

Standard Shipping Instructions (SSI) Brazil (OFSE, IET)

Purpose

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

Scope

The requirements stated within this document apply to all shipments originating outside Brazil from intercompany shippers or external suppliers which are consigned to any Baker Hughes business (OFSE and IET) locations within Brazil.

Responsibility and Authority

It is the exporting location's responsibility to follow the instructions described in this document to assure complete compliance with Baker Hughes Brazil shipping requirements and Brazil customs laws and regulations. International shipments crossing the Italian border and entering the customs territory of Brazil must be accompanied by required import documents containing full, true and accurate shipping data. Consignors arranging shipments crossing into Brazil boundaries are responsible for providing complete and accurate shipments information and documentation as well as ensuring those shipments adhere to the requirements for Brazil Customs clearance as defined in the procedure.

Description of Activity

Shippers (Intercompany or external suppliers) planning and executing shipments consigned to Brazil shall proceed in accordance with the shipping instructions and specific routing terms set forth below.

1. Contacts

Product Line & Site	Location	Email
Flexible Pipe Systems (FPS) Baker Hughes Rio Energy Technology Innovation Center (RETIC)	Niterói Ilha do Fundão	Logistics Team: logistics.niteroi@bakerhughes.com Customs Team: customs.brz.fps@bakerhughes.com
Subsea Production Systems (SPS)	Jandira	Logistics Team: OFSEInternationalLogistics@bakerhughes.com Customs Team: customs.brz.fps@bakerhughes.com
Subsea Services (SVS)	Macaé	Logistics Team SVS: OFSEInternationalLogistics@bakerhughes.com Customs Team: customs.brz.fps@bakerhughes.com
Turbomachinery Process Solutions (TPS) Brazil Service Center	Carangola	Customs Team customs.brz.tps@bakerhughes.com
Turbomachinery Process Solutions (TPS)	Macaé	Customs Team customs.brz.tps@bakerhughes.com
Digital Solutions (DS)	Campinas	Logistics Team bentlycampinas.Import@bakerhughes.com Customs Team customs.brz.tps@bakerhughes.com

2. Shipping Address (Ship To)

FLEXIBLE PIPE SYSTEMS (FPS), NITERÓI		
Air shipments	Ocean shipments	Courier shipments
Legal entity: BAKER HUGHES ENERGY TECHNOLOGY DO BRASIL LIMITADA CNPJ: 05.635.291/0012-60 PC ALCIDES PEREIRA, 01, PARTE S/N ILHA DO CAXIMBAU LOTE 83A, ILHA DA CONCEICAO, NITEROI, RJ, 24.050-350	Legal entity: BAKER HUGHES ENERGY TECHNOLOGY DO BRASIL LIMITADA CNPJ: 05.635.291/0012-60 PC ALCIDES PEREIRA, 01, PARTE S/N ILHA DO CAXIMBAU LOTE 83A, ILHA DA CONCEICAO, NITEROI, RJ, CEP: 24.050-350	Legal entity: BAKER HUGHES ENERGY TECHNOLOGY DO BRASIL LIMITADA CNPJ: 05.635.291/0012-60 PC ALCIDES PEREIRA, 01, PARTE S/N ILHA DO CAXIMBAU LOTE 83A, ILHA DA CONCEICAO, NITEROI, RJ, CEP: 24.050-350
Preferred Airport	Preferred Port	Courier Restriction
Aeroporto Internacional Tom Jobim, Rio de Janeiro – RJ (GIG)	Porto do Rio de Janeiro - RJ	FedEx Express Cargo below USD 3,000 Cargo weighting less 50 kilos Without import license. <u>Only allowed with prior approval from Customs COE.</u> Distribution list per product company in Section 1 of this document

