

# Shipping Instructions – Modine Brazil

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*How to ship to Brazil and avoid fines, penalties and other problems.*

The Customs Clearance is a process that will be initiated once all the necessary documents have been presented to the Customs according to Brazilian Customs' Rules. So it is important your company understands the compliance of responsibilities concerning documentation and information presented in order to avoid any additional costs, such as: penalties, fines and extra taxes during the customs clearance process. This Shipping Instruction will support you to follow all the requirements needed. This Shipping Instructions procedure must be followed properly, otherwise it imply your company any of the possible additional costs including but not limited to: fines, penalties, extra storage fees port/airport and overtime work. Beside this the payment to your company will be subject to delayed.

*All requirements is according to Brazilian Customs Rules as mentioned as following "Regulamento Aduaneiro, Portaria 23 – 14 de Julho de 2011 & Decreto RF 6759(Instruções para Fatura Comercial)*

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## GENERAL RULES AND PROCEDURES TO SHIPPER/ EXPORTER

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## 1 How to issue the COMMERCIAL INVOICE (main information)

The Original invoice must contains the information listed below. Check if your Invoice contains all these information.

1) Issued in English or Portuguese language (other language like Spanish, Germany, Chinese etc will not be accept);	
2) Name and complete address of Shipper/Exporter;	
3) Signed in blue ink by issuer (legible name of the issuer and its position);	
4) Invoice number and Date;	
5) Complete name, address and CNPJ of the Importer as below:  <b>Modine do Brasil Sistemas Térmicos Ltda.</b> <b>Av. Narain Singh, 262</b> <b>07250-000 Bonsucesso - Guarulhos</b> <b>São Paulo - Brazil</b> <b>CNPJ: 03.310.685/0002-41</b>	
6) Complete description of goods;	
7) Shipper Code number or Part Number of each good;	
8) The Modine's Brazil PO number and Modine's Brazil Part Number;	
9) Unit Quantity of goods;	
10) Total quantity of goods;	
11) Unit of measurement;	
12) Unit price and total price of goods;	
13) Currency negotiated;	
14) Harmonized tariff code of each goods according our Schedule/PO;	
15) INCOTERM (Delivery Terms and risk);	
16) Payment terms;	
17) Total of volumes/ package (quantity of box, pallets etc)	
18) Total of net weight of each item/goods in Kilos (Kg);	
19) Total of Gross Weight of Volumes - KILOS;	
20) Country, Manufacturer name and Address of Origin (Place where goods were manufactured)	
21) Country of Acquisition (Place where we contact the seller);	
22) Country of Precedence (Place were the goods are shipped);	
23) Bank details for wire transfer;	

## **1.1 - Attention to Commercial Invoices**

- The Invoices must be printed on company letterhead ;
- The Invoices must be issued in 03 original sets and ***signed in blue ink***;
- The Invoice must be scanned and sent by e-mail to Modine Brazil team as soon as it is issued and the goods are collected;
- NEVER handwriting any comments or information in this document. Only the signature is accepted;
- We cannot accept Proforma Invoice. Proforma only be accepted in case of payment in advance.
- Send us the original invoice scanned by e-mail.
- Please check if your invoice is informing all details requested in this file;

**This will allow us to speed up our internal procedures and control for the customs clearance and accounting process. If you have any question or concern, please advise our Foreign Trade area.**

**Commercial Invoice is a MANDATORY document and it must mention all relevant details as listed in this file.**

**An incorrect Commercial Invoice can generate problem in customs clearance process and delays in the payment.**

Send copy of Invoice by e-mail as soon as it is issued:

[material.invoice@modine.com.br](mailto:material.invoice@modine.com.br)

## 2 - How to issue the PACKING LIST or DELIVERY NOTE (main information)

The Original Packing List/ Delivery Note must contains the information listed below.  
Check if your document contains all these information.

1) Issued in English or Portuguese language (other language like Spanish, Germany, Chinese etc will not be accept);	
2) Name and complete address of Shipper/Exporter;	
3) Signed in blue ink by the issuer (legible name of the issuer and its position);	
4) Packing/ Delivery number and Date;	
5) Complete name, address and CNPJ of the Importer as below:  <b>Modine do Brasil Sistemas Térmicos Ltda.</b> <b>Av. Narain Singh, 262</b> <b>07250-000 Bonsucesso - Guarulhos</b> <b>São Paulo - Brazil</b> <b>CNPJ: 03.310.685/0002-41</b>	
6) Complete description of goods;	
7) Shipper Code number or Part Number of each good;	
8) The Modine's Brazil PO number and Modine's Brazil Part Number;	
9) Unit Quantity of goods;	
10) Total quantity of goods;	
11) Unit of measurement;	
12) Total of volumes/ packages (quantity of box, pallets etc)	
13) Total Net weight of each item/goods in Kilos (Kg);	
14) Total Gross weight of total volumes - KILOS;	
15) Volumes identified with part number, number of volume;	

### **2.1 - Attention to Packing List**

- The Packing List must be printed on company letterhead;
- The Packing List must be issued in 03 original set and ***signed in blue ink***;
- The Packing must be scanned and sent by e-mail to Modine Brazil team as soon as it is issued and the goods are collected;
- NEVER handwriting any comments or information in this document. Only the signature is accepted;
- We cannot accept Draft of Packing List;
- Send us the original Packing scanned by e-mail.
- Please check if your Packing List is informing all details requested in this file;

**This will allow us to speed up our internal procedures and control for the customs clearance and accounting process. If you have any question or concern, please advise our Foreign Trade area.**

**Packing List is a MANDATORY document and it must mention all relevant details as listed in this file.**

**An incorrect Packing List can generate problem in customs clearance process and delays in the payment.**

Send copy of Packing by e-mail as soon as it is issued:

[material.invoice@modine.com.br](mailto:material.invoice@modine.com.br)



### 3 - Sending **SAMPLES** or other cargo **BY COURIER** (Fedex, DHL, UPS or others)

#### Procedure for PREPAID and COLLECT shipments:

- 1) Do not dispatch anything (goods and samples) by courier (Fedex, DHL, etc) to Modine Brasil without our previous authorization. We need to check the shipment details and send you the proper instructions;
- 2) Be aware that we can only receive express shipments door-to-door for **SAMPLES** cargos with **NO COMMERCIAL VALUE**, otherwise will be IMPOSSIBLE we make the payment - wire transfer - for your company;
- 3) Please understand that these requirements needs in Brazil, not simply a requirement for own purposes. All Brazilian importers have these restrictions to shipments door-to-door with commercial value.
- 4) Note that for this kind of shipment is also required **INVOICE** and **PACKING LIST**.

