



Shipping Policy Helibras

Production & MRO Materials - Spare Parts

HELICOPTEROS do BRASIL S/A – HELIBRAS

Rua Santos Dumont ,200

Itajubá – Minas Gerais – Brazil

Zip code 37504-900

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1- Revision Control

Revision	Date	Section	Page	Subject of Revision
01	11-may-2012	10	15	Freight Forwarder Contact
02	22-sept-2014		13,14,15	Contact Accounts Payable, phone numbers Helibras, Freight Forwarder Contact
03	27-oct-2014	10	15	Helibras Atibaia CNPJ
04	01-feb-2016	10	14, 15	Freight Forwarder contacts
05	01-aug-2018	10	14,15	Freight Forwarder and Freight forwarder's contacts

2- Object / Purpose

Helibras' Shipping Policy for **PRODUCTION & MRO MATERIALS** and **SPARE PARTS** sets the requirements Suppliers must comply with in order to ship materials to Helibras. Supplier's failure in complying with this policy may result in materials and shipments being held by Brazilian customs, loss of import privileges and monetary fines or penalties for which Supplier will be responsible, and will affect directly the Helibras On Time Delivery (OTD) targets.

This policy is valid only for shipments destined to Helibras facilities in Brazil.

For purposes of this policy, Material(s) shall mean any and all products, goods, item, piece parts, components, technical publications and spare parts to be delivered by Supplier to Helibras.

For Non-Conformity Materials, please follow the procedures informed by Helibras purchasing agent.

This document does not apply to special customs arrangements such as temporary export, drawback, reconf, temporary admission.

3- Commercial Invoice Instructions

Prior to the export of any Material, one (1) Original Commercial Invoice signed **IN BLUE INK MUST** be enclosed in a waterproof envelope or wrapper, clearly marked "Original Invoice", securely attached to the **OUTSIDE** of the parcel or volume. If the shipment has more than one parcel or volume, every parcel must have a commercial invoice copy attached outside and one of them must have the Original. Supplier will specify in Original Invoice all information outlined below as required by Brazilian legislation.

3.1- Commercial Invoice – Essential Information.

All commercial invoices must contain the following information and must be in accordance with the Helibras Purchase Order data:

1. Commercial Invoice Number
2. Date of issuance
3. Helibras Purchase Order Number (One PO per invoice number)
4. Exporter's full name, address and TAX ID

5. Importer's full name and address
6. Manufacturer's full name and address for each material described on the invoice.
7. Country of Origin (where the Materials were manufactured or where the last significant industrial transformation occurred, it means, the manufacturer's country). This information has to be provided per material.
8. Country of Source (where the shipping documents were issued, the freight forwarders country)
9. Country of Acquisition (this means the country where the materials were purchased to be exported to Brazil, the exporter's country).
10. Delivery Place and Incoterm 2010 (according to International Chamber of Commerce – Paris <http://www.iccwbo.org/>)
11. Payment Terms
12. Packing list number
13. Part Number of each material
14. Serial number of each material (if applicable)
15. Complete description of Materials, written in English or Portuguese only
 - Helibras' code number for each material
 - Purchase Order line number
 - Schedule B per item
 - License Determination per item (ECCN) Export License number, when applicable. For Materials controlled by customs at country of origin, which requires Export License (e.g. Department of State License, ITAR and others), it will be necessary to mention the type and the number of the Export License on the invoice. If it's not required invoice must mention: "EXPORT LICENSE NOT REQUIRED"
16. Quantity per Material and unit of measurements (the measures must be in accordance with the mentioned in the Helibras Purchase Order)
17. Negotiated currency in accordance with Helibras Purchase Order.
18. Unit Price and Total Price for each Material in accordance with the negotiated Helibras Purchase Order
 - 18.1 - Surcharge/Discount: In case of any negotiated discount, you must specify the full or standard value and the discount awarded.
19. Total amount of the Commercial Invoice
20. Box Quantity
21. Type of package
22. Package dimensions
23. Unit Net Weight per material
24. Total Gross Weight per material
25. Commercial Invoice page number under "1 of 3, 2 of 3, 3 of 3" format

Additional information:

- All entries must be typed, no hand written entries are acceptable
- Added charges (if any) e.g. packaging