		Legislation: INSTRUÇÃO NORMATIVA RFB Nº 1737, DE 15 DE SETEMBRO DE 2017
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Baker Hughes Rio Energy Technology Innovation Center (RIO), ILHA DO FUNDÃO		
Air shipments	Ocean shipments	Courier shipments
Legal entity: BAKER HUGHES ENERGY TECHNOLOGY DO BRASIL LIMITADA CNPJ: 05.635.291/0010-07 VIA PROJETADA PAA 12287/ PAL 47686 / 474023 BLC 1 2 E 3, ILHA DO FUNDÃO, CIDADE UNIVERSITARIA, RIO DE JANEIRO, RJ, CEP: 21.941-590	Legal entity: BAKER HUGHES ENERGY TECHNOLOGY DO BRASIL LIMITADA CNPJ: 05.635.291/0010-07 VIA PROJETADA PAA 12287/ PAL 47686 / 474023 BLC 1 2 E 3, ILHA DO FUNDÃO, CIDADE UNIVERSITARIA, RIO DE JANEIRO, RJ, CEP: 21.941-590	Legal entity: BAKER HUGHES ENERGY TECHNOLOGY DO BRASIL LIMITADA CNPJ: 05.635.291/0010-07 VIA PROJETADA PAA 12287/ PAL 47686 / 474023 BLC 1 2 E 3, ILHA DO FUNDÃO, CIDADE UNIVERSITARIA, RIO DE JANEIRO, RJ, CEP: 21.941-590
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SUBSEA PRODUCTION SYSTEMS (SPS), JANDIRA		
Air shipments	Ocean shipments	Courier shipments
Legal entity: BAKER HUGHES ENERGY TECHNOLOGY DO BRASIL LIMITADA CNPJ: 05.635.291/0001-08 ROD DE ACESSO JOAO DE GOIS, 2300, LOTEAMENTO JARDIM ALVORADA, JANDIRA, CEP: 06.612-010	Legal entity: BAKER HUGHES ENERGY TECHNOLOGY DO BRASIL LIMITADA CNPJ: 05.635.291/0001-08 ROD DE ACESSO JOAO DE GOIS, 2300, LOTEAMENTO JARDIM ALVORADA, JANDIRA, CEP: 06.612-010	Legal entity: BAKER HUGHES ENERGY TECHNOLOGY DO BRASIL LIMITADA CNPJ: 05.635.291/0001-08 ROD DE ACESSO JOAO DE GOIS, 2300, LOTEAMENTO JARDIM ALVORADA, JANDIRA, CEP: 06.612-010
Preferred Airport	Preferred Port	Courier Restriction
Aeroporto Internacional de Viracopos – Campinas – SP (VCP) Aeroporto Internacional de Guarulhos – São Paulo – SP (GRU)□	Port of Santos - SP	FedEx Express Cargo below USD 3,000 Cargo weighting less 50 kilos Without import license. <u>Only allowed with prior approval from Customs COE.</u> Distribution list per product company in Section 1 of this document Legislation: INSTRUÇÃO NORMATIVA RFB Nº 1737, DE 15 DE SETEMBRO DE 2017

SDS – SUBSEA DRILLING SYSTEMS (MACAÉ)		
Air shipments	Ocean shipments	Courier shipments

BAKER HUGHES ENERGY TECHNOLOGY DO BRASIL LIMITADA CNPJ 05.635.291/0002-99 R CIRENE HENRIQUES PAES, 200, KM 167, LAGOA, MACAE, RJ, CEP: 27.925-405	BAKER HUGHES ENERGY TECHNOLOGY DO BRASIL LIMITADA CNPJ 05.635.291/0002-99 R CIRENE HENRIQUES PAES, 200, KM 167, LAGOA, MACAE, RJ, CEP: 27.925-405	BAKER HUGHES ENERGY TECHNOLOGY DO BRASIL LIMITADA CNPJ 05.635.291/0002-99 R CIRENE HENRIQUES PAES, 200, KM 167, LAGOA, MACAE, RJ, CEP: 27.925-405
Preferred Airport	Preferred Airport	Courier Restriction
Aeroporto Internacional do Galeão – Rio de Janeiro – RJ (GIG)	Porto do Rio de Janeiro - RJ	FedEx Express Cargo below USD 3,000 Cargo weighting less 50 kilos Without import license. <u>Only allowed with prior approval from Customs COE.</u> Distribution list per product company in Section 1 of this document Legislation: INSTRUÇÃO NORMATIVA RFB N° 1737, DE 15 DE SETEMBRO DE 2017