#### Contact of Modine Brazil before send anything by courier:

**Camila Tanaka:**

c.s.tanaka@modine.com.br  
55 11 2487.5043

### 4 - Procedure for PICK-UP / DELIVERY – PO's ready to be collected

#### For EXW Shipments:

1) Please inform Modine team previously when you have our PO ready to be delivery/pick-up (check who is your planner responsible in Modine Brazil):

Atila Dias: a.d.dias@modine.com.br

Leandro Santos: l.c.santos@modine.com.br

- 2) Only deliver the cargo to freight forwarder indicated by Modine do Brazil;
- 3) The cargo must be available to pick up according our Planning Schedule;

#### For CPT / CFR Shipments:

1) Please inform Modine team previously when you have our PO ready to be shipped:

Atila Dias: a.d.dias@modine.com.br

Leandro Santos: l.c.santos@modine.com.br

- 2) The Invoice, Packing List and BL or AWB must be analyzed and approved by Modine Brazil team before the shipping;
- 3) The cargo must be available to pick up according our Planning Schedule, otherwise Modine must be advised in advance in order to avoid delays and problem in our planning.



### **4.1 - Attention – Procedures for PICK-UP**

#### **- FREIGHT FORWARDER (for EXW – FOB shipments)**

Note that the freight forwarder (agent) must be indicated by Modine do Brazil.

Our Freight Forwarder will contact your company to schedule the pick-up and freight.

In case of difficulties please send us a warning message.

#### **- FREIGHT FORWARDER (for CPT/CFR shipments)**

Note that Modine Brazil needs to know in advance the contact of freight forwarder.

Please always inform the name e send us the e-mail of your freight forwarder in case of PREPAID shipments.

We remind you that Modine Brazil needs to check the BL or AWB before of shipment.

***Send us copy of DRAFT OF BL/ HAWB by e-mail to check if it is in accordance.  
The draft of BL must be sent before the ETD of vessel or maximum 3 days after the ETD.***

Send copy of Draft BL/ AWB by e-mail as soon as it is issued:

[material.invoice@modine.com.br](mailto:material.invoice@modine.com.br)

## 5 - Sending the ORIGINAL DOCUMENTS

### For EXW / FOB/ FCA Shipments:

#### **1) SHIPMENTS BY AIR:**

The ORIGINAL documents – physical paperwork signed in blue ink (COMMERCIAL INVOICE and PACKING LIST) must be delivered in one envelope to the Freight Forwarder indicated by Modine do Brazil or sent directly to us by Courier. This paperwork must be sent as soon as cargo be collected;

Please contact our freight forwarder to send these documents. They will instruct you properly.

If you prefer to send the original paperwork direct to Modine Brazil, please advise us informing the tracking number

***Note that Modine Brazil needs these documents before or when the cargo is about to land at the Brazilian's airport.***

#### **2) SHIPMENTS BY SEA:**

The ORIGINAL documents – physical paperwork signed in blue ink (COMMERCIAL INVOICE and PACKING LIST) must be delivered in one envelope to the Freight Forwarder indicated by Modine Brazil or sent directly to us by Courier. This paperwork must be sent as soon as cargo be collected;

Please contact our freight forwarder to send these documents. They will instruct you properly.

If you prefer to send the original paperwork direct to Modine Brazil, please advise us informing the tracking number

***Note that Modine Brazil needs these documents before cargo arrives in Brazilian port (at least 7 day before the ETA);***

## For CPT/ CFR Shipments:

### **1) SHIPMENTS BY AIR:**

The ORIGINAL documents – physical paperwork signed in blue ink (COMMERCIAL INVOICE , PACKING LIST and AWB ) must be delivered in one envelope to your Freight Forwarder or sending directly to Modine Brazil by Courier.

Please check with your freight forwarder to send these documents. They will instruct you properly.

Your freight forwarder must deliver this envelope with the original documents and HAWB to Modine when cargo arrives in Brazil.

If you prefer to send the original paperwork direct to Modine Brazil, please advise us informing the tracking number.

***Note that Modine Brazil needs these documents before or when the cargo is about to land at the Brazilian's airport.***

### **1) SHIPMENTS BY SEA:**

The ORIGINAL documents – physical paperwork signed in blue ink (COMMERCIAL INVOICE, PACKING LIST and Original BL) must be sent by courier EXPRESS directly to Modine Brazil and we need them at least 7 days before the vessel arrives at port (ETA);

Please inform Modine Brazil team when you dispatch these documents informing the tracking number;

***Note that Modine Brazil needs these documents before cargo arrives in Brazilian port (at least 7 day before the ETA);***

### **5.1 - Attention to Send the Original Paperwork**

- **NEVER SEND THE ORIGINAL DOCUMENTS WITH THE GOODS** (Inside the box, pallets, containers, etc).
- Always deliver the documents to the freight forwarder or send them to us by courier (FedEx, DHL, UPS, etc);
- If you receive the original BL or AWB, send it to Modine immediately.
- **Remember that Modine Brazil needs to receive all the original documents (physical) at least 7 days before cargo arrives in Brazil.**
- Important: Always send us copy of all documents by e-mail:

[material.invoice@modine.com.br](mailto:material.invoice@modine.com.br)

- If you choose to send the original paperwork (physical) directly to Modine, see below our address:

**MODINE DO BRASIL**

**Av. Narain Singh, 262 – Bonsucesso**

**Guarulhos/ SP – BRAZIL**

**CEP 07250-000**

**Att: Comex Department**

### 6 - Checking the CONTAINERS

Modine has received in our plant some CONTAINERS with damage like: problem in the floor and roof, smashed, unpleasant smell etc.

Due to that, Modine Brazil is obligated to pay extra charges to Sea Company.

So to in order to avoid this kind of extra costs, we ask all our shippers to check the containers when receive in your plant.

Please use the CHECK-LIST in this file to check all the container condition. Send this Check list filled and signed by e-mail with other documents (Invoice and Packing);

If you receive the container with any damage, please get in contact Modine team immediately.

**DO NOT LOAD THE CONTAINER.**

Modine will analyze and send the authorization to load or return the container to the sea company.

***NOTICE: In case of damage, please send us pictures of the damaged container.***

Send the e-mail to:

[material.invoice@modine.com.br](mailto:material.invoice@modine.com.br)

## 6.1 - Container CHECK LIST

### CHECK LIST (Container) – MODINE BRAZIL



SHIPPER:	
DATE OF LOADING:	
Container's Numbers:	
Seal Number:	
Container (20', 40')	

#### Visual Condition:

The container is:

**Smashed:** NO ☐ YES ☐ Describe:

**Holes:** NO ☐ YES ☐ Describe:

**Damage in roof or floor:** NO ☐ YES ☐ Describe:

**Dirty:** NO ☐ YES ☐ Describe:

**Unpleasant Smell:** NO ☐ YES ☐ Describe:

**Other damage:** NO ☐ YES ☐ Describe:

Legible Signature \_\_\_\_\_

Name of responsible:

### 7 - What is THE INCOTERMS (Delivery Terms)

Incoterms are international rules for the interpretation of trade terms set by the International Chamber of Commerce.

INCOTERM word comes from the contraction in English: International Commercial Terms (International Commercial Terms).

Check if you are informing the correct Incoterm in your documents.

