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Delivery Instructions

Summary

This document describes the required shipping documents and required incoterms and point of contacts when shipping to Fokker Elmo from out of a specific region.

In case of questions, comments or remarks about the instruction/requirements listed in this document, or to submit exceptions for Fokker Elmo approval, please contact:

Fokker Elmo Procurement Department
 Email: Eric.vanderlinden@fokker.com
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General remarks

- The delivery instructions in this document are applicable to all suppliers in receipt of a purchase order from Fokker Elmo and its subsidiaries.
- All instructions in this document are to be read as requirements (be)for(e) shipping and apply to all shipments made to Fokker Elmo and its subsidiaries, for which Fokker Elmo is responsible for the freight charges.
- Compliance to these Delivery Instructions is mandatory.
- Prepaid freight charges billed to Fokker Elmo are not accepted, unless otherwise agreed in writing between Fokker Elmo and Supplier.
- Supplier shall not insure shipments at the expenses of Fokker Elmo.

This document is subject of change. The latest revision shall be made available electronically on the company website www.fokker.com.
 Printed versions of this document are for reference only. It is therefore the responsibility of the person using this document to compare the issue date of the printed copy with the electronic issue on the company website.

prepared/department: Fokker Elmo Procurement: [Signature on File]	checked/department: Quality Assurance : [Signature on File]
original issue date:	approved/department: Director Procurement: [Signature on File]



Delivery Instructions for Fokker Elmo Suppliers Worldwide

Change Record

Issue	Date	Description of changes
01		Initial issue.
02		– 3.1 Packing List: Added: Number of items per batch code or date code need to be provided.
03		The following changes are added by DB Schenker: – Address Change for LAX – Los Angeles, – Contact Person Changed: for the USA Key Account Support.
04		Added: Contact details for Fokker Elmo India (Joint Venture with SASMOS)
05	29-Jun-2015	Issue update for supplier
06	31-Mar-2017	General Lay-out update. General changed: all Fokker Elmo email addresses, from domain 'fokkerelmo.com' into 'fokker.com'. E-mail address Fokker Elmo – Sasmos India, Fokker Elmo Turkey changed. Global transport process owner changed. VOI / consignment stock program process added requirements for packing list. CoC OEM requirements in case of distributor delivery added.



Delivery Instructions for Fokker Elmo Suppliers Worldwide

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Delivery Instructions for Fokker Elmo Suppliers Worldwide

1 INTRODUCTION

This document describes all documents necessary to ensure that shipping to Fokker Elmo is executed correct and complete. As requirements vary per geographic location,

2 FOKKER ELMO SHIPMENTS – REQUIRED SHIPPING DOCUMENTS

- Certificate of Compliance see column 2.1
- Invoice, See column 2.2
- Packing List, see column 2.3
- Shipping Letter of Instruction, see 2.4
- Gateway Shipment Manifest, see column 2.5; Applicable to Gateway users only

Required Documents	2.1 Certificate of Conformance (CoC)	
How to be delivered with shipment	Certificate of Conformance (COC) is required to be packed <u>in</u> the specific box	
How to be delivered separate from shipment	Not applicable	
Content	<ul style="list-style-type: none"> - a "certified statement" such as: "We hereby certify that the goods and/or parts listed above have been manufactured / inspected in accordance with the drawings, contract / purchase order expect as specifically noted". - a description of the delivered product - the part number and the applicable specification - the delivered total quantity per purchase order line - the delivered quantity per batch number or date code - the purchase order number - issue date of C.O.C. - a signature from the responsible quality representative. This requirement is not valid for ISO 2.1 certificates. - accepted deviations of the Fokker Elmo purchase order, where applicable - the Fokker Elmo item number - the ECCN code - the Country of Origin - In case of shelf life material: the manufacture date and expiry date. 	
Remark 1	If a MIL part number is ordered and a QPL/QVL list is applicable, a C.O.C. of the QPL/QVL listed source is required.	
Remark 2	Accuracy between CoC and physical parts must be 100%. Deviations will lead into wrong declarations with required scrap as result.	
Remark 3	In case the supplier is a distributor and have not performed any value added activities which are authorized by the OEM, the C.O.C. of the O.E.M. need to be included in the shipment documents as well.	