TPS – TURBOMACHINERY - BRAZIL SERVICE CENTER (CARANGOLA)		
Air shipments	Ocean shipments	Courier shipments
BAKER HUGHES ENERGY TECHNOLOGY DO BRASIL LIMITADA CNPJ: 05.635.291/0013-41 ESTRADA DO CARANGOLA, 1545, PETROPOLIS – RIO DE JANEIRO, CEP: 25715-221, BRASIL	BAKER HUGHES ENERGY TECHNOLOGY DO BRASIL LIMITADA CNPJ: 05.635.291/0013-41 ESTRADA DO CARANGOLA, 1545, PETROPOLIS – RIO DE JANEIRO, CEP: 25715-221, BRASIL	BAKER HUGHES ENERGY TECHNOLOGY DO BRASIL LIMITADA CNPJ: 05.635.291/0013-41 ESTRADA DO CARANGOLA, 1545, PETROPOLIS – RIO DE JANEIRO, CEP: 25715-221, BRASIL
Preferred Airport	Preferred Airport	Courier Restriction
Aeroporto Internacional de Viracopos – Campinas – SP (VCP)	Port of Santos - SP	FedEx Express Cargo below USD 3,000 Cargo weighting less 50 kilos Without import license. <u>Only allowed with prior approval from Customs COE.</u> Distribution list per product company in Section 1 of this document Legislation: INSTRUÇÃO NORMATIVA RFB N° 1737, DE 15 DE SETEMBRO DE 2017

TPS – TURBOMACHINERY (MACAÉ)		
Air shipments	Ocean shipments	Courier shipments
BAKER HUGHES ENERGY TECHNOLOGY DO BRASIL LIMITADA CNPJ 05.635.291/0008-84 R CIRENE HENRIQUES PAES, 200, KM 167, LAGOA, MACAE, RJ, CEP: 27.925-405	BAKER HUGHES ENERGY TECHNOLOGY DO BRASIL LIMITADA CNPJ 05.635.291/0008-84 R CIRENE HENRIQUES PAES, 200, KM 167, LAGOA, MACAE, RJ, CEP: 27.925-405	BAKER HUGHES ENERGY TECHNOLOGY DO BRASIL LIMITADA CNPJ 05.635.291/0008-84 R CIRENE HENRIQUES PAES, 200, KM 167, LAGOA, MACAE, RJ, CEP: 27.925-405
Preferred Airport	Preferred Airport	Courier Restriction

Aeroporto Internacional do Galeão – Rio de Janeiro – RJ (GIG)	Porto do Rio de Janeiro - RJ	FedEx Express Cargo below USD 3,000 Cargo weighting less 50 kilos Without import license. <u>Only allowed with prior approval from Customs COE.</u> Distribution list per product company in Section 1 of this document Legislation: INSTRUÇÃO NORMATIVA RFB N° 1737, DE 15 DE SETEMBRO DE 2017
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DS – Digital Solutions (Campinas)		
Air shipments	Ocean shipments	Courier shipments
BENTLY DO BRASIL LTDA CNPJ - 01.128.902/0002-51 RODOVIA SP 101 KM 3,8 CEP 13064-654 – CAMPINAS SP – BRASIL	BENTLY DO BRASIL LTDA CNPJ - 01.128.902/0002-51 RODOVIA SP 101 KM 3,8 CEP 13064-654 – CAMPINAS SP – BRASIL	BENTLY DO BRASIL LTDA CNPJ - 01.128.902/0002-51 RODOVIA SP 101 KM 3,8 CEP 13064-654 – CAMPINAS SP – BRASIL
Preferred Airport	Preferred Airport	Courier Restriction
Aeroporto Internacional de Viracopos – Campinas – SP (VCP)	Porto de Santos - SP	FedEx Express Cargo below USD 3,000 Cargo weighting less 50 kilos Without import license. <u>Only allowed with prior approval from Customs COE.</u> Distribution list per product company in Section 1 of this document Legislation: INSTRUÇÃO NORMATIVA RFB N° 1737, DE 15 DE SETEMBRO DE 2017

