

## Standard Shipping Instructions (SSI) Nigeria (OFE, IET)

### Purpose

The purpose of this document is to detail the requirements of importing materials into Nigeria to ensure strict compliance with Nigeria Customs laws and regulations, 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 Nigeria from both intercompany or external suppliers for Baker Hughes business product lines located in Nigeria: Oil Field Equipment (OFE), Turbomachinery Process Solutions (TPS) and Digital Solutions {DS}

### 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 Nigeria shipping requirements and Nigeria customs laws and regulations. Suppliers arranging shipments to Nigeria 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 Nigeria 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

Product line	Legal entity name	Delivery address	Contact email
Oil Field Equipment (OFE)	Pressure Control Systems Nigeria Limited Tax ID: 00385338-0001	Onne Oil & Gas Freezone, Federal Ocean Terminal, Onne Port, Rivers State, Nigeria	Baker Hughes Customs: <a href="mailto:CustomsCOE.MENATSSA@bakerhughes.com">CustomsCOE.MENATSSA@bakerhughes.com</a>
Oil Field Equipment (OFE)	Pressure Control Systems Nigeria Limited Tax ID: 00385338-0001	Plot 7, Npkogu Road, Trans-Amadi, Industrial Layout, Port Harcourt, Rivers State, Nigeria	Baker Hughes Customs: <a href="mailto:CustomsCOE.MENATSSA@bakerhughes.com">CustomsCOE.MENATSSA@bakerhughes.com</a>
Turbomachinery Process Solutions (TPS)	Pressure Control Systems Nigeria Limited Tax ID: 00385338-0001	235 Muri Okunola Street, Victoria Island, Lagos. Nigeria	Baker Hughes Customs: <a href="mailto:CustomsCOE.MENATSSA@bakerhughes.com">CustomsCOE.MENATSSA@bakerhughes.com</a>
Digital Solutions (DS)	Pressure Control Systems Nigeria Limited Tax ID: 00385338-0001	235 Muri Okunola Street, Victoria Island, Lagos, Nigeria	Baker Hughes Customs: <a href="mailto:CustomsCOE.MENATSSA@bakerhughes.com">CustomsCOE.MENATSSA@bakerhughes.com</a>

## Destination Customs entry ports

Air shipments	Road shipments	Ocean shipments	Rail shipments
1. Port Harcourt International Airport. Omagwa-Port Harcourt, Rivers State, Nigeria  2. Mohammed International Airport. Ikeja -Lagos State Nigeria	Not applicable	Onne Oil Gas Freezone Federal Ocean Terminal, Onne Port Rivers State	Not applicable

## 2. Incoterms

Air	Preferred terms - FCA, CPT, CIP, DAP
Road	Road freight is rarely used.
Ocean	Preferred terms – CFR, CIF
Courier	Preferred terms – FCA/CIP

- 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

Allowed.

Pre-approval for radioactive shipments is required prior to booking and shipping. It is mandatory that approval from NAFDAC and other Agencies in charge of regulating radioactive substances be in place. Site HSE Leader's involvement is also required.

Documents required for radioactive material:

- Invoice/ Packing list
- AWB draft
- Photo of serial number and package with labels
- MSDS
- DGD (Dangerous Goods Declaration)
- Leak Test Certificate

- Special Packaging Requirement

#### 5. Explosive shipments

Not allowed.

Baker Hughes OFSE, TPS, DS have no permit/license from Nigerian Customs & Excise to import/export explosives. However, if necessary, a proper license need to be requested prior to import. Contact Baker Hughes Customs Team in Section 1 for more information.

#### 6. Chemical shipments

Allowed.

Permit for import as well as proper review and approval of all shipping documents and Green Light required prior to shipment. Contact Baker Hughes Customs Team for more information.

#### 7. Sample Shipments

Allowed.

Pre-shipment approval from Baker Hughes Customs Team required. List of commodities must be checked for import any import restrictions or import permits. Shipping Invoice with HS codes must be presented to Baker Hughes Customs for review.

#### 8. Repair and Return / Warranty Repair Shipments

Allowed

Repair items are guided by Nigerian Customs rules and Regulations. Repair/Return/Warranty repair shipments are subject to discussion with and approval with Baker Hughes Customs Team. All shipping documents must be reviewed and Green Light must be obtained prior to shipments.

#### 9. Hand Carry

Allowed in exceptional cases but strongly discouraged.

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

According to Nigerian laws some materials/goods are prohibited to be import. Examples: Furniture and certain types of textiles. Contact Baker Hughes Customs Team for more information regarding import restrictions on some commodities.

