

Standard Shipping Instructions (SSI) South Africa (OFE, IET)

Purpose

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

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

Description of Activity

Shippers (Intercompany or external supplier) planning and executing shipments consigned to South Africa 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), Digital Solutions (DS), Oilfield Equipment (OFE).	Baker Hughes Energy South Africa Pty Limited.	86 Tsessebe Crescent, Corporate Park South, Randjespark X 76 Unit 4, Portion 2 of Erf 231, Midrand GP 1685, South Africa	Baker Hughes Customs: customs-COE-MENATSSA@bakerhughes.com

Destination Customs entry ports

Air shipments	Ocean shipments	Courier shipments
Johannesburg Airport – (JNB - O. R. Tambo International Airport)	Johannesburg port – (ZAJOH)	No liquid, No battery, No Dangerous goods

2. Incoterms

Air	Preferred terms - FCA, CPT, DAP
Ocean	Preferred terms - FCA, FOB, CIF, CPT, DAP
Courier	Preferred terms - FCA, CPT, DAP

- EXW and DDP are not supported.
- Use the terms 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: customs-COE-MENATSSA@bakerhughes.com
- Do not ship without proper approval of shipping documents and green light from Baker Hughes Customs

7. Sample shipments

Allowed.

- Contact Baker Hughes Customs Team for instructions: customs-COE-MENATSSA@bakerhughes.com
- Do not ship without approval of shipping documents and green light from Baker Hughes Customs.

8. Repair-Return/Warranty repair shipments

Allowed.

- Contact Baker Hughes Customs Team for instructions: customs-COE-MENATSSA@bakerhughes.com
- Do not ship without approval of shipping documents and green light from Baker Hughes Customs.

9. 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.

10. Restricted materials

South Africa Customs laws prohibit import of counterfeit goods of any description, unlicensed copies of copyright goods, fireworks and other explosives, firearms and other weapons that are fully automatic, Illicit or poisonous substances and prison-made goods. Such materials shall be confiscated by Customs and attempting to import them may lead to penalties.

11. Any material need to be segregated?

Not applicable

12. 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.

13. 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

14. Special packing instructions

- Packing List must be attached to the outside of the shipping package in a waterproof envelope or plastic sheath marked "Packing list enclosed".
- Specific packing requirements must be duly mentioned in PO/Contracts. Special requirements to packing vary from project to project and depend on the type of commodity being shipped.

15. Freight Forwarder's instructions

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

16. Required Documentation

Document Description	Quantity	Comments/Additional Information
Shipping Invoice	1 Original 4 Copies	Commercial invoice must be on Shipper's letterhead with stamp & signature (color photostats are not acceptable by Customs).
Packing List	3 Copies.	Packing List should be Shipper's letter head with stamp & signature (color photostats not acceptable by customs)
Airway Bill/Ocean Bill of Lading	1	B/L/Surrender/Original B/L as issued
Export Declaration		
Security Certificate		
Certificate of Origin	1	Chambered COO may be required on case-by-case basis.
Certified Invoices	1 Original	Consular attested invoice required for high value shipment shipments.
Legalized Documents		
Heat Treated Certification		
Form M		
NAFTA or FTA documents		
Others as required		

17. Required Approvals

Approval	Yes/No	Comments/Additional information
Green Light Approval Required	Yes	Green Light from Baker Hughes Customs for all shipments is required prior to shipping: 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.

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					