

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 General Routing Instructions are overwritten by the country of departure-specific routing instructions from the production and 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 do not apply 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.

Logistics Template

Dear Customers,

Airbus will deliver all parts ordered FCA - Free Carrier (place specified by the seller).
In case of no-stock situations in your preferred warehouse, we will drop your order to one of the other Airbus warehouses or vendors worldwide to provide you with the ordered part as soon as possible.
Therefore, we request you to provide us with your valid routing instructions/nominated forwarders for your spare part shipments.

Based on the predefined routing instruction format in our system, your forwarder can be entered for each priority (RTN, USR, WSP, AOG) and for each country of origin. Please note that we do not create routing instructions for destination countries. The shipping process is an automated process without any manual interference which ensures a smooth and timely hand over.

Please note the usage of parcel services (integrators) such as DHLX, FedEx or UPS, has several limitations: These providers do not offer AOG 24/7 services, which could lead to major delays with AOG shipments at the weekends or late afternoons. In addition, difficulties might also arise with dangerous goods or oversized shipments.

Please note that this template must be filled out, any other format or notification of the general routings unfortunately cannot be processed (e.g. via email text etc.) After we have received the fully completed template with valid routing instruction we aim to process it within 5 working days but please consider the implementation process can take up to 4 weeks!

Once you have completed the Logistics Template, please reach out to your point of contact.

Customer Details

The following fields must be completed by Airbus

Customer Account number:*

Sold-to-Code:*

The following fields must be completed by the customer

Company name:*

EORI number:

(Economic Operators Registration and Identification):

Customer Logistics Contact Person

First- and last name:*

E-Mail:*

Phone:

* mandatory fields

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 **not** allowed. Furthermore, our transport management system can only send the transport announcement to one email address, which is why only the entry of **one email address** 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.

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A Mandatory - General Routing Instructions			
Order Priority: AOG (Aircraft On Ground)			
Freight Service			
Contracted Freight Forwarder:*		valid until:*	(dd.mm.yyyy)
Forwarder E-Mail for announcement:†		Account number:	
Dangerous Goods Forwarder:		valid until:*	(dd.mm.yyyy)
Forwarder E-Mail for announcement:†		Account number:	
Oversize Forwarder:		valid until:*	(dd.mm.yyyy)
Forwarder E-Mail for announcement:†		Account number:	
Parcel Service (optional)			
Contracted Parcel Forwarder & Service:		Account nbr.:	
Chargeable Weight breakpoint:		max. chargeable weight:	
Parcel Service Exception:			
Order Priority: WSP (Work Stoppage)			
Freight Service			
Contracted Freight Forwarder:*		valid until:*	(dd.mm.yyyy)
Forwarder E-Mail for announcement:†		Account number:	
Dangerous Goods Forwarder:		valid until:*	(dd.mm.yyyy)
Forwarder E-Mail for announcement:†		Account number:	
Oversize Forwarder:		valid until:*	(dd.mm.yyyy)
Forwarder E-Mail for announcement:†		Account number:	
Parcel Service (optional)			
Contracted Parcel Forwarder & Service:		Account nbr.:	
Chargeable Weight breakpoint:		max. chargeable weight:	
Parcel Service Exception:			
Order Priority: RTN/USR (Routine)			
Freight Service			
Contracted Freight Forwarder:*		valid until:*	(dd.mm.yyyy)
Forwarder E-Mail for announcement:†		Account number:	
Dangerous Goods Forwarder:		valid until:*	(dd.mm.yyyy)
Forwarder E-Mail for announcement:†		Account number:	
Oversize Forwarder:		valid until:*	(dd.mm.yyyy)
Forwarder E-Mail for announcement:†		Account number:	

Freight Service			
Contracted Freight Forwarder:*		valid until:*	(dd.mm.yyyy)
Forwarder E-Mail for announcement:†		Account number:	
Dangerous Goods Forwarder:		valid until:*	(dd.mm.yyyy)
Forwarder E-Mail for announcement:†		Account number:	
Oversize Forwarder:		valid until:*	(dd.mm.yyyy)
Forwarder E-Mail for announcement:†		Account number:	

2. General Routing Instructions | Parcel Service

Parcel Service

Please note that the entry of parcel service provider instructions is **not** 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.