- Freight carrier.
- Domestic Air Way Bill / Bill of Landing (tracking number)
- Commercial Invoice must not contain the CofC (Certificate of Conformance). This must be a separate document.
- Helibras strongly recommend to written down your complete banking references for wire transfer payment

3.2- Commercial Invoice – Brazilian Customs Requirements

Brazilian customs will only accept commercial invoices with the following requirements:

- The Original Commercial Invoice must be issued on the Supplier’s official letterhead or standard invoice form.
- Striking out commercial invoice terms, typing over the invoice original terms or writing on the invoice are **not** acceptable at all and invalidate the invoice.
- In English or Portuguese language. Legible and not damaged. Clean with no corrections.
- Identified or Stamped with the word “ORIGINAL” on it.
- Hand signature must be in BLUE INK pen.
- Photocopy of the invoice is not acceptable.

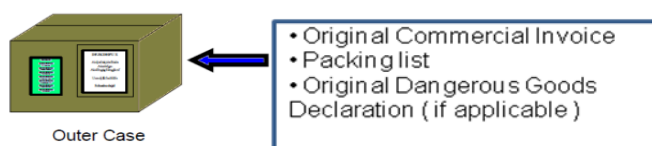
For **PO’S FREE OF CHARGE** the following statement must be printed in the invoice: “VALUE FOR CUSTOMS PURPOSES ONLY”. Even in this case, Supplier shall include in the invoice the **TRUE PRICE** of the Material as required by Brazilian legislation.

Important: For invoices “Free of Charge” the payment term field must be IN BLANK or mention NO CHARGE or NO PAYMENT IS REQUESTED.

3.3- Commercial Invoice – Distribution

3.3.1 Original Commercial Invoice

The Original Commercial Invoice is a MANDATORY document for goods clearance at the Brazilian customs. The Original Commercial Invoice must always accompany the shipment securely attached to the OUTSIDE of Outer case of the parcel or volume. Materials received at Freight Forwarder without Original Commercial Invoices will not be shipped to Brazil until Supplier delivers these documents to Freight Forwarder. In operations for full containers loaded (FCL) at Supplier’s facilities, the freight forwarder must receive along with the container the Original Invoice and Packing List. The information of Schedule B and License Determination, when applicable, must be informed per item on the commercial invoice. If supplier is not able to inform on the commercial invoice, Shippers Letter of Instruction form must be send completely fulfilled and signed referring to each commercial invoice.



3.3.2 Invoice copy

An Invoice copy **MUST** be sent to Helibras Logistics Division within one (1) calendar day after its issuance to the following e-mail: procurement@helibras.com.br.

That electronic invoice copy will allow Helibras to expedite the import process.
For the electronic invoice:

- The minimum file resolution must be 300dpi.
- Send one (1) invoice per file.
- File format must be under PDF or TIF format.
- The images must be aligned, cannot be upside down or and have any rotation.
- Files on XLS or DOC format will not be accepted and processed.

4- Packing List Instructions

4.1- Packing List – Essential Information

As required by Brazilian Legislation, all Packing List must contain the following information and must be in accordance with the Helibras Purchase Order and Commercial Invoice details:

- Packing list number
- Exporter's full name
- Importer's full name
- Case number and type of package
- Dimensions (meter)
- Number of items and unit of measurements
- Purchase Order number
- Part number
- Packing list page number under "1 of 3, 2 of 3, 3 of 3" format

Additional information:

- All entries must be typed, no hand written entries are acceptable
- Packing List must not contain the CofC (Certificate of Conformance). This must be a separate document

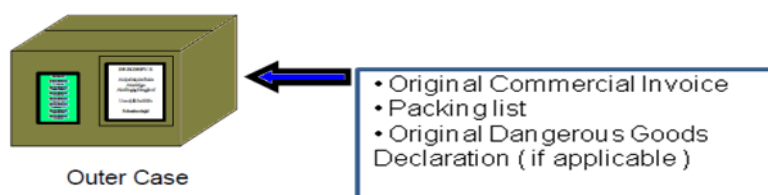
IT IS NOT NECESSARY TO SIGN THE PACKING LIST.

4.2- Packing List – Brazilian Customs Requirements

- The original Packing List must be issued on the Supplier's official letterhead or standard packing form.
- Striking out packing list terms, typing over the original packing list or writing on the packing are not acceptable and invalidate the packing list.
- In English or Portuguese language. Legible and not damaged. Clean with no corrections.