Delivery Instructions for Fokker Elmo Suppliers Worldwide

Required Documents	2.2 Invoice	2.3 Packing List
How to be delivered with shipment	Three (3) printed versions of the invoice in a document pouch must be included and affixed on the EXTERIOR of the box(es). Photocopies are not allowed because of customs regulations.	One (1) Packinglist in the box, One (1) Packinglist (in the document pouch) must be included and affixed on the EXTERIOR of the box(es).
How to be delivered separate from shipment	Send the invoices to the "Bill to" address by e-mail (=preferred) or by normal mail. See Shipping instructions for addresses.	Not applicable
Content	The elements below must be stated clearly and completely: <ul style="list-style-type: none"> - Name and/or logo of supplier - Invoice number and date - Date of shipment - Fokker Elmo Purchase Order number 1) - Fokker Elmo Purchase Order Line number 2) Fokker Elmo is not able to trace goods without a Line number! <ul style="list-style-type: none"> - Fokker Elmo item number(s) of that purchase order - Part number/item number of supplier - Quantity per item (with unit of measurement) 3) - "Confirmed" price per item (including currency) - Total amount (including currency; Quantity x Price per item number - VAT percentage(s) (separately) - VAT amount(s) (separately) - HS (Harmonized System) code - ECCN code - Country of Origin 	<ul style="list-style-type: none"> - Correct Fokker Elmo Address - Purchase Order Number - Purchase Order Line Number. Fokker Elmo is not able to trace goods without a Line number! - Fokker Elmo Item Number(s) - Supplier part number(s) of that purchase order - Quantity per Item - Unit of measurement (UoM) - Production batch number or date code - the delivered quantity per batch number or date code - HS (Harmonized System) code - ECCN code - Country of Origin
Remark 1	1) Do not refer to more than one purchase order number on each invoice. 2) The purchase order line number must be placed separately from the purchase order number. For example 12345-10 is incorrect; the correct way is 12345 line 10. 3) The unit of measurement must be the same as the measurement reflected on the Fokker Elmo Purchase Order.	Be sure that the goods and quantities on the packing list(s) are matching with the content of the physical shipment AND the (commercial) invoice. Accuracy between CoC and physical parts must be 100%. Deviations will lead into wrong declarations with required scrap as result.
Remark 2	Be sure that the goods and quantities on invoice(s) are matching with the content of the physical shipment. Accuracy between CoC and physical parts must be 100%. Deviations will lead into wrong declarations with required scrap as result.	Be sure that the goods and quantities on the packing list(s) are matching with the content of the physical shipment AND the (commercial) invoice. Accuracy between CoC and physical parts must be 100%. Deviations will lead into wrong declarations with required scrap as result.
Remark 3	In case of a credit note refer to the concerned Purchase Order and line number and the original invoice number. Also state the Fokker Elmo NCR number if applicable. Fokker Elmo item number; the OEM number and Quantity	In case of shipments in accordance with the VOI/Consignment stock program, the VOI contract number needs to be referenced on the packing list.

Delivery Instructions for Fokker Elmo Suppliers Worldwide

Required Documents	2.4 Shipping Letter of Instructions (SLI)	2.5 Gateway Shipment Manifest (Applicable for Gateway users only)
How to be delivered with shipment	Send SLI to the related DBSchenker Hub. In case the seller delivers under FCA(Hub DBSchenker), the shipping and tracking information of the related forwarder has to be filled out on the SLI (Inland carrier Name and tracking or PRO nr.)	One (1) Gateway Shipment Manifest must be included in the document pouch and affixed on the EXTERIOR of the box(es).
How to be delivered separate from shipment	Not applicable	Not applicable
Content	Use template provided by DBSchenker - Shipper - Dimensions shipment (Weight/volume) (Accuracy Weight/Volume must be 100%!) - Final Fokker Elmo destination - Shipper's reference no - Description goods - Number of shipping units / boxes - In case of FCA(Hub) the track & trace information of the related carrier	Shipment manifest is prepared and printed on Gateway and contains the following information: - Final Fokker Elmo Destination - Applicable pick-up address of vendor - number of packages/volume and weight - Purchase Order number - Purchase Order Line number - Fokker Elmo's item number(s) - Supplier part number(s) of that purchase order - Shipped Quantity per item - Unit of measurement (UoM)
Remark 1	DIRECT SHIPMENTS to the Fokker Elmo destinations are NOT allowed. Exceptions: 1. Only after approval of Fokker Elmo Procurement Department / Supply Chain Management 2. Deliveries DDU(Hoogerheide) or FCA(Hoogerheide) Costs caused by unapproved direct shipments will be claimed!	Be sure that the goods and quantities on the packing list(s) / commercial invoice and Gateway Shipment Manifest are matching with the content of the physical shipment
Remark 2	From logistic perspective it is not allowed to consolidate multiple boxes with different final destinations into one box or shipment. An SLI is required per final destination. "Mixed" shipments will be returned to consigner, on account of the supplier, for repacking.	Every shipment prepared on Gateway receives a unique S?? number. Mark all separate packages which belong to one S??xxxxxx-number with this number.

Delivery Instructions for Fokker Elmo Suppliers Worldwide

3 FOKKER ELMO SHIPMENTS - SHIPPING PROCEDURE

3.1 General requirements:

Process:	3.1 General requirements
Packaging	<p>Vendors shall package products in a way that provides protection from damage and corrosion, during transport so that the goods arrive at Fokker Elmo destinations in the same condition as when they were packaged.</p> <p>Miscellaneous small parts have to be packed in a box. Jiffy bags are prohibited to ship material to Fokker Elmo.</p> <p>Each package unit has to wear a label containing the following information:</p> <ul style="list-style-type: none"> Purchase Order number Purchase Order Line number Fokker Elmo item number Delivered Quantity Unit of Measurement (UoM) Production Batch number or Date Code <p>Products delivered with multiple date codes, covering the PO demand, need to be packed/grouped separately per date code.</p>
Prepare Shipment	<ul style="list-style-type: none"> 1 packing list inside the box Affix document pouch on the exterior of the box 3 copies of invoices in the document pouch 1 packing list in the document pouch Label boxes with final destination (not only on docs in the pouch) PO + PO-line number is clearly mentioned on all documents. It is not able to trace shipments without line number! Each shipping unit (box, pallet, container etc.) contains Purchase orders with the same final destination only. <u>Do not ship boxes with various final destinations into one shipment!</u> Send Shipping letter of Instructions (SLI) to the applicable DB Schenker Hub. The content of the shipment has to be unisonous as manifested on the packing lists and invoices for 100%.
Tooling / Equipment	<p>Customs Regulations related to shipping of Non Product Related Spend (tooling and or equipment)</p> <p>For final destination:</p> <ul style="list-style-type: none"> FE-TR: Separate package, allowed to consolidate FE-CN: Separate shipment/AWB, <u>not allowed in consolidation together with production related material!</u> Reference PO#: FE-CN-xxxx-xxxx-x FE-NL: no restrictions
Hazardous Material	<p>Follow all applicable state and federal mandates for shipping hazardous material. Shipping units must be labelled according to regulations. Hazardous Material have to be shipped separately.</p>

