

Standard Shipping Instructions (SSI) Australia (IET)

Purpose

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

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 Australia shipping requirements and Australian customs laws and regulations.

Consignors arranging shipments crossing into Australia boundaries are responsible for providing complete and accurate shipment information and documentation as well as ensuring those shipments adhere to the requirements for Australian Customs clearance as defined in the procedure.

Description of Activity

Shippers (Intercompany or external suppliers) planning and executing shipments consigned to Australia shall proceed in accordance with the shipping instructions and specific routing terms set forth below

1. Contacts

Site	Legal Entity	Email
Perth	Baker Hughes Services Australia Pty Ltd	APAC-Customs@bakerhughes.com
Sydney	Baker Hughes Digital Solutions Australia Pty Ltd	APAC-Customs@bakerhughes.com

2. Shipping Address

Baker Hughes Services Australia Pty Ltd Tax ID: 65 009 080 951		
Air	Ocean	Courier
Baker Hughes Services Australia Pty Ltd 631 Karel Avenue, Jandakot, WA 6164 Australia	Baker Hughes Services Australia Pty Ltd 631 Karel Avenue, Jandakot, WA 6164 Australia	Baker Hughes Services Australia Pty Ltd 631 Karel Avenue, Jandakot, WA 6164 Australia
Preferred Airport	Preferred Port	Courier Restrictions
Perth	Fremantle	None

Baker Hughes Digital Solutions Australia Pty Ltd Tax ID: 97 082 286 913		
Air	Ocean	Courier
Baker Hughes Digital Solutions Australia Pty Ltd 99 Walker Street, North Sydney, NSW 2060 Australia	Baker Hughes Digital Solutions Australia Pty Ltd 99 Walker Street, North Sydney, NSW 2060 Australia	Baker Hughes Digital Solutions Australia Pty Ltd 99 Walker Street, North Sydney, NSW 2060 Australia
Preferred Airport	Preferred Port	Courier Restrictions
Sydney	Sydney	None

3. Incoterms

Air	FCA / DAP
Ocean	FCA / DAP
Courier	FCA / DAP

DDP Term is a "**Highly Discouraged**" Incoterm. Obtain approval from Finance and International Trade Compliance (ITC) before shipping. Always use Incoterms provided in PO/Contract.

4. Billing Invoicing Address

LEGAL ENTITY	ADDRESS
Baker Hughes Services Australia Pty Ltd	631 Karel Avenue, Jandakot, WA 6164 Australia
Baker Hughes Digital Solutions Australia Pty Ltd	99 Walker Street, North Sydney, NSW 2060 Australia

5. Radioactive shipments

Allowed. Radioactive materials are governed by the Australian Radiation Protection and Nuclear Safety Agency. Australian regulations require an Import Permit to be granted prior to the arrival of most radioactive materials. Shipper should inform APAC-Customs@bakerhughes.com and send corresponding documents such as invoice, all supporting documents/licenses with product line support to coordinate/determine if permit is required.

6. Explosive shipments

Not Applicable.

7. Chemical shipments

Allowed.

1. Material Safety Data Sheet must be included with the pre-alert, as well as attached to the packages). If classified as dangerous goods for shipping, adherence to all dangerous goods regulations is required.
2. Note Custom Law Regulation Changes for 2020 for Rules for Importing Hydrochlorofluorocarbon (HCFC) Equipment from 1 January 2020 and please refer to <https://www.abf.gov.au/help-and-support-subsite/CustomsNotices/2019-40.pdf>

8. Sample shipments

1. Do not ship until "green light" is provided by product line representative. State on invoice "Sample at no charge". As per Customs requirement, the value shown on invoice must represent the commercial value of the goods (sales price).
2. SDS in English are required for all chemical samples

9. Repair Return / Warranty shipments

Please Stipulate on the document whether it is a warranty repair / repair / modification and return shipment.
Do not ship until 'green light' is provided.

For repair and return shipment, please quote RMA #'s which is approved by the business when arranging for return shipment.

