

# Standard Shipping Instructions (SSI) Trinidad & Tobago (IET)

## Purpose

The purpose of the present document is to detail the requirements for importing materials into the Republic of Trinidad & Tobago to ensure strict compliance with Trinidad & Tobago Customs laws and regulations, expedite the customs clearance process, avoid risk of fines, penalties and forfeiture in relation to imported goods; and to minimize storage/demurrage charges.

## Scope

The requirements stated within this document apply to all shipments consigned by external suppliers from outside Peru to Baker Hughes business locations in Trinidad

## Responsibility and Authority

It is the Shipper's responsibility to follow the instructions described in the present document to assure full compliance with Baker Hughes shipping requirements and customs laws and regulations. International shipments crossing Trinidad & Tobago border and entering the customs territory of Trinidad & Tobago must be accompanied by required import documents containing **full, true and accurate** shipping data. Consigners also undertake the responsibility to ensure the shipments comply with requirements for customs clearance as defined in the present document.

## Description of Activity

Shipper's planning and executing shipments consigned to Baker Hughes Trinidad & Tobago shall proceed in accordance with the shipping instructions and specific routing terms set forth below.

## 1. Contacts

Sites	Legal Entities	Emails
Trinidad & Tobago	Nuovo Pignone International S.R.L., Trinidad and Tobago Branch	<a href="mailto:bhcustomsscan@bakerhughes.com">bhcustomsscan@bakerhughes.com</a>

Suppliers' first and main point of contacts is BH Sourcing & Procurement

## 2. Shipping Addresses (Ship To)

### Destination: Nuovo Pignone International S.R.L. Sucursal Colombia, Bogota, Colombia

Address	Means of Transportation	
#1 Atlantic Avenue, Point Fortin, Trinidad & Tobago	Air/ Ocean/ Courier	
Preferred Airport	Preferred Port	Courier Restrictions?
Puerto España	Point Lisas	Yes

## 3. Incoterms

<b>Air</b>	CPT, FCA
<b>Ocean</b>	CPT, CFR, DAP, CIF, FOB, FCA
<b>Courier</b>	CPT, FCA

- Use Incoterms provided on Contract/PO
- EXW and DDP are not supported

## 4. Billing Invoicing Addresses

Legal entity	Address	Tax ID
Nuovo Pignone International S.R.L., Trinidad and Tobago Branch	#1 Atlantic Avenue, Point Fortin, Trinidad & Tobago	000125706-9

Suppliers' first and main point of contacts is BH Sourcing & Procurement

## 5. Radioactive Shipments

Allowed.

Radioactive materials require a license from Chemical Toxic Board prior to shipment. Please send the email for approval of the shipment documents (invoice and packing list) prior of the shipment to Customs team: [bhcustomsscan@bakerhughes.com](mailto:bhcustomsscan@bakerhughes.com) and to: TPS (Product line): [preentrytpsscan@bakerhughes.com](mailto:preentrytpsscan@bakerhughes.com); and to DS (Product Line): [preentryDS@bakerhughes.com](mailto:preentryDS@bakerhughes.com). Notification of goods arrival shall be done to BH Customs COE [bhcustomsscan@bakerhughes.com](mailto:bhcustomsscan@bakerhughes.com)

Suppliers shall reach out to BH Sourcing & Procurement for additional instructions regarding radioactive shipments

## 6. Explosive Shipments

Allowed.

Explosive materials require a license from Chemical Toxic Board prior to shipment. Please send the email for approval of the shipment documents (invoice and packing list) prior of the shipment to Customs team: [bhcustomsscan@bakerhughes.com](mailto:bhcustomsscan@bakerhughes.com) and to: TPS (Product line): [preentrytpsscan@bakerhughes.com](mailto:preentrytpsscan@bakerhughes.com) and to DS (Product Line): [preentryDS@bakerhughes.com](mailto:preentryDS@bakerhughes.com). Notification of goods arrival shall be done to BH Customs COE [bhcustomsscan@bakerhughes.com](mailto:bhcustomsscan@bakerhughes.com)

## 7. Chemical Shipments

Allowed.

MSDS must be provided. Some chemicals require a license from Chemical Toxic Board prior to shipment. Please send the email for approval of the shipment documents (invoice and packing list) prior of the shipment to Customs team: [bhcustomsscan@bakerhughes.com](mailto:bhcustomsscan@bakerhughes.com) and to: TPS (Product line): [preentrytpsscan@bakerhughes.com](mailto:preentrytpsscan@bakerhughes.com); and to DS (Product Line): [preentryDS@bakerhughes.com](mailto:preentryDS@bakerhughes.com). Notification of goods arrival shall be done to BH Customs COE [bhcustomsscan@bakerhughes.com](mailto:bhcustomsscan@bakerhughes.com)

## 8. Sample Shipments

Always ask for authorization from the customs team before shipping. Some samples may be restricted for importation or may require special licenses. For goods to be shipped under Invoice showing “goods not for sale, Free of charge, value for customs purposes only” note that the value of samples must be equal to the sale price value. Please send the email for approval of the shipment documents (invoice and packing list) prior of the shipment to Customs team: [bhcustomsscan@bakerhughes.com](mailto:bhcustomsscan@bakerhughes.com) and to: TPS (Product line): [preentrytpsscan@bakerhughes.com](mailto:preentrytpsscan@bakerhughes.com); and to DS (Product Line): [preentryDS@bakerhughes.com](mailto:preentryDS@bakerhughes.com). Notification of goods arrival shall be done to BH Customs COE [bhcustomsscan@bakerhughes.com](mailto:bhcustomsscan@bakerhughes.com)

