

# **Standard Shipping Instructions (SSI) Peru (IET)**

## **Purpose**

The purpose of the present document is to detail the requirements for importing materials into the Republic of Peru to ensure strict compliance with Peruvian Customs laws and regulations, expedite the customs clearance process, avoid risk of fines, penalties and forfeiture in relation to imported goods; and to minimize storage/demurrage charges.

## **Scope**

The requirements stated within this document apply to all shipments consigned by external suppliers from outside Peru to Baker Hughes business locations in Peru

## **Responsibility and Authority**

It is the Shipper's responsibility to follow the instructions described in the present document to assure full compliance with Baker Hughes shipping requirements and customs laws and regulations. International shipments crossing the Peruvian border and entering the customs territory of Peru must be accompanied by required import documents containing **full, true and accurate** shipping data. Consigners also undertake the responsibility to ensure the shipments comply with requirements for customs clearance as defined in the present document.

## **Description of Activity**

Shipper's planning and executing shipments consigned to Baker Hughes Peru 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

Site	Legal Entities	Email
Lima	Nuovo Pignone International, Sucursal del Peru	Baker Hughes Customs: <a href="mailto:bhcustomsscan@bakerhughes.com">bhcustomsscan@bakerhughes.com</a>

## 2. Shipping Address

**Consignee:** Nuovo Pignone International S.R.L. Sucursal Colombia, Bogota, Colombia

Address	Mode of Transportation	
AV. JORGE BASADRE GROHMANN NRO. 607 INT. 315 URB. ORRANTIA LIMA - LIMA - SAN ISIDRO	Air/ Ocean/ Courier	
Preferred Airport	Preferred Port	Courier Restrictions?
Jorge Chavez (Lima)	Callao	Yes

## 3. Incoterms

Air	CPT, FCA
Ocean	CPT, CFR, DAP, CIF, FOB, FCA
Courier	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

## 4. Billing/Invoicing Addresses

Legal entity	Address	Tax ID
Nuovo Pignone International, Sucursal del Peru	AV. JORGE BASADRE GROHMANN NRO. 607 INT. 315 URB. ORRANTIA LIMA - LIMA - SAN ISIDRO	RUC 20543405834

## 5. Radioactive Shipments

Allowed.

Radioactive materials require a license from IPEN (Instituto Peruano de Energia Nuclear).

Pre-shipment green light authorization is **always mandatory**. Please send the shipping documents for review and approval to the contact emails below:

- Baker Hughes Customs [bhcustomsscan@bakerhughes.com](mailto:bhcustomsscan@bakerhughes.com)
- For TPS product line: [preentrytpsscan@bakerhughes.com](mailto:preentrytpsscan@bakerhughes.com);
- For DS product line: [preentryDS@bakerhughes.com](mailto:preentryDS@bakerhughes.com).
- Send goods' arrival notice to [bhcustomsscan@bakerhughes.com](mailto:bhcustomsscan@bakerhughes.com)

## 6. Explosive shipments

Allowed

Explosive materials require a license from SUCAMEC (Superintendencia Nacional de Control de Servicios de Seguridad, Armas, Municiones y Explosivos).

Pre-shipment green light authorization is **always mandatory**. Please send the shipping documents for review and approval to the contact emails below:

- Baker Hughes Customs [bhcustomsscan@bakerhughes.com](mailto:bhcustomsscan@bakerhughes.com)
- For TPS product line: [preentrytpsscan@bakerhughes.com](mailto:preentrytpsscan@bakerhughes.com);
- For DS product line: [preentryDS@bakerhughes.com](mailto:preentryDS@bakerhughes.com).
- Send goods' arrival notice to [bhcustomsscan@bakerhughes.com](mailto:bhcustomsscan@bakerhughes.com)

## 7. Chemical shipments

Allowed

MSDS in Spanish must be provided. Some chemicals are considered IQBF (Insumos quimicos y bienes fiscalizados). Baker Hughes in Peru is not registered as an authorized importer of this kind of products.

Pre-shipment green light authorization is **always mandatory**. Please send the shipping documents for review and approval to the contact emails below:

- Baker Hughes Customs [bhcustomsscan@bakerhughes.com](mailto:bhcustomsscan@bakerhughes.com)
- For TPS product line: [preentrytpsscan@bakerhughes.com](mailto:preentrytpsscan@bakerhughes.com);
- For DS product line: [preentryDS@bakerhughes.com](mailto:preentryDS@bakerhughes.com).
- Send goods' arrival notice to [bhcustomsscan@bakerhughes.com](mailto:bhcustomsscan@bakerhughes.com)

## 8. Sample shipments

Allowed

Green light from Baker Hughes Customs required before shipping. Some samples may be restricted for import or may require special licenses. Shipping invoice must have a remark "Goods not for sale, free of charge, value provided for customs purposes only". Value of samples must be equal to the sale price value as per PO/Contract.