3. Incoterms	
Air	Preferred terms - CPT, FCA
Ocean	Preferred terms - FOB, CFR, FCA
Courier	Preferred terms - DAP

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

4. Billing/Invoicing Address	
FPS – FLEXIBLE PIPE SYSTEMS (NITERÓI) AND RIC - RIO INNOVATION CENTER (ILHA DO FUNDÃO)	
Hard Copies	Electronic Copies
B&A LOGÍSTICA AV. VENEZUELA N. ° 27 SALAS 607/609, SAÚDE, RIO DE JANEIRO - RJ – BRASIL, CEP 20081-311	oilandgas.wellstream@bakerhughes.com preentryfps@bakerhughes.com
Supporting documentation for air shipments (heavy freight and courier) must be the original ones sent with the cargo. For sea freight, the <u>supporting</u> documentation must be sent to the above-mentioned address	All billing invoices must be submitted via emails. No need to send hard copies

SDS – SUBSEA DRILLING SYSTEMS (MACAÉ) AND LUFKIN – ARTIFICIAL LIFT (MACAÉ)	
Hard Copies	Electronic Copies
B&A LOGÍSTICA AV. VENEZUELA N.º 27 SALAS 607/609, SAÚDE, RIO DE JANEIRO - RJ – BRASIL, CEP 20081-311	nf.og@bakerhughes.com preentrysps@bakerhughes.com
Supporting documentation for air shipments (heavy freight and courier) must be the original ones sent with the cargo. For sea freight, the <u>supporting</u> documentation must be sent to the above-mentioned address	All billing invoices must be submitted via emails. No need to send hard copies

TPS – TURBOMACHINERY (MACAÉ)	
Hard Copies	Electronic Copies
B&A LOGÍSTICA AV. VENEZUELA N.º 27 SALAS 607/609, SAÚDE, RIO DE JANEIRO - RJ – BRASIL, CEP 20081-311	preentrytpsbrasil@bakerhughes.com brzcustomsteam@bakerhughes.com
Supporting documentation for air shipments (heavy freight and courier) must be the original ones sent with the cargo. For sea freight, the <u>supporting</u> documentation must be sent to the above-mentioned address	All billing invoices must be submitted via emails. No need to send hard copies

SPS – SUBSEA PRODUCTION SYSTEMS (JANDIRA)	
Hard Copies	Electronic Copies
DHL GLOBAL FORWARDING. AV. DR. MORAES SALES NR. 711 - 12º ANDAR EDIFÍCIO ARCEL - CEP 13010-001 CENTRO CAMPINAS – SP – BRAZIL CNPJ 10.228.777/0004-04	nf.og@bakerhughes.com preentrysps@bakerhughes.com
Supporting documentation for air shipments (heavy freight and courier) must be the original ones sent with the cargo. For sea freight, the <u>supporting</u> documentation must be sent to the above-mentioned address	All billing invoices must be submitted via emails. No need to send hard copies

TPS – TURBOMACHINERY - BRAZIL SERVICE CENTER (CARANGOLA)	
Hard Copies	Electronic Copies
GIANT CARGO ALAMEDA DOS GUAIÓS, 637 - PLANALTO PAULISTA, SÃO PAULO BRASIL 04070-000	preentrytpsbrasil@bakerhughes.com customs.brz.tps@bakerhughes.com
Supporting documentation for air shipments (heavy freight and courier) must be the original ones sent with the cargo. For sea freight, the <u>supporting</u> documentation must be sent to the above-mentioned address	All billing invoices must be submitted via emails. No need to send hard copies

DS – Digital Solutions (Campinas)	
Hard Copies	Electronic Copies
HAIDAR TRANSPORTE E LOGISTICA LTDA	preentryds@bakerhughes.com

RUA ALAIDE MACEDO, Nº 395 - JARDIM NOVA AMERICA CAMPINAS – SP - BRAZIL CEP 13053-040 CNPJ 08.455.211/001-20	
Supporting documentation for air shipments (heavy freight and courier) must be the original ones sent with the cargo. For sea freight, the <u>supporting</u> documentation must be sent to the above-mentioned address	All billing invoices must be submitted via emails. No need to send hard copies

5. Radioactive Shipments

Allowed (Yes or No)
Yes

Name	Position	Email
Customs Team FPS	<u>Distribution List</u>	customs.brz.fps@bakerhughes.com
Customs Team SPS & SVS	<u>Distribution List</u>	customs.brz.sps@bakerhughes.com
Customs Team DS	<u>Distribution List</u>	customs.brz.ds@bakerhughes.com
Customs Team TPS	<u>Distribution List</u>	customs.brz.tps@bakerhughes.com

Special Considerations when Shipping Radioactive
Radioactive shipments are accepted in Brazil as per regulations. To understand the requirements and obtain green light approval, please contact customs.brz.team@bakerhughes.com <ul style="list-style-type: none"> • Import license is mandatory; • Pre shipment-authorization is mandatory; • Wipe test maybe required; • DGF (Dangerous Goods Form) must be filled; • Cargo handling instruction report must be issued.