Delivery Instructions for Fokker Elmo Suppliers Worldwide

Process:	3.1 General requirements
Direct Single Shipments	<p><i>DIRECT SHIPMENTS to the Fokker Elmo destinations are NOT allowed.</i></p> <p><i>Exceptions:</i></p> <p><i>1. Only after approval of Fokker Elmo Procurement Department or Supply Chain Management. In this case: label shipments as described on page AOG/Express shipments.</i></p> <p><i>2. Deliveries DDU(Hoogerheide) or FCA(Hoogerheide)</i></p> <p><i>Costs caused by unapproved direct shipments will be claimed!</i></p>
AOG (Express) shipments	<p><i>For AOG shipments on the account of Fokker Elmo, a written approval from Fokker Elmo is required!</i></p>

Process:	FCA(Supplier Premises)
Pick-Up request	<p><i>Please contact one of the appointed DB Schenker Hub nearest to your facility to arrange pick-ups. (see pages Shipping Instructions)</i></p> <p><i>Consolidate daily shipments to avoid multiple pick-up requests on one day.</i></p>

Process:	FCA(Hub DB Schenker) - DDU(Hub DB Schenker) – DAP(Hub DB Schenker)
Deliveries	<p><i>Deliver your products to the applicable delivery address in accordance with the data on the pages for Shipping Instructions.</i></p> <p><i>Provide tracking# to the related hub (see POC Hub)</i></p> <p><i>The shipping and tracking information of the related forwarder has to be filled out on the SLI.</i></p>

Process:	DDU(Hoogerheide) – DAP(Hoogerheide)
Deliveries	<p><i>Deliver your products to the applicable delivery address in accordance with the data on the pages for Shipping Instructions.</i></p> <p><i>Provide tracking# to the Fokker Elmo destination (see inbound department POC FE)</i></p> <p><i>The shipping and tracking information of the related forwarder has to be filled out on the SLI.</i></p>



Delivery Instructions for Fokker Elmo Suppliers Worldwide

4 FOKKER ELMO SHIPPING INSTRUCTIONS FOR SUPPLIERS

4.1 Ship from: East side of the United States of America

Origin	Supplier Location	Final Destination	Bill to address	Ship to Address
USA	East USA	FE-NL Incoterm: all	Fokker Elmo B.V. (Attn. Finance Department) PO Box 75 4630 AB Hoogerheide The Netherlands	Fokker Elmo B.V. Netherlands c/o Schenker Inc./ MRZ Trucking Corp. 179-02 150ft Ave. Jamaica, NY 11434 +1 718 244 8914
		Email to:	accountspayable.nl@fokker.com	
		Notes:	None.	
USA	East USA	FE-CN Incoterm: all	Fokker Elmo B.V. (Attn. Finance Department) PO Box 62 4630 AB Hoogerheide The Netherlands	Fokker Elmo China Co. Ltd. c/o Schenker Inc./ MRZ Trucking Corp. 179-02 150ft Ave. Jamaica, NY 11434 +1 718 244 8914
		Email to:	accountspayable.nl@fokker.com	
		Notes:	Use plastic or "treated" (IPPC) pallets for all cargo with final destination FE-CN. For more information ask your POC at FE.	
USA	East USA	FE-TR Incoterm: all	Fokker Elmo Havacılık Sanayi ve Ticaret Limited Sirketi Allowed abbreviation: Fokker Elmo Hav.San.ve Tic.Ltd.Sti Ege Serbest Bölgesi, Sadi Sokak No: 10 35410 Gaziemir – Izmir Turkey	Fokker Elmo Hav.San.ve Tic.Ltd.Sti Aegean Free Zone, Turkey c/o Schenker Inc. 179-02 150th Ave. Jamaica, NY 11434 +1 718 244 8914
		E-mail to:	accountspayable.tr@fokker.com	
		Tax ID:	388 059 2095	
		Notes:	<ul style="list-style-type: none"> - Always provide (Commercial) Invoice. For custom purposes a pro-forma invoice is NOT allowed. - Turkey has very strict custom regulations. Even a typing error can result into a blocked shipment. Please be very accurate with preparing the documentation. 	
USA	East USA	FE-SASMOS Incoterm: all	Fokker Elmo Sasmos Interconnection Systems Ltd. (Attn. Finance Department) Plot NO 311 – Survey No197 Blok 2A – 2nd Floor NPR comp Hoody Village-K.R. Puram Hobli – Bangalore 560048 India	Fokker Elmo India - SASMOS c/o Schenker Inc./ MRZ Trucking Corp. 179-02 150ft Ave. Jamaica, NY 11434 +1 718 244 8914
		Email to:	purchase@fokkerelmosasmos.com	
		Tax ID#	29051243670	
USA	East USA	POC-HUB	POC DBSchenker HUB JFK: 1. Deborah Sharma Tel: +1 347 535 8333 deborah.sharma@dbschenker.com 2. Jacqueline Devivo Tel: +1 347 535 8322 jacqueline.devivo@dbschenker.com USA Key Account Support: Aerospace Customer Solutions Mngr Pascal Philip Tel: +1 305 639 5299 pascal.philip@dbschenker.com	