4.3- Packing List Distribution

The Packing List is a MANDATORY document for goods clearance required by the Brazilian customs. The Packing List must always accompany the shipment securely attached to the OUTSIDE of Outer case. Materials received at Freight Forwarder without Packing List will not be shipped to Brazil until the receipt of these documents by Freight Forwarder.



4.4- Packing List – Standard form

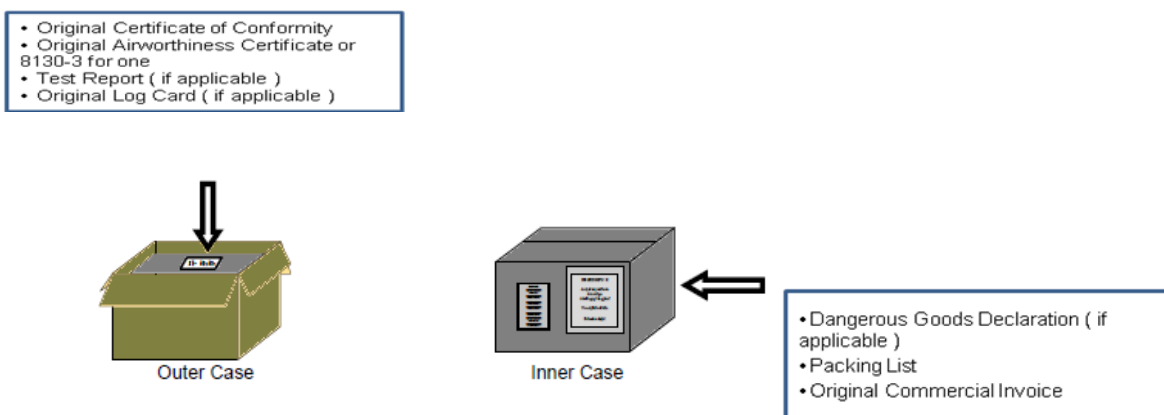
<i>Original letterhead and trademark</i>		<i>Exporter/Supplier</i> <i>Full name, address and TAX ID</i>		PAGE: 1 of 1	
		PACKING LIST NUMBER: XXX		P ACKING LIST ISSUANCE DATE: dd / mm / yyyy	
BILL TO: Name: <u>Helicopteros do Brasil S/A – Helibras</u> Address: <u>XXX XXXX XXXXX</u> City / State: <u>XXXXXX – XXXXXXXX</u> Country / Zip Code: <u>Brazil – XXXXX-XXX</u> CNPJ No: <u>XX XXX XXX/00X-XX</u>		SHIP TO: Name: <u>Final destination</u> Address: : _____ City / State: _____ Country / Zip Code: _____ CNPJ No : _____		FREIGHT FORWARDER:	
PURCHASE ORDER		COUNTRY OF SOURCE		COUNTRY OF AQCUISTION	
Purchase order number		Country where goods were before being shipped		Country where goods were purchased	
				INCOTERMS	
				Incoterms negotiated	
				INVOICE NUMBER	
				Number of packing list	
TRACKING NUMBER: Number of shipment document			PAYMENT TERMS: X X		CURRENCY: XXX
PART NUMBER	DESCRIPTION OF GOODS, OTHER MARKS AND REFERENCES	PO LI NE	QUANTITY U M		
XXX999-2	DESCRIPTION CEMB: XXXX MANUFACTURER: Manufacturer's name Address City State ZIP Code COUNTRY OF ORIGIN: XXXXXX SCHEDULE B: XXXXXX ECCN: X XXXXX LICENSE DETERMINATION: NLR	1 0	XX EA		
XXX999- 2	DESCRIPTION CEMB: XXXX MANUFACTURER: Manufacturer's name Address City State ZIP Code COUNTRY OF ORIGIN: XXXXXX SCHEDULE B: XXXXXX ECCN: XXXXXX LICENSE DETERMINATION: NLR	20	XX KG		
B OX QUANTITY	TYPE OF PACKAGE	BOX DIMENSIONS	TOTAL N ET W E I G H T	TOTAL GROSS WEIGHT	
X	CARDBOARD BOX	XX m / XX m / XX m	XXX,XX KG	XXX,XX KG	
X	CRATE	XX m / XX m / XX m	XXX,XX KG	XXX,XX KG	

5- Quality Documents

5.1- Original Certificate of Conformity (CofC)

The original Quality Documents requested in the Helibras Purchase Order must be sent along with the Materials **INSIDE** the box, **never outside the box**. Supplier must include the serial number in the Certificate of Conformance and Test Report (if applicable) and must have those documents signed and identified by its qualified personnel. The CofC must always be sent to procurement@helibras.com.br no later than one calendar day after the commercial Invoice issuance.

