

Standard Shipping Instructions (SSI) Algeria (IET)

Purpose

The purpose of this document is to detail the requirements of importing materials into the Algeria to ensure strict compliance with Algeria Customs laws and regulations, to expedite the customs clearance process, avoid risk of fines, penalties, forfeitures in relation to imported goods and minimize storage/demurrage costs.

Scope

The requirements stated in this document apply to all shipments originating outside Algeria from both intercompany or external suppliers for Baker Hughes business product lines located in Algeria (DS and TPS)

Responsibility and Authority

It is the Shipper's (intercompany or external suppliers) responsibility to follow the instructions described in this document to assure compliance with Baker Hughes Algeria shipping requirements and Algerian customs laws and regulations. Suppliers arranging shipments to the Algeria are responsible for provision of **full, true and accurate shipment information and documents** as well as ensure those shipments comply with the requirements for Customs clearance as defined in the procedure.

Description of Activity

Shipper's (intercompany or external suppliers) planning and executing shipments consigned to Algeria shall proceed in accordance with the shipping instructions and specific routing terms set forth below.

1. Shipping Address (Ship To)

Product line	Legal entity name	Delivery Address	Email
Turbomachinery Process Solutions (TPS)	Algesco Spa Nif: 000116001754821	Algesco Facility Chemin De Wilaya N148 Commune De Guerounnau, Boufarik, Algeria	Baker Hughes Customs: customs-COE-MENATSSA@bakerhughes.com
Digital Solutions (DS)	Nuovo Pignone International SRL	Micro Zone D'activite LOT 18 & 19 Hydra 16, 16035	Baker Hughes Customs: customs-COE-MENATSSA@bakerhughes.com
Digital Solutions (DS)	EURL General Electric International Operations (Algeria)	18.19 Micro Zone D'activite Hydra Alger Algerie	Baker Hughes Customs: customs-COE-MENATSSA@bakerhughes.com

Customs entry ports

Air shipments	Road shipments	Ocean shipments	Rail shipments
Algiers Airport	Not applicable	Algiers Port	Not applicable

2. Incoterms

Air	Preferred terms – FCA, CPT
Road	Preferred terms – FCA, CPT
Ocean	Preferred terms – FCA, FOB, CPT, CFR, CIF, DAP
Courier	Preferred terms – FCA, CPT

- EXW and DDP are not supported.
- Use Incoterms provided in PO/Contract.
- Contact Baker Hughes Customs for correct interpretation and application of Incoterms.

3. Billing Invoicing Address

Contact Baker Hughes Sourcing/Procurement for billing details.

4. Radioactive, Explosive & Chemical shipments

Allowed Chemicals only.

- Ensure there is authorization for import before shipping.
- Pre-alert documents including BL/AWB must be pre-approved by Baker Hughes Customs/Logistics

5. Sample shipments

Allowed.

No restriction for Temporary Import of samples as they are designated for presentation/demo/testing purpose. Permanent Import of samples depends on the nature of transaction:

- if goods are supplied free-of-charge, this provision must be duly stipulated in PO/Contract.
- If the shipments are having different payment method, then its subject to customs approval

6. Repair and Return / Warranty Repair shipments

Allowed.

All shipping arrangements and shipping documents must be agreed with and pre-approved by Baker Hughes Customs before dispatch.

7. Hand Carry

Allowed only in exceptional cases but strongly discouraged.

Special considerations:

Hand carry of Baker Hughes owned or purchased goods for commercial purpose is prohibited. Hand carry is allowed in exceptional cases, only for intercompany carriage and only for non-commercial purpose. Contact Baker Hughes Customs/Logistics for additional information.

8. Restricted Materials

Please connect with CCOE team customs-COE-MENATSSA@bakerhughes.com to check import restrictions at destination

9. Requirements for Commercial/Shipping/Customs Invoice

- Shipper Details with sender name & phone number
- Consignee Details with receiver name & phone number
- Commercial Invoice #
- PO number Incoterms
- Items Description
- Country of Origin
- Qty.
- Unit Price
- Total Amount
- Currency USD, EUR
- Invoice
- NIF (fiscal taxes ref) reference must be included
- Country of Manufacture
- Part number
- Serial number (Custom require only for repair & return and temporary Import & Export)
- Line number

Contact Baker Hughes Customs for correct issuance of Commercial/Shipping/Customs Invoice before goods' dispatch.

10. Requirements for Packing List

Packing List is not required on a separate document if the packing details provided below are duly reflected on the Invoice.

