

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

Purpose

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

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 Mozambique shipping requirements and Mozambique customs laws and regulations. Consignors arranging shipments crossing into Mozambique boundaries are responsible for providing complete and accurate shipments information and documentation as well as ensuring those shipments adhere to the requirements for Mozambique Customs clearance as defined in the procedure.

Description of Activity

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

1. Shipping Address

Product line	Legal entity name	Delivery Address	Email
TPS-F&PT, DS, OFE	Baker Hughes Mozambique Limitada	Rua Dos Desportistas, No. 480, Maputo Business Towers 12th Floor, 1100, MAPUTO, Mozambique	Baker Hughes Customs: customs-COE-MENATSSA@bakerhughes.com

Customs entry ports

Air shipments	Road shipments	Ocean shipments	Courier shipments
Nacala International airport – MNC	Not applicable	Nacala Sea Port – MZMNC	No liquid, No battery, No Dangerous goods

2. Incoterms

Air	Preferred terms – FCA, CPT
Road	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 shipments

Not Allowed.

5. Explosive shipments

Not Allowed.

6. Chemical shipments

Allowed. Contact Baker Hughes Customs Team customs-COE-MENATSSA@bakerhughes.com for more information

7. Sample shipments

Allowed. Contact Baker Hughes Customs Team customs-COE-MENATSSA@bakerhughes.com for more information

8. Repair and Return / Warranty Repair shipments

Allowed. Green-light approval required from Baker Hughes Customs customs-COE-MENATSSA@bakerhughes.com prior to shipping repair items in order to extract the documents and send to port before arrival to avoid delay

9. 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.

10. Restricted Materials

The Customs Legislation of Mozambique prohibits importation of counterfeit goods, medicines, foodstuff and alcoholic drinks that are harmful to health. Such materials will be rejected by Customs and attempting to import them may result in penalties. Below are some of the restricted items requiring import permit:

- Chemicals must be pre-approved by the health Bureau.
- Narcotic and psychotropic substances require a permit from the health Bureau.
- Radio receivers require an import permit from the Post Office.
- Firearms and related weapons require permission issued by the Security Police Station.
- Live plants are subject to the health and quarantine system.
- Other food, such as vegetables, fruit, mushrooms, and sugar cane must be declared, and may be subject to quarantine to prove that it is suitable for human consumption.
- Meat and meat products, dairy, and eggs require an import license from the Civic and Municipal Affairs Bureau and will be subject to the health and quarantine system.

11. Any material needs 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.
- Serial number (required only for equipment/tools. Not required for consumables)
- Country of Origin (COO)
- HS code
- 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

- Shipper name and contact details
- Importer's/consignee's/buyer's name, address, and contact details
- Gross weight of the cargo
- type of package (such as pallet, box, crate, drum, carton, etc.)
- measurements/dimensions of each package
- number of pallets/boxes/crates/drums, etc.
- package markings, if any, as well as shipper's and buyer's reference numbers

14. Special Packing Instructions
<ul style="list-style-type: none"> The packing list should be attached to the outside of a package in a waterproof envelope or plastic sheath marked "Packing list enclosed". Specific packing requirement must be mentioned in the PO/Contracts. Special packing requirements vary from project to project and type of commodity.

15. Freight Forwarder's Instructions
<ul style="list-style-type: none"> Pre-alert email indicating BOL/AWB number in the subject line must be sent to Baker Hughes Customs: customs-COE-MENATSSA@bakerhughes.com Pre-alerts for air shipments must be received 24 hours before flight departure. Pre-alerts for ocean shipments must be received a week before ETA. For all ocean shipments - BL must be Express release/Sea Waybill (Original surrendered at Origin)

16. Required Documents		
Document Description	Quantity	Comments/Additional Information
Shipping Invoice	3 Original & 3 Copies	Commercial invoice should be Shipper's letter head with stamp & signature (color photostats not acceptable by customs)
Packing List	3 Originals & 3 Copies	Packing List should be Shipper's letter head with stamp & signature (color 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 team 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				