

# **Standard Shipping Instructions (SSI) Japan (IET)**

## **Purpose**

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

## **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 Japan shipping requirements and Japanese customs laws and regulations.

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

## **Description of Activity**

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

## 1. Contacts

| Site    | Legal Entity                   | Email  |
|---------|--------------------------------|--|
| Niigata | Dresser Japan Ltd.             | <a href="mailto:APAC-Customs@bakerhughes.com">APAC-Customs@bakerhughes.com</a> |
| Tokyo   | Baker Hughes Japan Co., Ltd.   | <a href="mailto:APAC-Customs@bakerhughes.com">APAC-Customs@bakerhughes.com</a> |
| Tokyo   | Baker Hughes Energy Japan, Ltd | <a href="mailto:APAC-Customs@bakerhughes.com">APAC-Customs@bakerhughes.com</a> |

## 2. Shipping Address

| Dresser Japan Ltd,<br>Tax ID: 204000108763-0003  |  |  |
|--|--|--|
| Air  | Ocean  | Courier  |
| Dresser Japan Ltd<br>Kariwa Plant, 800 Ohaza-Tohkaichi<br>Kariwa-mura, Kariwa-Gun, Niigata-<br>Ken, 945-0395 Japan | Dresser Japan Ltd<br>Kariwa Plant, 800 Ohaza-Tohkaichi<br>Kariwa-mura, Kariwa-Gun, Niigata-<br>Ken, 945-0395 Japan | Dresser Japan Ltd<br>Kariwa Plant, 800 Ohaza-Tohkaichi<br>Kariwa-mura, Kariwa-Gun, Niigata-<br>Ken, 945-0395 Japan |
| Preferred Airport  | Preferred Port   | Courier Restrictions   |
| Narita   | Tokyo  | None   |

| Baker Hughes Japan Co., Ltd.,<br>Tax ID: 4010001143702-0000   |   |   |
|---|---|---|
| Air   | Ocean   | Courier   |
| Baker Hughes Japan Co., Ltd.<br>23 F Office Tower X, Harumi island,<br>Triton Square,<br>1-8-10 Harumi, Chuo-ku 13,<br>Tokyo 104-6023 Japan | Baker Hughes Japan Co., Ltd.<br>23 F Office Tower X, Harumi island,<br>Triton Square,<br>1-8-10 Harumi, Chuo-ku 13,<br>Tokyo 104-6023 Japan | Baker Hughes Japan Co., Ltd.<br>23 F Office Tower X, Harumi island,<br>Triton Square,<br>1-8-10 Harumi, Chuo-ku 13,<br>Tokyo 104-6023 Japan |
| Preferred Airport   | Preferred Port  | Courier Restrictions  |
| Narita  | Tokyo   | None  |

| Baker Hughes Energy Japan, Ltd.<br>Tax ID: 1010401065846   |  |  |
|--|--|--|
| Air  | Ocean  | Courier  |
| Baker Hughes Energy Japan, Ltd.<br>23 F Office Tower X, Harumi island,<br>Triton Square,<br>1-8-10 Harumi, Chuo-ku 13,<br>Tokyo 104-6023 Japan | Baker Hughes Energy Japan, Ltd.<br>23 F Office Tower X, Harumi island,<br>Triton Square,<br>1-8-10 Harumi, Chuo-ku 13,<br>Tokyo 104-6023 Japan | Baker Hughes Energy Japan, Ltd.<br>23 F Office Tower X, Harumi island,<br>Triton Square,<br>1-8-10 Harumi, Chuo-ku 13,<br>Tokyo 104-6023 Japan |
| Preferred Airport  | Preferred Port   | Courier Restrictions   |
| Narita   | Tokyo  | None   |

## 3. Incoterms

|         |           |
|---------|-----------|
| Air     | FCA / DAP |
| Ocean   | FCA / DAP |
| Courier | FCA / DAP |

Use Incoterms provided in PO/Contract

#### 4. Billing Invoicing Address

| LEGAL ENTITY                     | ADDRESS   |
|----------------------------------|---|
| Dresser Japan Ltd – Kariwa Plant | 800 Ohaza-Tohkaichi Kariwamura, Kariwa-Gun, Nigata-Ken, 945-0395<br>Japan       |
| Baker Hughes Japan Co., Ltd.     | 1-8-10 Harumi island Triton Square Office Tower X Chuo-ku 13, 104-6023<br>Japan |
| Baker Hughes Energy Japan, Ltd   | 1-8-10 Harumi island Triton Square Office Tower X Chuo-ku 13, 104-6023<br>Japan |

#### 5. Radioactive shipments

Allowed. The product line that has Radioactive content shipment should secure import license and approval prior to ship. Shipper should inform [APAC-Customs@bakerhughes.com](mailto:APAC-Customs@bakerhughes.com) and send corresponding documents such as invoice, all supporting documents/licenses with product line support to coordinate/determine if Radioactive or Import Permit is required.