Certificate of Conformance is a MANDATORY document for Helibras goods reception area.



5.2- Original Airworthiness Certification or 8130-3 form one

The original Quality Documents requested in the Helibras Purchase Order must be sent along with the Materials **INSIDE** the box, **never outside the box**. Supplier must include the part number and serial number in the Airworthiness Certification and must have those documents signed and identified by its qualified personnel and your local Airworthiness Authority.

The Airworthiness Certification must always be sent to procurement@helibras.com.br no later than one calendar day after the Commercial Invoice issuance.

Airworthiness Certification or 8130-3 form one is a MANDATORY document for Helibras goods reception area.

5.3- Original Log Card when applicable

When requested in the Helibras Purchase Order, Supplier must send, along with the Materials **INSIDE** the box, an original Log Card duly filled in for each serial number.

5.4- Dangerous Goods Declaration

According to the modal of transport will be required the following documents for transportation of Dangerous Goods:

ROAD: two **(2) ORIGINAL** ADR declaring the transport from Supplier to Freight Forwarder. For further details, please access the *International Carriage of Dangerous Goods by Road* at <http://www.unece.org>.

AIR: two **(2) ORIGINAL** documents for the international freight plus three **(3) ORIGINAL DOCUMENTS** for the transportation company declaring the transport from Supplier to Helibras. For more information, please access *International Air Transport Association* homepage at <http://www.iata.org>.

SEA: two **(2) ORIGINAL** documents declaring the transport from Supplier to Helibras. For more information, please consult *International Maritime Dangerous Goods* at <http://www.imo.org>.

Important: All Dangerous Goods Declaration **MUST** be typed. Declarations hand written will not be accepted.

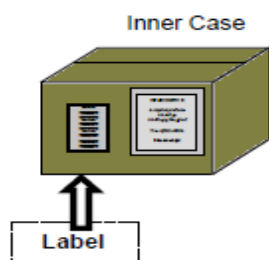
6- Marks on Carton

Packages must always be identified in ACCORDANCE with the Material inside. Supplier must provide the following information in printed label (use bar codes – Linear Code128 alphanumeric):

Important Information: In case of not having inner boxes the inner label shall be considered as the only label to be used and must be placed outside the box replacing the outer label.

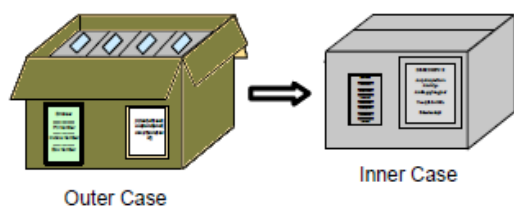
6.1- Inner Label

- HELIBRAS FULL ADDRESS (final destination informed at the PO)
- EXPORTER FULL ADDRESS
- HELIBRAS PURCHASE ORDER NUMBER (PO#)
- INVOICE NUMBER
- PART NUMBER (PN)
- SERIAL NUMBER (PN) IF APPLICABLE
- PN QUANTITY
- LOT NUMBER IF APPLICABLE
- CASE NUMBER (e.g. 1 of 3, 2 of 3, 3 of 3)



6.2- Outer Label

- HELIBRAS FULL ADDRESS (final destination informed at the PO)
- EXPORTER FULL ADDRESS
- HELIBRAS PURCHASE ORDER NUMBER (PO#)
- INVOICE NUMBER
- BOX NUMBER (e.g. 1 of 3, 2 of 3, 3 of 3)



7- Packing

Supplier will be fully responsible for the design and manufacture of the packaging for the Materials bought by Helibras.

All Materials must be prepared and packed to prevent damage and deterioration during the full logistics cycle.

