

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

Purpose

The purpose of this document is to detail the requirements of importing materials into Iraq to ensure strict compliance with Iraq 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 Iraq from both intercompany or external suppliers for Baker Hughes business product lines located in Iraq (OFE 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 Iraq shipping requirements and Iraq customs laws and regulations. Suppliers arranging shipments to Iraq 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 Iraq 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)	BEST SOLUTIONS TRADING AND SERVICES FOR OIL & GAS EQUIPMENT LLC	BAKER HUGHES FACILITY IN NORTH RUMAILA, AL-MAJAL, MAJAL BUSINESS PART, BASRA, IRAQ	Baker Hughes Customs customs-COE-MENATSSA@bakerhughes.com
Oil Field Equipment (OFE)	BEST SOLUTIONS TRADING AND SERVICES FOR OIL & GAS EQUIPMENT LLC	BAKER HUGHES FACILITY IN NORTH RUMAILA, AL-MAJAL, MAJAL BUSINESS PART, BASRA, IRAQ	Baker Hughes Customs customs-COE-MENATSSA@bakerhughes.com

Customs entry ports

Air shipments	Road shipments	Ocean shipments	Rail shipments
Basra Airport	Not applicable	Um Qasr Seaport	Not applicable

2. Incoterms

Air	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

- For Radioactive shipments Import license from Iraq Radioactive Sources Regulatory Authority (IRSRA) must be obtained in advance. Radioactive sources are generally imported under Temporary Import regime. Unless the Customer is responsible to obtain the import license, Green Light for dispatch must be obtained from him prior to moving the shipment.
- Chemicals need special import license, which is obtained prior to dispatch. All import licenses must be issued under government entity such as BOC or MOC. This may take 2-3 months. MSDS, quantities, contract number, port of loading and port of import must be provided to initiate the process. Unless the Customer is responsible to obtain the import license, Green Light for dispatch must be obtained from him prior to moving the shipment.

5. Sample shipments

Allowed. Pre-approval from Baker Hughes Customs is required prior to shipping.

6. Repair and Return / Warranty Repair shipments

Allowed. Please send drafts of the shipping documents to Baker Hughes Customs for review and approval before shipping.

7. 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.

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

- Do not move shipment to Basra without pre-approval from Baker Hughes Customs/Logistics.
- Data on all shipping documents must be identical.
- For exempted shipments, the Iraq Embassy must legalize the original Invoice. Please refer to Section 1 for consignee address for each contract/customer.
- Commercial Invoice must reflect HS code, Value, COO, shipper address, notify party, port of loading, port of import, MOT, PN.
- Certificate of Origin from country of export must be legalized by Iraqi Embassy/consulate or nominated Iraqi Partner consulate.
- For repair and return shipments Country of Manufacture, part number, serial number must be included in the invoice.

10. Requirements for Packing List

- Any old marks on used packages or irrelevant information in the packing must be removed as it may conflict with correct identification marks of the shipment.
- Identification marks and numbers on the packing must match with the marks and numbers appearing on shipping documents. Capture the image of each package with shipping marks clearly visible and send it to Baker Hughes Customs/Logistics with pre-alert.
- All documents need to show quantities, net and gross weights in kilograms, number of packages, product description, consignee address, etc.

11. Special Packing Instructions

Identification marks listed below must appear on three sides of the package in large clear fonts. Remove any previous old marks or irrelevant information from the package surface. ID marks and numbers on the packing must be identical with marks and numbers on the shipping documents.

Capture and attach pictures of the cargo along with the pre-alert:

- Company Name:
- Invoice number
- Purchase order number

Packing Details:

Dimensions in centimeters, total net and gross weights in kilograms, total number of packages, count of each package. Any specific requirement that should be mentioned in the PO/Contracts between two parties. Special requirement varies from projects to projects and types of equipment's/shipments.

12. Freight Forwarder's Instructions

Drafts of shipping documents to be sent to COE-MENATSSA@bakerhughes.com for review and approval before shipping. Full pre-alert also to be sent right after departure (one working day before flight departure or 4 days after vessel sail away)

13. Required Documentation

Approved Commercial/Shipping/Customs Invoice and Packing List

Document Description	Quantity	Comments/Additional Information
Shipping Invoice	1	Original (legalized by Iraq Embassy) in blue ink signature and company stamp.
Packing List	1	Original (Non-legalized)
Airway Bill/Ocean Bill of Lading	1	Copy of AWB/Surrendered BL. HBL/HAWB is not acceptable. MBL/MAWB has to be issued for all shipments
Export Declaration		Not Required
Security Certificate		
Certificate of Origin	1	Certification of Origin from country of departure legalized by Iraqi Embassy/Consulate or nominate Iraqi Partner Consulate. (Blue ink Signature & Company Stamp)
Certified Invoices	1	
Legalized Documents	1	For COO & CI
Heat Treated Certification		
Form M		
NAFTA or FTA documents		
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

PRE-ALERT - CUSTOMER NOTIFICATION

Pre-Alert should contain the following attachments/information:

- Shipping Invoice
- Packing List
- Certificate of Origin
- Airway Bill or Bill of Lading
- Flight Details, ETD Origin, ETA Destination
- Image of each package with the shipping marks clearly visible in it

Send Pre-Alert to COE-MENATSSA@bakerhughes.com

Do:

- Email Copy of shipping documents to COE-MENATSSA@bakerhughes.com and obtain prior to shipment.
- For Samples, must state "SAMPLE. NO COMMERCIAL VALUE. VALUE FOR CUSTOMS CLEARANCE PURPOSE ONLY" in shipping invoice.

Don't:

- Do not Hand-Carry items into Basra
- Do not ship used equipment without informing CCOE / Logistics.
- Do not courier documents that have not been reviewed by the Basra Logistics team.
- Please do not use other courier companies except DHL Express. Any exceptions please obtain approval from the Logistics team.

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.
4. 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				