#### 6. Explosive shipments

Not Applicable. Shipper should inform [APAC-Customs@bakerhughes.com](mailto:APAC-Customs@bakerhughes.com) if materials shipping to Japan may have explosive contents.

#### 7. Chemical shipments

Allowed.

1. Safety Data Sheet (SDS) must be included with the pre-alert, as well as attached to the packages). If classified as a dangerous goods for shipping, adherence to all dangerous goods regulations is required.
2. Controlled Chemicals – Special permissions maybe required form various government departments, please refer to the attached “Import Clearance Procedures for the Chemical Substances”
3. Do not ship controlled chemical shipments to Japan unless you have a written green-light confirmation from the local Baker Hughes representative.
4. SDS must be provided when shipping Lithium Battery to Japan.

#### 8. Sample shipments

Do not ship until “green light” is provided by country logistics.

State on invoice “Sample at no charge and Value for Customs Purpose Only”. Value shown on invoice must represent the sales price as if it is being sold per customs requirement.

SDS in English and/or Indonesia language are required for all chemicals.

#### 9. Repair Return / Warranty shipments

Please stipulate on the document whether it is a warranty repair / repair and return shipment.

Do not ship until ‘green light’ is provided by country logistics.

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

Repair cost must be declared on the commercial invoice for repair and return shipment.

Change to serial number must be declared on the commercial invoice.

Shipping documents to be notified to email address: [APAC-Customs@bakerhughes.com](mailto: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 materials, please reference to the below link:

<https://www.customs.go.jp/english/summary/prohibit.htm>

For import restrictions on infringement of intellectual property rights, please reference to below links:

[https://www.customs.go.jp/english/c-answer\\_e/kinseihin/2002\\_e.htm](https://www.customs.go.jp/english/c-answer_e/kinseihin/2002_e.htm)

For import restrictions in accordance with Convention of International Trade in Endangered Species of Wild Fauna and Flora (CITES), please reference to below:

[https://www.customs.go.jp/english/c-answer\\_e/imtsukan/1807\\_e.htm](https://www.customs.go.jp/english/c-answer_e/imtsukan/1807_e.htm)

For import restrictions in accordance with the Firearms and Swords, please reference to below link:

[https://www.customs.go.jp/english/c-answer\\_e/imtsukan/1808\\_e.htm](https://www.customs.go.jp/english/c-answer_e/imtsukan/1808_e.htm)

### 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.
  - Timber packaging and dunnage used within the consignment must be treated in accordance with ISPM 15. Further information can be found at [http://www.timcon.org/ispm15/information/downloads/ISPM15\\_Revised\\_Regulation\\_2009.pdf](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.
- Copy of the packing list should be placed in a waterproof envelope and securely attached on the package.

**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.

**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        | Click here to enter text.  |
| 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        |  |
| Insurance Certificate  | 1        | (where deemed necessary)   |
| Certificate of Origin  | 1        | (where a WTO rate is applicable)   |
| Heat Treated Certification   | 1        |  |
| Test Report  | 1        | (if applicable)  |
| Generalized system of preferences (GSP) / Certificate of Origin (Form A) | 2        | 1 Original and 1 copy (where a preferential rate is applicable)  |
| Safety Data Sheets   | 1        | Chemical   |

**18. Required Approvals**

| Approval                        | Yes or No | Comments/Additional information  |
|---------------------------------|-----------|--|
| Green Light Approval            | No        | 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 <a href="mailto:asialec@allynintl.com">asialec@allynintl.com</a> or 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. Dresser Japan Ltd – Kariwa Plant  
800 Ooaza-Tohkaichi Kariwa-Mura,  
Kariwa-Gun, Nigata-Ken,  
945-0395 Japan  
Tax ID – 2040001008763-0003
2. Baker Hughes Japan Co., Ltd.  
1-8-10 Harumi island  
Triton Square Office Tower X Chuo-ku 13,  
104-6023 Japan  
Tax ID – 4010001143702-0000

**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 and shipping instruction must be sent to respective product line no later than 1 business day for air and 4 business days for ocean prior to arrival of goods into Indonesia.
- 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);
  - Safety Data Sheets (SDS);
  - Shippers Declaration for Dangerous Goods (where applicable);
  - Repair/Alterations/Process Certificate as applicable

### **MARKING OF PRODUCT COO**

- All items must be labeled, in the English languages when marking the product with the CoO.
- Example product CoO marking language includes “Country of Origin: United States of America,”
- 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 it is housed in (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

## **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 Japan shipping requirements and Japan 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 Japan 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 Japan and are necessary for the production of the imported merchandise.

## Appendixes

None