Supplier shall comply with specific packaging conditions that Helibras may require in its Purchase Orders, when necessary due to the condition or nature of the Materials.

In case of Materials to be shipped in an AOG condition (Aircraft on Ground) they will be packaged and shipped separately, and ought to be identified as an AOG package.

Packaging design has to be suitable and consistent with the requirements and limitations of the transportation mode specified by Helibras and should follow the specifications of International Air Transport Association ("IATA") regarding transport by air and of International Maritime Organization ("IMO") regarding transport by sea.

Supplier agrees to provide Non-wood skids for the utilization of mechanical handling equipment in case of any package (or unitized group of packages) weighs more than forty-five (45) kilograms or otherwise is not suited to manual handling.

When unitizing the load, Supplier shall NOT use raw wooden crates or pallets nor raw wood. Alternatives such as plastic, plywood or metal pallets - which does not need special treatment should be consider. Exceptionally in cases where the chosen pallets do not support the cargo weight, Supplier may use pallets made of treated wood in compliance with ISPM 15, the full of requirements could be checked at <https://www.ippc.int>.

Brazilian Customs requires "enhanced" ISPM15 compliance requiring to have "all pieces of wood" to be individually stamped to ISPM15 requirements. If the Brazilian Ministry of Agriculture (MAPA) does not approve the wooden packaging, the cost of repackaging or retreatment will be charged to Supplier. If the packaging is no accepted by Brazilian customs and is returned to Supplier, the Supplier shall pay the logistic costs of such return with no reimbursement by Helibras.

For Export Controlled Products supplier must identify all boxes with the phrase: EXPORT CONTROLLED MATERIAL. If the cargo is consolidated, export controlled products shall not be unitized with non-controlled materials.

8- Shipment Instructions

Shipments or deliveries shall be made strictly in accordance with the specified quantities on the Purchase Order without shortage or excess.

HELIBRAS cannot in any circumstances accept shipment of Materials by courier.

The cargo consolidation **must not** unitize Materials from different Purchase Orders. Materials from different plants also **must not** be unitized (e.g. Helibras Minas Gerais and Helibras Sao Paulo).

Partial shipment may only be made with previous agreement by and between Helibras (directly through its Purchase Department) and Supplier.

Once approved by Helibras, Supplier will provide the invoice reflecting the partial shipment. The freight forwarder is not authorized to ship Materials with discrepancies on the document.

The INCOTERMS specified in the Purchase Order is strictly mandatory and must be followed by Supplier. If Helibras places a Purchase Order pursuant to an agreement with Supplier, unless different conditions are specifically and in writing accepted by Helibras and Supplier, Supplier must follow the INCOTERM provided for in such agreement.

The complete list of INCOTERMS may be found at the International Chamber of Commerce website (<http://www.iccwbo.org>).

Shipments cannot be sent to Brazil WITHOUT Helibras' previous authorization (GREEN LIGHT).

8.1- Pre Paid Shipments (International Freight)

All purchase orders with international freight as prepaid, have the international logistics process under Supplier's responsibility.

- Invoiced material not delivered at acknowledged freight forwarder within 10 (ten) days from the invoice issuance date will be considered canceled by Helibras.
- Shipments cannot be sent to Brazil WITHOUT Helibras' previous authorization.
- HAWB copies must be sent to comex@helibras.com.br
- Sea shipments must have the material Traffic code or NCM (04 – four first digits) mentioned at Bill of Landing

8.2- Export documents at origin (if applicable)

Supplier is timely responsible to obtain, monitor, control and/or provide all information necessary for the export clearance of goods in Supplier's country, including, but not limited to:

- Export license: License must have the same address as identified in Helibras' Purchase Order. Supplier is solely responsible for the balance, validation and lodge process of the export license.
- Schedule B and ECCN/UMSL (for U.S origin item): Supplier is responsible to provide correct classification in all applicable documents. Note that such information is mandatory for U.S clearance process.
- Origin certificate and Dangerous Goods Declaration: Suppliers is responsible of issuance and shipping original to freight forwarder when necessary.

9- Fines and Extra fees

The non-compliance of the above mentioned requirements will result in the Brazilian customs authorities applying administrative sanctions to Helibras.

Helibras will charge these fines to Supplier.