The original value of the item being returned must be declared on the commercial invoice.

The repair cost must be declared as a separate line on the commercial invoice for repair and return shipment.

Change to serial number must be declared on the commercial invoice. There should not be any change to the serial number unless the material must be replaced. Approval must be obtained from the requestor prior to replacing the material.

Replacement under warranty is allowable but the commercial invoice must state, "component replaced under warranty".

Shipments of modified goods will be treated as new goods on arrival to Australia. Duty will be payable on the full value of shipment irrespective of whether the goods are returning to Australia.

Shipping documents to be notified to email address: APAC-Customs@bakerhughes.com

10. 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/Logistics teams for more instructions.

11. Restricted materials

For prohibited / restricted materials, please reference to the below link:

<https://www.abf.gov.au/importing-exporting-and-manufacturing/prohibited-goods/list-of-items>

Any clarification, Contact ITC Team – ITCSupport@bakerhughes.com

12. Materials to be segregated

None

13. Requirements for Commercial/Shipping/Customs Invoice

- Invoice Number
- PO Number
- Ship-To Name and Address

- Bill-To Name and Address
- Incoterms with place of delivery
- Quantity
- Unit of Measurement
- Currency
- Unit Price
- Total Price
- Part Number
- Detailed commercial description in English
- Specification of goods
- Country of Origin
- Harmonized Tariff Codes
- ECCN
- Brand
- Model
- Serial Number (if applicable)

Notes:

The part number or any other code is not considered as a detail description

14. Requirements for Packing List

All shipment required:

- Part Number
- Detailed commercial description in English
- Quantity
- Unit of Measurement
- Gross and Net Weight of each item
- Number of Crates / Packages
- Measurement of Crates / Packages

15. Special Packing Instructions

- All items will be packed in a manner that will withstand air, land, or sea freight in transit handling to ensure the protection and safe arrival of contents at destination.
- Packaging used with the consignment shall be clean and new and it must contain no restricted packing materials as defined by DOAWR on the Import Conditions (BICON) database <http://www.agriculture.gov.au/import/bicon>.
- Cargo must ensure clean and free from all discernible evidence of Biosecurity Risk Material (BRM). Biosecurity Risk Material includes but is not limited to:
 - Animal material (such as hair, fur, skin, feces, shell, blood and fluids, feathers, honey, flesh and bone)
 - Live animals (such as rodents and reptiles)
 - Food refuse (such as food scraps)
 - Live insects (such as Khapra beetle)
 - Snails (such as giant African snail)
 - Plant pathogens (e.g., Fungi, nematodes, bacteria, viruses etc.)
 - Plant material (such as pollen, bark, spores, flowers, seeds, gum, leaves, branches, roots, stems, wood, fruits and vegetables)
 - Soil (such as dirt, mud, gravel, clay and sand)
 - Water
- Timber packaging and dunnage used within the consignment must meet the timber packaging and dunnage requirements as defined by DOAWR on the Import Conditions (BICON) database <http://www.agriculture.gov.au/import/bicon>
 - All Timber packaging and dunnage must be clean and free from Biosecurity Risk Material.

Timber packaging and dunnage must comply with ISPM15 regulations. Further information can be found at: http://www.timcon.org/ispm15/information/downloads/ISPM15_Revised_Regulation_2009.pdf.

- Any equipment loss or damage incurred due to improper or poor packaging will be the responsibility of the shipper.

- Labels applied when necessary: this side up, fragile, handled with care, keep dry, must show center of gravity and provide any handling instruction if the package is non-standard i.e., lifting instruction.
- Each package/crate/box must be marked legibly and indelibly with consecutive box numbering and consignee's address, weight and dimensions clear visible, PO order / Contract No.

