

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

Purpose

The purpose of this document is to detail the requirements of importing materials into Ghana to ensure strict compliance with Ghana Customs laws and regulations; to expedite clearance of items imported to Ghana; to 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 Ghana from intercompany shippers or external suppliers which are consigned to any Baker Hughes business (OFE, DS and TPS) locations within Ghana.

Responsibility and Authority

It is the shipper's (Intercompany or external supplier) responsibility to follow the instructions described in this document to ensure complete compliance with Baker Hughes Ghana shipping requirements and Ghana customs laws and regulations. Consignors arranging shipments crossing into Ghana boundaries are responsible for providing complete and accurate shipments information and documentation as well as ensuring those shipments adhere to the requirements for Ghana Customs clearance as defined in the procedure.

Description of Activity

Shippers (Intercompany or external supplier) planning and executing shipments consigned to Ghana 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
Subsea Production Systems (SPS-OFE)	Baker Hughes Energy Technology Ghana Ltd	Sector 22, Takoradi port, Takoradi, Ghana.	Baker Hughes Customs: customs-COE-MENATSSA@bakerhughes.com

Preferred Airport	Preferred Seaport	Courier Restriction
Accra International airport	Takoradi & Tema Seaport	No liquid, No battery, No Dangerous goods

2. Incoterms

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

3. Billing/Invoicing Address

Contact Baker Hughes Sourcing & Procurement for billing details.

4. Radioactive shipments

Not allowed

5. Explosive shipments

Not allowed

6. Chemical shipments

Allowed.

Contact Baker Hughes Customs for more information regarding the country restrictions on import of chemicals to Ghana.

7. Sample shipments

Allowed.

Green-light approval required from Ghana import team before shipping. Contact Baker Hughes Customs for more information regarding the country restrictions

8. Repair and Return / Warranty Repair shipments

Allowed.

Green-light approval required from Baker Hughes Customs prior shipping repair items to extract the documents and send to port before arrival to avoid delay.

9. 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/Logistics teams for more instructions.

10. Restricted Materials

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

11. Any material need to be segregated?

Not applicable

12. Requirements for Commercial/Shipping/Customs invoice

Invoice heading must have:

- Invoice number
- Invoice date
- Seller's full legal name, address as per Contract/PO
- Buyer's full legal name, address as per Contract/PO
- Shipper's full name, collection address, contacts (if different from Seller's name, address):
- Receiver's full name, delivery address, contacts (if different from Buyer's name, address)
- Reference to Contract/PO/RMA number and date
- Incoterms 2020: as per PO/Contract with proper indication of location.
- Payment terms: as per Contract/PO/RMA

Each line item in goods' description field must have:

- Item part/material number
- Item full description. Avoid abstract generic descriptions, abbreviations, coded descriptions.
- Serial number (required only for equipment/tools. Not required for consumables)
- Country of Origin (COO)
- HS code
- ECCN (Export Control Classification Number) number
- Quantity
- Unit of measure (ea/pcs). If item comes as kit/BoM, each individual kit component must be split as per HS code, COO, price, net weight.
- Total net weight per line item in kilograms: true and accurate. Randomly guessed weight is not acceptable.
- Price per line item
- Total line-item price
- Currency
- Name, surname, position, authorized signature, company stamp (if available)

13. Requirements for Packing List

Packing List is NOT required on a separate document if 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

14. Special Packing Instructions

Type-A Package design approval certificate and certificate for sealed source applicable for RA shipments. Any specific requirement that should be in mentioned in PO/Contracts between two parties. Special requirement varies from projects to projects and types of equipment's / shipments.

15. 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-alerts for Air shipments must be received 24 hours before flight departure. Pre-alerts for Ocean shipments should be received a week before Estimated Time of Arrival (ETA). For All Ocean Shipments - BL should be Express release / Sea Waybill (Original surrendered at Origin)

16. Required Documents

Document Description	Quantity	Comments/Additional Information
Shipping Invoice	3 Original and 3 Copies	Commercial invoice should be Shipper's letter head with stamp & signature (colour photostats not acceptable by customs)
Packing List	3 Originals and 3 Copies	Packing List should be Shipper's letter head with stamp & signature (colour photostats not acceptable by customs)
Airway Bill/Ocean Bill of Lading	3	B/L/Surrender/Original B/L as issued
Export Declaration	1	
Security Certificate	1	Insurance certificate
Certificate of Origin		
Certified Invoices		
Legalized Documents		
Heat Treated Certification		
Form M		
NAFTA or FTA documents		
Others as required	1	Certificate of Conformity

17. 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

18. Additional Information

Pre-alert email should be sent to 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:

1. Below is the preferred template of the Commercial/Shipping/Customs Invoice & Packing Data ideally suitable for import-export customs clearance across Baker Hughes.
2. Supplier is free to use his own invoice template on condition that the mandatory data above is duly provided.
3. 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				