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3.10. CUSTOMS INVOICE / COMMERCIAL INVOICE :

Document containing details of the shipment including at least the following specifics: intended date of shipping, quantities, total value of parts in EUR, and consignee's address.

For French customs purpose, put following information on Customs or Commercial Invoice:

- HS Code number
- Certificate number
- Country of Origin
- If customs regulated agreements are applied or not

The Customs or Commercial Invoice cannot be used by Air France to pay the supplier. To be paid, the supplier must send its original invoice to the address specified on the purchase order.

4. **IMPORT FROM SHIPPER TO AFI**

4.1. **ROUTINE & WORK STOPPAGE TRANSPORT ORDER PROCESS:**

4.1.1. General points :

- Incoterm: FCA Shipper facility (Incoterm 2020) mandatory due to non-fiscal representation of AFI outside France
- Service day: pick up from Monday to Friday (Dry-Ice Monday and Tuesday only)
- Cut off: 12:00
- Routine Delivery Address: The AFI's order will give the final delivery address (CDG, ORY, MUC, AMS, KLC)

CDG:

<u>For Serviceable and Repaired Units:</u>	<u>For Unserviceable Units :</u>
AIR FRANCE INDUSTRIES / MS.LR ZONE CARGO 8 – SOGARIS BAT 2 – SERVICEABLE MATERIALS RUE DE LA BELLE BORNE 93290 TREMBLAY -EN-FRANCE FRANCE	AIR FRANCE INDUSTRIES / MS.LR ZONE CARGO 8 – SOGARIS BAT 3 – UNSERVICEABLE MATERIALS RUE DE LA BELLE BORNE 93290 TREMBLAY -EN-FRANCE FRANCE

ORY Centre Logistique Moteurs :

AIR FRANCE INDUSTRIES / MOTEURS
BATIMENT 34 HENRI FARMAN ARRET 14C
2 AVENUE DU MARECHAL DEVAUX
94390 ORLY
FRANCE

CLV Centre Logistique :

AIR FRANCE INDUSTRIES
CENTRE LOGISTIQUE VILLENEUVE LE ROI
100 AVENUE DIDIER DAURAT BATIMENT E.O.L.E
94290 VILLENEUVE-LE-ROI
FRANCE

MUC:

AIR FRANCE INDUSTRIES
C/O LUFTHANSA TECHNIK LOGISTIK SERVICES GMBH
DEP, MUC UE/BM31
WARTUNGSALLEE 1
85356 MUENCHEN
GERMANY

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AMS:

KLM E&M LOGISTIC CENTER
FOKKERWEG 300 BUILDING 440
B787 PROGRAM
1438AN OUDE MEER
NETHERLANDS

KLC:

REGIONAL JET CENTER MARTINAIR
HANGAR 73 MAIN STORES
WESTERKIMWEG 1
1117ZL SCHIPOL EAST
NETHERLANDS

SIN:

SOCIETE AIR FRANCE
51 ALPS AVENUE #05-06
498783
SINGAPORE

4.2. Process:

4.2.1. Pick up request :

The AFI's order number must be used as the shipper reference number.

DO NOT declare value for our carriers (insurance field)

In case of non-compliance, AFI will bill your company for the additional cost.

4.2.1.1. From GERMANY to AFI MUNICH:

NON-DANGEROUS GOODS AND NON-OVERSIZ	Via FedEx Service Priority Overnight (PO) Using account No 363407439 Ask for pick up by web site
ALL DANGEROUS GOODS (All classes) AND BIGS or HEAVY SHIPMENTS - Exceeding 68 kgs OR - 2 conditions: max length = 274 cm and (2xH + 2xl) + L = max 330 cm	Via FedEx Service International Priority Freight (IPF) Using account No 363407439 Ask for pick up by web site

4.2.1.2. From EUROPE (except United Kingdom) and FRANCE to AFI MUNICH:

NON-DANGEROUS GOODS AND NON-OVERSIZ	Via FedEx Service International Priority (IP) Using account No 22518870-0 Ask for pick up by web site
ALL DANGEROUS GOODS (All classes) AND	Via FedEx Service International Priority Freight (IPF)

