

Standard Shipping Instructions (SSI) Colombia (IET)

Purpose

The purpose of the present document is to detail the requirements for importing materials into the Republic of Colombia to ensure strict compliance with Colombian Customs laws and regulations, expedite the customs clearance process, avoid risk of fines, penalties and forfeiture in relation to imported goods; and to minimize storage/demurrage charges.

Scope

The requirements stated within this document apply to all shipments consigned by external suppliers from outside Colombia to Baker Hughes business locations in Colombia

Responsibility and Authority

It is the Shipper's responsibility to follow the instructions described in the present document to assure full compliance with Baker Hughes shipping requirements and customs laws and regulations. International shipments crossing the Colombian border and entering the customs territory of Colombia must be accompanied by required import documents containing **full, true and accurate** shipping data. Consigners also undertake the responsibility to ensure the shipments comply with requirements for customs clearance as defined in the present document.

Description of Activity

Shipper's planning and executing shipments consigned to Baker Hughes Colombia shall proceed in accordance with the shipping instructions and specific routing terms set forth below.

1. Contacts

Suppliers' first and main point of contact is Baker Hughes Sourcing/Procurement

Site	Legal Entities	Email
Bogota	Nuovo Pignone International S.R.L. Sucursal Colombia	Baker Hughes Customs: bhcustomsscan@bakerhughes.com

2. Shipping Address

Consignee: Nuovo Pignone International S.R.L. Sucursal Colombia, Bogota, Colombia

Address	Mode of Transportation	
CR 7 # 123 - 35 P 4 BOGOTA DC	Air/ Ocean/ Courier	
Preferred Airport	Preferred Port	Courier Restrictions?
El Dorado Airport (Bogota)	Buenaventura	Yes

3. Incoterms

Air	CPT, FCA
Ocean	CPT, CFR, DAP, CIF, FOB, FCA
Courier	CPT, FCA

- 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 Addresses

Legal entity	Address	Tax ID
Nuovo Pignone International S.R.L. Sucursal Colombia	CR 7 # 123 - 35 P 4 BOGOTA DC	NIT 900667687-7

5. Radioactive Shipments

Allowed.

Radioactive materials require presence of import license from Ministry of Mines and Energy.

Pre-shipment green light authorization is **always mandatory**. Please send the shipping documents for review and approval to the contact emails below:

- Baker Hughes Customs bhcustomsscan@bakerhughes.com
- For TPS product line: preentrytpsscan@bakerhughes.com;
- For DS product line: preentryDS@bakerhughes.com.
- Send goods' arrival notice to bhcustomsscan@bakerhughes.com

6. Explosive shipments

Allowed

Explosive materials require a license from INDUMIL (Industria Militar).

Pre-shipment green light authorization is **always mandatory**. Please send the shipping documents for review and approval to the contact emails below:

- Baker Hughes Customs bhcustomsscan@bakerhughes.com
- For TPS product line: preentrytpsscan@bakerhughes.com;
- For DS product line: preentryDS@bakerhughes.com.

- Send goods' arrival notice to bhcustomsscan@bakerhughes.com

7. Chemical shipments

Allowed

MSDS in Spanish must be provided. Depending on the HS code, chemicals may require a license from: Ministry of Justice and Law, FNE (Fondo nacional de estupecientes) or ANLA (Autoridad Nacional de Licencias ambientales)

Pre-shipment green light authorization is **always mandatory**. Please send the shipping documents for review and approval to the contact emails below:

- Baker Hughes Customs bhcustomsscan@bakerhughes.com
- For TPS product line: preentrytpsscan@bakerhughes.com;
- For DS product line: preentryDS@bakerhughes.com.
- Send goods' arrival notice to bhcustomsscan@bakerhughes.com

8. Sample shipments

Allowed

Green light from Baker Hughes Customs required before shipping. Some samples may be restricted for import or may require special licenses. Shipping invoice must have a remark "Goods not for sale, free of charge, value provided for customs purposes only". Value of samples must be equal to the sale price value as per PO/Contract.

Pre-shipment green light authorization is **always mandatory**. Please send the shipping documents for review and approval to the contact emails below:

- Baker Hughes Customs bhcustomsscan@bakerhughes.com
- For TPS product line: preentrytpsscan@bakerhughes.com;
- For DS product line: preentryDS@bakerhughes.com.
- Send goods' arrival notice to bhcustomsscan@bakerhughes.com

9. Repair shipments

Allowed

Pre-shipment green light authorization is **always mandatory**. Please send the shipping documents for review and approval to the contact emails below:

- Baker Hughes Customs bhcustomsscan@bakerhughes.com
- For TPS product line: preentrytpsscan@bakerhughes.com;
- For DS product line: preentryDS@bakerhughes.com.
- Send goods' arrival notice to bhcustomsscan@bakerhughes.com

Temporary export expiry date for repair is determined by Argetinian customs. Baker Hughes Customs bhcustomsscan@bakerhughes.com is to confirm the definitive expire date.