#### **MAIN INCOTERMS USED BY MODINE BRAZIL:**

##### **EXW**

EXW (Ex Works) The seller delivers when he places the goods at the disposal of the buyer at the seller's premises or another named place (i.e. works, factory, warehouse, etc.) not cleared for export and not loaded on any collecting vehicle. This term represents the MINIMUM OBLIGATION for the seller, and the buyer has to bear all costs and risks involved in taking the goods from the seller's premises. However, if the parties wish the seller to be responsible for the loading of the goods on departure and to bear the risks and all costs of such loading, this should be made clear by adding explicit wording to this effect in the contract of sale.

This term should not be used when the buyer cannot carry out the export formalities directly or indirectly. In such circumstances, the FCA term should be used, provided the seller agrees that he will load at his cost and risk.

##### **CFR**

CFR (Cost and Freight) The seller delivers when the goods pass the ship's rail in the port of shipment. The seller must pay the costs and freight necessary to bring the goods to the named port of destination but the risk of loss of or damage to the goods, as well as any other costs due to events occurring after the time of delivery, are transferred from the seller to the buyer. the CFR term requires the seller to clear the goods for export. This term can only be used for sea or inland waterway transport. If the parties do not intend to deliver the goods across the ship's rail, the CPT term should be used.



## CPT

**CPT (Carriage Paid To)** The seller delivers the goods to the carrier nominated by him but the seller must in addition pay the cost of carriage necessary bring the goods to the named destination. This means that the buyer bears all risks and any other costs occurring after the goods have been so delivered. Carrier means any person who, in a contract of carriage, undertakes to perform or to procure the performance of transport by rail, road, air, sea, inland waterway, or by a combination of such modes. If subsequent carriers are used for the carriage to the agreed destination, the risk passes when the goods have been delivered to the first carrier. The CPT term requires the seller to clear the goods for export. This term may be used for all modes of transport.

Insurance liability, assumption of risks  
and costs pursuant to Incoterms® 2010



EXW (EX WORKS)



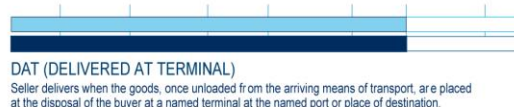
FCA (FREE CARRIER)



CPT (CARRIAGE PAID TO)



CIP (CARRIAGE AND INSURANCE PAID TO)



DAT (DELIVERED AT TERMINAL)

Seller delivers when the goods, once unloaded from the arriving means of transport, are placed at the disposal of the buyer at a named terminal at the named port or place of destination.



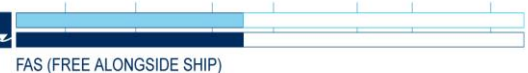
DAP (DELIVERED AT PLACE)

Seller delivers when the goods are placed at the disposal of the buyer on the arriving means of transport ready for unloading at the named place of destination.

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DDP (DELIVERED DUTY PAID)



FAS (FREE ALONGSIDE SHIP)



FOB (FREE ON BOARD)


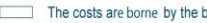



CFR (COST AND FREIGHT)



CIF (COST, INSURANCE AND FREIGHT)

 The risk is borne by the seller  
 The costs are borne by the seller  
 Transport insurance is the responsibility of the seller

 The risk is borne by the buyer  
 The costs are borne by the buyer  
 Clauses for sea and inland water transport

Source: Incoterms® 2010 by International Chamber of Commerce

### **8 - CHARGE BACK for Non-Compliance**

**Modine Brazil will issue an automatic Charge Back to suppliers which not compliance this Shipping Instructions.**

For this reason we ask your attention to follow all requirements in this document.

**If this Shipping Instructions procedure be not properly followed, it will imply your company any of the possible additional costs including but not limited to: fines, penalties, extra storage fees port/airport and overtime work. Beside this the payment will be subject to delayed.**

### 9 - Contacts of MODINE BRAZIL

#### IMPORT PLANNERS

***Atila Dias***

E-mail [a.d.dias@modine.com.br](mailto:a.d.dias@modine.com.br)

Phone: 55 11 2487-1563

***Leandro Santos***

E-mail [l.c.santos@modine.com.br](mailto:l.c.santos@modine.com.br)

Phone 55 11 2487-1832

#### FOREIGN TRADE DEPARTMENT

***Camila Tanaka***

E-mail [c.s.tanaka@modine.com.br](mailto:c.s.tanaka@modine.com.br)

Phone: 55 11 2487-5043

***Daniela Oliveira***

E-mail [d.oliveira@modine.com.br](mailto:d.oliveira@modine.com.br)

Phone 55 11 2487-5044

#### CHARGE BACK RESPONSIBLE

***Ana Meire Yague***

E-mail [a.m.yague@modine.com.br](mailto:a.m.yague@modine.com.br)

Phone: 55 11 2487-5043

Documents to Modine Brazil:

[material.invoice@modine.com.br](mailto:material.invoice@modine.com.br)



## Packing Instructions

## Sumário

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## Introduction

**This manual aims to inform what standard packaging adopted by Modine Brazil to internal handling and storage of materials. Therefore, standards have been set taking into account the flow of materials from our supplier to delivery to the manufacturing environment, as well as the logistics reverse when applicable.**

**We have a commitment to the environment, aiming minimal use of disposables models and pursuing the use of returnable packaging. These returnable packaging also have features that facilitate handling, storage and production line feeding processes and also reduce spending on the purchase of packages that will be discarded and will not be used for internal handling.**

**We strive for excellence in our product quality, sustainable growth and we are absolutely aware that the path is to work together with our suppliers to achieve success.**

## Responsible

## **Responsible for guidance and approval of packaging:**

**Diego Barbosa Santos**

[d.b.santos@modine.com.br](mailto:d.b.santos@modine.com.br)

**+55 11 2487 5044**

**Ricardo Paulino**

[r.f.paulino@modine.com.br](mailto:r.f.paulino@modine.com.br)

**+55 11 24871890**

## **Responsible for Logistics**

**Ana Meire Yague**

[a.m.yague@modine.com.br](mailto:a.m.yague@modine.com.br)

**+55 11 2487 5042**



## 1. Packing

The requirements for packaging must be defined early in the process of product development to facilitate the design and approval of the package during the stages of prototype and test program in production. It is the responsibility of the supplier contact proactively control department of materials at the factory Modine you are receiving the goods to begin discussions on the design of the packaging and reporting the costs of the package to the purchasing department Modine.

## 2. Suppliers Responsibility

In order to ensure zero shipping damage, it is the responsibility of the suppliers to design and develop packaging to protect the goods during the transportation. The supplier is encouraged to work with the Modine's logistics department to conduct tests of the new product or packaging. Modine may assist in the project, but it is the supplier responsibility to guarantee the proper and expected performance. After the packing standard is approved, any change will be accepted only after a new submission of a written document to Modine's SQE Department that will analyze and approve (or not) the proposed change.

For parts found damaged at Modine because an improper packaging, a deviation receipt report will be opened by our Quality System, as well as a charge back will be issued to cover the costs that Modine incur due to the problem caused by the improper packing.