9.1- Missing Material

Example: stated 100 Materials on the invoice but Helibras received only 80 Materials = missing 20 Materials

- Payment of all import taxes of 20 missing items;
- Fine of 0,33% per day from the import declaration date at Brazilian Customs, with maximum limit of 20% over the value of import taxes as well as Brazilian Selic Tax over the value of import taxes;

9.2- Excess Material

Example: stated 100 Materials in the invoice but arrival 120 Materials = excess of 20 Materials

- Payment of all import taxes of 20 exceeding items;
- Fine of 0,33% per day from the import declaration date at Brazilian Customs, with maximum limit of 20% over the value of import taxes as well as Brazilian Selic Tax over the value of import taxes;
- Fine of 30% over the customs value in case of missing Import License;

9.3- Missing Original Commercial Invoice

- Fine of 5% of the import value (CIF value) in case of non delivery of the Original Invoice.
- In accordance with Brazilian regulation, Article 710 of the Customs Regulation, Decree 6.759/10 (06/09/2009).

9.4- Missing Packing List

- Fine R\$ 500,00 per shipment if the packing list does not accompany the shipment.
- In accordance with article 710, paragraph VIII of the Customs Regulation, Decree 6.759/10 (06/02/2009) following Brazilian regulations.

10- Additional Information

10.1- Payment Information

Supplier's bank name, address and account number must be kept update by the supplier and the correct information must be sent to:

HELICOPTEROS do BRASIL S/A

Accounts Payable

Address:

Santos Dumont Street 200

Zip Code 37504-900

Itajuba – MG / BRAZIL

Phone number: (00 55) 35 2143 4401

Fax number: (00 55) 35 3623 2001

Contact: Luciana.Angelico@helibras.com.br

10.2- Helibras purchasing department

HELICOPTEROS do BRASIL S/A
Purchasing
Address:
Santos Dumont Street 200
Zip Code 37504-900
Itajuba – MG / BRAZIL
Phone number: (00 55) 35 2143 4468
Contact: procurement@helibras.com.br

10.3- Import, Export & Traffic Department

HELICOPTEROS do BRASIL S/A
Foreign Trade
Address:
Santos Dumont Street 200
Zip Code 37504-900
Itajubá – MG / BRAZIL
Phone number: (00 55) 35 2143 4355
Contact: comex@helibras.com.br

10.4- Helibras' freight forwarder

SHIPMENTS FROM AIRBUS FRANCE:

BOLLORÉ BRAZIL

Contact:

Maira Gaino
Station Manager - Brazil
Tel. +55 (11) 3897 8424 | Cel (11) 9 6865 3985
e-mail: maira.gaino@bollore.com

Thiago CAMARGO
Customer Service- Marignane\ France
Tel : +33 (0)4 42 02 44 70
Email: thiago.camargo@bollore.com

SHIPMENTS FROM OTHER SUPPLIERS AND AIRBUS OTHER COUNTRIES

DB SCHENKER BRAZIL

Contacts:

Pilar Morcillo
Operational Manager- Brazil
Email: pilar.morcillo@dbschenker.com
Phone: + 55 21 3478-5418

Fabiola Lima
Email: fabiola.lima@dbschenker.com
Phone: + 55 21 3478-5418

- Responsible for scheduling the pick up at your site;
- **Never ship goods DIRECTLY to Helibras via courier of any kind without our green light;**
- Our Logistics Team will contact our freight forwarder to start the shipping process and arrange the pick-up of the goods (when applicable).

10.5- Helibras Brazilian Import Facilities

HELICOPTEROS do BRASIL S/A - Helibras

CNPJ: 20.367.629/0001-81

Address: Santos Dumont Street 200

Zip Code 37504-900

Itajubá – MG / BRAZIL

HELIOPTEROS do BRASIL S/A – Helibras

CNPJ: 20.367.629/0006-96

Rodovia Dom Pedro I, S/N - Jardim Kanimar

Zip Code 12954-260

Atibaia – SP – Brasil

HELICOPTEROS do BRASIL S/A - Helibras

CNPJ: 20.367.629/0009-39

Address: Santos Dumont Avenue 1979 – Setor C – Lote 3

Aeroporto Campo de Marte – Santana

Zip Code: 02012-010

São Paulo – SP / BRAZIL