Shipping invoice for a repair shipment must be issued as per requirements outlined in Section 13. On the invoice, please specify:

- Type of repair
- Paid or free-of-charge repair
- Item's full description including serial number, brand, model
- Net and gross weight

10. Hand carry

Allowed in exceptional circumstances but strongly discouraged.

Hand carry of Baker Hughes owned/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 for more information.

11. Restricted materials

Used Materials:

Importation on used materials in Colombia is restricted and requires a license which is issued through the official government platform (VUCE). Please contact Baker Hughes Customs Team to get a green light for shipping. For used materials please provide pictures showing the stamped serial number and a label with following information: Part Number, Description, Serial Number, Country of Origin, Manufacturing Year, Manufacturer's Name. Goods price will also be needed as for a new product.

Electrical Goods - RETIE (Reglamentos Tecnicos) issued by SIC (Superintendencia de Industria y Comercio) – For HS Codes see Appendix 1

Serial numbers mandatory: there is a list of HS codes that mandatory need declaration of the serial number. Contact Baker Hughes Customs to check if the goods are in that list and if so provide pictures before shipping with clear indication of the serial number.

Pre-shipment green light authorization is **always mandatory**. Please send the shipping documents for review and approval to the contact emails below:

- Baker Hughes Customs bhcustomsscan@bakerhughes.com
- For TPS product line: preentrytpsscan@bakerhughes.com;
- For DS product line: preentryDS@bakerhughes.com.
- For goods' arrival notice: bhcustomsscan@bakerhughes.com

12. Any material need to be segregated?

Shipping documents for temporary import must be issued separately from consumables

13. Requirements for Commercial/Shipping/Customs Invoice

Invoice must reflect the following data:

- Shipper information: name, address and tax identification (Full Shipper Legal Entity Name)
- If the shipper is different from the seller, seller's information must also be included in the invoice (Name, address and tax identification).
- Consignee/Importer of record: name, address and tax identification (Full Consignee Legal Entity Name)
- Commercial Invoice Number
- Invoice Date
- PO/Contract number
- Bill-to address
- Ship-to address
- Manufacturer's information
- Payment terms
- Incoterms and place of delivery
- Currency
- Country of procedence
- Country of origin
- Specific description of the goods
- Part number
- Serial number
- Brand and model description
- Quantity
- Unit of measure
- Unit price per part number/line item
- Total price per line item
- Grand total invoice price
- Total net weight per line item
- Detailed cost of packing, freight, inland freight and insurance

- Detail of any other charges
- Special marks (i.e. temporary import)
- Signed with name, title and position of signatory

14. 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

15. Special packing instructions

- Wooden packages must show a readable ISPM 15 standard stamp.
- Each product inside the package must be labeled or physically marked with the country of origin.

Notes: Suppliers must approach Baker Hughes Sourcing/Procurement for further instructions in case of project specific requirements

16. Freight Forwarder's instructions

- AWB must reflect the freight cost. This is required for import customs declaration.
- It is **mandatory** that all Freight Forwarders notify Baker Hughes Customs on every shipment with all associated shipping documents attached to the notification: bhcustomsscan@bakerhughes.com
- Baker Hughes Customs will check the accuracy and completeness of documents and send customs clearance instructions to an authorized customs broker.

17. Required Documentation

Document Description	Quantity	Comments/Additional Information
Shipping Invoice	3	
Packing List	3	
AWB - BL	3	
Security Certificate	1	Contact BH Customs to confirm if certification is needed
Certificate of origin	1	Contact BH Customs to confirm if COO is needed
Heat Treated Certification	1	Wood must show relevant ISPM 15 standard stamp.
Weight declaration / Non Asbestos	1	Only for acrolein shipments
Safety Data Sheets	1	Required for DG shipments and chemicals

18. Required Approvals		
Approval	Yes or No	Comments/Additional information
Green Light Approval required?	Yes	<p>Green Light approval is required due to the need for presence of some licenses/import permits on certain products (based on HS code).</p> <p>Please contact:</p> <ul style="list-style-type: none"> • Baker Hughes Customs bhcustomsscan@bakerhughes.com • For TPS product line: preentrytpsscan@bakerhughes.com; • For DS product line: preentryDS@bakerhughes.com.

19. Additional Information
For Temporary Imports contact bhcustomsscan@bakerhughes.com as this procedure requires authorization from Custom and opening of a Surety Bond prior to import.

References

None

Appendixes

None