## 3. Ergonomics

To ensure workers safety and avoid other consequences, the packing design definition must consider human interaction. The weight limit of each handling unit is 16 Kilograms. The boxes should have proper handle points to ensure best ergonomics conditions.

**Shall respect the max height 1,30 meters.**

## 4. Returnable packing

### 4.1 Expendable packing considerations

Expendable packing must be readily recyclable or economically and legally disposable in accordance with local legislation. Modine also encourages the use of post-consumer and recycled content in its packing materials.

Export packing must be developed according to the international phytosanitary standards for solid wood (ISPM 15) which require heat treatment or fumigated lumber.

For more information, [click here](http://www.aphis.usda.gov/wps/portal/aphis/ourfocus/importexport).

<http://www.aphis.usda.gov/wps/portal/aphis/ourfocus/importexport>

### 4.2 Packing Quantity

Standard packing quantities shall be based on aforementioned ergonomic standards. It is the supplier's responsibility to determine the quantity per packing and to communicate this standard pack quantity to the respective plant personnel for verification and approval. Mixing of part lots or part numbers within containers is prohibited, except in cases where the packaging is designed to accommodate mixed parts without any risk to the operation.

**Below some examples of packing used at Modine Brazil**

## 4.3 Standard packing



KLT 3214	
Height (mm)	140
Width (mm)	200
Lenght (mm)	300
Weight (kg)	0,720
Volume (l)	4,6



KLT 4314	
Height (mm)	140
Width (mm)	300
Lenght (mm)	400
Weight (kg)	1,630
Volume (l)	9,0



R-KLT 4329	
Height (mm)	280
Width (mm)	300
Lenght (mm)	400
Weight (kg)	2,580
Volume (l)	20,6



KLT 6414	
Height (mm)	140
Width (mm)	400
Lenght (mm)	600
Weight (kg)	2,800
Volume (l)	18,0



KLT 6428	
Height (mm)	280
Width (mm)	400
Lenght (mm)	600
Weight (kg)	4,400
Volume (l)	43,0



KLT 1030	
Height (mm)	570
Width (mm)	640
Lenght (mm)	970
Weight (kg)	14,700
Volume (l)	372,0



KLT 6421	
Height (mm)	210
Width (mm)	400
Lenght (mm)	600
Weight (kg)	3,700
Volume (l)	30,0



1050-3 c/ 2 portas laterais	
Height (mm)	840
Width (mm)	1000
Lenght (mm)	1200
Weight (kg)	51,000
Volume (l)	720,0



1053/3	
Height (mm)	660
Width (mm)	1000
Lenght (mm)	1200
Weight (kg)	44,700
Volume (l)	500,0



MOD 1075	
Height (mm)	215
Width (mm)	260
Lenght (mm)	960
Weight (kg)	1,900
Volume (l)	53,5

MOD 1024	
Height (mm)	140
Width (mm)	295
Lenght (mm)	735
Weight (kg)	1,670
Volume (l)	30,0

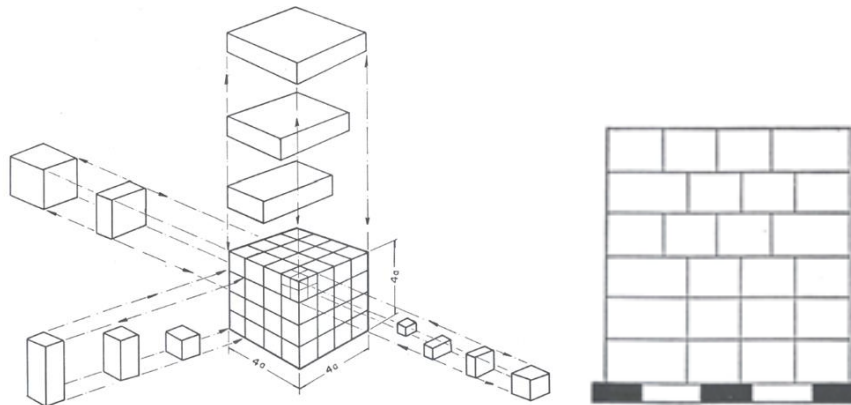
\*External dimensions

Not permitted colors: Blue  Brown 

- The plastic Container, KLT or R-KLT, shall have max weight 16 kg (container + parts + cover) to permit the handle feed.

## 4.4 Expendable Packing

For Expendable packing try follow the example below to define the size of the packing, it will make easier the storage, handling and transportation.

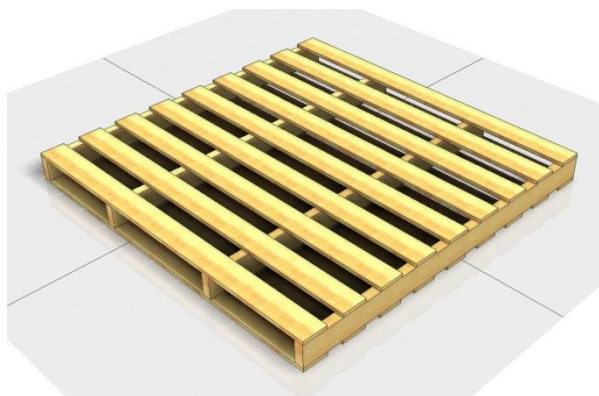


- You shall to consider the weight and the size to develop an expendable packing.
- This size standard will permit the mixed storage.

## 4.5 Mechanical Packing

Mechanical Packings are that who will be transported using mechanical machines, like forklifts.

All packing shall be under a pallet or a platform with the same dimensions that permit it be transported by different equipment's, any packing who is out of the standard defined below should count in his cost a equipment to receive and transport this packing inside Modine Brazil.



The forks entry shall be the minimum dimensions below:

:

Width = 710 mm e Height = 100 mm



Carton Pallet



Wood pallet

Issues to prevent:

- The bad location is the responsible for the most part of problems. The product size exceeded the pallet size
- The product isn't fixed in the pallet or isn't correctly fixed in the pallet.
- Use shapeless or mixed pallet's who can end up prejudicing the transport.

## 4.6 Additional protection inside the packing

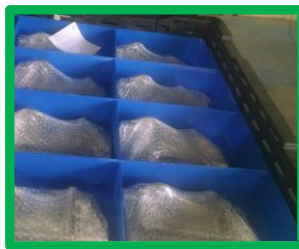
For some parts, a bag may be required to prevent part damage resulting from contact or contamination. Should be identified parts that require additional protection not provided with the standard packs.

It is the responsibility of the supplier to design the shock buffers needed. It's necessary submission of a written document to Modine's Packing engineering to approve these shock absorbers.

