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2. PURPOSE :

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

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

WORK STOPPAGE shipments (NON-DANGEROUS GOODS, 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.

If 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. CODE TRANSITAIRE ASTRE :

CE3: Delivery to CDG by Kuehne & Nagel

CE5: Delivery to ORY by Kuehne & Nagel

LTL: Delivery to MUC.

CE9: Delivery OR2 by Kuehne & Nagel (CLM)

3.2. ROUTINE :

Lower priority / anticipated need

3.3. WORK STOPPAGE :

Medium priority

3.4. AOG :

« Spare parts required for Aircraft On Ground ».

“Aircraft On Ground”; maximum priority / urgent need; in that case, parcels must be picked up as soon as possible.

3.5. CIPL :

Import Department

3.6. MSDS :

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

3.7. STANDARD SHIPMENT :

Non Dangerous (no UN code)

3.8. DANGEROUS GOODS :

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

3.9. PACKING LIST :

Detail the specific contents of each parcel.

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

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- 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. ROUTINE & WORK STOPPAGE TRANSPORT ORDER PROCESS:

4.1. 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)

CDG:

For Serviceable and Repaired Units:	**For Unserviceable Units :**
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

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

4.2.1.1. From Boeing Cologne (Germany) to AFI CDG/ORY:

NON-DANGEROUS GOODS **AND** **NON-OVERSIZE** - Less than 70 kgs AND - Below basic dimensions: 300x120x160 cm (LxlxH)	Via **DHL Express** Service **Express Worldwide** Using account No **968817898** Ask for pick up by web site
ALL DANGEROUS GOODS **(All classes)** **AND** **BIGS or HEAVY SHIPMENTS** - Exceeding 70 kgs	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 Email subject: Origin Country Code + Routine + Order Number + Total weight - 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.

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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.
  - ⇨ 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
  - ⇨ Email : mail.cia@airfrance.fr
  - ⇨ Phone : +33 (0)1 41 56 00 00

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.

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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. CONTACTS :

6.1. Kuehne & Nagel :

6.1.1. Routine (DG and oversize) service:

Email : europe.afi@kuehne-nagel.com

6.1.2. AOG :

Email : aog.afi@kuehne-nagel.com
Phone AOG desk 24/7: +33 6 70 01 22 86

6.2. Air France Industries :

Antonela Domenino (Transport Analyst for France and Europe)
Email : ladomenino@airfrance.fr
Phone : +33 (0)6 62 96 95 28

For operational questions and issues, please contact: mail.transport.franceeurope@airfrance.fr

6.3. CIPL :

7/7 24H/24
Email : mail.cia@airfrance.fr
Phone : +33 (0)1 41 56 00 00

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