Pre-shipment green light authorization is **always mandatory**. Please send the shipping documents for review and approval to the contact emails below:

- Baker Hughes Customs [bhcustomsscan@bakerhughes.com](mailto:bhcustomsscan@bakerhughes.com)
- For TPS product line: [preentrytpsscan@bakerhughes.com](mailto:preentrytpsscan@bakerhughes.com);
- For DS product line: [preentryDS@bakerhughes.com](mailto:preentryDS@bakerhughes.com).
- Send goods' arrival notice to [bhcustomsscan@bakerhughes.com](mailto:bhcustomsscan@bakerhughes.com)

## 9. Repair shipments

Allowed

Pre-shipment green light authorization is **always mandatory**. Please send the shipping documents for review and approval to the contact emails below:

- Baker Hughes Customs [bhcustomsscan@bakerhughes.com](mailto:bhcustomsscan@bakerhughes.com)
- For TPS product line: [preentrytpsscan@bakerhughes.com](mailto:preentrytpsscan@bakerhughes.com);
- For DS product line: [preentryDS@bakerhughes.com](mailto:preentryDS@bakerhughes.com).
- Send goods' arrival notice to [bhcustomsscan@bakerhughes.com](mailto:bhcustomsscan@bakerhughes.com)

Temporary export expiry date for repair is determined by Argetinian customs. Baker Hughes Customs [bhcustomsscan@bakerhughes.com](mailto:bhcustomsscan@bakerhughes.com) is to confirm the definitive expire date.

Shipping invoice for a repair shipment must be issued as per requirements outlined in Section 13. On the invoice, please specify:

- Type of repair
- Paid or free-of-charge repair
- Item's full description including serial number, brand, model
- Net and gross weight

## 10. 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 for more information.

## 11. Restricted materials

Telecommunications equipment, radio, any article that emits or receives a Wi-Fi signal, or similar require the Internment Permit issued by the MTC (Ministry of Transport and Communications), in order to complete the import process.

Pre-shipment green light authorization is **always mandatory**. Please send the shipping documents for review and approval to the contact emails below:

- Baker Hughes Customs [bhcustomsscan@bakerhughes.com](mailto:bhcustomsscan@bakerhughes.com)
- For TPS product line: [preentrytpsscan@bakerhughes.com](mailto:preentrytpsscan@bakerhughes.com);
- For DS product line: [preentryDS@bakerhughes.com](mailto:preentryDS@bakerhughes.com).
- For goods' arrival notice: [bhcustomsscan@bakerhughes.com](mailto:bhcustomsscan@bakerhughes.com)

## 12. Any material need to be segregated?

Shipping documents for temporary import must be issued separately from consumables

## 13. Requirements for Commercial/Shipping/Customs Invoice

**Invoice must reflect the following data:**

- Shipper information: name, address and tax identification (Full Shipper Legal Entity Name)
- If the shipper is different from the seller, seller's information must also be included in the invoice (Name, address and tax identification).
- Consignee/Importer of record: name, address and tax identification (Full Consignee Legal Entity Name)
- Commercial Invoice Number
- Invoice Date
- PO/Contract number
- Bill-to address
- Ship-to address
- Manufacturer's information
- Payment terms
- Incoterms and place of delivery
- Currency
- Country of procedence
- Country of origin
- Specific description of the goods
- Part number
- Serial number
- Brand and model description
- Quantity
- Unit of measure
- Unit price per part number/line item
- Total price per line item
- Grand total invoice price
- Total net weight per line item
- Detailed cost of packing, freight, inland freight and insurance
- Detail of any other charges
- Special marks (i.e. temporary import)
- Signed with name, title and position of signatory

#### 14. 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

#### 15. Special packing instructions

- Wooden packages must show a readable ISPM 15 standard stamp.
- Each product inside the package must be labeled or physically marked with the country of origin.

**Notes: Suppliers must approach Baker Hughes Sourcing/Procurement for further instructions in case of project specific requirements**

#### 16. Freight Forwarder's instructions

- AWB must reflect the freight cost. This is required for import customs declaration.
- It is **mandatory** that all Freight Forwarders notify Baker Hughes Customs on every shipment with all associated shipping documents attached to the notification: [bhcustomsscan@bakerhughes.com](mailto:bhcustomsscan@bakerhughes.com)
- Baker Hughes Customs will check the accuracy and completeness of documents and send customs clearance instructions to an authorized customs broker.

#### 17. Required Documentation

Document Description	Quantity	Comments/Additional Information
Shipping Invoice	3	
Packing List	3	
AWB - BL	3	
Security Certificate	1	Contact BH Customs to confirm if certification is needed
Certificate of origin	1	Contact BH Customs to confirm if COO is needed
Heat Treated Certification	1	Wood must show relevant ISPM 15 standard stamp.
Weight declaration / Non Asbestos	1	Only for acrolein shipments
Safety Data Sheets	1	Required for DG shipments and chemicals

18. Required Approvals		
Approval	Yes or No	Comments/Additional information
Green Light Approval required?	Yes	<p>Green Light approval is required due to the need for presence of some licenses/import permits on certain products (based on HS code).</p> <p>Please contact:</p> <ul style="list-style-type: none"> <li>• Baker Hughes Customs <a href="mailto:bhcustomsscan@bakerhughes.com">bhcustomsscan@bakerhughes.com</a></li> <li>• For TPS product line: <a href="mailto:preentrytpsscan@bakerhughes.com">preentrytpsscan@bakerhughes.com</a>;</li> <li>• For DS product line: <a href="mailto:preentryDS@bakerhughes.com">preentryDS@bakerhughes.com</a>.</li> </ul>

19. Additional Information
For Temporary Imports contact <a href="mailto:bhcustomsscan@bakerhughes.com">bhcustomsscan@bakerhughes.com</a> as this procedure requires authorization from Custom and opening of a Surety Bond prior to import.

**References**

None

**Appendixes**

None