Delivery Instructions for Fokker Elmo Suppliers Worldwide

4.2 Ship from: West side of the United States of America

Origin	Supplier Location	Final Destination	Bill to address	Ship to Address
USA	West USA	FE-NL Incoterm: all	Fokker Elmo B.V. (Attn. Finance Department) PO Box 75 4630 AB Hoogerheide The Netherlands	Fokker Elmo B.V. Netherlands c/o DBSchenker Inc. 990 East 233rd Street Carson CA 90745
		Email to:	accountspayable.nl@fokker.com	
		Notes:	None.	
USA	West USA	FE-CN Incoterm: all	Fokker Elmo B.V. (Attn. Finance Department) PO Box 62 4630 AB Hoogerheide The Netherlands	Fokker Elmo China Co.Ltd. c/o DBSchenker Inc. 990 East 233rd Street Carson CA 90745
		Email to:	accountspayable.nl@fokker.com	
		Notes:	Use plastic or "treated" (IPPC) pallets for all cargo with final destination FE-CN. For more information ask your POC at FE.	
USA	West USA	FE-TR Incoterm: all	Fokker Elmo Havacılık Sanayi ve Ticaret Limited Sirketi Allowed abbreviation: Fokker Elmo Hav.San.ve Tic.Ltd.Sti Ege Serbest Bölgesi, Sadi Sokak No: 10 35410 Gaziemir – Izmir Turkey	Fokker Elmo Hav.San.ve Tic.Ltd.Sti Aegean Free Zone, Turkey c/o DBSchenker Inc. 990 East 233rd Street Carson CA 90745
		E-mail to:	accountspayable.tr@fokker.com	
		Tax ID:	388 059 2095	
		Notes:	<ul style="list-style-type: none"> - Always provide (Commercial) Invoice. For custom purposes, a pro-forma invoice is NOT allowed. - Turkey has very strict custom regulations. Even a typing error can result into a blocked shipment. Please be very accurate with preparing the documentation. 	
USA	West USA	FE-SASMOS Incoterm: all	Fokker Elmo Sasmos Interconnection Systems Ltd. (Attn. Finance Department) Plot NO 311 – Survey No197 Blok 2A – 2nd Floor NPR comp Hoody Village-K.R. Puram Hobli – Bangalore 560048 India	Fokker Elmo India - SASMOS c/o DBSchenker Inc. 990 East 233rd Street Carson CA 90745
		Email to:	purchase@fokkerelmosasmos.com	
		Tax ID#	29051243670	
USA	West USA	POC-HUB	POC DBSchenker HUB LAX: 1. Helen Hofman Tel: +1 323 908 4896 helen.hoffman@dbschenker.com 2. Blanca Scaglione Tel: +1 323 908 2644 blanca.scaglione@dbschenker.com USA Key Account Support: Aerospace Customer Solutions Mngr Pascal Philip Tel: +1 305 639 5299 pascal.philip@dbschenker.com	



Delivery Instructions for Fokker Elmo Suppliers Worldwide

4.3 Ship from: Miami Region (MIA)

Origin	Supplier Location	Final Destination	Bill to address	Ship to Address
USA	MIA	FE-NL Incoterm: all	Fokker Elmo B.V. (Attn. Finance Department) PO Box 75 4630 AB Hoogerheide The Netherlands	Fokker Elmo B.V. Netherlands c/o DBSchenker Inc. 1801 NW 135th Ave - Ste 100, Miami, FL 33182
		Email to:	accountspayable.nl@fokker.com	
		Notes:	None.	
USA	MIA	FE-CN Incoterm: all	Fokker Elmo B.V. (Attn. Finance Department) PO Box 62 4630 AB Hoogerheide The Netherlands	Fokker Elmo China Co.Ltd. c/o DBSchenker Inc. 1801 NW 135th Ave - Ste 100, Miami, FL 33182
		Email to:	accountspayable.nl@fokker.com	
		Notes:	Use plastic or "treated" (IPPC) pallets for all cargo with final destination FE-CN. For more information ask your POC at FE.	
USA	MIA	FE-TR Incoterm: all	Fokker Elmo Havacılık Sanayi ve Ticaret Limited Sirketi Allowed abbreviation: Fokker Elmo Hav.San.ve Tic.Ltd.Sti Ege Serbest Bölgesi, Sadi Sokak No: 10 35410 Gaziemir – Izmir Turkey	Fokker Elmo Hav.San.ve Tic.Ltd.Sti Aegean Free Zone, Turkey c/o DBSchenker Inc. 1801 NW 135th Ave - Ste 100, Miami, FL 33182
		E-mail to:	accountspayable.tr@fokker.com	
		Tax ID:	388 059 2095	
		Notes:	<ul style="list-style-type: none"> – Always provide (Commercial) Invoice. For custom purposes a pro-forma invoice is NOT allowed. – Turkey has very strict custom regulations. Even a typing error can result into a blocked shipment. Please be very accurate with preparing the documentation. 	
USA	MIA	FE-SASMOS Incoterm: all	Fokker Elmo Sasmos Interconnection Systems Ltd. (Attn. Finance Department) Plot NO 311 – Survey No197 Blok 2A – 2nd Floor NPR comp Hoody Village-K.R. Puram Hobli – Bangalore 560048 India	Fokker Elmo India - SASMOS c/o DBSchenker Inc. 1801 NW 135th Ave - Ste 100, Miami, FL 33182
		Email to:	purchase@fokkerelmosasmos.com	
		Tax ID#	29051243670	
USA	MIA	Pick Up request by e-mail: POC-HUB	mia.aeroparts@dbschenker.com Group phone: +1 305 639 5200 POC DBSchenker MIA: 1. Antonio Avila Tel: +1 305 599 3689 antonio.avila@dbschenker.com 2. Nguyen Cabanilla Tel: +1 305 591 4693 nguyen.cabanilla@dbschenker.com USA Key Account Support: Aerospace Customer Solutions Mngr Pascal Philip Tel: +1 305 639 5299 pascal.philip@dbschenker.com	



