

Standard Shipping Instructions (SSI) Saudi Arabia (OFE, IET)

Purpose

The purpose of this document is to detail the requirements of importing materials into the Kingdom of Saudi Arabia (KSA) to ensure strict compliance with Saudi 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 Saudi from both intercompany or external suppliers for Baker Hughes business product lines located in KSA (OFE, DS 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 KSA shipping requirements and KSA customs laws and regulations. Suppliers arranging shipments to Saudi 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 KSA 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)	Factory of Baker Hughes Saudi Arabia for Industry	Dammam 2 nd Industrial City, Dammam, 32168-31952, Kingdom of Saudi Arabia	Baker Hughes Customs Team: customs-COE-MENATSSA@bakerhughes.com
Oil Field Equipment (OFE)	Factory of Baker Hughes Pressure Control Middle East Co. Ltd. for Manufacturing	Dammam 2 nd Industrial City, 85th Street, Dammam, 31481, Kingdom of Saudi Arabia	Baker Hughes Customs Team: customs-COE-MENATSSA@bakerhughes.com
Turbomachinery Process Solutions (TPS)	Branch of Nuovo Pignone International S.r.l. in Dammam	Dhahran Technology Center (DTC), Abu Baker Alrazi St., Dhahran Techno Valley (DTV), P.O. Box 396 Al-Khobar, 31952, Dhahran, Kingdom of Saudi Arabia	Baker Hughes Customs Team: customs-COE-MENATSSA@bakerhughes.com
Digital Solutions (DS)	Baker Hughes Saudi Arabia Operations & Maintenance PO Box 32168 Al Khobar 31952 Saudi Arabia	Dhahran Technology Center (DTC), Abu Baker Alrazi St. Dhahran Techno Valley (DTV), P.O. Box 396 Al-Khobar, 31952, Dhahran, Kingdom of Saudi Arabia	Baker Hughes Customs Team: customs-COE-MENATSSA@bakerhughes.com

Destination Customs entry ports

Air shipments	Road shipments	Ocean shipments	Rail shipments
Dammam Airport	Batha/Salwa Border	Dammam Seaport	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/Invoicing Address

Contact Baker Hughes Sourcing/Procurement for billing details.

4. Radioactive, Explosive, Chemical shipments

Chemicals allowed only. Green Light approval from Baker Hughes Customs required prior to shipment.

5. Sample shipments

Allowed.

- Baker Hughes Customs Green Light required before shipping.
- Shipping Invoice must be from supplier/shipper side.
- Bags/pallets/drums/COO must be marked properly.

6. Repair and Return/Warranty Repair shipments

Allowed.

- Baker Hughes Customs Green Light required before shipping.
- Product pictures/photos required with serial number and country of origin clearly visible.
- Shipping invoice to be reviewed and approved by Baker Hughes Customs.
- It is desirable to show "Repair & Return" on the invoice.

7. 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.

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

Invoice must reflect the following data:

- 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 number and date
- Incoterms 2020: as per PO/Contract with proper indication of location. E.g.: FCA Aberdeen, UK.
- Payment terms: as per Contract/PO
- Item part/material number
- Item full description. Avoid abstract generic descriptions, abbreviations, coded descriptions.
- Serial number (required only for equipment/tools. Not required for consumables)
- Country of Origin (COO)
- Manufacturer's name for each line item with the manufactory date
- 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)

Contact Baker Hughes Customs for clarifications.

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. Freight Forwarder's Instructions (all shipments)

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

12. Required Documents

Document Description	Quantity	Comments/Additional Information
Shipping Invoice	1	Blue ink signature and company stamp)
Packing List	1	
Airway Bill/Ocean Bill of Lading	1	Please be informed that Consignee and the Notification will have to be the same. Kindly make sure to inform the local agent to release the D/O if there is no MB/L issued prior to vessel arrival date to avoid any delay in the clearance and incurring demurrage which will be cross charged to shipper. This applies for all EXPRESS /SEAWAY Bill/Copy of original BL. Telex release copy needs to be shared with destination. HB/L is not a negotiable document in Saudi Arabian customs. Customs penalty apply if happens to issue D/O with HB/L. Therefore, MB/L are required for customs clearance
Export Declaration		
Security Certificate		
Certificate of Origin	1	When made in country stated as non-removable and mentioned in commercial invoice then CoO not require. If non removable not being mentioned, then CoO require with Blue ink signature & Company stamp require
Certified Invoices	1	
Legalized Documents	1	Optional

Heat Treated Certification		
Form M		
NAFTA or FTA documents		
Others as required		Copy of commercial invoice stamped & signed from the shipper can clear the shipment locally from Customs as long, as COOs are engraved on the products.
Dangerous Goods declaration	1	If applicable
Safety Data Sheets	1	If applicable

13. 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

14. Additional Information

- Broker has to check whether SASO/SABER is in place before shipping the material.
- SASO/SABER certificate requirement/process is implemented between Shipper and Consignee. Customs could move the shipment to LAB/or ask for certification even if it is not required as per current HS code been used for the material itself.
- For commodities of UAE origin, a permit must be obtained from the Industrial Value Chain Integration Platform (Senai). To apply for the permit, Shipper must provide product pictures, brief description, function, HS code, manufacturer name, country, email & telephone number.
- Pre-alert email should be sent to Baker Hughes 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:										
Package ID	Package Type	Total net weight (kg)	Total gross weight (kg)	Dimensions (cm)	Contents					
TOTAL:										
Signature _____			Name _____			Date _____				