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A | Mandatory - General Routing Instructions

Order Priority: **AOG (Aircraft On Ground)**

Freight Service

Contracted Freight Forwarder:*	<input type="text"/>	valid until:*	<input type="text"/>	(dd.mm.yyyy)	<input type="text"/>
Forwarder E-Mail for announcement:*	<input type="text"/>	Account number:	<input type="text"/>		
Dangerous Goods Forwarder:	<input type="text"/>	valid until:*	<input type="text"/>	(dd.mm.yyyy)	<input type="text"/>
Forwarder E-Mail for announcement:*	<input type="text"/>	Account number:	<input type="text"/>		
Oversize Forwarder:	<input type="text"/>	valid until:*	<input type="text"/>	(dd.mm.yyyy)	<input type="text"/>
Forwarder E-Mail for announcement:*	<input type="text"/>	Account number:	<input type="text"/>		

Parcel Service (optional)

Contracted Parcel Forwarder & Service:	<input type="text"/>	Account nbr.:	<input type="text"/>
Chargeable Weight breakpoint:	<input type="text"/>	max. chargeable weight	<input type="text"/>
Parcel Service Exception:	<input type="text"/>		

Order Priority: **WSP (Work Stoppage)**

Freight Service

Contracted Freight Forwarder:*	<input type="text"/>	valid until:*	<input type="text"/>	(dd.mm.yyyy)	<input type="text"/>
Forwarder E-Mail for announcement:*	<input type="text"/>	Account number:	<input type="text"/>		
Dangerous Goods Forwarder:	<input type="text"/>	valid until:*	<input type="text"/>	(dd.mm.yyyy)	<input type="text"/>
Forwarder E-Mail for announcement:*	<input type="text"/>	Account number:	<input type="text"/>		
Oversize Forwarder:	<input type="text"/>	valid until:*	<input type="text"/>	(dd.mm.yyyy)	<input type="text"/>
Forwarder E-Mail for announcement:*	<input type="text"/>	Account number:	<input type="text"/>		

Parcel Service (optional)

Contracted Parcel Forwarder & Service:	<input type="text"/>	Account nbr.:	<input type="text"/>
Chargeable Weight breakpoint:	<input type="text"/>	max. chargeable weight	<input type="text"/>
Parcel Service Exception:	<input type="text"/>		

Order Priority: **RTN/USR (Routine)**

Freight Service

Contracted Freight Forwarder:*	<input type="text"/>	valid until:*	<input type="text"/>	(dd.mm.yyyy)	<input type="text"/>
Forwarder E-Mail for announcement:*	<input type="text"/>	Account number:	<input type="text"/>		
Dangerous Goods Forwarder:	<input type="text"/>	valid until:*	<input type="text"/>	(dd.mm.yyyy)	<input type="text"/>
Forwarder E-Mail for announcement:*	<input type="text"/>	Account number:	<input type="text"/>		
Oversize Forwarder:	<input type="text"/>	valid until:*	<input type="text"/>	(dd.mm.yyyy)	<input type="text"/>
Forwarder E-Mail for announcement:*	<input type="text"/>	Account number:	<input type="text"/>		

Parcel Service (optional)

Contracted Parcel Forwarder & Service:	<input type="text"/>	Account nbr.:	<input type="text"/>
Chargeable Weight breakpoint:	<input type="text"/>	max. chargeable weight	<input type="text"/>
Parcel Service Exception:	<input type="text"/>		

Parcel Service (optional)

Contracted Parcel Forwarder & Service:	<input type="text"/>	Account nbr.:	<input type="text"/>
Chargeable Weight breakpoint:	<input type="text"/>	max. chargeable weight	<input type="text"/>
Parcel Service Exception:	<input type="text"/>		

Documentation ID: SD-FU.09.03-002

Version 2

Effective date: 01.11.2024

Page 2 of 11

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 ❶ 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 ❷.

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 ❸.

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B | Optional Airbus/ Satair Warehouse/ Production Specific Routing Instruction

In the following section you have the option (optional) to define routing instructions according to specific Airbus/ Satair warehouse locations or production sites, which only apply to shipments that are dispatched from this country. These routing instructions are prioritised over the general routing instructions.

If the general routing instructions are the same as the Airbus warehouse-/ production-specific routing instructions, Airbus warehouse-/ production-specific routing instructions needs not to be entered.

