

SHORT GUIDANCE FOR AIR SHIPMENTS - CUSTOMS REGULATIONS

AIR FREIGHT CONSOL SHIPMENTS

(Updated: September 7, 2026)

ATTENTION:

Please **DO NOT** dispatch any cargo without our prior confirmation, otherwise any fine or extra charge caused by the lack of fulfillment of this procedure will be billed to you.

Pre-Alert and flight details are required, and must be sent to the following e-mail addresses:

Mr. Alvaro Gutierrez / Operations Manager
Mr. Mauricio Herrera: Air operations
assistant
Mrs. Angela Burgos: Operations
Coordinator

E-mail: alvarog@lsupplier.com

E-mail: operaciones8@lsupplier.com

E-mail: operaciones6@lsupplier.com

Master Air Waybill's Consignee and Notify Parties must be as follows:

LS GROUP S.A.
NIT 830.136.560-9/ DIAN CODE 249
ZIP CODE: 111071
AVDA CARRERA 86 No. 51-66 Oficina 302
WORLD BUSINESS CENTER
Bogotá Colombia
Atn. Alvaro Gutierrez / alvarog@lsupplier.com
Phone: 601-6092099 Ext. 111 (optional)

1. The minimum information that an HAWB'S CONSIGNEE PARTY must be:

CONSIGNEE'S FULL NAME

NIT: XXXXXXXXX

WAREHOUSE: C/O (DESCARGUE DIRECTO) &/OR CUSTOMS WAREHOUSE CONFIRMED BY CNEE

ADDRESS: XXXXXXXX

CITY, COLOMBIA.

NOTE: Additional to Consignee's name, all cargoes in Colombia must be assigned to a Customs warehouse authorized by the Customs authorities or they can be handled as "Descargue Directo". You always must confirm the handling, warehouse name, address, city, etc., if you don't know it. Please do not ever dispatch a cargo if the Consignee does not have this information. If you send the cargo without a Warehouse name or if it is sent without the note "Descargue directo" according to our final instructions cargo will be transferred to the airline's warehouse where costs are not known for us and where customer has any agreement. So, we will charge you the warehousing cost or its difference, if it's sent to a different warehouse from the one approved.

2. Please send us two pouches of documentation as follows:

1 POUCH FOR MAWB (Marked with our information)	1 POUCH FOR HAWB (Marked with Consignee's Information)
- 1 set of Original MAWB with at least 3 Copies (In original paper (front and back)). - 2 copies of Consolidation Manifest. - 1 Set of Original HAWB with at least 3 copies (In original Paper (front and back)). The MAWB must be said in the description of goods "CONSOLIDATED CARGO AS PER ATTACHED MANIFEST" when the cargo has ONE MAWB and ONE OR MORE HAWB. If you put the description of goods without this note, the airlines handle the shipment as DIRECT MAWB, and we will have problems because the cargo would go to other warehouse different to the customer instructions. This cost / amount for warehousing must be paid for origin agent, so please put this note always in the MAWB.	- 1 Set of Original HAWB with at least 3 original copies (front and back). (The HAWB delivered to the airline must be the one confirmed by us. Please Do not deliver pre-liminary or draft document to the airline). - The Original Shipper's commercial invoice, packing list, Eur1/certificate of origin and documents must fly with the cargo to do customs process. - Certificate of origin (if required and delivered by the shipper, the original must fly with the rest of the original documents). - Fumigation Certificate (in case of wooden packing). - Commercial invoice: always have to demand an original of the commercial invoice to the shipper which must come along with the air shipment HAWB for the purposes of customs process, this is mandatory, the customs Colombia requires original documents to proceed with the legalization of the shipment.

3. General Air Import Instructions:

Before the cargo is delivered to the airline, all documentation must be sent to us by e-mail in order to get our approval (this includes "On hand" shipments). We must approve the documents before you deliver them to the airline, so all cargoes to Colombia **MUST BE** pre alerted with MAWB and HAWB.