Notes:

- Packing instruction must comply with company / client's requirements and meet all regulatory standard. Please refer to your local sourcing / buyer for further details.
- BMSB Risk Season

To manage the risk posed by Brown Marmorated Stink Bug(BMSB) to Australia, Department of Agriculture, Water and Environment(Biosecurity Regulator, Australia) has retained the seasonal measures to manage the risk of BMSB arriving in Australia during the BMSB risk season between 1 September and 30 April (inclusive). For latest update, please refer to : <https://www.agriculture.gov.au/biosecurity-trade/import/before/brown-marmorated-stink-bugs/arrival>

Offshore BMSB Treatment Providers Scheme

Treatment certification accepted only from approved treatment providers. Consignment with a certificate from unapproved treatment provider will be targeted. List of approved treatment providers is update progressively(www.agriculture.gov.au/biosecurity)

For more information on BMSB, please contact: biosecurity@bakerhughes.com

16. Forwarder's Instructions

Pre-alert including shipping documents and shipping details must be sent 24 hours prior to arrival of goods.

17. Required Documents

Document Description	Quantity	Comments/Additional Information
Commercial/Shipping Invoice	1	
Packing List	1	
Airway Bill/Ocean Bill of Lading	1	Require Airway Bills / Ocean Bill of Lading to be rated with actual international transportation costs billed by the forwarder
Packing Declaration	1	
Packing Declaration Statements	1	
Heat Treated Certification	1	
NAFTA or FTA documents	2	1 Original and 1 copy (if qualify)
Safety Data Sheets	1	Chemical
BMSB Treatment Certificate	1	To customs authorities to demonstrate the goods have been treated at origin for Goods manufactured in, or shipped from the target risk counties as sea cargo only during the BMSB risk season between 1 September and 30 April (inclusive)

18. Required Approvals

Approval	Yes or No	Comments/Additional information
Green Light Approval	Yes	Contact Logistics team to review and approve on the content in the checklist
OFE Biosecurity checklist	Yes	Contact Logistics team to review and approve on the content in the checklist
Freight/Service cost not in GSA	Yes	Please contact Allyn International at email asialec@allynintl.com for LSPO

19. Required Approvals

Pre-alert and shipping instructions

Ship-To and Bill-To address

These addresses must be exactly as shown in the fiscal ID for each Product Line, for instance:

1. Baker Hughes Services Australia Pty Ltd

631 Karel Avenue, Jandakot, West Australia 6164
ABN – 65 009 080 951

2. Baker Hughes Digital Solutions Australia Pty Ltd
99 Walker Street, North Sydney, New South Wales 2060
ABN – 97 082 286 913

Pre-alert and shipping instructions must be sent 24 hours prior to arrival of goods to the following emails:

1. Customs Broker – DHL

Email	Mode of Transport
percdz.ge@dhl.com	Ocean freight
Cdaz-per@dhl.com	Airfreight

Please follow below instructions:

COMMERCIAL INVOICE

- Invoice Header Level
- Name and address of Shipper
- Name and address of Consignee
- Relevant Order details including (as applicable): Purchase Order number, name of person requesting goods.
- Incoterms (i.e. FCA, DAP)
- Invoice currency type (i.e. US\$, IDR, EUR)
- Packing and freight charges (if applicable)
- Invoice Line-item level
- Part Number(s)
- Detailed item description (including model number, grade or quality, and whether new or used), Country of Origin, HTS code, ECCN, serial number (if applicable), quantity, unit and extended value in English.
- Hard copy invoice must be made available for customs clearance.

PACKING LIST

- Gross and net weight
- Dimensions of packages. Each package/crate/box is to be consecutively numbered, and it should clearly indicate which items are packed within each box, i.e. "Box 1 of 2 – containing items 3 and 4 of invoice no. XXXXX".
- Copy of the packing list should be placed in a waterproof envelope and securely attached on the package.

AIRWAY BILL / BILL OF LADING

- The information on the airway bill / bill of lading should correspond with the invoices and packages.