6. Explosive Shipments

Allowed (Yes or No)
Yes

Contacts				
Name	Position	Phone	Mobile	Email
N/A				

Special Considerations when Shipping Explosives
Explosive shipments are accepted in Brazil as per regulations. To understand the requirements and obtain green light approval, please contact customs.brz.team@bakerhughes.com

7. Chemical Shipments

Allowed (Yes or No)
Yes

Name	Position	Email
Customs Team FPS	<u>Distribution List</u>	customs.brz.fps@bakerhughes.com
Customs Team SPS	<u>Distribution List</u>	customs.brz.sps@bakerhughes.com
Customs Team DS	<u>Distribution List</u>	customs.brz.ds@bakerhughes.com
Customs Team TPS	<u>Distribution List</u>	customs.brz.tps@bakerhughes.com

Special Considerations when Shipping Chemicals
<ul style="list-style-type: none"> • Please send Invoice and Packing List for approval prior to shipment to the contacts per business listed in this section

- Safety Data Sheet, Emergency Sheet and Shipper's Declaration.

8. Sample Shipments

Name	Position	Email
Customs Team FPS	Distribution List	customs.brz.fps@bakerhughes.com
Customs Team SPS	Distribution List	customs.brz.sps@bakerhughes.com
Customs Team DS	Distribution List	customs.brz.ds@bakerhughes.com
Customs Team TPS	Distribution List	customs.brz.tps@bakerhughes.com

Special Considerations when Shipping Samples

- Please send Invoice and Packing List for approval prior to shipment to the contacts per business listed in this section
- Payment terms should be FREE OF CHARGE.

9. Repair and Return / Warranty Repair Shipments

Name	Position	Email
Customs Team FPS	Distribution List	customs.brz.fps@bakerhughes.com
Customs Team SPS	Distribution List	customs.brz.sps@bakerhughes.com
Customs Team DS	Distribution List	customs.brz.ds@bakerhughes.com
Customs Team TPS	Distribution List	customs.brz.tps@bakerhughes.com

Special Considerations when Shipping Repairs

- Please send Invoice and Packing List to brzcustomsteam@bakerhughes.com for approval prior to shipment
- Payment terms should be FREE OF CHARGE
- IMPORT LICENSE MAY BE REQUIRED.

10. Hand Carry

Allowed (Yes or No)

YES. ONLY through ATA CARNET

Special Considerations and Requirements for Hand Carry

Hand carry is allowed in exceptional cases but strongly discouraged.

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.

Country-specific requirements:

- PRE SHIPMENT-AUTHORIZATION IS MANDATORY.
- HAND CARRY ONLY WITH ATA CARNET.
- Legislation: INSTRUÇÃO NORMATIVA RFB Nº 1639, DE 10 DE MAIO DE 2016
- Please contact brzcustomsteam@bakerhughes.com at least 20 days before issuing ATA CARNET.

11. Restricted Materials

The importation of used material to Brazil, as a rule, is PROHIBITED.

DO NOT SHIP ANY USED MATERIAL TO BRAZIL WITHOUT PRIOR APPROVAL FROM CUSTOMS TEAM through the [Hand-Carry Workflow](#).

Legislation: *PORTARIA Nº 23, DE 14 DE JULHO DE 2011 – MDIC*

The following items are **PROHIBITED** from entering the Country, so do not bring them:

- Cigarettes and beverages manufactured in Brazil, intended for sale exclusively abroad
- Branded cigarettes not marketed in the country of origin
- Replicas of firearm
- Animal species of wildlife without a technical opinion and license
- Aquatic species for ornamental and agricultural purposes, without permission of government
- Counterfeit and / or pirated products
- Products containing genetically modified organisms
- Agrochemicals and their components
- Merchandise harmful to morality, health or public order; and
- Narcotic substances or drugs.

