# **Logistics Template**

**User Guide** 

Refers to Documentation ID SD-FU.09.03-002 of the Logistics Template



### **Preamble**

In the following, we will describe how you can enter your individual routing instructions for the transport network by completing the logistic forwarder template.

When entering the routing instructions, please note that the <u>General Routing Instructions</u> are overwritten by the country of departure-specific routing instructions are warehouse locations. This means that as soon as country of departure-specific routing instructions are specified, they apply to the respective country of departure. The General Routing Instructions then <u>do not apply</u> for shipments which have its origin in this country. If no country-specific routing instructions are specified, the General Routing Instructions apply worldwide.



### 1. Customer Details

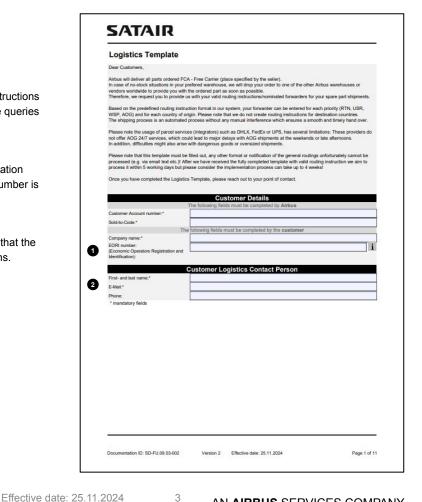
The first page requests information about the respective company to which the following routing instructions belong. This contact information is necessary to ensure that a point of contact is available for any future queries or changes.

#### EORI number 1

The EORI number (Economic Operators' Registration and Identification number) is an operator identification number that is valid throughout the European Union and replaces the German customs number. This number is required if your warehouse location for the ordered materials are within the European Union.

#### **Customer Logistics Contact Person 2**

The information of the Customer Logistics Contact Person is required to have a contact person in case that the validity of the forwarder information is expired or to contact someone regarding logistic specific questions.



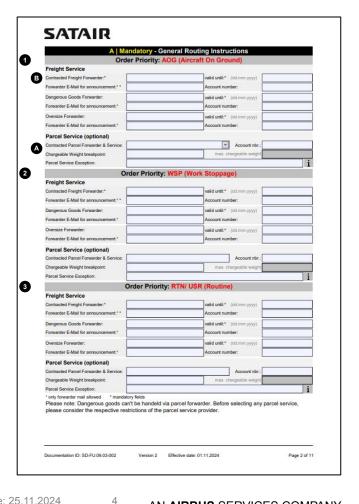


### 2. General Routing Instructions | Introduction

On the second page, we request to enter the general routing instructions. These general routing instructions are used in general if no further routing instructions are specified in the following pages of the logistics template. Our transport management system primarily checks whether country of departure-specific routing instructions have been specified; if none have been specified for the specific country of departure, the general routing instructions are used. For this reason, at least the General Routing Instructions must be entered.

Routing instructions for parcel and freight shipments can be entered for each priority. A distinction is made between the priorities AOG (Aircraft on Ground) , WSP (Work Stoppage) and RTN/USR (Routine) . If it is necessary to store different RTN and USR routing instructions, please contact the respective point of contact. The individual descriptions of the respective priorities can be found in the List of Explanations of this User Guide.

Furthermore, our routing instructions differentiate between parcel service providers. and freight service providers. Parcel service providers, also known as CEP service providers, specialize in the fast delivery of small shipments, often parcels or documents (e.g. DHL Express, UPS, FedEx). Freight service providers organize the transport of larger and/or bulky shipments, which are often palletized or containerized. The routing instructions for freight service providers can also be divided into general freight service providers, service providers that transport dangerous goods and service providers that are to be used for oversized shipments.





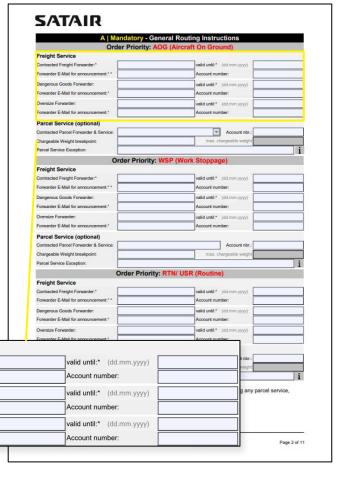
## 2. General Routing Instructions | Freight Service

#### **Freight Service**

The routing instructions for freight service providers can also be divided into general freight service providers, service providers that transport dangerous goods and service providers that are to be used for oversized shipments.

Please note that when entering email addresses, only the generic email addresses of the respective transport service providers are allowed. Email addresses of employees from your own company who subsequently assign the transport announcements case by case to transport service providers are <u>not</u> allowed. Furthermore, our transport management system can only send the transport announcement to one email address, which is why only the entry of <u>one email address</u> is allowed. In order to notify the transport service provider that the material is ready for pick up, some transport service provider require your customer account number from the transport service providers organization. This information can be entered in the corresponding "Account number" field.