Some examples below:



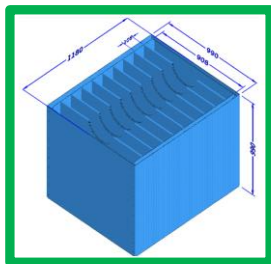
Gasket (Expendable)



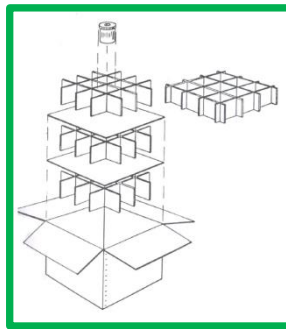
Filter



Gasket (Returnable)



Plastic Shroud assy



Expendable packing

## 5. Etiquetagem e identificação

Incoming material shall be identified by the supplier with a non-handwritten bar coded identification label. Specification AIAG B10 or VDA or other regional shipping part identification requirements shall apply. Provision shall be made on the package system for the container identification and its contents.

### Hazardous Material Labeling Requirements:

Regional requirements for hazardous material shipments (e.g. GHS – Globally Harmonized System of Classification, Labeling and Packaging of Chemicals) must be adhered to. For more information, [click here](#).



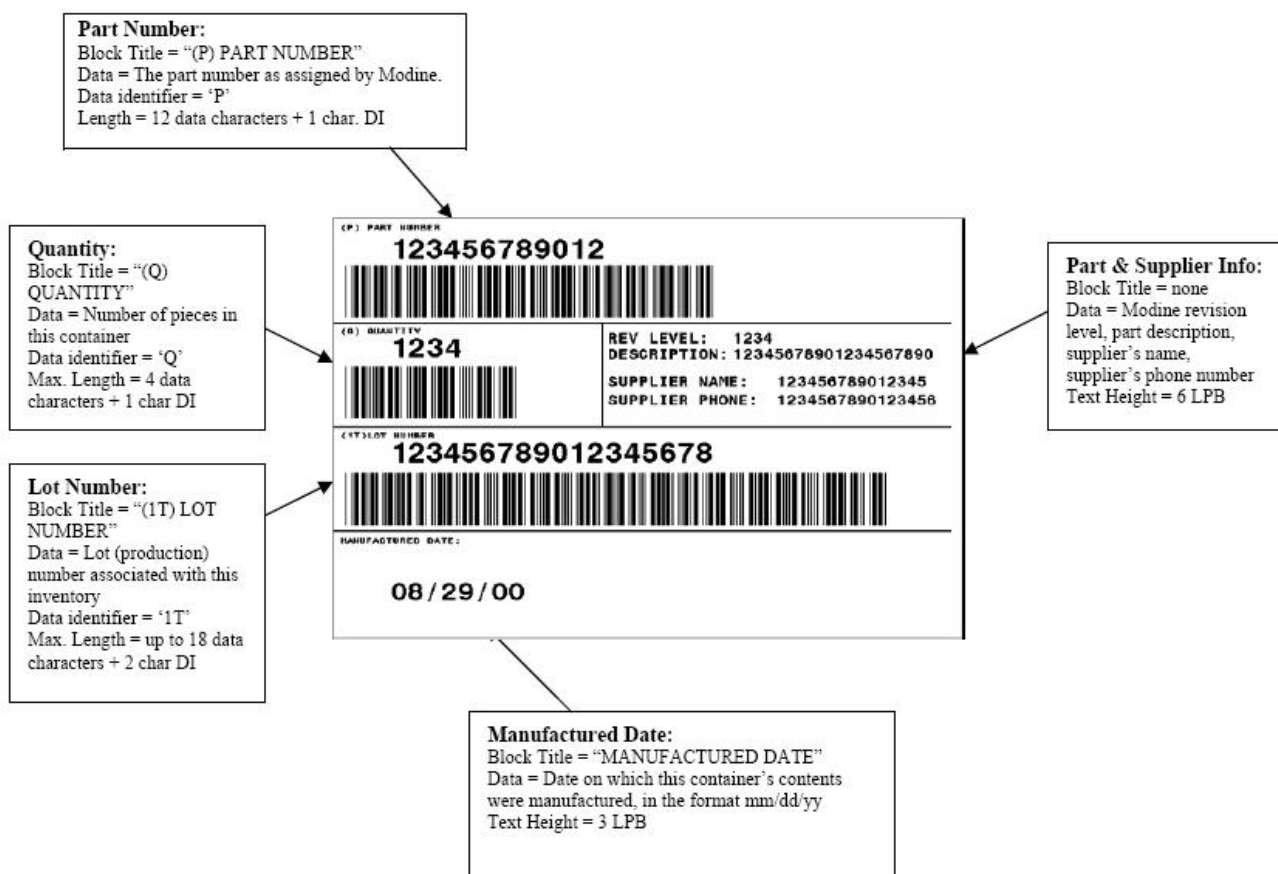
## General Guidelines for Labeling and Identification

Proper labeling of each container and pallet is critical, and labeling compliance and accuracy is factored into the Supplier's Scorecard rating as defined in Section 7.0 of this manual.

The following information and diagrams provide some general guidelines for labeling and identification. Specific identification requirements and label locations must be agreed upon with the receiving Modine Plant Material Planning group prior to the shipment of serial production parts.

## 5.1 Etiquetas em contêineres

Each container or packing will have a label indicating the contents of each container. The following specifications are for the Container label only. These specifications follow the AIAG B-10 guidelines and are required for Modine plants that require bar-coding. A sample label must be sent to the Material Control department at the receiving plant for approval prior to first shipment.

