acct #" field. Enter reference in the appropriate fields as per routing guide.

Ship:

Click "Ship". Print your shipping label, and affix it to your shipment.

Guidelines for Shipping on FedEx Ship Manager on fedex.com

FIRST: to ship on www.fedex.com – Internet Explorer is the recommended browser.

NEXT: Logon using your ID and password.

To create your User ID and Password enter a User ID (Use at least 6 characters) and Password (Use at least 6 characters and use at least one letter and one number)

Note: The User ID and password is case sensitive.

NOTE: If a field has an asterisk (*) it is required.

* Denotes required field.

Registered fedex.com Users

IMPORTANT
For best results, please disable your pop-up blocker.

Enter your user ID and password to login

* User ID

* Password

* Login to

FedEx Ship Manager™ Lite ? NEW

FedEx Ship Manager™ at fedex.com ?

Remember my user ID on this computer.

[Login Help](#) [Forgot/Reset your password or user ID?](#)

New fedex.com Users

[Create a User ID for Shipping with an account](#)

[Create a User ID for Shipping with a credit card](#)

[Create a one-time credit card shipment](#)

Select: Prepare a Shipment

1. From: Enter the appropriate shipper details.

2. TO: Enter the appropriate Consignee (IOR – Importer of Record) name, address, contact and phone number as provided on Purchase Order.

- Select “Save new recipient in address book” to add recipient to address for future shipments.

1. From ? Help Hide

* Country/Territory

Company

2. To ? Help Hide

* Country/Territory

Contact ID

Company

* Contact name

* Address 1

Address 2

* ZIP

* City

* State

* Phone no. ext.

[Perform detailed address check](#)

This is a residential address ?

Save new recipient in address book

3. Package & Shipment Details:

The **Ship date** will populate with the current date. It can be edited if preparing a shipping label for a future ship date.

- Enter correct total number of packages
- Enter the shipment total weight
- Do NOT declare a value
- Service type select from drop down menu
- Package type: enter your package details
- Select Package content you are shipping
- Select Shipment purpose
- **Enter the Total custom value ~**
 - The value appears on the manifest for Customs

Customs Requires: ~

- Total customs value must match the Commercial Invoice
- The Currency must match on the manifest and commercial invoice

3. Package & Shipment Details [Help](#) [Hide](#)

* Ship date: 04/11/2018

* No. of packages: 1

* Weight: 50 lbs

Declared Value: 0 US Dollars

* Service type: International Priority

* Package type: FedEx 25kg Box

* Package contents: Documents Products/Commodities

* Shipment purpose: Commercial

* Total customs value: 1500.00 US Dollars

Include a return label

4. Billing Details:

Enter the FedEx account number as provided

Bill transportation:

Use drop down menu to Select:

- **Recipient or Third Party**
- Enter Account no. as provided

Bill duties/taxes/fees:

Use drop down menu to Select:

- **Recipient or Third Party**
- Account no. as provided

Your Reference: Required

- Enter the GL # (Not Necessary, Optional)

P.O. No.: Required

Enter the PO #/SO #

4. Billing Details [Help](#) [Hide](#)

* Bill transportation to: Recipient

* Account no.: as per PO

* Bill duties/taxes/fees to: Recipient

Account no.: as per PO

Your reference: enter the GL#

More reference fields [Add an account](#)

P.O. no.: enter PO# / SO#

Invoice no.:

Department no.:

5. Complete your Shipment:

- Click **Save for later** if you are not ready
- Click **“Ship”**

5. Continue your Shipment [Help](#)

[Save for later](#) [Continue](#)

You will be routed to the next screen for International shipment.

