

	<b>ROUTING ORDER FOR SHIPMENTS FROM SHIPPERS IN CANADA</b>
Version 06	
Date 01/06/2026	MNT-INST-0444 Annexe 6

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## 1. TABLE DES MATIERES

1.	TABLE DES MATIERES .....	1
2.	PURPOSE:.....	2
3.	DEFINITIONS:.....	2
3.1.	ROUTINE.....	2
3.2.	AOG : .....	2
3.3.	CIPL : .....	2
3.4.	MSDS : .....	2
3.5.	STANDARD SHIPMENT : .....	2
3.6.	DANGEROUS GOODS : .....	2
3.7.	PACKING LIST : .....	2
3.8.	PRO FORMA INVOICE : .....	2
4.	ROUTINE TRANSPORT ORDER PROCESS:.....	3
4.1.	GENERAL POINTS : .....	3
4.2.	PROCESS : .....	4
4.2.1.	<i>Pick up request from CANADA to AFI CDG/CLM/CLV : .....</i>	4
4.2.2.	<i>Pick up request from CANADA to AFI MUNICH : .....</i>	4
4.2.3.	<i>Preparation of the parcel(s) : .....</i>	4
4.2.4.	<i>Collection of the parcel(s) : .....</i>	5
5.	AOG TRANSPORT ORDER PROCESS : .....	5
5.1.	GENERAL POINTS : .....	5
5.2.	PROCESS : .....	5
5.2.1.	<i>AOG Confirmation : .....</i>	5
5.2.2.	<i>Preparation of the parcel(s) : .....</i>	6
5.2.3.	<i>Transport : .....</i>	6
6.	CONTACTS:.....	7
6.1.	DSV : .....	7
6.2.	FEDEX : .....	7
6.3.	AIR FRANCE INDUSTRIES : .....	7
6.4.	CIPL : .....	7

	<p style="text-align: center;"><b>ROUTING ORDER FOR SHIPMENTS FROM SHIPPERS IN CANADA</b></p>
<p style="text-align: center;">Version 06</p>	
<p style="text-align: center;">Date 01/06/2026</p>	<p style="text-align: center;">MNT-INST-0444 Annexe 6</p>

## 2. PURPOSE:

The following is the Air France Industries ROUTING ORDER that contains instructions for shipment:

**ROUTINE** shipments (NON DG, DANGEROUS GOODS, OVERSIZED and OVERWEIGHT DANGEROUS GOODS).

**AOG** shipments.

Except agreed differently in writing between supplier and Air France the instructions contained hereunder are to be followed for all Air France Industries shipments until further notice.

In the event that the Supplier does not comply the said instructions, Air France shall be entitled to have Supplier support the cost for transportation and Supplier shall be responsible for the risks of loss or damage during transportation.

## 3. DEFINITIONS:

### 3.1. ROUTINE

Lower priority / anticipated need

### 3.2. AOG :

Spare parts required for Aircraft On Ground // maximum priority / urgent need; in that case, parcels must be picked up as soon as possible.

### 3.3. CIPL :

Import AOG/Critical Department

### 3.4. MSDS :

Material Safety Data Sheet : form containing data regarding the properties of a dangerous material.

### 3.5. STANDARD SHIPMENT :

Non dangerous (no UN code)

### 3.6. DANGEROUS GOODS :

Material has a UN and Class code (Can be “oversized” or not / Can be “overweight” or not).

### 3.7. PACKING LIST :

Detail the specific contents of each parcel.

### 3.8. PRO FORMA INVOICE :

Document containing details of the shipment including at least the following specifics: intended date of shipping, quantities, total value of parts in USD, and consignee’s address. For French customs purpose, put following information on Pro-Forma Invoice:

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

The Pro-Forma Invoice cannot be used by Air France to pay the supplier. To be paid, the supplier has to send its original invoice to the address specified on the purchase order.