If Packing List comes as a separate document, it must include:

- Packing List number
- Packing List date
- Part/material numbers, descriptions, serial numbers (if needed), quantities.
- Net unit weight per item
- Total net weight per line item
- Package identification number, if available
- Package content. E.g.: invoice line items 1-2, 5-7
- Package type (carton box/wooden crate/pallet/basket/shipping frame/container)
- Package dimensions (length x width x height, cm)
- Total number of packages, pcs
- Total gross weight per package
- Grand total gross weight
- Grand total volumetric weight

Contact Baker Hughes Customs & Logistics for correct issuance of the Packing List.

11. Special Packing Instructions

- International import packing requirements must be compliant to air, sea, road freight regulations.
- Stenciling, labeling is required for small packages.
- Country of Origin marking must be indicated (engraved or affixed with a non-removable sticker) on each item and must be printed on the boxes/cartons. Failure to comply with this rule will result in the shipment not being customs cleared for import.
- Specific packing requirement must be mentioned in the PO/Contracts.
- Special packing requirements vary from project to project and type of commodity.

12. Freight Forwarder's Instructions

- Pre-alert email indicating BOL/AWB number in the subject line must be sent to customs-COE-MENATSSA@bakerhughes.com
- Pre-alert notification must be received: for air shipments - 24 hours before flight departure, for ocean shipments - 4 days after vessel sail and one day before arrival.

13. Required Documents

Approved Commercial/Shipping/Customs Invoice and Packing List

Document Description	Quantity	Comments/Additional Information
Commercial/Shipping Invoice	1	original signed & stamped hardcopy to accompany the shipment
Packing List	1	if comes as a separate document, not consolidated with invoice, original signed & stamped hardcopy to accompany the shipment
Transport Bill	1	total gross weight, number of packages and dimensions on the bill must match PL
Export Declaration	1	not mandatory, but must be available if requested
Certificate of Origin	1	must be provided if specially requested and must be issued or certified by exporter's Chamber of Commerce
Certified Invoices		
Legalized Documents		

Heat Treated Certification		
Form M		
NAFTA or FTA documents		
DG Certificate	1	For all hazardous shipments
Safety Data Sheets (SDS)	1	For all hazardous shipments

14. Required Approvals

Approval	Yes/No	Comments/Additional information
Green Light Approval Required	Yes	Pre-shipment Green Light from Baker Hughes Customs required for all shipments: customs-COE-MENATSSA@bakerhughes.com

15. Additional Information

- Green-light approval prior to shipping the goods is required from the Algeria Customs team: customs-COE-MENATSSA@bakerhughes.com
- Invoice and Certificate of Origin should be from the shipment originating country and it must be attested by local chamber of commerce.
- Bags/ pallets/ drums must be marked properly. COO must be marked mandatorily.
- Pre-alert email indicating the BOL or AWB number in the subject line must be sent to customs-COE-MENATSSA@bakerhughes.com Air shipments -24 hours before flight departure and Ocean - 4 days after vessel sails, etc. and one day before arrival
- Shipper Details with sender name & phone number
- Consignee Details with receiver name & phone number
- Commercial Invoice#
- PO#
- Incoterms
- Items Description
- Country of Origin
- Qty.
- Unit Price
- Total Amount
- Currency USD, EUR
- NIF (fiscal taxes ref) ref must be included/ Invoice must be in English

Appendixes

- Appendix A – Commercial/Shipping/Customs Invoice & Packing List template.

Appendix A. Commercial/Shipping/Customs Invoice & Packing Data template

Considerations for the invoice template:

- Below is the preferred template of the Commercial/Shipping/Customs Invoice & Packing Data ideally suitable for import-export customs clearance across Baker Hughes.
- Supplier is free to use his own invoice template on condition that the mandatory data above is duly provided.
- Contact Baker Hughes Customs & Logistics teams outlined in Section 1, if you do not have a template and/or if you wish to use this template for shipping.
- Packing List is not required on a separate document, if packing details are included in the invoice.

SHIPPING INVOICE										
No. XXX										
Date: XXX										
1. SELLER/EXPORTER			2. BUYER/IMPORTER			3. GOODS COLLECTION ADDRESS/SHIPPER			4. ULTIMATE DELIVERY ADDRESS/RECEIVER	
5. CONTRACT/PO		7. SALES ORDER				9. CURRENCY				
6. INCOTERMS		8. TERMS OF PAYMENT				10 MOT				
11. Goods as per description below:										
Line #	Part No.	Description	Serial	Origin	HS Code	Quantity	Unit price	Total price	Unit Net Weight (kg)	Total Net Weight (kg)
12. Special notes:								SUBTOTAL	Total net kg: 0.0	
								FREIGHT		
								TOTAL	0.00	
13. PACKING DETAILS:										
Package ID	Package Type	Total net weight (kg)	Total gross weight (kg)	Dimensions (cm)	Contents					
TOTAL:										
Signature			Name			Date				