6. Commodity Information:

- **Commodity description:** Enter detailed commodity description
- **Unit of measure:** Choose the unit of measure for this commodity from the drop down
- **Quantity:** Enter the quantity of this commodity in this shipment
- **Commodity Weight:** Enter the weight of the commodity in this shipment and then choose “As totals” or “Per unit” from the drop down
- **Customs value:** Enter the Customs value for this commodity and then choose “As totals” or “Per unit” from the drop down. This MUST match the [Total custom value ~](#)
- **Currency:** Choose the currency for the Customs value using the drop down. Note: all commodities in a shipment must use the same currency which MUST match the CI along with Total custom value ~
- **Harmonized Code:** Enter the appropriate HTS Code

Save/update commodity profile: If this commodity is not in your commodity profile, and you will be shipping this commodity again, check the box to “Save/update commodity profile”. This will add the commodity and the basic characteristics of the commodity to the commodity database. This will eliminate the need to enter all data the next time, allowing you to edit the commodity and then adding the commodity to your shipment.

Click “Add this commodity” when all data is entered. This will add the commodity to your shipment.

6. Commodity Information ? Help ☰ Hide

[Check for prohibited commodities into United States](#)

Commodity Summary [Manage/import profiles](#)

	*Commodity	*Customs value (USD)	*Qty	*Weight (kgs)
<input type="checkbox"/>	plastic seals ▼			
Totals				

Commodity 1

*Commodity description

*Unit of measure

*Quantity

*Commodity weight kgs

*Customs value USD

[Currency Converter](#)

*Country of manufacture

Harmonized code [Get code](#)

392690250000 - Handles and knobs, not elsewhere specified or included, of plastics

*Weight

[+ Additional commodity information \(optional\)](#)

Save/update commodity profile

Product name

Add this commodity

7. Customs Documentation

Commercial Invoice

Select "Use my own" from the drop down.

**** NOTE ** Required to attach the**

Commercial Invoice:

1 original

2 copies

Packing List in separate pouch to be attached

- **Select Additional FedEx generated trade documents.**

7. Customs Documentation Help Hide

Alert:
A Commercial Invoice/Pro Forma Invoice is required for this shipment.

Commercial Invoice
Use my own ▼
 No file chosen

Pro Forma Invoice
 Attach additional Trade Document(s)

Additional FedEx generated trade documents

- Create Destination Control Statement ?
- Create Electronic Export Information (EEI) Formerly Known As Shipper's Export Declaration (SED) ?
- Create FedEx China Reference Guide ?
- Create NAFTA Certificate of Origin ?
- Create Wood Fumigation or Heat Treatment Application Form ?
- Create Non-Wood Packing Materials Declaration ?
- Create Packing List ?

Alert:
The origin or destination country requires a Commercial/Pro Forma Invoice that includes a Letterhead & Signature. Please include this with your shipment.

Terms of sale Free Carrier ▼

8. Electric Export Information

Required for **United States export** shipments with commercial value exceeding US \$ 2,500 must have EEI filed

Select

8. Electronic Export Information [Help](#) [Hide](#)

Please select one of the Electronic Export Information (EEI) options that correctly covers this shipment.

No EEI/SED required:

My shipment contents require an Electronic Export Information/Shipper's Export Declaration, US Department of Commerce Export License or an ITAR exemption.

* EEI/SED Filing Option

Step 1

Go to FedEx Agent Filing Tool

Then click on Go to FedEx Agent Filing Tool

9. Complete your Shipment

- You can choose to select Create a Shipment Profile to store shipment details for future shipments.
- Click Save for later if you are not ready to ship or print labels.
- Click on "Ship" to confirm shipment details.

9. Complete your Shipment [Help](#)

Alert:
Please review alert(s) provided on this page before continuing.

Create a **Shipment Profile** to store recipient, package and all other details of this shipment for future use.

Please note:

- Product/commodity information will be saved in your Product profile with the Weight and Value of Customs for 1 (one) unit. You will need to enter the appropriate Quantity each time you ship this commodity.
- A maximum of ninety nine separate products/commodities can be entered.
- If a commercial Invoice/Pro Forma is not produced for this shipment, the shipper is responsible for completing this document as required by the destination country.
- A fee is charged if you use FedEx to file your EEI/SED as your authorized agent.

Save for later **Ship**

[Confirm your shipment details:](#)

A box will appear to print the label and provide you with the following options”

- Click on the **Edit** button to make changes
- Choose the **Print** button to print your shipping label.



For Additional Help:

- For assistance with specific questions about **shipping with FedEx**, you can select **“Help”** at the top of the screen.