4. LS GROUP S.A. is not responsible for inconsistencies as we don't have any export document to check the information (Number of pieces, weight, marks, references and goods descriptions). This information must be checked and confirmed by you as it is generally on your hands. All Final documentation **MUST BE** sent the quickest possible to us (before the cargo's departure).

- MAWB must be sent always on **PREPAID** basis.
- MAWB must show in description of goods: **"CONSOLIDATION AS PER ATTACHED CARGO MANIFEST" when the cargo has a MAWB AND HAWB.**
- MAWB and HAWB must show the same information about flight details and dates of issuance.
- HAWB must be issued "AS AGREED". Please do not show any rates inside HAWB. (Except when cargo have as a destination PANAMA, must show the selling rate in the HAWB. The for custom regulations).
- Do not amend any HAWB or MAWB document. Colombian Customs do not accept any kind of amendments.

- Specific description of goods must be used on HAWB and Cargo Manifest. Incomplete or General Descriptions as: “parts, accessories, etc.” are not allowed and it causes confiscation of goods and high fines from the authorities.
- All wooden packing requires fumigation certificate according to FAO’s instructions NIMF-15. The link below will give you detailed information about that. Please check that the shipper meets the requirements in advance.
<ftp://ftp.fao.org/docrep/fao/009/a0450e/a0450e.pdf>
- EUR, please always confirm before cargo departure if the shipment needs EUR1. This document must be made with date before cargo departure or our custom authorities won’t accept it.
- When you have CARGO “**ON HANDS**” (it means a business closed by you) you must check that the cargo is according to the commercial invoice description (related to Number of pieces, weight, marks, references and goods descriptions). If you detect something strange like plundering evidence, original packing or shrink wrap adulterated or any other anomaly, you must warn us immediately so that we can get instructions from the customer whether to do inventory of the cargo or proceeding with the dispatch under their knowledge and green light.
- If you receive very small pieces from the supplier, please let us know because it could be possible to gather them to make a pallet to avoid the loss of any piece. This has to be done after the customer’s approval on costs.

OBSERVATIONS

LS GROUP S.A, committed with the compliance of the international safety standards (BASC), requests the compliance of the following points for ensuring the provision of our service.

- Keep complete confidentiality of the operations that we instruct you to handle, in relation with our competitors.

- Report to LS GROUP S.A. and the competent authorities of your country, about any suspicious activity that may generate risks to our customer’s goods.

- Have a system that allows the traceability of the operations.

- The staff in charge of supervising the loading of the container or the delivery of goods to the airport must be properly identified.

- Report to the competent authorities of your country, when you detect altered stamps, labels, or seals security.

General information to bear in mind for your pre alerts:

Kindly bear in mind to check the number of pieces, weight, measurement and description of goods against commercial invoice, packing list, or any other export document given by the shipper to be sure that loading document is correct. LS GROUP S.A. Is not responsible for inconsistencies due to we don’t have any export document (Number pieces, weight, marks, references and goods descriptions) to confirm this information, as it is on your hands.

If you have on your hands all last related documents, kindly send them attached to this pre-alert to advise immediately to the customer for revision and approval. If we don’t have your confirmation before 24 hours prior the cargo’s arrival, we will understand that it is all in good order and clear for the customer. After that LS GROUP S.A. will not be responsible for any fine or claim by Colombian customs.

Please take note you must send your debit / credit note once cargo has departure from origin airport. If we do not receive this document from your side on time, we would request you to change your debit note with a current date.

REMARKS: If any cargo consigned to LS GROUP S.A. arrives to our country without your previous Pre-Alert, we won't be responsible for any possible confiscation of the cargo and fines applied by Colombian custom authorities. That will be billed to the origin office. Please note that LS GROUP S.A. doesn't work with individual and personal effects, but with registered companies, instead.