Delivery Instructions for Fokker Elmo Suppliers Worldwide

4.4 Ship from: Seattle Region (SEA)

Origin	Supplier Location	Final Destination	Bill to address	Ship to Address
USA	SEA	FE-NL Incoterm: all	Fokker Elmo B.V. (Attn. Finance Department) PO Box 75 4630 AB Hoogerheide The Netherlands	Fokker Elmo B.V. Netherlands c/o DBSchenker Inc. 8201 Perimeter Road South Seattle, Tacoma, WA 98108
		Email to:	accountspayable.nl@fokker.com	
		Notes:	None.	
USA	SEA	FE-CN Incoterm: all	Fokker Elmo B.V. (Attn. Finance Department) PO Box 62 4630 AB Hoogerheide The Netherlands	Fokker Elmo China Co.Ltd. c/o DBSchenker Inc. 8201 Perimeter Road South Seattle, Tacoma, WA 98108
		Email to:	accountspayable.nl@fokker.com	
		Notes:	Use plastic or "treated" (IPPC) pallets for all cargo with final destination FE-CN. For more information ask your POC at FE.	
USA	SEA	FE-TR Incoterm: all	Fokker Elmo Havacılık Sanayi ve Ticaret Limited Sirketi Allowed abbreviation: Fokker Elmo Hav.San.ve Tic.Ltd.Sti Ege Serbest Bölgesi, Sadi Sokak No: 10 35410 Gaziemir – Izmir Turkey	Fokker Elmo Hav.San.ve Tic.Ltd.Sti Aegean Free Zone, Turkey c/o DBSchenker Inc. 8201 Perimeter Road South Seattle, Tacoma, WA 98108
		E-mail to:	accountspayable.tr@fokker.com	
		Tax ID:	388 059 2095	
		Notes:	<ul style="list-style-type: none"> - Always provide (Commercial) Invoice. For custom purposes a pro-forma invoice is NOT allowed. - Turkey has very strict custom regulations. Even a typing error can result into a blocked shipment. Please be very accurate with preparing the documentation. 	
USA	SEA	FE-SASMOS Incoterm: all	Fokker Elmo Sasmos Interconnection Systems Ltd. (Attn. Finance Department) Plot NO 311 – Survey No197 Blok 2A – 2nd Floor NPR comp Hoody Village-K.R. Puram Hobli – Bangalore 560048 India	Fokker Elmo India - SASMOS c/o DBSchenker Inc. 8201 Perimeter Road South Seattle, Tacoma, WA 98108
		Email to:	purchase@fokkerelmosasmos.com	
		Tax ID#	29051243670	
USA	SEA	POC-HUB	POC DBSchenker SEA: 1. Seattle Exports Tel: +1 206 763 5618 seattleexports@dbschenker.com 2. Cynthia Beyerlein Tel: +1 206 403 4711 cynthia.beyerlein@dbschenker.com USA Key Account Support: Aerospace Customer Solutions Mngr Pascal Philip Tel: +1 305 639 5299 pascal.philip@dbschenker.com	

