

Standard Shipping Instructions (SSI) United Arab Emirates (OFE, IET)

Purpose

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

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

Description of Activity

Shippers (Intercompany or external supplier) planning and executing shipments consigned to UAE 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) – F&PT Valves	Dresser International LLC.	Warehouse No. 03, PLOT# MO 0531, Road N302, Jebel Ali Free Zone, Dubai, PO Box 61302, United Arab Emirates	Baker Hughes Customs Team: customs-COE-MENATSSA@bakerhughes.com
Digital Solutions (DS) – Bently Nevada	Baker Hughes Energy FZE (AE-1118462)	Plot No. MO 0531, Road No. N302, Jebel Ali Free Zone, Dubai, United Arab Emirates	Baker Hughes Customs Team: customs-COE-MENATSSA@bakerhughes.com
Oilfield Services (OFE) – SPC/TPS	Nuovo Pignone International S.R.L.	Sector: MW-4, Plot: 13A1-A, St: 16th Street Abu Dhabi, United Arab Emirates	Baker Hughes Customs Team: customs-COE-MENATSSA@bakerhughes.com

Preferred Airport	Preferred Seaport	Courier Restriction
<ul style="list-style-type: none"> DWC Airport (Dubai) Abu Dhabi International Airport (Abu Dhabi) 	<ul style="list-style-type: none"> Jebel Ali Sea Port (Dubai) Abu Dhabi Seaport / Khalifah Seaport (Abu Dhabi) 	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

- Currently Baker Hughes Energy FZE does not import Chemical products to UAE.
- Contact Baker Hughes Customs for further instructions: customs-COE-MENATSSA@bakerhughes.com

7. Sample shipments

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

8. Repair and Return/Warranty shipments

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

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

Please connect with CCOE team customs-COE-MENATSSA@bakerhughes.com to check import restrictions at destination

11. Any materials need to be segregated?

All DG material must be separated from non-DG material shipments; and parts / products number should be mentioned in separate invoice as well classification number.

12. Requirements for Commercial/Shipping/Customs invoice

The following data must be duly reflected in the invoice:

- Shipper's details: name, address, phone number;
- Consignee details: name, address, phone number;
- Commercial Invoice number and date;
- Reference to PO/Contract number
- Incoterms
- Item part number
- Item serial number (if required)
- Item description
- Country of origin
- Country of manufacture
- HS code
- Unit price
- Total price
- Currency

Data above must be in English.

- Effective 01 February 2023 all customers in the mainland (UAE) require getting the import commercial invoice attested by MOFAIC for Customs entry filing.
- All goods imported to UAE with a commercial value over AED10000 must comply with MOFAIC attestation.
- Invoice attestation fee is AED 150.00 per invoice + AED 30.00 per additional invoice.
- Failure to comply with the attestation rule will result in a penalty amounted at AED 500.00.
- In case the invoice is not attested before import clearance, customer will have 14 days after declaration of goods to attest invoice in order to avoid the penalty.
- Documents require for applying attestation.
- Commercial Invoice copy.

- Certificate of origin - not required if the COO is mentioned on commercial Invoice.
- This requirement will apply to the following declaration types:
 - Import to Local from ROW (Rest of world)
 - Import to Local from FZ (Free Zone)
 - Import to Local from CW (Custom Warehouse)
 - Import Statistical Declaration
 - Import for Re Export to Local from ROW (Rest of world)
 - Import for Re Export to Local from FZ (Free Zone)
 - Import to Local After Temporary Admission
- The following scenarios are excluded from attestation and declaration changes:
 - Invoices with value less than 10,000 AED.
 - Owner of the declaration is Passenger or Personal Customer or Government Entities.
 - Police & Military.
 - Diplomatic, Charitable societies & International Organization.
 - Special needs of physically challenged people.
 - Used personal belongings.
 - Shipments of return goods and short landed goods
 - Import of products originating from GCC countries
 - Import from GCC Country with duty already paid at origin.
 - B2C E-Commerce movements.

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

Packing must be properly marked and labeled from outside with consignee name, address, invoice number and PO/Contract number.

14. Special packing instructions

- Shipment must comply with international import sea freight and air freight packing requirement.
- Any specific packing requirements must be duly reflected in PO/Contract.
- Special packing requirements vary from project to project and type of commodity.

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 Documents		
Document Description	Quantity	Comments/Additional Information
Shipping Invoice	1	Original (Duly Signed in Blue Ink & Rubber Stamped/ Company Seal)
Packing List	1	Original (Duly Signed in Blue Ink & Rubber Stamped/ Company Seal)
Airway Bill/Ocean Bill of Lading	3	MBL / HBL
Export Declaration	1	
Security Certificate		
Certificate of Origin	1	Required for Ocean shipments only
Certified Invoices	1	Required for Ocean shipments only
Legalized Documents		
Heat Treated Certification		
Form M		
NAFTA or FTA documents		
Others as required		
Dangerous Goods declaration	1	If applicable
Safety Data Sheets	1	If applicable

17. Required Approvals

Approval	Yes/No	Comments/Additional information
Green Light Approval Required	Yes	Green Light from Bakr 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				