In order to consider contract terms and to avoid continuing to use a freight service provider without a contractual basis, you can specify a date in the 'valid to' field until which the relevant routing instructions are valid





Freight Service
Contracted Freight Forwarder:\*

Oversize Forwarder:

Forwarder E-Mail for announcement:1 \*

Forwarder E-Mail for announcement:1

Forwarder E-Mail for announcement:1

Dangerous Goods Forwarder:

5

Effective date: 25.11.2024

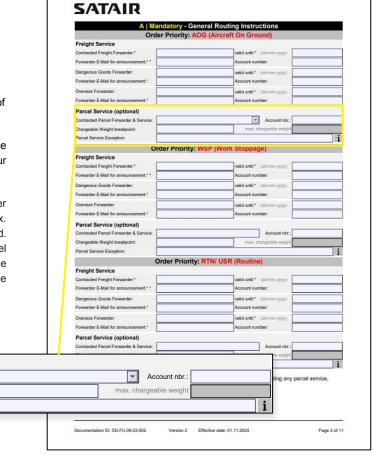
## 2. General Routing Instructions | Parcel Service

#### **Parcel Service**

Please note that the entry of parcel service provider instructions is <u>not</u> mandatory, but at least the entry of freight service provider instructions is mandatory for General Routing Instructions.

In the "Contracted Parcel Forwarder & Service" drop-down box, we offer various combinations of parcel service providers and their offered transport services. Depending on your companies needs you can select your specific parcel service provider and transport service combination.

Parcel service providers differentiate between the actual weight and the volume weight of a parcel. The higher weight is used to calculate the respective freight (chargeable weight). This weight is specified in the "max. chargeable weight" field based on the previous selection in the "Contracted Parcel Forwarder & Service" field. This internal weight limit defines the maximum chargeable weight until which we hand over shipments to parcel service providers. Shipments that exceed this weight limit are announced to the freight service providers. The entry of weights in the "Chargeable Weight Breakpoint" field that exceed the value in the "Max. Chargeable Weight" field is not allowed.





Parcel Service (optional)
Contracted Parcel Forwarder & Service:

Chargeable Weight breakpoint:

Parcel Service Exception:

6

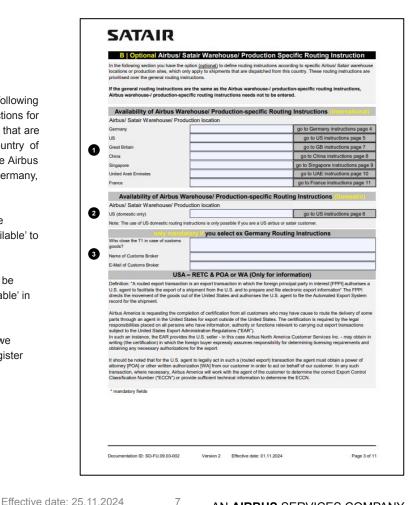
### 3. Specific Routing Instructions

The Airbus / Satair Warehouse / Production Specific Routing Instructions can be entered on the following pages. These make it possible to enter routing instructions that differ from the General Routing Instructions for certain countries of departure. Country of departure specific routing instructions apply to all shipments that are dispatched from the respective country. If, for example, routing instructions are stored for the country of departure Germany, the Germany-specific routing instructions are used for all shipments sent from the Airbus and Satair sites in Germany to Germany or another country. If no routing instructions are stored for Germany, the General Routing Instructions are used.

If routing instructions are to be stored for certain countries of departure, the input fields of the respective country forms on the following pages can be enabled by switching the dropdown fields 1 from 'not available' to 'available'

For US customers only: If different routing instructions to the international routing instructions need to be stored for domestic shipments (US to US), the respective form page can be enabled by selecting 'available' in the respective drop-down field 2.

For ex Germany Routing Instructions only: If goods are dispatched under the T1 transit procedure, we require the information at which customs office the T1 procedure is concluded in order to create and register the procedure. We need as well the name and email address of the respective broker 3.



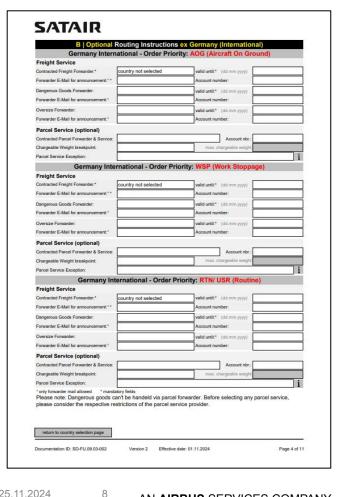
### 3. Specific Routing Instructions

Form fields will only become active once the relevant country of departure has been selected on page 3. Please refer to the procedure description on page 3.

Please refer to the following page for details regarding the various country-specific routing instructions. Please note that these pages can only be completed once the respective country of departure has been selected on page 3 of the logistics template.

The structure of the country-specific routing instructions is aligned with that of the general routing instructions form. Please refer to the description of the General Routing Instructions form for an explanation of how to complete the form and the respective fields. Please refer to pages 4 to 6 of this user guide for further details.

Please note: Country-Specific Routing Instructions are only required if they differ from the General Routing Instructions





# **Table of Explanations**

Name	Description
AOG	Aircraft on Ground Priority - The highest priority grade used in customer order handling, procurement and logistics.
WSP	Work Stoppage Priority - Intermediate priority grade used in customer order handling, procurement and logistics.
RTN	Routine Priority - A relatively low priority used in customer order handling, procurement and logistics.
USR	Urgent Stock Replenishment Priority - Intermediate priority grade used in customer order handling, procurement and logistics.
EORI nbr.	Economic Operators' Registration and Identification number is an operator identification number that is valid throughout the European Union and replaces the German customs number.
T1	External shipping (T1) is generally used for non-Union goods External shipping allows non-Union goods to be transported as standard between two points within the customs territory of the Union without being subject to customs duties or other charges.
Broker	A customs broker helps to understand requirements for import or export, obtains necessary clearances and submits paperwork and payments to Customs on the customers behalf.



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