	<p style="text-align: center;"><b>ROUTING ORDER FOR SHIPMENTS FROM SHIPPERS IN CANADA</b></p>
<p style="text-align: center;">Version 06</p>	
<p style="text-align: center;">Date 01/06/2026</p>	<p style="text-align: center;">MNT-INST-0444 Annexe 6</p>

#### **4. ROUTINE TRANSPORT ORDER PROCESS:**

**Attn SPEC2000 users :** the SHT code "X" will be sent for each order. Please update your decoding table regarding the SHT code "X", to follow the shipping instructions described in this routing order

##### **4.1. General points :**

- Incoterm : EXW suppliers facility (Incoterm 2010)
- Service day : pick up from Monday to Friday
- Pick up by **DSV**
- Routine Delivery Address : the final delivery address will be given by the AFI's order :  
CDG, CLM ORY, MUC at AFI Addresses :

##### **CDG: For Serviceable and Repaired Units:**

AIR FRANCE INDUSTRIES / MS.LR  
 ZONE CARGO 8 – SOGARIS  
 BAT 2 – SERVICEABLE MATERIALS  
 RUE DE LA BELLE BORNE  
 93290 TREMBLAY -EN-  
 FRANCE FRANCE

##### **CDG : For Unserviceable Units:**

AIR FRANCE INDUSTRIES / MS.LR  
 ZONE CARGO 8 – SOGARIS  
 BAT 3 – UNSERVICEABLE MATERIALS  
 RUE DE LA BELLE BORNE  
 93290 TREMBLAY -EN-  
 FRANCE

##### **CLM :**

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

##### **CLV :**

AIR FRANCE INDUSTRIES  
 100 AVENUE DIDIER DAURAT  
 94290 VILLENEUVE LE ROY  
 FRANCE

<b>AIRFRANCE INDUSTRIES</b>	<b>ROUTING ORDER FOR SHIPMENTS FROM SHIPPERS IN CANADA</b>
Version 06	
Date 01/06/2026	MNT-INST-0444 Annexe 6

**MUC :**

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

**4.2. Process :**

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

**DO NOT declare a value for Fedex.**

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

**4.2.1. Pick up request from CANADA to AFI CDG/CLM/CLV :**

<b>ALL SHIPMENTS</b>	<p>Parcels must be picked up by <b>DSV</b>.</p> <p><b>The supplier must contact DSV YYZ :</b> <a href="mailto:afi.ca.export@dsv.com">afi.ca.export@dsv.com</a> and <a href="mailto:linda.king@dsv.com">linda.king@dsv.com</a> to arrange pick up.</p>
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**4.2.2. Pick up request from CANADA to AFI MUNICH :**

<p><b>ROUTINE STANDARD DANGEROUS GOODS (All classes) AND BIGS or HEAVY SHIPMENTS</b></p>	<p>Via <b>Fedex</b> Service <b>International Priority (IP)</b> Using account # <b>28724395-2</b> For all the orders sent to AFI Munich. Ask for pick up by Fedex web site; Ship directly to AFI MUC.</p>
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**4.2.3. Preparation of the parcel(s) :**

- Remove all old shipping labels from the parcel(s).
- Issue Dangerous Good Declaration in compliance with IATA regulations (if needed showing) AFI France as consignee.
  - ⇒ **Dangerous Goods Declarations (DGD) must be in color and show AFI France as the cnee. DSV is NOT the shipper and therefore not responsible to create or modify the DGD**
- Put correct shipping labels on the parcel(s) (especially if Dangerous Goods) in compliance with IATA regulations.
- All package(s) must contain the following documentation in a pouch attached to the **outside of the parcel(s) :**

	<b>ROUTING ORDER FOR SHIPMENTS FROM SHIPPERS IN CANADA</b>
Version 06	MNT-INST-0444 Annexe 6
Date 01/06/2026	

- ⇒ **Airworthiness Certificate copy (original to be placed inside the parcel)**
- ⇒ Packing list
- ⇒ Pro Forma invoice it must show a proper description.  
The pro Forma invoice must show the actual consignee in France as the consignee.  
Pro Forma invoice that includes the following information :
  - Completed Shippers Letter of Instruction (SLI)
  - Total commercial value of parts in CAD
- ⇒ MSDS if dangerous good
- ⇒ **Dangerous Goods Declarations (DGD) must be in color and show AFI France as the cnee. DSV is NOT the shipper and therefore not responsible to create or modify the DGD.**
- Certificates : all shipments must be accompanied with proper certificates of conformance or airworthiness (per FAA/ EASA/TCCA) or documents agreed upon with the airline.
- The AFI order number must be clearly marked on each parcel.