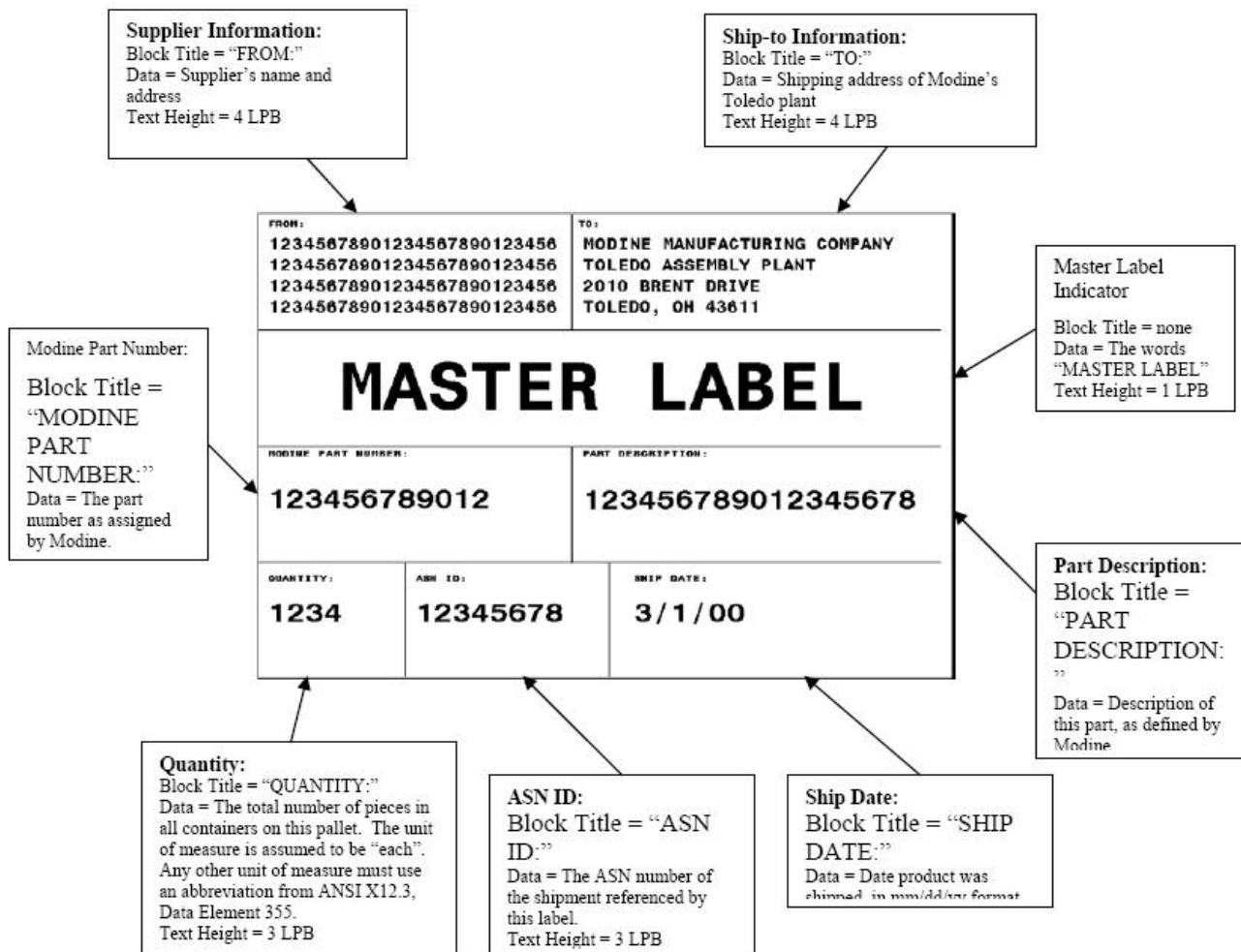


Recommended label size: 4" x 6"

## Etiqueta para contêiner da AIAG

## 5.2 Master Label

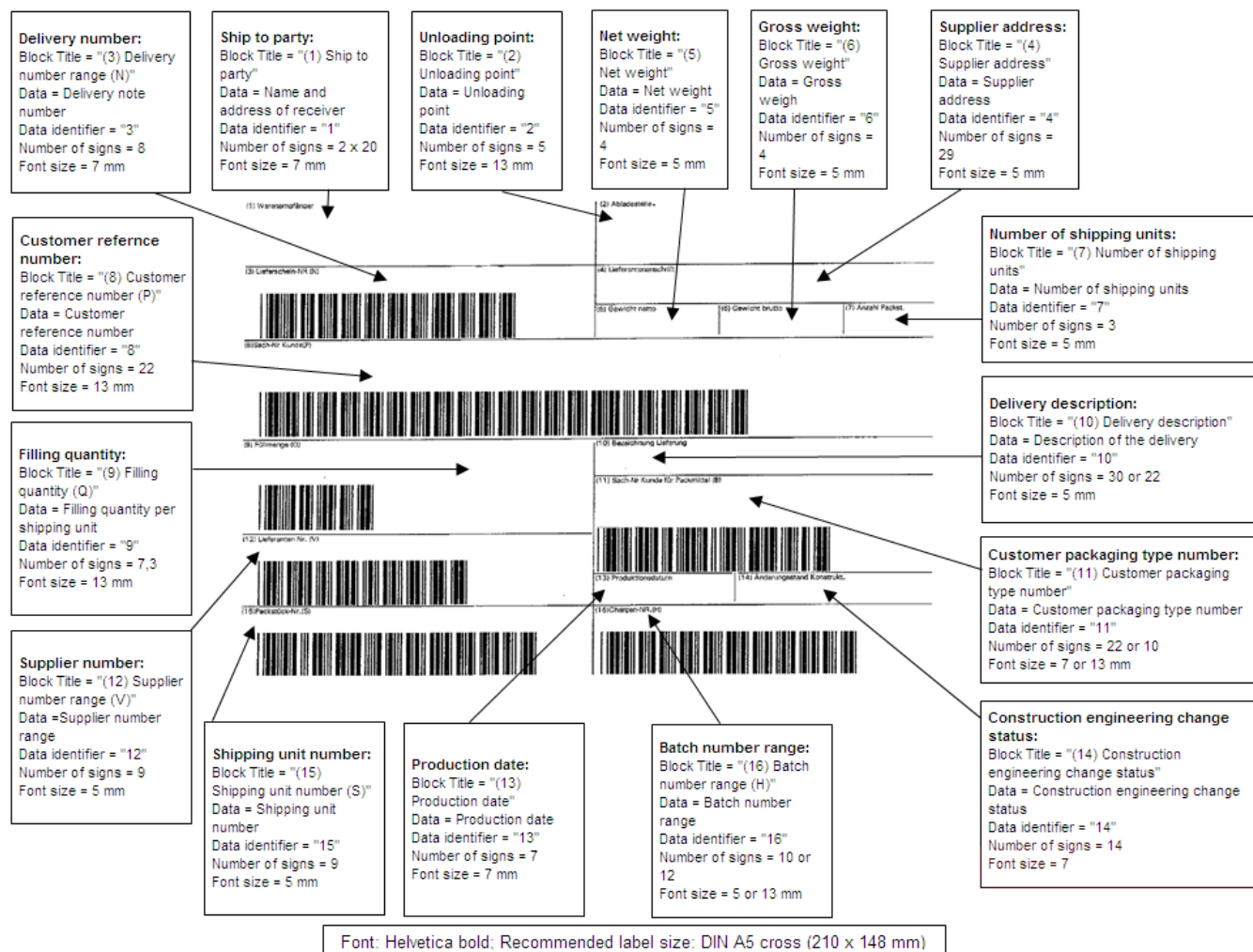
Each pallet or master packing containing multiple containers will require a master label indicating the total quantity per pallet or handling unit. The following specifications is for the AIAG Master label only following the AIAG B-10 guideline and is required for Modine plants that require bar-coding. A sample label must be sent to the Logistics department at the receiving plant for approval prior to first shipment.



Recommended label size: 4" x 6"

### AIAG Master Label

The following specification is for the VDA 4902 master Label to be used for parts supplied to Modine Plants. A sample label must be sent to Logistics department at the receiving plant for approval prior to first shipment.



