

## **Standard Shipping Instructions (SSI) Turkey (OFE, IET)**

### **Purpose**

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

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

### **Description of Activity**

Shippers (Intercompany or external supplier) planning and executing shipments consigned to Turkey 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
Oilfield Equipment (OFE), Turbomachinery Process Solutions (TPS), Digital Solutions (DS)	Baker Hughes Turkey Petrol Ve Gaz Limited Sirketi	Maslak Mahallesi, Eski Büyükdere Caddesi, Orjin Maslak Is Merkezi No: 27/1, Sanyer, Istanbul, Turkey	Baker Hughes Customs Team: <a href="mailto:customs-COE-MENATSSA@bakerhughes.com">customs-COE-MENATSSA@bakerhughes.com</a>

Preferred Airport	Preferred Seaport	Courier Restriction
Istanbul International airport	Gemlik Seaport	No liquid, No battery, No Dangerous goods

## 2. Incoterms

Air	Preferred - FCA/CPT/CIP
Ocean	Preferred - CPT, CFR, DAP, CIF, FOB, FCA
Courier	Preferred - FCA/CPT

- 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 for further instructions: [customs-COE-MENATSSA@bakerhughes.com](mailto:customs-COE-MENATSSA@bakerhughes.com)

## 7. Sample shipments

Allowed. Pre-shipment Green-light approval from Baker Hughes Customs required: [customs-COE-MENATSSA@bakerhughes.com](mailto:customs-COE-MENATSSA@bakerhughes.com)

## 8. 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.

## 9. Restricted materials

Turkish Customs states three product groups that can only be imported with a 'control document' issued by the Ministry of Environment:

- Certain waste, regulated by "Regulation for Product Safety and Inspection 2021/3"
- Certain chemicals, regulated by "Regulation for Product Safety and Inspection 2021/6"
- Metal scrap, regulated by "Regulation for Product Safety and Inspection 2021/23"

In cases where these commodities can be imported, the importer must be an industrial entity intending to use these materials in its own manufacturing process. Certain other products including but not limited to unprocessed precious metals, metal scrubs, and gasoline can only be imported by specific organizations and designated individuals.

#### 10. Any materials need to be segregated?

Not applicable

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

The invoice must reflect the following data:

- Shipper details: full name, address, telephone number
- Consignee details: full name, address, telephone number
- Commodity details: part number, description, HS code, country of origin, unit price, total price, Incoterms, payment terms, PO/Contract number, Ship From country, freight cost (depending on Incoterms), currency, project reference (if applicable).
- E-invoice is mandatory. There are two different systems used for sending and receiving e-invoices in Turkey. The first system is the e-Fatura which is used for business-to-business transactions between companies registered in the Turkish Revenue Administration (TRA). The second system is the e-Arşiv, which is used for B2B and B2C transactions between companies not registered in the Turkish Revenue Administration. It is essential to note that Turkey has a required centralized B2B2G e-invoicing system through its Turkish Revenue Administration (TRA) portal.

Contact Baker Hughes Customs to confirm e-invoice requirements on a case-to-case basis.

#### 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 should 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 packing requirements must be duly reflected in PO/Contract. Special packing requirements vary from project to project and type of commodity.

**14. Freight Forwarder's instructions**

- Pre-alert email with BOL/AWB number in the subject line to be sent to [customs-COE-MENATSSA@bakerhughes.com](mailto: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)

**15. Required Documents**

Document Description	Quantity	Comments/Additional Information
Shipping Invoice	3 Original and 3 Copies	Commercial invoice must be on Shipper's letterhead with stamp & signature (color photostats are not acceptable)
Packing List	3 Originals and 3 Copies	Packing List must be on Shipper's letterhead with stamp & signature (color photostats are not acceptable)
Airway Bill/Ocean Bill of Lading	3	B/L/Surrender/Original B/L as issued
Export Declaration	1	
Security Certificate		
Certificate of Origin	1	
Certified Invoices (E-invoice)	1	Issued through Turkish Revenue Administration (TRA) portal.
Legalized Documents		
Heat Treated Certification		
Form M		
NAFTA or FTA documents		
Others as required		

**16. Required Approvals**

Approval	Yes/No	Comments/Additional information
Green Light Approval Required	Yes	Green Light from Bakr Hughes Customs for <b>all shipments is required</b> prior to shipping: <a href="mailto:customs-COE-MENATSSA@bakerhughes.com">customs-COE-MENATSSA@bakerhughes.com</a>

**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.

<b>SHIPPING INVOICE</b>											
<b>No. XXX</b>											
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					