The following items are **RESTRICTED** from entering the Country, so do not bring them without prior approval from Customs Team through the [Hand-Carry Workflow](#):

- Agrochemicals and their components.
- Animals, plants or parts, products of animal or plant origin, including food, seeds, veterinary products, or agrochemicals.
- Wild animals, Lepidoptera, and other insects and their products.
- Weapons, ammunition, and other products controlled by the Army.
- Gold bars for monetary uses (financial assets), including gold plated, unwrought or in semi-manufactured forms, or in powder form (NCM 7108.20.00).
- Sensitive goods; goods for use in the nuclear, chemical and biological area.
- Radiocommunications signal blockers (BSR).
- Toys, replicas and drills of firearms (including air guns or other gas of a kind used in games, practice or sports competitions, firearms). Art. 26 of Law 10,826 of December 22, 2003.
- Cannabidiol, in association with other cannabinoids, among them THC.
- Raw diamonds.
- Cooking gas.
- Fuel.
- Endangered animal and plant species
- Medicines for human use, drugs, pharmaceuticals and related substances, hygiene products, cosmetics, perfumes, household cleaning products, cosmetic or dental products, or biological materials, in vitro diagnostic products, medical products and others similar
- Works of art and other items of historical heritage
- Object presenting archaeological or prehistoric, numismatic or artistic interest
- Genetically modified organisms and their derivatives for research or commercial use
- Gold metal in bar (merchandise) - import only by Legal Entity
- Gold metal on bar (financial asset) - operation permitted only between authorized custodian institutions
- Raw hides and skins of amphibians and reptiles
- Products marked with counterfeit marks, altered or imitated, or with false indication of origin
- Digital Receivers (not allowed for Federal Police).

12. Any material needs to be segregated?

N/A

13. Requirements for Commercial/Shipping/Customs Invoice

1. Consignee, Ship to, Bill to:

- According to "Purchase Order"

2. Goods information:

- Part number (according to PO)
- Description of the goods in English
- Unit quantity, value & currency
- Unit of measure
- HS code of items
- NCM code of items (for MERCOSUL)
- Country of origin (manufacturing country)
- Net weight per unit
- Gross weight
- Use of trademark/licensing requirements
- Unit price and total value
- Country of origin
- Manufacturer (company name and address)

3. Additional information:

- Title: Commercial Invoice
- Date of invoice
- Invoice number
- Language required by importing country
- Incoterms
- Seller/Exporter name & address
- Purchaser/Importer name & address
- Intermediate consignees (ideally forwarder location)
- Ultimate consignee & delivery address
- Baker Hughes contact name & phone #
- PO or reference number
- Country of acquisition
- Country of provenance
- Ship-from country
- Incoterm
- Freight cost
- Subtotal & currency
- Total cost including freight
- Total gross & net weight
- Volume quantity & specification
- Applicable export controls numbers/requirements
- Special marks (i.e. temporary import, license number)
- Signed with name, title, and position of signatory in blue ink
- Payment terms - If no payment involved: please inform "Value for Customs Purpose Only"
- Currency
- Bank details (mandatory for wire transfer).

4. Freight Details:

- If prepaid freight: freight value must be declared on invoice as per HAWB or BL
- If the freight is embedded into items cost, please include a line for freight but don't sum it in the total of invoice
- If the freight should be paid, please include a line for freight and sum it in the total of invoice.

Note:

Please be aware that commercial invoices used for customs clearance will be consider billing invoice for payment purposes to suppliers (intercompany or external)

Note:

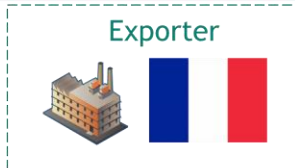
Country of Origin:

Is the country of manufacture, production, or growth where an article or product comes from.



Country of Acquisition:

It's considered the country where the goods were when acquired by importer to be exported to final destination;



Country of Provenance:

Is the country where the merchandise was at the moment of its acquisition and from where it left for Brazil, regardless of the country of origin or the final point of shipment.



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14. Key Requirements for Packing List (net weights, etc.)

Packing list is a mandatory document to clear Customs in Brazil.

There is no default template for this document. It commonly contains the following elements:

- Total quantity of packages (package)
- Marking of packages
- Identification of volumes in numerical order; and
- (Box, pallet etc.) Containing net weight, gross weight, unit dimensions and the total volume of the load.