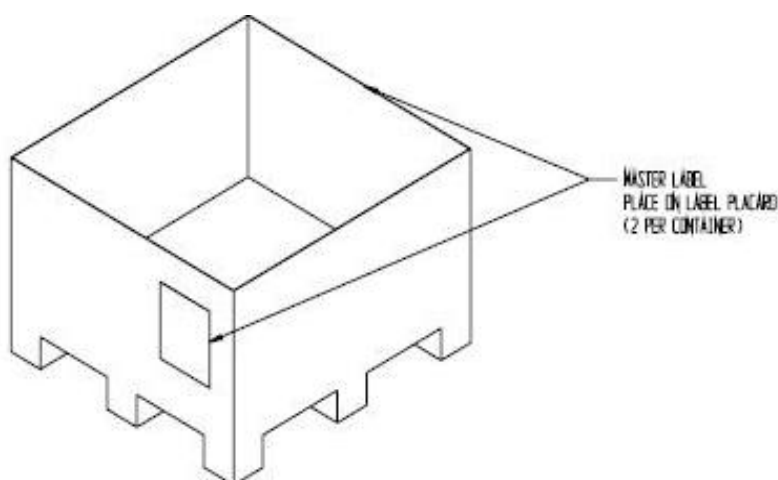
## Etiqueta-mestre VDA 4902

**The labels shall have the informations below:**

- Part number Modine
- Quantity
- Gross weight
- Net weight
- Fabrication lot
- Fabrication date

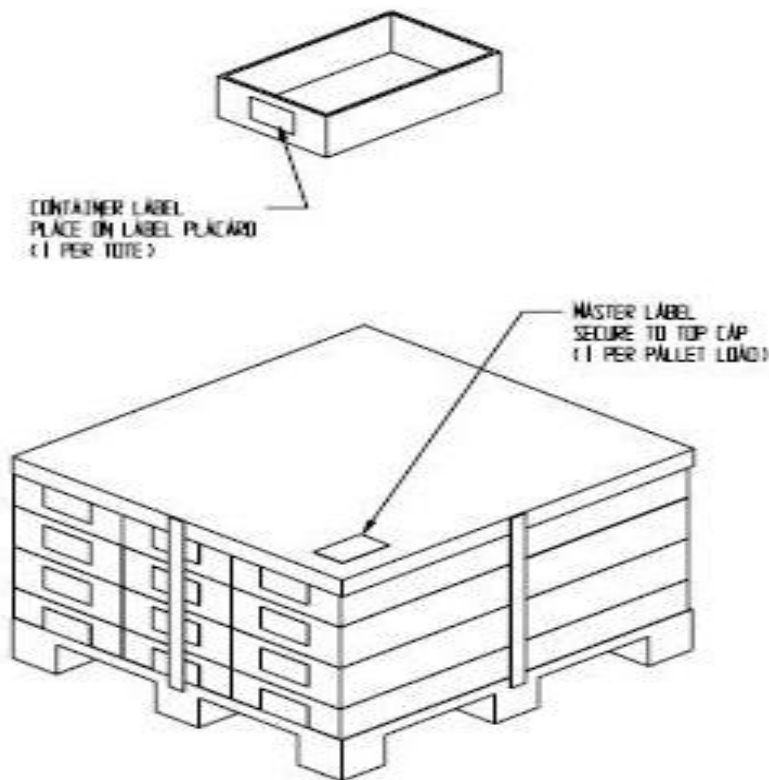
## **5.3 Colocação e direção das etiquetas**

Big volume packing



Observation for Returnable packing: os fornecedores devem se certificar de que nenhuma etiqueta antiga permaneça nos contêineres com as etiquetas atuais.

Handling containers



## 5.4 Label Placement and Orientation – Expendable Containers

The following labeling guidelines apply to returnable and expendable containers supplied to Modine facilities:

- Each container must be identified by two attached Container Labels on adjacent corners.
- Each master load must be identified by two attached Master Labels on adjacent corners.
- One master load is a load with more than one container or package on a pallet.

## 5.5 Additional Labeling Requirements

- Include only one pack list per shipment
- Use one pallet label per pallet load or bulk container
- Use only one container label per container
- Place the pack list inside adhesive-backed envelope and adhere to container/pallet as shown.
- Pallet labels and pack list shall be secured on the outside of stretch wrap if used.
- Do not attach labels directly to parts or containers except in designated areas.
- Individual plants may have additional labeling requirements.

## 5.6 Requerimentos internacionais para etiquetagem

Please follow International Packaging requirements to ensure that your products meet these standards when they arrive at their destination to prevent any delay or additional expense.

Information regarding the World Trade Organization International Standards for Phytosanitary Measure 15 (ISPM 15) may be found at this [link](#).

## 6. Supply

**The packaging demand will be based in a float calculation and should be revised according demand changes.**

## 7. Calculation of Need packaging Modine:

To define the amount of packaging we use the following function depending on the amount of packaging for days, and safety stock set for logistics Modine.

Number of boxes per day = Number of pieces per day / Number of pieces per box

Float = Days x Number of the supplier boxes for days + transit Days x Number of boxes per day + (Days of inventory at Modine x Number of boxes per day)

Need packaging = (QPD DEF x) + (x DET QPD) + (x DEM QPD) / QPE

DEF = Days in stock at supplier

DET = Days of inventory in transit

DEM = Days of inventory at Modine

QPD = Number of pieces per day

QPE = Number of pieces pro pack

## 8. Inventory

When necessary, Modine will ask the inventory of returnable packaging, as well as the reconciliation tax.

## 9. Repair and replacement of packaging

The replacement packages that have been targeted by accident or misuse in supplier power, should be made by the Supplier, as in the case of occurrences when the package is in the possession of a carrier contracted by the supplier.

## 10. Receipt and Responsibilities



All packages will be evaluated on physical receipt. When an irregularity is found in the package will be opened one DQL (Deviation quality logistics) and sent to the supplier to inform the irregularity.

Link to model DQL. [Link](#)

**The DQL is used to measure the performance of suppliers.**





## Supplier Scorecard

Modine Supplier Number 5004

ASL Status	A - Approved
QMS	ISO 9001:2008
QMS Impl	7/2/2011
VDA class	80%

Modine's Fiscal Year runs from April 1 through March 31st			
	May-15	FYTD	Rolling 12 Month
Total Quality NCR's Issued	0	0	1
Total Receipts	2,246	4,862	32,529
Total QA Rejects	45	87	335
DPPM	17,385	18,652	10,299
Delivery (Brazil)	92	69	85
Delivery (Imported)			

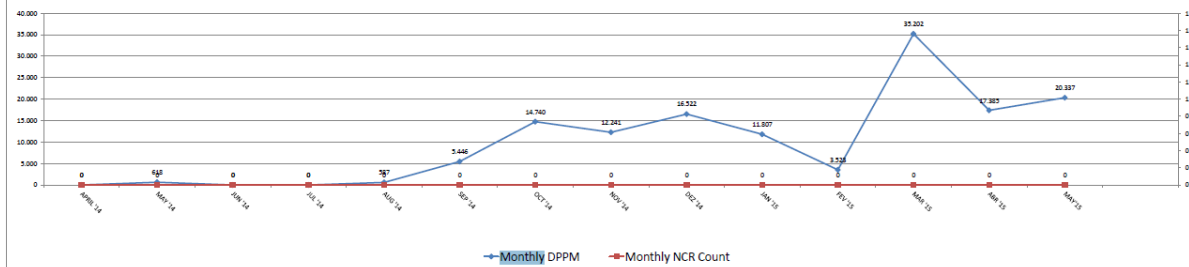
Open 80's as of	31/05/2015	30/04/2015
0-30 Days	0	0
31-60 Days	0	0
61-90 Days	0	0
91-120 Days	0	0
Over 120 Days	0	0
Over 200 Days	0	0
Total	0	0