Delivery Instructions for Fokker Elmo Suppliers Worldwide

4.5 Ship from: Canada Region

Origin	Supplier Location	Final Destination	Bill to address	Ship to Address
Canada	Canada	FE-NL Incoterm: all	Fokker Elmo B.V. (Attn. Finance Department) PO Box 75 4630 AB Hoogerheide The Netherlands	Fokker Elmo B.V. Netherlands c/o DBSchenker of Canada Ltd 2100 Reverchon Avenue Dorval Quebec H9P 2S7 Canada
		Email to:	accountspayable.nl@fokker.com	
		Notes:	None.	
Canada	Canada	FE-CN Incoterm: all	Fokker Elmo B.V. (Attn. Finance Department) PO Box 62 4630 AB Hoogerheide The Netherlands	Fokker Elmo China Co.Ltd. c/o DBSchenker of Canada Ltd 2100 Reverchon Avenue Dorval Quebec H9P 2S7 Canada
		Email to:	accountspayable.nl@fokker.com	
		Notes:	Use plastic or "treated" (IPPC) pallets for all cargo with final destination FE-CN. For more information ask your POC at FE.	
Canada	Canada	FE-TR Incoterm: all	Fokker Elmo Havacilik Sanayi ve Ticaret Limited Sirketi Allowed abbreviation: Fokker Elmo Hav.San.ve Tic.Ltd.Sti Ege Serbest Bölgesi, Sadi Sokak No: 10 35410 Gaziemir – Izmir Turkey	Fokker Elmo Hav.San.ve Tic.Ltd.Sti Aegean Free Zone, Turkey c/o DBSchenker of Canada Ltd 2100 Reverchon Avenue Dorval Quebec H9P 2S7 Canada
		E-mail to:	accountspayable.tr@fokker.com	
		Tax ID:	388 059 2095	
		Notes:	<ul style="list-style-type: none"> – Always provide (Commercial) Invoice. For custom purposes a pro-forma invoice is NOT allowed. – Turkey has very strict custom regulations. Even a typing error can result into a blocked shipment. Please be very accurate with preparing the documentation. 	
Canada	Canada	FE-SASMOS Incoterm: all	Fokker Elmo Sasmos Interconnection Systems Ltd. (Attn. Finance Department) Plot NO 311 – Survey No197 Blok 2A – 2nd Floor NPR comp Hoody Village-K.R. Puram Hobli – Bangalore 560048 India	Fokker Elmo India - SASMOS c/o DBSchenker of Canada Ltd 2100 Reverchon Avenue Dorval Quebec H9P 2S7 Canada
		Email to:	purchase@fokkerelmosasmos.com	
		Tax ID#	29051243670	
Canada	Canada	POC-HUB	POC DBSchenker HUB YUL: 1. Marina Spada Tel: +1 514 633 2519 marina.spada@dbschenker.com 2. Terri-Lynn Bullett Tel: +1 514 633 2522 terri-lynn.bullet@dbschenker.com	

4.6 Ship from: Europe Region, except from Great Britain

For Shipping Instructions out of Great Britain (GB) see next chapter.

Origin	Supplier Location	Final Destination	Bill to address	Ship to Address
Europe except GB	Europe except GB	FE-NL Incoterm: FCA-H'heide	Fokker Elmo B.V. (Attn. Finance Department) PO Box 75 4630 AB Hoogerheide The Netherlands	Fokker Elmo B.V. Netherlands Aviolandalaan 33 4631 RP Hoogerheide The Netherlands
		Email to:	accountspayable.nl@fokker.com	
		Notes:	BTW/VAT of Fokker Elmo is required: NL850310751B01.	

Table continues on next page



Delivery Instructions for Fokker Elmo Suppliers Worldwide

Origin	Supplier Location	Final Destination	Bill to address	Ship to Address
Europe except GB	Europe except GB	FE-NL Incoterm: FCA-suppliers Premises	Fokker Elmo B.V. (Attn. Finance Department) PO Box 75 4630 AB Hoogerheide The Netherlands	Fokker Elmo B.V. Netherlands c/o DBSchenker International B.V. Fokkerweg 300 1438 AN Oudemeer The Netherlands
		Email to:	accountspayable.nl@fokker.com	
		Notes:	For Dangerous Goods (DG) see POC-HUB notes.	
Europe except GB	Europe except GB	FE-CN Incoterm: all	Fokker Elmo B.V. (Attn. Finance Department) PO Box 62 4630 AB Hoogerheide The Netherlands	Fokker Elmo China Co.Ltd. c/o DBSchenker International B.V. Fokkerweg 300 1438 AN Oudemeer The Netherlands
		Email to:	accountspayable.nl@fokker.com	
		Notes:	- Use plastic or "treated" (IPPC) pallets for all cargo with final destination FE-CN. For more information ask your POC at FE.	
Europe except GB	Europe except GB	FE-TR Incoterm: all	Fokker Elmo Havacilik Sanayi ve Ticaret Limited Sirketi Allowed abbreviation: Fokker Elmo Hav.San.ve Tic.Ltd.Sti Ege Serbest Bölgesi, Sadi Sokak No: 10 35410 Gaziemir – Izmir Turkey	Fokker Elmo Hav.San.ve Tic.Ltd.Sti Aegean Free Zone, Turkey c/o DBSchenker International B.V. Fokkerweg 300 1438 AN Oudemeer The Netherlands
		E-mail to:	accountspayable.tr@fokker.com	
		Tax ID:	388 059 2095	
		Notes:	<ul style="list-style-type: none"> - Always provide (Commercial) Invoice. For custom purposes a pro-forma invoice is NOT allowed. - Turkey has very strict custom regulations. Even a typing error can result into a blocked shipment. Please be very accurate with preparing the documentation. 	
Europe except GB	Europe except GB	FE-SASMOS Incoterm: all	Fokker Elmo Sasmos Interconnection Systems Ltd. (Attn. Finance Department) Plot NO 311 – Survey No197 Blok 2A – 2nd Floor NPR comp Hoody Village-K.R. Puram Hobli – Bangalore 560048 India	Fokker Elmo India - SASMOS c/o DBSchenker International B.V. Fokkerweg 300 1438 AN Oudemeer The Netherlands
		Email to:	purchase@fokkerelmosasmos.com	
		Tax ID#	29051243670	
Europe except GB	Europe except GB	POC-HUB: Dangerous Goods:	Pick Up request by e-mail: amsaerospace@dbschenker.com Hazardous Material by FCA(Hub AMS) suppliers: A: Pre-advise Schenker AOG (aog.nl@dbschenker.com) who will approve the delivery only to the address below. B: The shipment should be accompanied by a Dangerous Goods (DG) certificate. Address for hazardous material: Special Cargo Services BV Breguetlaan 9 1438 BA Oude Meer, The Netherlands Tel: +31 (0) 20 655 6262	
		Export Controlled parts:	Deliver Export Controlled parts separately with a copy of the related Export License. It is allowed to label the shipments with the final Fokker Elmo destination address as "ship to" address if it is required by the Export license. Shipping via DBSchenker AMS.	
			POC DBSchenker HUB AMS: 1. Marco Druiven Tel: +31 (0) 20 5000 084 marco.druiven@dbschenker.com 2. Liron Gouverneur Tel: +31 (0) 20 5000 019 liron.gouverneur@dbschenker.com NL Key Account Support: Patrick Bongers Tel: +31 (0) 20 5000 065 patrick.bongers@dbschenker.com	