15. Special Packing Instructions

- All Wood crate/lashing must be treated and dully stamped according with ISPM15 (International Standards for Phytosanitary Measures No. 15)
- Package must be in good condition
- Packages without wood treatment or without stamp, will be rejected by Customs Authorities and will impact customs clearance of the import material
- All rejected woods will be sent back to the exporter by force of law
- Extra costs, regarding wood rejection, will be sent to Supplier's account.

Legislation: INSTRUÇÃO NORMATIVA Nº 32, DE 23 DE SETEMBRO DE 2015

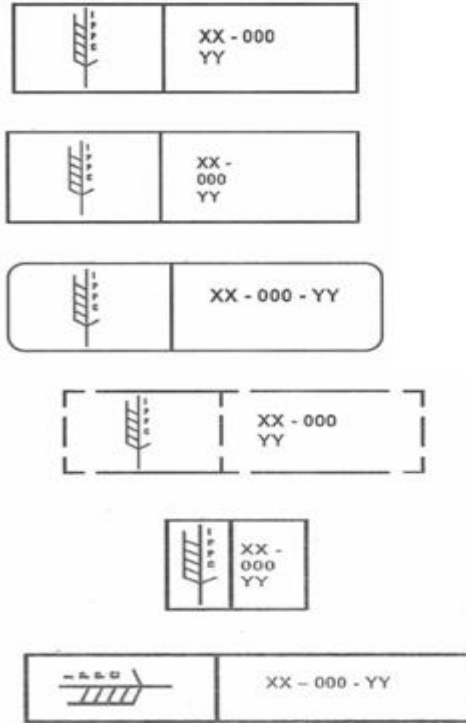
Art. 12. The application of the IPPC mark on the packaging, supports or wooden pieces, in the rough, which are used as material for making packages and supports, intended for the storage of goods in international transit, **must be legible, made in a different color red and orange**, preferably by heat engraving the wood or another process that ensures that the brand is indelible and persistent, the use of detachable labels being prohibited.

§ 1 The IPPC mark **must be visible, at least on two external and opposite sides of the packaging** or wooden support, in the format indicated in the Annex to this Normative Instruction.

Notes:

For project specific requirements, reach out to brzcustomsteam@bakerhughes.com for further instructions.

ANEXO ILUSTRAÇÕES DA MARCA IPPC E VARIAÇÕES ACEITAS PELA NIMF 15 NA APRESENTAÇÃO DOS ELEMENTOS EXIGIDOS



Note: Please be aware of other special packaging requirement in accordance with the modal (seafreight/airfreight) and cargo specifications.

16. Freight Forwarder's Instructions

Do not ship any cargo prior to Baker Hughes' Logistics team approval and the following contacts per Product Line:

Product Line	Logistics Contacts
FPC – Flexible Pipe Systems (Niterói) and RIC - Rio Innovation Center (Ilha do Fundão)	preentryfps@bakerhughes.com and customs.brz.ofe@bakerhughes.com
SPS – Subsea Production Systems (Jandira) and SDS – Subsea Drilling Systems (Macaé)	preentryfps@bakerhughes.com and customs.brz.ofe@bakerhughes.com
TPS – Turbomachinery - Brazil Service Center (Carangola)	preentryfps@bakerhughes.com and customs.brz.ofe@bakerhughes.com
TPS – Turbomachinery (Macaé)	preentryfps@bakerhughes.com and customs.brz.ofe@bakerhughes.com
DS – Digital Solutions (Campinas)	preentryfps@bakerhughes.com and customs.brz.ofe@bakerhughes.com

HAWB/HBL:

- Verify customer contact info
- Important to attempt to correct CNPJ number and correct address
- House must contain Invoice number, Baker Hughes reference number and Job Number
- All Houses must be cargo treatment TC-6
- Master must be consigned to FREIGHT FORWARDER in Brazil with complete name and address
- Carrier will be defined according to each shipment to attend the best option for Baker Hughes.