Availability of Airbus Warehouse/ Production-specific Routing Instructions (International)

Airbus/ Satair Warehouse/ Production location	
Germany	go to Germany instructions page 4
US	go to US instructions page 5
Great Britain	go to GB instructions page 7
China	go to China instructions page 8
Singapore	go to Singapore instructions page 9
United Arab Emirates	go to UAE instructions page 10
France	go to France instructions page 11

Availability of Airbus Warehouse/ Production-specific Routing Instructions (Domestic)

Airbus/ Satair Warehouse/ Production location	
US (domestic only)	go to US instructions page 6

Note: The use of US domestic routing instructions is only possible if you are a US Airbus or Satair customer.

only mandatory if you select ex Germany Routing Instructions

Who close the T1 in case of customs goods?	
Name of Customs Broker	
E-Mail of Customs Broker	

USA – RETC & POA or WA (Only for information)

Definition: "A routed export transaction is an export transaction in which the foreign principal party in interest (FPP) authorises a U.S. agent to facilitate the export of a shipment from the U.S. and to prepare and file electronic export information" The FPP directs the movement of the goods out of the United States and authorises the U.S. agent to file the Automated Export System record for the shipment.

Airbus America is requesting the completion of certification from all customers who may have cause to route the delivery of some parts through an agent in the United States for export outside of the United States. The certification is required by the legal responsibilities placed on all persons who have information, authority or functions relevant to carrying out export transactions subject to the United States Export Administration Regulations ("EAR").

In such an instance, the EAR provides the U.S. seller - in this case Airbus North America Customer Services Inc. - may obtain in writing (the certification) in which the foreign buyer expressly assumes responsibility for determining licensing requirements and obtaining any necessary authorizations for the export.

It should be noted that for the U.S. agent to legally act in such a (routed export) transaction the agent must obtain a power of attorney (POA) or other written authorization (WA) from our customer in order to act on behalf of our customer. In any such transaction, where necessary, Airbus America will work with the agent of the customer to determine the correct Export Control Classification Number ("ECCN") or provide sufficient technical information to determine the ECCN.

* mandatory fields

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.

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B Optional Routing Instructions ex Germany (International)			
Germany International - Order Priority: AOG (Aircraft On Ground)			
Freight Service			
Contracted Freight Forwarder:*	country not selected	valid until:*	(dd.mm.yyyy)
Forwarder E-Mail for announcement:*		Account number:	
Dangerous Goods Forwarder:		valid until:*	(dd.mm.yyyy)
Forwarder E-Mail for announcement:*		Account number:	
Oversize Forwarder:		valid until:*	(dd.mm.yyyy)
Forwarder E-Mail for announcement:*		Account number:	
Parcel Service (optional)			
Contracted Parcel Forwarder & Service:		Account nbr.:	
Chargeable Weight breakpoint:		max. chargeable weight:	
Parcel Service Exception:			i
Germany International - Order Priority: WSP (Work Stoppage)			
Freight Service			
Contracted Freight Forwarder:*	country not selected	valid until:*	(dd.mm.yyyy)
Forwarder E-Mail for announcement:*		Account number:	
Dangerous Goods Forwarder:		valid until:*	(dd.mm.yyyy)
Forwarder E-Mail for announcement:*		Account number:	
Oversize Forwarder:		valid until:*	(dd.mm.yyyy)
Forwarder E-Mail for announcement:*		Account number:	
Parcel Service (optional)			
Contracted Parcel Forwarder & Service:		Account nbr.:	
Chargeable Weight breakpoint:		max. chargeable weight:	
Parcel Service Exception:			i
Germany International - Order Priority: RTN/ USR (Routine)			
Freight Service			
Contracted Freight Forwarder:*	country not selected	valid until:*	(dd.mm.yyyy)
Forwarder E-Mail for announcement:*		Account number:	
Dangerous Goods Forwarder:		valid until:*	(dd.mm.yyyy)
Forwarder E-Mail for announcement:*		Account number:	
Oversize Forwarder:		valid until:*	(dd.mm.yyyy)
Forwarder E-Mail for announcement:*		Account number:	
Parcel Service (optional)			
Contracted Parcel Forwarder & Service:		Account nbr.:	
Chargeable Weight breakpoint:		max. chargeable weight:	
Parcel Service Exception:			i

* only forwarder mail allowed * mandatory fields
Please note: Dangerous goods can't be handled via parcel forwarder. Before selecting any parcel service, please consider the respective restrictions of the parcel service provider.

[return to country selection page](#)

Documentation ID: SD-FU.09.03-002

Version 2

Effective date: 01.11.2024

Page 4 of 11

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.

About Satair

Satair provides genuine OEM parts distribution and offers an exhaustive and innovative multi-fleet service portfolio to OEMs and customers. In addition, the company provides genuine Airbus Material Support and is the sole Airbus authorised distributor for a wide range of Proprietary Products and Services accessible through the trading partner Airbus SAS. Satair is a stand-alone company and Airbus subsidiary.