Delivery Instructions for Fokker Elmo Suppliers Worldwide

4.7 Ship from: Great Britain Region

For Shipping Instructions out of other countries within the Europe, see previous chapter.

Origin	Supplier Location	Final Destination	Bill to address	Ship to Address
GB	Great Britain	FE-NL Incoterm: all	Fokker Elmo B.V. (Attn. Finance Department) PO Box 75 4630 AB Hoogerheide The Netherlands	Fokker Elmo B.V. Netherlands c/o DBSchenker LTD Schenker House, LHR portal, Scylla Rd. LHR Airport, Hounslow TW6 3FE, United Kingdom
		Email to:	accountspayable.nl@fokker.com	
		Notes:	For Dangerous Goods (DG) see POC-HUB notes.	
GB	Great Britain	FE-CN Incoterm: all	Fokker Elmo B.V. (Attn. Finance Department) PO Box 62 4630 AB Hoogerheide The Netherlands	Fokker Elmo China Co.Ltd. c/o DBSchenker LTD Schenker House, LHR portal, Scylla Rd. LHR Airport, Hounslow TW6 3FE, United Kingdom
		Email to:	accountspayable.nl@fokker.com	
		Notes:	<ul style="list-style-type: none"> - Use plastic or "treated" (IPPC) pallets for all cargo with final destination FE-CN. For more information ask your POC at FE. 	
GB	Great Britain	FE-TR Incoterm: all	Fokker Elmo Havacilik Sanayi ve Ticaret Limited Sirketi Allowed abbreviation: Fokker Elmo Hav.San.ve Tic.Ltd.Sti Ege Serbest Bölgesi, Sadi Sokak No: 10 35410 Gaziemir – Izmir Turkey	Fokker Elmo Hav.San.ve Tic.Ltd.Sti Aegean Free Zone, Turkey c/o DBSchenker LTD Schenker House, LHR portal, Scylla Rd. LHR Airport, Hounslow TW6 3FE, United Kingdom
		E-mail to:	accountspayable.tr@fokker.com	
		Tax ID:	388 059 2095	
		Notes:	<ul style="list-style-type: none"> - Always provide (Commercial) Invoice. For custom purposes a pro-forma invoice is NOT allowed. - Turkey has very strict custom regulations. Even a typing error can result into a blocked shipment. Please be very accurate with preparing the documentation. 	
GB	Great Britain	FE-SASMOS Incoterm: all	Fokker Elmo Sasmos Interconnection Systems Ltd. (Attn. Finance Department) Plot NO 311 – Survey No197 Blok 2A – 2nd Floor NPR comp Hoody Village-K.R. Puram Hobli – Bangalore 560048 India	Fokker Elmo India - SASMOS c/o DBSchenker LTD Schenker House, LHR portal, Scylla Rd. LHR Airport, Hounslow TW6 3FE, United Kingdom
		Email to:	purchase@fokkerelmosasmos.com	
		Tax ID#	29051243670	
GB	Great Britain	POC-HUB:	Pick Up request by e-mail before 12:00 o'clock – Pick up same working day, else next working day: aerospace.lhrexports@dbschenker.com	
		Export Controlled parts:	Deliver Export Controlled parts separately with a copy of the related Export License. It is allowed to label the shipments with the final Fokker Elmo destination address as "ship to" address if it is required by the Export license. Shipping via DBSchenker LHR.	
			POC DBSchenker HUB LHR: 1. Kate Moore Tel: +44 (0) 208 831 4793 kate.moore@dbschenker.com 2. Melina Rangiaho Tel: +44 (0) 208 818 7362 melina.rangiaho@dbschenker.com	

Delivery Instructions for Fokker Elmo Suppliers Worldwide

5 AIRCRAFT ON GROUND (AOG) EXPRESS SHIPMENTS

For AOG express shipments on the account of Fokker Elmo, a written approval from Fokker Elmo is required.

