

Standard Shipping Instructions (SSI) Egypt (OFE, IET)

Purpose

The purpose of this document is to detail the requirements of importing materials into the Egypt to ensure strict compliance with Egypt 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 Egypt from both intercompany or external suppliers for Baker Hughes business product lines located in Egypt (OFE, 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 Egypt shipping requirements and Egyptian customs laws and regulations. Suppliers arranging shipments to the Egypt 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 Egypt 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
Oil Field Equipment (OFE)	Baker Hughes Services Egypt LLC	Kilo 11, Ain Sokhna old Road Kattamyia, Cairo, Egypt.	Baker Hughes Customs: customs-COE-MENATSSA@bakerhughes.com
Turbomachinery Process Solutions (TPS)	Nuovo Pignone International	Kilo 11, Ain Sokhna old Road Kattamyia, Cairo, Egypt.	Baker Hughes Customs: customs-COE-MENATSSA@bakerhughes.com
Digital Solutions (DS)	Baker Hughes Services Egypt LLC	Kilo 11, Ain Sokhna old Road Kattamyia, Cairo, Egypt.	Baker Hughes Customs: customs-COE-MENATSSA@bakerhughes.com

Customs entry ports

Air shipments	Road shipments	Ocean shipments	Rail shipments
Cairo Airport	Not applicable	Alexandria Port	Not applicable

2. Incoterms

Air	Not applicable
Ocean	Not applicable
Courier	DAP

Contact Baker Hughes Customs for correct application and interpretation of Incoterms.

3. Billing Invoicing Address

Contact Baker Hughes Sourcing & Procurement for billing details.

4. Radioactive, Explosive & Chemical shipments

Not allowed

5. Sample shipments

Allowed.

Green Light approval from Baker Hughes Customs required prior to dispatch.

6. Repair and Return / Warranty Repair Shipments

Allowed.

No dispatch without Green Light from Baker Hughes Customs/Logistics. Need to provide pictures/photographs of the tools showing serial number and country of origin visible along with commercial invoice for review and approval. Advisable to mention Return & Repair shipment on the subject line or in the invoice

Contact Baker Hughes Customs for further instructions on repair and return/warranty repair shipments.

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

- ACID Code – For Ocean Shipments
- 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
- Invoice
- NIF (fiscal taxes ref) ref must be included
- Country of Manufacturing
- Part number
- Serial number
- Line number
- Invoice must be in English.

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

10. Requirements for Packing List

All documents need to show the

- ACID Code – For Ocean Shipments
- Quantity of the goods
- Weight in Kgs, liters
- Net weights
- Gross weight
- Number of packages
- Product description
- Consignee address, etc.

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

11. Special Packing Instructions

- All wooden packing (box, pallets, etc.) must be heat treated as per Egyptian customs authority.
- Fumigation sign must be visible from two sides of the package at least.
- Any specific requirement mentioned in the PO / Contracts between two parties must be observed.
- Special requirement varies from projects to projects and types of equipment's / shipments.

12. Freight Forwarder's Instructions

Draft of the shipping docs to be sent to COE-MENATSSA@bakerhughes.com review before shipping and the full Pre-alert to be sent to Logistics upon departure (one working day before flight departure & 4 days after vessel sail)

13. Required Documentation

Approved Commercial/Shipping/Customs Invoice and Packing List

Document Description	Quantity	Comments/Additional Information
Shipping Invoice	1	Original Stamped and stamped, mention copies are not allowed Blue ink Signature
Packing List	1	Original

Airway Bill/Ocean Bill of Lading	1	Original
Export Declaration		
Security Certificate		
Certificate of Origin	1	If the invoice value more than \$2000 (Blue ink Signature & Company Stamp)
Certified Invoices	1	If the invoice value more than \$2000
Legalized Documents	1	If the invoice value more than \$2000
Heat Treated Certification	1	If available
Form M		
NAFTA or FTA documents		
Others as required		
Others as required		
Dangerous Goods declaration	1	If applicable
Safety Data Sheets	1	If applicable

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

- Small shipments with value USD 2000 and less are acceptable.
- Only shipping through DHL Express courier.
- All shipping documents must be complete and per the requirements stated in section 13 of this document.
- Drafts of all shipping documents must be sent to Baker Hughes Customs/Logistics before shipping for review and green-light approval.
- Full pre-alert to be sent after green-light approval and upon departure to COE-MENATSSA@bakerhughes.com
- Egypt Customs announced implementation of Advance Cargo Information System (ACI) effective of 1st October 2021 for imported Ocean shipments and effective of 1st October 2022 it was implemented for imported air freight shipments to Egypt.
- Shipper/Exporter must register in Cargo X portal and upload related shipping documents and obtain ACID code prior to shipping, please refer to following link for registration: <https://help.cargox.digital/en/user-manual/registration/new-company-registration/>
- Cargo X is authorized by the Egyptian Government as the blockchain document transfer gateway service provider.
- Shipper will need to choose suitable package and buy credit via bank transfer to start uploading the shipping documents into the portal.
- Importer of Record/Consignee will need to register in Nafeza portal in the following link: <https://www.nafeza.gov.eg/en>
- Once shipper / exporter complete registration of their entity into Cargo X, they can only ship their material after obtaining ACID code from the portal, below are the steps to obtain the ACID Code:
 - Shipper/ Exporter to submit initial shipping documents (Packing list with HS code & Proforma invoice) into the cargo x portal.
 - Importer of record / Consignee to request the ACID code in Nafeza portal.
 - Customs will review and approve the request.
 - ACID code to be created in Nafeza portal after customs approval.

- Shipper / Exporter to upload final shipping documents mentioning the ACID # in all documents.
- Cargo X will review the final documents and submit to Nafeza within 48 Hours
- IOR to review and approve.
- Once approved Egypt customs will create form 46.
- Shipper / Exporter can proceed with shipping the materials.
- For any support on the registration please contact Baker Hughes Customs: COE-MENATSSA@bakerhughes.com

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				