PRE-ALERT

- Pre-alert is required for ALL shipments (including all modes: air, land, sea, etc.) arriving at Australia
- Pre-alert must be sent to customs broker and copy respective product line contact list per section 1 no later than 1 business day for air and 4 business days for ocean.
- Pre-alert should include details which may be useful to the clearance process including, but not limited to (as applicable):
 - Airline or vessel name
 - Flight or voyage number
 - Port of arrival
 - ETD and ETA
 - Copy of rated Airway Bill or Ocean Bill of Lading stating the actual international transportation cost billed by the forwarder
 - Commercial Invoice and Packing List
 - P.O. Number
 - RMA Number for items returning for repair

- Name of the person/location for which the shipment is intended if not on PO
- Mill Test Certificate or Certificate of Analysis (if applicable)
- Materials Safety Data Sheets (MSDS)
- Shippers Declaration for Dangerous Goods (where applicable)
- Repair/Alterations/Process Certificate as applicable
- For clarification on the pre-alert requirement related to specific project, please reach out to Logistics team for additional information.

MARKING OF PRODUCT COO

- All items must be labeled, in the English language when marking the product with the CoO.
- Example product CoO marking language includes “Country of Origin: Indonesia,” or CoO: ID”
- The CoO marking of the product must be:
 - Conspicuous. Seen with casual handling of the article.
 - Legible. Adequately sized and clear enough to be read easily.
 - Indelible. Incapable of being erased, removed, or obliterated.
 - Permanent. Affixed to the product so that it cannot be removed or altered.
- All articles must be marked with product CoO unless the marking affects the primary function of the product.

If the article is exempt from marking, the container in which it is housed (such as the outer box, package, etc.) must be marked.

QA/QC DOCUMENTATION

- Certificate of Conformance
- EC Type Examination Certificate (Equipment and protective systems intended for use in potentially explosive atmospheres supplied for each class of Electrical items)
- Test Certificate
- Material Certificates
- Quality Inspection Checklists
- Dimensional Inspection Report
- Instruction or Operating Manuals

PACKING DECLARATION

- Packing declarations may be required and must contain all statements required by DOAWR for the importation of goods as per the DOAWR Non-Commodity Information Requirements Policy. The following DOAWR website links will provide information for:
 - Packing declaration template – <http://www.agriculture.gov.au/import/arrival/clearance-inspection/documentary-requirements/templates>
 - DOAWR Non-Conformity Minimum Requirements Policy – http://www.agriculture.gov.au/import/arrival/clearance-inspection/documentary-requirements/non-commodity_information_requirements_policy

PACKING DECLARATION STATEMENTS

Information for packing declaration statements can be found at the following DOAWR website – http://www.agriculture.gov.au/import/arrival/clearance-inspection/documentary-requirements/non-commodity_information_requirements_policy

20. Legal Due Diligence Database (LDD)

All international freight shipments should only use vendors from “The Approved Vendor List”. Contact Baker Hughes Customs/Logistics teams for more instructions.

Responsibility

It is the exporting location’s responsibility to follow the instructions described in this document to assure complete compliance with Baker Hughes Australia shipping requirements and Australia customs laws and regulations.

Terms, Definitions and Acronyms

- **Country of Origin:** Country of manufacture, production, or growth. Country of origin is not determined based on the country from which an item was purchased or shipped.
- **Commercial Invoice:** Invoice used for shipping / customs clearance.
- **Proforma Invoice:** Document constructed to serve in place of a commercial invoice for non-billable shipments and used for only customs clearance purposes.
- **Packing List:** Document detailing contents of a shipment by box count, gross, and net weight.
- **Assists:** Goods and services that are supplied by the buyer “directly or indirectly” and either “free of charge or at a reduced rate” for use in connection with the production or sale for export to Australia of the imported merchandise. Basically, an assist is a good or service that the seller or manufacturer of the imported merchandise would have had to purchase or pay for to produce the merchandise if the buyer did not provide it. Example of assist are:
 - Materials, components, parts, and similar items incorporated in the imported merchandise.
 - Tools, dies, molds, and similar items used in the production of the imported merchandise.
 - Engineering, development, artwork, design work, and plans and sketches that are undertaken elsewhere than in Australia and are necessary for the production of the imported merchandise.

Appendixes

None