#### 4.2.4. Collection of the parcel(s) :

- Ask the driver for the collection note and check the order mentioned on 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 available.

## 5. AOG TRANSPORT ORDER PROCESS :

### 5.1. General points :

- Incoterm : EXW suppliers facility (Incoterm 2010)
- AOG process is applicable for standard shipments, dangerous goods and oversize
- Hours : 7/7 6:00 am to 23:00 pm local time
- Air France contact : CIPL
  - ⇒ Mail : [mail.cia@airfrance.fr](mailto:mail.cia@airfrance.fr)
  - ⇒ Phone : +33 (0)1 41 56 00 00

### 5.2. Process :

#### 5.2.1. AOG Confirmation :

Only Air France Industries 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).

	<p style="text-align: center;"><b>ROUTING ORDER FOR SHIPMENTS FROM SHIPPERS IN CANADA</b></p>
<p style="text-align: center;">Version 06</p>	
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- Put correct shipping labels on the parcel(s) (especially if Dangerous Goods) in compliance with IATA Regulations.
- All package(s) must contain the following documentation in a pouch attached to the **outside of the parcel(s)** :
  - ⇒ **Airworthiness Certificate copy (original to be placed inside the parcel)**
  - ⇒ Pro Forma invoice that includes the following information :
    - The Pro Forma invoice must show the actual consignee in France as the consignee.
    - Proper description
    - Total commercial value of parts in CAD
    - Export Control Classification Number (ECCN)
    - Completed Shippers Letter of Instruction (SLI)
  - ⇒ MSDS if dangerous good
  - ⇒ Dangerous Goods Declarations (DGD) must be in color and show AFI France as the cnee. DSV is NOT the shipper and therefore not responsible to create or modify the DGD.
  - ⇒ Packing list
- Certificates : all shipments must be accompanied with proper certificates of conformance or airworthiness (per FAA/ EASA/TCCA) or documents agreed upon with the airline.
- The AFI order number must be clearly marked on each parcel.

### 5.2.3. Transport :

Supplier must contact DSV AOG Desk to organize transportation: [mail.cia@airfrance.fr](mailto:mail.cia@airfrance.fr);

[linda.king@dsv.com](mailto:linda.king@dsv.com) and [CA.AOGDSV@ca.dsv.com](mailto:CA.AOGDSV@ca.dsv.com)

Phone : 1-514-633-2526 or 1-514-232-2069

Collection of the parcel(s):

- Ask the driver for the collection note and check the order mentioned on 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 available.

<b>AIRFRANCE INDUSTRIES</b>	<b>ROUTING ORDER FOR SHIPMENTS FROM SHIPPERS IN CANADA</b>
Version 06	
Date 01/06/2026	MNT-INST-0444 Annexe 6

## **6. CONTACTS:**

### **6.1. DSV :**

Air France Industries c/o DSV  
70 Driver Road, Unit 4  
Brampton, Ontario, Canada, L6T 5V2

#### **ROUTINE**

Mail : [afi.ca.export@dsv.com](mailto:afi.ca.export@dsv.com) ; [linda.king@dsv.com](mailto:linda.king@dsv.com)

Phone : 1-905-676-0676

#### **AOG**

Mail : [linda.king@dsv.com](mailto:linda.king@dsv.com) and [CA.AOGDSV@ca.dsv.com](mailto:CA.AOGDSV@ca.dsv.com)

Phone : 1-514-633 2526 or 1-514-232-2069

### **6.2. Fedex :**

Fedex web site : [www.fedex.com](http://www.fedex.com)

### **6.3. Air France Industries :**

[mail.transport.ameriques@airfrance.fr](mailto:mail.transport.ameriques@airfrance.fr)

### **6.4. CIPL :**

7/7 6:00 am to 23:00 pm

Mail : [mail.cia@airfrance.fr](mailto:mail.cia@airfrance.fr)

Phone : +33 (0)1 41 56 00 00