

STANDARD SHIPPING INSTRUCTIONS (SSI) Qatar (OFE, TPS)

Purpose

The purpose of this document is to detail the requirements of importing materials into the Qatar to ensure strict compliance with Qatar 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 Qatar from both intercompany or external suppliers for Baker Hughes business product lines located in Qatar (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 Qatar shipping requirements and Qatar customs laws and regulations. Suppliers arranging shipments to the Qatar 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 Qatar 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
Oil Field Equipment (OFE)	Vetco Gray Pte Ltd	Street 24, Gate 9, Venture Gulf Engineering Compound Industrial Area P.O. Box 24997 Doha – Qatar	Baker Hughes Customs Team: customs-COE-MENATSSA@bakerhughes.com
Turbomachinery Process Solutions (TPS)	Nouvo Pignone International	Najma Road Intersection C – RingRoad Doha Qatar P.O. Box 24992	Baker Hughes Customs Team: customs-COE-MENATSSA@bakerhughes.com

Destination Customs entry ports

Air shipments	Road shipments	Ocean shipments	Rail shipments
Hamad International Airport	Salwa Border	Hamad Port	Not applicable

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 address

Contact Baker Hughes Sourcing/Procurement for billing details.

4. Radioactive, Explosive & Chemical shipments

Chemical shipments allowed only.

- Import permit required from the Ministry of Environment and Protection prior to shipping.
- Full pre-alert with AWB number is required in advance to issue the undertaking letter to airport authority for boarding permission.
- DG declaration and MSDS sheet must be attached to shipping documents.
- Contact Baker Hughes Customs Team for review of shipping documents and approval for shipment.

5. Sample shipments

Allowed.

Contact Baker Hughes Customs Team for more instructions.

6. Repair and Return / Warranty Repair shipments

Allowed.

Requirements:

- Chamber attested invoice reflecting repair charges.
- Chamber attested Certificate of Origin from shipping country.
- Full pre-alert with AWB number.
- Pictures/photos of the tools with serial number and country of origin clearly visible as well as commercial invoice for review and approval. Advisable to mention Return and Repair shipment on the subject line or in the invoice

7. 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 Team for additional information.

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

The following data must be present on 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)

10. 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

11. Special Packing Instructions

Packing labeling depends on the package content. Starting from 30 June 2021, all sea freight shipments must be palletized (even if they come inside containers). Packing requirements must be duly reflected in PO/Contract. Special requirements vary from project to project and type of equipment/commodity.

12. Freight Forwarder's Instructions

Draft of the shipping documents to be sent to Baker Hughes Customs COE-MENATSSA@bakerhughes.com for review and approval before shipping. Full pre-alert to be sent to Logistics upon departure (one working day before flight departure or 4 days after vessel sail)

13. Required Documents

Approved Commercial/Shipping/Customs Invoice and Packing List

Document Description	Quantity	Comments/Additional Information
Shipping Invoice	2	One to be sent with the shipment. One to be sent separately by express courier. Both must be signed with blue ink and stamped.
Packing List	2	One to be sent with the shipment. One to be sent separately by express courier.
Airway Bill/Ocean Bill of Lading	1	One original and two copies to be sent with the shipment
Export Declaration	1	One original with the shipment (Only for ROAD shipments) and no need for Chamber attestations.
Security Certificate		
Certificate of Origin	2	One original with the shipment and one separately with express courier.
Certified Invoices	1	One original + Two Copy
Legalized Documents	1	One original + Two Copy
Heat Treated Certification	1	
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 email should be sent to 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:

- Below is the preferred template of the Commercial/Shipping/Customs Invoice & Packing Data ideally suitable for import-export customs clearance across Baker Hughes.
- Supplier is free to use his own invoice template on condition that the mandatory data above is duly provided.
- 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.
- 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			