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BIGS or HEAVY SHIPMENTS - Exceeding 68 kgs OR - 2 conditions: max length = 274 cm and (2xH + 2xl) + L = max 330 cm	Using account No 22518870-0 Ask for pick up by web site
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4.2.1.3. From NETHERLANDS to KLM AMSTERDAM or KLC AMSTERDAM:

NON-DANGEROUS GOODS AND NON-OVERSIZ	Via FedEx Service Priority Overnight (PO) Using account No 940667836 Ask for pick up by web site
ALL DANGEROUS GOODS (All classes) AND BIGS or HEAVY SHIPMENTS - Exceeding 68 kgs OR - 2 conditions: max length = 274 cm and (2xH + 2xl) + L = max 330 cm	Via FedEx Service International Priority Freight (IPF) Using account No 940667836 Ask for pick up by website

4.2.1.4. From EUROPE (except United Kingdom) to KLM AMSTERDAM or KLC AMSTERDAM:

NON-DANGEROUS GOODS AND NON-OVERSIZ	Via FedEx Service International Priority (IP) Using account No 22518870-0 Ask for pick up by web site
ALL DANGEROUS GOODS (All classes) AND BIGS or HEAVY SHIPMENTS - Exceeding 68 kgs OR - 2 conditions: max length = 274 cm and (2xH + 2xl) + L = max 330 cm	Via FedEx Service International Priority Freight (IPF) Using account No 22518870-0 Ask for pick up by web site

4.2.1.5. From EU (Except United Kingdom) and FRANCE to AFI CDG/ORY:

NON-DANGEROUS GOODS AND NON-OVERSIZ - Less than 300 kgs AND - Below basic dimensions: 300x120x160 cm (LxH)	Via Kuehne & Nagel Service type: Routine Account No: not needed Send an email to: europe.afi@kuehne-nagel.com Copy to: mail.knforafi@airfrance.fr <u>Email subject: Origin Country Code + Routine + Order Number + Total weight</u> - Number of pcs - Weight - Dimensions - Pick up & delivery addresses - Opening hours - Transit document / export custom - AFI's Order number (PO number for Supplier / CNO number or
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	requisition number for Customer) - Commercial or Customs Invoice / packing list In case of transport with dry-ice, please mention this sentence in your e-mail: "Warning: Dry-ice shipment". Dry-ice shipments can be picked up ONLY on Monday and Tuesday. In case of part no stackable please mention this sentence in your e-mail "Warning: No stackable". Kuehne & Nagel can resend you label DHL or FedEx to put on parcels the same day.
ALL DANGEROUS GOODS (All classes) AND BIGS or HEAVY SHIPMENTS - Exceeding 300 kgs	Via Kuehne & Nagel Service type: Routine Account No: not needed Send an email to: europa.afi@kuehne-nagel.com Copy to: mail.knforafi@airfrance.fr <u>Email subject: Origin Country Code + Routine + Order Number + Total weight</u> - Number of pcs - Weight - Dimensions - DG info + documentation (DGD, MSDS) - Pick up & delivery addresses - Opening hours - Transit document / export custom - AFI's Order number (PO number for Supplier / CNO number or requisition number for Customer) - Commercial or Customs Invoice / packing list Pre-alert receipt in Kuehne & Nagel before 12.00 AM for same day departure. The cut-off time for pick-up will be given by Kuehne & Nagel In case of transport with dry-ice, please mention this sentence in your e-mail: "Warning: Dry-ice shipment". Dry-ice shipments can be picked up ONLY on Monday and Tuesday.

4.2.1.6. From SWISS + NORWAY to AFI CDG/ORY:

Incoterm: FCA Shipper facility

NON-DANGEROUS GOODS AND NON-OVERSIZ - Less than 300 kgs AND - Below basic dimensions: 300x120x160 cm (LxIxH)	Via Kuehne & Nagel Service type: Routine Account No: not needed Send an email to: europa.afi@kuehne-nagel.com Copy to: mail.knforafi@airfrance.fr <u>Email subject: Origin Country Code + Routine + Order</u>
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requisition number for Customer)
- Commercial or Customs Invoice / packing list

Pre-alert receipt in Kuehne & Nagel before 12.00 AM for same day departure.
The cut-off time for pick-up will be given by Kuehne & Nagel

In case of transport with dry-ice, please mention this sentence in your e-mail: "Warning: Dry-ice shipment". Dry-ice shipments can be picked up ONLY on Monday and Tuesday.