**Suppliers' first and main point of contacts is BH Sourcing & Procurement**

## 9. Repair Shipments

- Always ask for authorization from the customs team before shipping repairs.
- Send the email for approval of the shipment documents (invoice and packing list) prior of the shipment to Customs team: [bhcustomsscan@bakerhughes.com](mailto:bhcustomsscan@bakerhughes.com) and to: TPS (Product line): [preentrytpsscan@bakerhughes.com](mailto:preentrytpsscan@bakerhughes.com); and to DS (Product Line): [preentryDS@bakerhughes.com](mailto:preentryDS@bakerhughes.com)
- Be noted the expire date of a temporary export for repair will be one year from the exporting date. Please contact [bhcustomsscan@bakerhughes.com](mailto:bhcustomsscan@bakerhughes.com).
- Notification of goods arrival shall be done to BH Customs COE [bhcustomsscan@bakerhughes.com](mailto:bhcustomsscan@bakerhughes.com)
- Shipment to be done with a repair invoice following the same rules at point 13
- Specify the type of repair done
- Specify the reparation will be on payment term or free of charge
- Specify the serial number, brand and model of the items
- Specify net and gross weight of the item/s

**Suppliers shall reach out to BH Sourcing & Procurement for additional instructions regarding repair and return/warranty repair shipments**

## 10. Hand Carry

Not allowed for external suppliers. Only inter-company carriage in exceptional cases. Contact BH CCOE [bhcustomsscan@bakerhughes.com](mailto:bhcustomsscan@bakerhughes.com) for additional information.

## 11. Restricted Materials

Regardless HS codes, the importation of some materials may be restricted (example: products that includes any kind of gas needs the license of Ministry of Trade & Industry). To understand exceptions, please contact the Customs Team. Please send the email for approval of the shipment documents (invoice and packing list) prior of the shipment to Customs team: [bhcustomsscan@bakerhughes.com](mailto:bhcustomsscan@bakerhughes.com) and to: TPS (Product line): [preentrytpsscan@bakerhughes.com](mailto:preentrytpsscan@bakerhughes.com); and to DS (Product Line): [preentryDS@bakerhughes.com](mailto:preentryDS@bakerhughes.com) Notification of goods arrival shall be done to BH Customs COE [bhcustomsscan@bakerhughes.com](mailto:bhcustomsscan@bakerhughes.com)

## 12. Any material needs to be segregated?

Dedicated documents must be issued for temporary importations, separately from consumables

### 13. Key Requirements for Commercial/Shipping/Customs Invoice

- Shipper information: name, address and tax identification (Full Shipper Legal Entity Name)
- If the shipper is different from the seller, seller's information must also be included in the invoice (Name, address and tax identification).
- Consignee / Importer of record: name, address and tax identification (Full Consignee Legal Entity Name)
- Commercial Invoice Number
- Invoice Date
- PO Number
- Bill-to Address
- Ship-to Address
- Manufacturer's Information
- Payment Terms
- INCOTERM with place of delivery
- Currency
- Country of precedence
- Country of origin
- Specific description of the goods
- Part number
- Serial Number
- Brand and Model
- Unit quantity and Total Quantity
- Unit of measurement
- Unit and total price per each Part Number
- Total value of the invoice
- Net and Gross weight
- Detailed cost of packing, freight, inland freight and insurance
- Detail of any other charges
- Special marks (i.e. temporary import)
- Signed with name, title and position of signatory

### 14. Key Requirements on Packing List.

- Quantity of packages
- Net (NW) and gross weight (GW) – Per item and total.
- Package dimensions
- Package type
- Packing List is not required on a separate document, if packing details are included in the shipping invoice

### 15. Special Packing Instructions

Wooden packages must show a readable ISPM 15 standard stamp. Each product inside the package must be labeled or physically marked with the country of origin.

**Notes: Suppliers should refer to BH Sourcing & Procurement for further instructions in case of project specific requirements**

### 16. Forwarder's Instructions

AWB must show the freight cost as this information is needed for the Customs declaration. It is **mandatory** that all Freight Forwarders **notify** every shipment to BH Customs COE by email providing all the related documents

Department	Email
BH Customs COE	<a href="mailto:bhcustomsscan@bakerhughes.com">bhcustomsscan@bakerhughes.com</a>

BH Customs COE team (CCOE) will check completeness/correctness of the documents and send customs clearance instructions to authorized customs brokers.

## 17. Required Documentation

Document Description	Quantity	Comments/Additional Information
Shipping Invoice	3	
Packing List	3	
AWB - BL	3	
Certificate of origin	1	Contact BH Customs COE Team to confirm if CO is needed
Heat Treated Certification	1	Wood must show relevant ISPM 15 standard stamp.
Safety Data Sheets	1	Required for DG shipments and chemicals

## 18. Required Approvals

Approval	Yes or No	Comments/Additional information
Green Light Approval required?	Yes	Green Light approval is required due to some licenses may be required depending on the HS code. Any doubt please contact Customs team: <a href="mailto:bhcustomsscan@bakerhughes.com">bhcustomsscan@bakerhughes.com</a> and for TPS Product line: <a href="mailto:preentrytpsscan@bakerhughes.com">preentrytpsscan@bakerhughes.com</a> , for DS Product Line: <a href="mailto:preentryDS@bakerhughes.com">preentryDS@bakerhughes.com</a> .

## 19. Additional Information

For Temporary Imports contact [bhcustomsscan@bakerhughes.com](mailto:bhcustomsscan@bakerhughes.com) as this Regime requires a Surety Bond prior to shipment.

### Reference

None

### Appendixes

None