AIR PRE-ALERT:

- MUST BE SENT WITHIN 24/48 HOURS PREVIOUS TO SHIPMENT
- Freight forwarder will receive Pre-Alert from origins and will immediately forward it to the emails above mentioned.
- Pre-alert subject must be standardized for every shipment - as follows:
- **Baker Hughes Pre Alert / Master: xxxxxx / House: xxxxxx / CIPL# xxxxxx / Baker Hughes Ref: xxxxxx / Job # xxxxxx**
- Pre-alert must contain scanned copy of: House / Invoice / Packing List / MSDS (if needed)
- IMPORTANT: Master and House must be scanned separately
- We don't accept DTA between airports.

OCEAN PRE-ALERT:

- Pre-alert e-mail must mention: Airport or Port of loading / Airport or Port of Destination / Route (in case of transshipment or connections) / ETD / ETA
- NCM (harmonized code) must be state in the body of BL (four first digits only)
- Pre-alert must be sent at least 10 days before the vessel's arrives in the first port in Brazil
- IMPORTANT: Any changes on ETD and or ETA Baker Hughes must be immediately informed.

17. Required documents

Approved commercial invoice and packing list

Document Description	Quantity	Comments/Additional Information
Commercial Invoice	3	ORIGINAL and signed in blue ink
Packing List	3	ORIGINAL and signed in blue ink
Airway Bill/Ocean Bill of Lading	3	ORIGINAL and copies
Export Declaration	1	If required
Security Certificate	1	If required
Certificate of Origin	1	If required
Certified Invoices		
Legalized Documents		
Heat Treated Certification	1	Wood must be treated and stamped according with ISPM15
Form M	1	If required
NAFTA or FTA documents		
DG Certificates	1	For all hazardous shipments
Safety Data Sheets	1	For all hazardous shipments

18. Required Approvals

Approval	Yes/No	Comments/Additional information
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Green Light Approval Country?	Yes	Green light approval before shipping is mandatory. Approval requests must be sent to <u>both</u> the <u>Customs COE</u> contacts and the <u>Logistics</u> contacts for the product company. Shipping approval will be provided by Logistics. List of Logistics contacts below:
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Product Line	Customs COE Contacts	Logistics Contacts
FPC – Flexible Pipe Systems (Niterói) and RIC - Rio Innovation Center (Ilha do Fundão)	preentryfps@bakerhughes.com	logistics.brz.fps@bakerhughes.com
SPS – Subsea Production Systems (Jandira) and SDS – Subsea Drilling Systems (Macaé)	preentrysps@bakerhughes.com	logistics.brz.sps@bakerhughes.com
TPS – Turbomachinery - Brazil Service Center (Carangola)	preentrytpsbrasil@bakerhughes.com	
TPS – Turbomachinery (Macaé)	preentrytpsbrasil@bakerhughes.com	
DS – Digital Solutions (Campinas)	preentryds@bakerhughes.com	bentlycampinas.Import@bakerhughes.com

19. Additional Information
N/A

20. Legal Due Diligence Database (LDD)
All international freight shipments should only use vendors from “The Approved Vendor List”.

References:

- BH-QUA-013 Control of Records
- BH-LOG-005 (EN) Baker Hughes Hand Carry Procedure for Commercial Merchandise, Equipment, or Tools of Trade
- BH-LOG-057 (EN) ITC Playbook: Logistics and Customs
- BRAZIL CUSTOMS REGULATION (In Portuguese)
http://www.planalto.gov.br/ccivil_03/_ato2007-2010/2009/decreto/d6759.htm
- IMPORTATION (In Portuguese)
<http://normas.receita.fazenda.gov.br/sijut2consulta/link.action?visao=anotado&idAto=15618>
- USED MATERIALS / IMPORT LICENSE (In Portuguese)
http://portal.siscomex.gov.br/legislacao/biblioteca-de-arquivos/legislacao_secex/portaria-no-23-de-14-de-julho-de-2011
- ATA CARNET (In Portuguese)
http://www.planalto.gov.br/ccivil_03/_Ato2011-2014/2011/Decreto/D7545.htm
<http://normas.receita.fazenda.gov.br/sijut2consulta/link.action?visao=anotado&idAto=73815>
- COURIER (In Portuguese)
<http://normas.receita.fazenda.gov.br/sijut2consulta/link.action?visao=anotado&idAto=86226>
- WOOD TREATMENT (In Portuguese)

Appendixes

None