

Standard Shipping Instructions (SSI) Oman (IET)

Purpose

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

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

Description of Activity

Shippers (Intercompany or external supplier) planning and executing shipments consigned to Oman 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) - Equipments & Services	Baker Hughes Energy Services Middle East SPC Office #12, Beach One, BULIDING # 37 Wy 2601 AL-Sarooj PO Box 1305 PC 133, Muscat - Oman Tel.: + 968 24601210	Baker Hughes Energy Services Middle East SPC C/O DHL Global Forwarding, Ghala Yard PO Box 730, PC 133 Al Rawaq Building, Ground Floor Office No 5&7, Al Qurm, Muscat Sultanate of Oman	Baker Hughes Customs Team: customs-COE-MENATSSA@bakerhughes.com
Preferred Airport		Preferred Seaport	Courier Restriction
Muscat International Airport		Port of Sultan Qaboos- Muscat	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 for instructions on import considerations and restrictions: customs-COE-MENATSSA@bakerhughes.com

Pre-approval from the Ministry of Environment required. Please provide full set of documents including Shipping Invoice, HS code, COO, Manufacturer address along with MSDS with CAS number to apply

7. Sample shipments

Allowed. Contact Baker Hughes Import Customs Team prior to shipping arrangements: customs-COE-MENATSSA@bakerhughes.com

8. Repair and Return / Warranty Repair Shipments

Allowed. Pre-shipment Green Light required from Baker Hughes Import Customs Team: customs-COE-MENATSSA@bakerhughes.com

8. 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.

9. Restricted Materials

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

10. Any materials need to be segregated?

Not applicable

11. Requirements for Commercial/Shipping/Customs Invoice

Requirements for shipments that benefit from USA-Oman Free Trade Agreement - duty exemption, applicable for commodities with US origin only:

- Marking "Made in USA" or "Product of USA" must be visibly engraved/weld plated/tagged/printed on the item body (subject to type and size).
- Serial number must be visibly engraved/weld plated/tagged/printed on the item body (subject to type and size).
- Photo of Country of Origin and Serial Number/Part number on the item is to be sent to Baker Hughes Oman Import Customs Team as a proof.

For other standard shipments, the following data must be included in the invoice:

- Invoice number
- Invoice date
- Seller's full legal name, address
- Buyer's full legal name, address
- Shipper's full name, collection address, contacts (if different from Seller)
- Receiver's full name, delivery address, contacts (if different from Buyer)
- Reference to Contract/PO number and date
- Incoterms 2020: as per PO/Contract with proper indication of location.
- Payment terms: as per Contract/PO
- Item part/material number
- Item full description. Avoid abstract generic descriptions, abbreviations, coded descriptions.
- Serial number, if required
- 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).
- Price per line item
- Total line-item price
- Currency
- Name, surname, position, authorized signature, company stamp (if available)

12. Requirements for Packing List

Packing List is not required on a separate document if the 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

13. Special Packing Instructions

- All products must have country of origin physical marking, in English. Markings must be legible, indelible, and permanent, such as die sunk, molded, etched, engraved, and imprinted.
- Proper marking of all boxes with order reference is required especially for loose, LCL, break bulk shipments.
- Any specific requirement must be duly reflected in PO/ Contract. Special requirements vary from project to project and type of equipment/shipment.

14. Freight Forwarder's Instructions

- Pre-alert email with BOL/AWB number in the subject line must be sent to customs-COE-MENATSSA@bakerhughes.com
- Pre-alerts for air shipments must be sent 24 hours before flight departure.
- Pre-alerts for ocean shipments must be sent a week before Estimated Time of Arrival (ETA).
- For ocean shipments - BL requires Express release/Sea Waybill (Original surrendered at Origin)

15. Required Documentation

Document Description	Quantity	Comments/Additional Information
Shipping Invoice	1	Scanned stamped & signed invoice mandatory (not color photostat) (Blue ink Signature & Company Stamp)
Packing List	1	Scanned stamped & signed Packing List mandatory (not color copy)
Airway Bill/Ocean Bill of Lading	1	B/L/Surrender/Original B/L as issued
Export Declaration		
Security Certificate		
Certificate of Origin	1	Original Chamber attested Certificate of Origin for Air, Sea & Courier (Blue ink Signature & Company Stamp)
Certified Invoices		
Legalized Documents		
Heat Treated Certification		No Heat Treatment requirement for import for Oman
Form M		
NAFTA or FTA documents		
Others as required		
Dangerous Goods declaration	1	If applicable
Safety Data Sheets	1	If applicable

16. 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

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:										
TOTAL:										
Package ID	Package Type	Total net weight (kg)	Total gross weight (kg)	Dimensions (cm)	Contents					
Signature			Name			Date				