Origin	Supplier Location	Final Destination	Bill to address	Ship to Address
All	All	FE-NL Incoterm: all	Fokker Elmo B.V. (Attn. Finance Department) PO Box 75 4630 AB Hoogerheide The Netherlands	Fokker Elmo B.V. Aviolandalaan 33 4631 RP Hoogerheide The Netherlands
		Email to:	accountspayable.nl@fokker.com	
		Notes:	For Dangerous Goods (DG) see POC-HUB notes.	
All	All	FE-CN Incoterm: all	Fokker Elmo B.V. (Attn. Finance Department) PO Box 62 4630 AB Hoogerheide The Netherlands	Fokker Elmo (langfang) Electrical Systems Co. Ltd. #71 Xiang Yun Avenue Langfang Economic and Technical Development Zone Langfang 065001 Hebei China
		Email to:	accountspayable.nl@fokker.com	
		Notes:	– Use plastic or "treated" (IPPC) pallets for all cargo with final destination FE-CN. For more information ask your POC at FE.	
All	All	FE-TR Incoterm: all	Fokker Elmo Havacılık Sanayi ve Ticaret Limited Sirketi Allowed abbreviation: Fokker Elmo Hav.San.ve Tic.Ltd.Sti Ege Serbest Bölgesi, Sadi Sokak No: 10 35410 Gaziemir – Izmir Turkey	Fokker Elmo Havacılık Sanayi ve Ticaret Limited Şirketi Allowed abbreviation: Fokker Elmo Hav.San.ve Tic.Ltd.Şti Ege Serbest Bölgesi, Sadi Sokak No: 10 35410 Gaziemir – Izmir Turkey
		E-mail to:	accountspayable.tr@fokker.com	
		Tax ID:	388 059 2095	
		Notes:	<ul style="list-style-type: none"> – Always provide (Commercial) Invoice. For custom purposes a pro-forma invoice is NOT allowed. – Turkey has very strict custom regulations. Even a typing error can result into a blocked shipment. Please be very accurate with preparing the documentation. 	
All	All	FE-SASMOS Incoterm: all	Fokker Elmo Sasmos Interconnection Systems Ltd. (Attn. Finance Department) Plot NO 311 – Survey No197 Blok 2A – 2nd Floor NPR comp Hoody Village-K.R. Puram Hobli – Bangalore 560048 India	Fokker Elmo SASMOS ISL c/o DBSchenker of India Plot 311 – Survey No197 Block 2A – 2nd Floor NPR comp Hoody Village-K.R. Puram Hobli Bangalore 560048 India
		Email to:	purchase@fokkerelmosasmos.com	
		Tax ID#	29051243670	
		POC:-AOG Express	<p>For AOG shipments on the account of Fokker Elmo, a written approval from Fokker Elmo is required!</p> <p>POC DBSchenker AOG desks:</p> <p>DBSchenker AOG desk - USA Tel: +1 866 890 1235 aog.usa@dbschenker.com</p> <p>DBSchenker AOG desk - Amsterdam Tel: +31 (0) 20 5000 070 (business hours) Tel: +31 (0) 6 2266 4409 (outside business hours) aog.nl@dbschenker.com</p>	

Delivery Instructions for Fokker Elmo Suppliers Worldwide

6 COMMUNICATION MATRIX FOR GLOBAL TRANSPORT

Communication Matrix	Point of Contact	Escalation
Fokker Elmo Netherlands (FE-NL)	INBOUND: Function: Sr. Employee Incoming Goods Name: Lenny Bolders Tel: +31 (0) 164 617698 e-mail: lenny.bolders@fokker.com OUTBOUND: Function: Sr. Employee Expedition Name: Bram van Poortvliet Tel: +31 (0) 164 617723 e-mail: bram.vanpoortvliet@fokker.com	Function: SCM Manager Name: Evert Jan Wisse Tel: +31 (0) 164 617856 e-mail: evertjan.wisse@fokker.com
Fokker Elmo China (FE-CN)	INBOUND: Function: Import Specialist Name: Liu Huirong Tel: +86 (0) 316 5978 634 e-mail: liu.huirong@fokker.com OUTBOUND: Function: Export Specialist Name: Zhou Yanling Tel: +86 (0) 316 5978 652 e-mail: zhou.yanling@fokker.com	Function: ImpEx Supervisor Name: Zhang Xin Tel: +86 (0) 3165978 607 e-mail: zhang.xin@fokker.com Function: SCM Manager Name: Jack Nuiten Tel: +86 (0) 316 5978 609 e-mail: jack.nuiten@fokker.com
Fokker Elmo Turkey (FE-TR)	INBOUND & OUTBOUND Function: Senior Import & Export Specialist Name: Tugba Tavas Tel: +90 (0) 232-258 0141 - 7403 e-mail: tugba.tavas@fokker.com	Function: SCM Manager Name: Eda Gülşen Tel: +90 (0) 232-258 0141 - 7401 e-mail: eda.gulsen@fokker.com

Communication Matrix	Point of Contact	Escalation
Fokker Elmo India FE-SASMOS (FESIL)	INBOUND & OUTBOUND Function: Supply Chain Name: Susheela Tel: +91 (0) 8088804044 e-mail: susheela.ck@fokkerelmosasmos.com Function: Supply Chain Name: Mohan Swamy Tel: +91 (0) 9900045540 e-mail: mohan.swamy@fokkerelmosasmos.com	Function: General Manager Name: Ramsanjiv Tel: +91 (0) 9945077228 e-mail: ramsanjiv@sasmos.com
DB Schenker Europe/Asia	See page related Shipping instructions.	
DB Schenker USA	See page related Shipping instructions.	

table continues on next page.



Delivery Instructions for Fokker Elmo Suppliers Worldwide

Process Owner Global Transport	Point of Contact	Back-up
Fokker Elmo Head Quarter	Director Procurement Eric van der Linden Tel: + 31 (0) 164 617 525 e-mail: eric.vanderlinden@fokker.com	Senior Purchaser Tom van Tilburg Tel: + 31 (0) 164 617 739 e-mail: tom.vantilburg@fokker.com