1. LS GROUP S.A. will require an original invoice via e-mail showing detailed charges to be paid for air or ocean shipments. The e-mail address to send your debit/credit notes is facturacione@lsupplier.com and must be send in the line message handle in the operation too.
2. Invoices and Credit notes must be in USD. For a different currency, the rate of exchange must be stated clearly. Please send this invoice updated once the cargo departs.
3. All your statements must be sent to:

Mrs. Karin Fajardo / Accounting Coordinator
 Paola Ruiz/ Treasury Employee
 Accounting/Xiomara Villarraga

karinf@lsupplier.com
tesoreria@lsupplier.com
contabilidad@lsupplier.com

MAIN LS GROUP S. A. CONTACTS

<u>Title</u>	<u>Name</u>	<u>E-mail</u>	<u>Home Phone / Mobile Phone (+57)</u>
Managing Director	Mrs. William Martinez	gerencia@lsupplier.com	3150485648
Operations Manager	Mr. Alvaro Gutierrez	alvarog@lsupplier.com	3118544595
Operations Coordinator	Mrs. Angela Burgos	Operaciones6@lsupplier.com	3106188408
Import assistant documentation.	Mrs. Jean Ortega	liberaciones@lsupplier.com	3106188408
Sea import assistant	Mr. Juan Alonso	Operaciones4@lsupplier.com	3106188408
Operations assistance	Mr. Mauricio Herrera	Operaciones8@lsupplier.com	3106188408
Accounting Coordinator	Mrs. Karin Fajardo	karinf@lsupplier.com	3177288718

EXAMPLES FOR ALLOWED DESCRIPTIONS

Unacceptable	Acceptable
Agricultural products	Oranges, fish, rice, bread
Aid shipments	Blankets, medicine (drug).
Animals	Horses, poultry, bovine
Clothing	Men's short, lingerie, girls' shirt, boys' jacket.
Appliances	Refrigerator, stove, microwave, coffee maker.
Auto parts	Brakes for vehicles, vehicle windscreens
Hats	Plastic hats.

Dangerous chemical products.	Specific denomination of the chemical product. (Do not admit commercial label).
Cleaning products	Alcohol, detergents.
Consolidated cargo	See other specific examples in the square.
School materials	Pens, smart boards, books.
Electronic appliances	Computers, TV, CD players, walkmans, recorders, mobile phones, screens, printers.
Equipment	Equipment for Oil Wells equipment for poultry farming
All kind of cargo	See other specific examples in the square.
Food product	Beverages, (see agricultural products)
General cargo	See other specific examples in the square.
Gifts	Dolls, remote control cars
Home Articles	Trays, Dishes, tableware. (See in the same way other examples of appliance item)
Industry products	See electronic appliances
Steel products	Iron pipes, steel pipes, construction material of iron, steel construction material
Technologies related products	See "appliances item"
Leather articles	Saddles, leather bags, leather jackets.
Machinery parts	Pumps, closures, engines
Machinery	Metal working machinery, machinery for the manufacture of cigarettes, sewing machines, printers
Machines	(see «Machinery»)
Hydrocarbons	Mineral hydrocarbons, vegetable hydrocarbons
Mineral	Iron mineral , copper mineral
Pieces	(see «Machina parts »)
personal effects	(See other specific examples in the table)
Tubes	Plastic tubes, iron tubes, copper tubes
Plants	Tulips
Plastic products	Plastic dishes, plastic household items
polyurethane	Polyurethane thread, polyurethane medical gloves
Rubber goods	Rubber hoses, rubber conveyor belts
Rods	Welding rods, fuel rods, copper rods
Contains supposedly ...	(See other specific examples in the table)
Toiletries	Towels, basins, soap, toothbrushes
Waste	Plastic waste, waste foam waste iron
Spare parts	(see «machine parts»)
Fabrics	Linen fabric, shirts, (see « clothing »)
Tools	Hand tools, power tools
Toys	(see «Gift items»)
Micellaneous	(See other specific examples in the table)
Vehicles	Boats, cars, bicycles
Arms	Knives, guns
Cables	Iron and steel cable, copper cable
Wooden articles	Wooden furniture, wooden kitchen utensils

Thanks & best regards,

Alvaro J. Gutierrez
LS GROUP S.A.
Operations Manager
Bogotá D.C.
Avenida Ciudad Cali No. 51-66 Of.302
PBX. (571) 6092099 Ext: 111
Cellphone: +57 3118544595
Email: alvarog@lsupplier.com