#### 11. Any material needs to be segregated?

Chemicals, oil, grease, lubricants to be packed separately and duly marked with labels.

## 12. Requirements for Commercial Invoice

Commercial/Shipping/Customs Invoice must reflect the following data:

- Shipper name / Title and address
- Shipper contact: Name, Phone and Email / Signature.
- CIPL: Commercial invoice & packing list
- Order Number.
- Customer Number.
- Project name
- Consignee (IOR) name and Address
- DELIVERY PLACE Address clearly written in body of the Invoice.
- Customer Contact: Name, Phone and Email
- Order date
- PO Number.
- Commercial Incoterm
- Mode of Transportation
- Project Name
- Line Number.
- Item Number.
- Quantity
- Goods Description in details
- HTS Code (Harmonized Tariff System)
- Unit Price
- Destination Requirement: (SON Product /SONCAP cert.)
- Freight Cost
- Insurance Value
- Total Value
- AES Number
- Place of Manufacture
- Packing Details (Package number. / Weight per item line and Dimensions per item line)
- Total Weight and Total m3
- Customs Clearance point

## 13. Requirements for Packing List

All documents need to show the quantity, unit of measure, net/gross weight for each item, number of packages, type of package, product description, shipper and consignee names and addresses.

## 14. Special Packing Instructions

- All products must have country of origin physical marking in English. Markings should be legible, indelible, and permanent, such as die sunk, molded, etched, engraved, and printed.
- Proper marking of all boxes with order reference is required especially for loose, LCL, break bulk shipments.
- A photo for each shipment / package (s) is required prior cargo departure from origin point.
- All wooden/boxes/pallets must be fumigated, and heat treatment stamp embossed on them.

## 15. Freight Forwarder's Instructions

- Provide the freight forwarder with complete set of shipping documents upon dispatch.
- Ensure the freight forwarder sends a confirmed on-board notification along with a set of relevant documentation required to Pressure Control Systems Nigeria Limited Customs and Import/Export Team and to the Notify party.
- Legible copies of all shipment documents with the shipment carrier details must be forwarded to Pressure Control Systems Nigeria Limited Customs & Import/Export Team.

## 16. Required Documents

Document Description	Quantity	Comments/Additional Information
Shipping Invoice	1	A colored scanned stamped & signed invoice is mandatory (issued with supplier's logo)
Packing List	1	Scanned stamped & signed Packing List mandatory (not color copy)
Airway Bill/Ocean Bill of Lading	3	B/L/Surrender/Original B/L as issued (the express B/L is not acceptable)
NSC (Nigeria Shipper's Council)	1	Original is required only for all ocean freight shipments
Export Declaration	1	It is mandatory for all shipments leaving origin {Incoterm-FCA}
Security Certificate		N/A
Certificate of Origin	1	Original Chamber attested Certificate of Origin for Air, Sea & Courier
DGD (Dangerous Goods Declaration)	1	Original is required for all hazardous goods
SDS (Safety Data Sheet)	1	This is mandatory for all chemical related products into and out of Nigeria.
SON Product/SONCAP Certificate	1	This document is mandatory for permanent shipment to Nigeria.
Certified Invoices		Original Chamber attested Certificate of Origin for Air, Sea & Courier
Legalized Documents		
Heat Treated Certification	1	Heat treatment {Fumigation} cert for wooden boxes is compulsory for shipment to Nigeria.
Form M	1	All shipment should have Form M, except T-I, Free zone consumption shipments & Repair and Return shipments.
Central Bank of Nigeria Price Verification Report		All shipments should have approved price verification report, except T-I, Freezone consumption and Repair & Return shipments.
NAFTA or FTA documents		
Others as required		

## 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: <a href="mailto:customs-COE-MENATSSA@bakerhughes.com">customs-COE-MENATSSA@bakerhughes.com</a>

## 18. Additional Information

Re-Importation certificate needs to be issued by customs for all Repair & Return shipments out of Nigeria. Chemical import permits must be approved yearly by NAFDAC, or penalty must be paid for any chemical imported with the required NAFDAC permit.

### 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.

<b>SHIPPING INVOICE</b>										
<b>No. XXX</b>										
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					
<b>11. Goods as per description below:</b>										
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		
<b>13. PACKING DETAILS:</b>										
Package ID	Package Type	Total net weight (kg)	Total gross weight (kg)	Dimensions (cm)	Contents					
TOTAL:										
Signature			Name			Date				