4.2.2. Preparation of the parcel(s):

- Remove all the old shipping labels from the parcel(s).
- Issue Dangerous Good Declaration (DGD) if needed.
- Put correct shipping labels on the parcel(s) (especially if Dangerous Goods).
- All package(s) must contain the following documentation in a pouch attached to the **outside of the parcel(s)**:
 - ⇒ Packing list
 - ⇒ **Airworthiness certificate copy (original to be placed inside the parcel)**
 - ⇒ Customs or Commercial Invoice: it must state a proper description and value of the goods in EUR. The Customs or Commercial Invoice must state the actual consignee in France as the consignee. For Switzerland, Norway, Iceland and Lichtenstein: As per incoterm FCA, Shipper must take care of customs formalities as per EXPORTER OF RECORD (EOR)
 - ⇒ DGD if dangerous good
- Certificates: all shipments must be accompanied by proper certificates of conformance or airworthiness (per FAA/JAA), or documents agreed upon with the airline.
- The AFI order number must be clearly marked on each parcel.

4.2.3. Collection of the parcel(s):

- Ask the driver for the collection note and check the order mentioned in this document.
- Check the number of parcel(s).
- Forward only the parcels whose reference is mentioned.
- Sign the collection note and include date (responsibility transfer).

N.B: If a parcel is not available, clearly update the driver's collection note (modify quantity and reference) and re-ask for pick-up once parcel is available.

5. AOG TRANSPORT ORDER PROCESS :

5.1. General points :

- Incoterm: FCA Shipper facility (Incoterm 2020) mandatory due to non-fiscal representation of AFI outside France
- AOG process is applicable for standard shipments, dangerous goods, and oversize.
- Opening hours : 7/7 24/24
- Air France contact : [CIPL](mailto:mail.cia@airfrance.fr)
 - ⇒ Email : mail.cia@airfrance.fr
 - ⇒ Phone : +33 (0)1 41 56 00 00

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5.2. Process :

5.2.1. AOG Confirmation :

Only Air France Industries CIPL may declare a p/o "AOG" and request AOG transportation. If a shipment is not confirmed as an AOG by Air France Industries or if AOG status is not confirmed by CIPL within 12 hours, it must be shipped as ROUTINE according to the instructions above (operating process in chapter 4)

5.2.2. Preparation of the parcel(s):

- Remove all the old shipping labels from the parcel(s).
- Issue Dangerous Good Declaration (DGD) if needed.
- Put correct shipping labels on the parcel(s) (especially if Dangerous Goods).
- All package(s) must contain the following documentation in a pouch attached to the **outside of the parcel(s)**:
 - ⇒ Packing list
 - ⇒ **Airworthiness certificate copy (original to be placed inside the parcel)**
 - ⇒ Customs or Commercial Invoice: it must show a proper description and value of the goods in EUR.
The Customs or Commercial Invoice must show the actual consignee in France as the consignee.
As per incoterm FCA, Shipper must take care of customs formalities as per EXPORTER OF RECORD (EOR)
 - ⇒ DGD if dangerous good
- Certificates: all shipments must be accompanied by proper certificates of conformance or airworthiness (per FAA/JAA) or documents agreed upon with the airline.
- The AFI order number must be clearly marked on each parcel.

5.2.3. Transport :

AFI (CIPL dept) will contact our forwarder for pick-up: aog.afi@kuehne-nagel.com

Oversize or dangerous goods are not authorized on flight, CIPL will lead the carriage.

5.2.4. Collection of the parcel(s):

- Ask the driver for the collection note and check the order mentioned in this document.
- Check the number of parcel(s).
- Forward only the parcels whose reference is mentioned.
- Sign the collection note and include date (responsibility transfer).

N.B: If a parcel is not available, clearly update the driver's collection note (modify quantity and reference) and re-ask for pick-up once parcel is available.

6. **EXPORT FROM AFI TO CONSIGNEE IN EUROPE:**

6.1. General points :

- Incoterm: DAP from AFI Shipper facility (Incoterm 2020) delivered to Consignee facility

As per incoterm 2020 DAP, AFI takes charge of transportation but, due to no fiscal representation outside France, the Consignee must take care of customs formalities at destination, as IMPORTER OF RECORD (IOR).