### 80 NCR's Issued this Month

	80 #	Description	80 Type	Date Issued	Severity	Reason	Plant	Qty Rejected	D-Step Status
1									
2									
3									
4									
5									

### Full List of Open 80's as of 05/01/2015

	80 #	Description	D-Step Status	Created On	Days Open	Aging Class	Last Updated On	Days Since Last Update	Last Updated By
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									



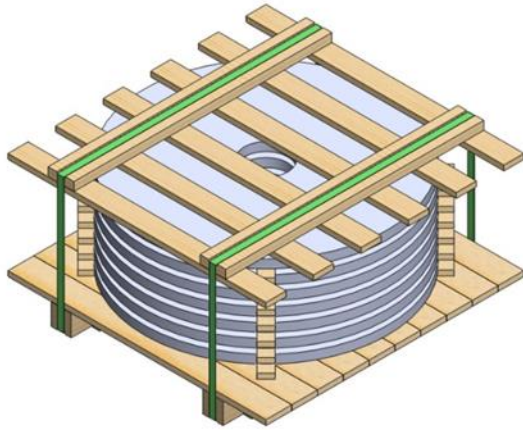
Attached 1

Example for coil packing

Attached 2

Packing report (PPAP)

## Example Coil's Packing



- It shall be used separators to protect the coils and to permit a easier transport. ( Can't be used metallic materials.

-The coils shall be fixed in the packing.

- The informaiton about internal diameter and external diameter are in the material spec but it will be confirmed in the STFC meeting  
(Supplier Technical Feasibility Commitment)



## Packing report (PPAP)

MODINE		Análise de Embalagem		Data: 26.02.2013	
<b>Produto / Material</b> Número Peça: 118201651 Nome da Peça: Junta			Projeto: - Nº Desenho / Revisão: -		
<b>Fornecedor:</b> Empresa: Hutchinson Brasil Automotive Ltda Responsável: Daniel Padovani Fone: (16) 3244-4911 FAX:			Cód. Fornecedor: - Email: danielc@hutchinson.com.br		
<b>Embalagem:</b> <input type="checkbox"/> Preliminar <input checked="" type="checkbox"/> Retornável <input type="checkbox"/> Final <input type="checkbox"/> Descartável					
<b>Primária (menor embalagem - ex. saco plástico):</b> Quantidade de Peças por embalagem: 200 Sim <input checked="" type="checkbox"/> Não <input type="checkbox"/> Empilhamento Máximo: 40 peças por coluna/paleta Peso Bruto (Kg): 4.620					
<b>Secundária (Embalagem que acomoda a emb. primária - ex. caixa de papelão, caçamba):</b> Quantidade de Embalagens primárias por Embalagem Secundária: 1 Sim <input checked="" type="checkbox"/> Não <input type="checkbox"/> Empilhamento Máximo: 1 Peso Bruto (Kg): 5.500 Quantidade total de peças por embalagem Secundária: 200					
<b>Terciária ou de Transporte (ex. pallet):</b> Quantidade de Embalagens primárias por Embalagem Terciária: 24 Sim <input checked="" type="checkbox"/> Não <input type="checkbox"/> Empilhamento Máximo: 8 Peso Bruto (Kg): 143 Quantidade total de peças por embalagem Terciária: 4800					
<b>Dados Comerciais:</b> Termos de Embarque: CIF <input type="checkbox"/> FOB <input checked="" type="checkbox"/> EX-Works <input type="checkbox"/> Outros <input type="checkbox"/>					
<b>Responsabilidade da Embalagem:</b> Proprietário: Fornecedor <input type="checkbox"/> Modine <input checked="" type="checkbox"/> Transportadora <input type="checkbox"/> Outros <input type="checkbox"/> Manutenção: Fornecedor <input type="checkbox"/> Modine <input checked="" type="checkbox"/> Transportadora <input type="checkbox"/> Outros <input type="checkbox"/>					
<b>Responsabilidade do Transporte:</b> Fornecedor <input checked="" type="checkbox"/> Modine <input type="checkbox"/>					
<b>Meio de Transporte:</b> Próprio <input type="checkbox"/> Transportadora <input checked="" type="checkbox"/> Milk Run <input type="checkbox"/> Outros <input type="checkbox"/> Rodoviário <input checked="" type="checkbox"/> Marítimo <input type="checkbox"/> Ferroviário <input type="checkbox"/> Outros <input type="checkbox"/>					
Especificar "Outros": Embalagem Primária: Berço de madeira. Secundária: caixa plástica 106 l. Terciária: Pallet de Madeira.					
Leandro Mattos		Daniel Padovani		26.02.2013	
Fornecedor		Fornecedor		Data	
<b>Laudo da Embalagem:</b> Aprovada <input checked="" type="checkbox"/> Reprovada <input type="checkbox"/> Recomendações <input type="checkbox"/> 09/09/14					
Comentários:					

MODINE		Análise de Embalagem		Data: 26.02.2013	
<b>Fornecedor:</b> Hutchinson Brasil Automotive Número Peça: 118201651			Projeto: - Nº Desenho / Revisão: -		
<b>Primária (menor embalagem - ex. saco plástico):</b> <input type="checkbox"/> Plástica <input checked="" type="checkbox"/> Madeira <input type="checkbox"/> Metálica <input type="checkbox"/> Outros					
Dimensões (mm): Comprimento: 420 Largura: 39 Altura: 135					
				- Especificações Técnicas: Embalar as peças de forma organizada utilizando berço de madeira. Colocar 40 peças por coluna/paleta perfazendo o total de 200.	
<b>Secundária (Embalagem que acomoda a embalagem primária - ex. caixa de papelão, caçamba):</b> <input checked="" type="checkbox"/> Plástica <input type="checkbox"/> Madeira <input type="checkbox"/> Metálica <input type="checkbox"/> Outros					
Dimensões (mm): Comprimento: 600 Largura: 400 Altura: 150					
				- Especificações Técnicas: Acomodar o berço de madeira na caixa plástica e tampar.	
<b>Terciária ou de Transporte (ex. pallet):</b> <input checked="" type="checkbox"/> Pallet <input type="checkbox"/> Rack <input type="checkbox"/> Container <input type="checkbox"/> Outros					
Dimensões (mm): Comprimento: 1200 Largura: 800 Altura: 150					
				- Especificações Técnicas: Usar pallet de madeira descartável. Colocar 6 camadas de 4 caixas cada. Anquear com fita plástica.	

