

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

## **Purpose**

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

## **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 Korea shipping requirements and Korean customs laws and regulations.

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

## **Description of Activity**

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

## 1. Contacts

Site	Legal Entity	Email
Seoul	Baker Hughes Korea Limited	<a href="mailto:APAC-Customs@bakerhughes.com">APAC-Customs@bakerhughes.com</a>

## 2. Shipping Address

Baker Hughes Korea Limited Tax ID: 214-87-16534		
Air	Ocean	Courier
Baker Hughes Korea Limited 22, Daewangpangyo-ro 712 beon-gil, Bundang-gu, Seongnam-si, Gyeonggi-do, Korea 13488	Baker Hughes Korea Limited 22, Daewangpangyo-ro 712 beon-gil, Bundang-gu, Seongnam-si, Gyeonggi-do, Korea 13488	Baker Hughes Korea Limited 22, Daewangpangyo-ro 712 beon-gil, Bundang-gu, Seongnam-si, Gyeonggi-do, Korea 13488
Preferred Airport	Preferred Port	Courier Restrictions
Incheon	Port of Incheon	None

Baker Hughes Korea Limited Tax ID: 214-87-16534		
Air	Ocean	Courier
Baker Hughes Korea Limited 2832 Ulmil-ro, Beomseo-eup Ulju-gun Ulsan 44933 South Korea	Baker Hughes Korea Limited 2832 Ulmil-ro, Beomseo-eup Ulju-gun Ulsan 44933 South Korea	Baker Hughes Korea Limited 2832 Ulmil-ro, Beomseo-eup Ulju-gun Ulsan 44933 South Korea
Preferred Airport	Preferred Port	Courier Restrictions
Bushan (PUS)	Port of Busan	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
Baker Hughes Korea Limited	C-1F or B-5F, 22 Daewangpangyo-ro 712 beon-gil, Bundang, Seongnam, Gyeonggi, Korea 13488

## 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 KC or KC certificate is required.

## 6. Explosive shipments

Not Applicable. Shipper should inform [APAC-Customs@bakerhughes.com](mailto:APAC-Customs@bakerhughes.com) if materials shipping to Korea 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. SDS must be provided when shipping Lithium Battery to Korea.

## 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 Korea 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 / restricted materials, please reference to the below link:

<https://www.ketasouthkorea.com/news/south-korea-customs-declaration-form-information>

Any clarification, Contact ITC Team – [ITCSupport@bakerhughes.com](mailto: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 (i.e. US\$, IDR, EUR)
- 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](#).
- 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	2	2 copies of the invoice to attach to the package especially for express shipment.
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	
Certificate of Origin	1	
Heat Treated Certification	1	
Test Report	1	(if applicable)
NAFTA or FTA documents	2	1 Original and 1 copy (if qualify)
Safety Data Sheets	1	Chemical

18. Required Approvals		
Approval	Yes or No	Comments/Additional information
Green Light Approval	Yes	Except for restricted product, please Contact Country Logistics Team for approval
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. Baker Hughes Korea Limited.  
Global R&D Center,  
C-1F or B-5F,  
22 Daewangpangyo-ro  
712 beon-gil, Bld B Bundang-gu,  
Seongnam, Gyeonggi-do 13488  
Tax ID – 214-87-16534

#### **SHIPPING**

- Volume weight under 100kg: DHL (964520332)
- Volume weight over 100kg: Upon confirmation by Baker Hughes Korea Limited
  - Provide final packing list and Baker Hughes Korea Limited will decide and advise the freight arrangement either via freight forwarder or DHL

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

### **Appendixes**

None