

Standard Shipping Instructions (SSI) Singapore (IET)

Purpose

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

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 Singapore shipping requirements and Singapore customs laws and regulations.

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

Description of Activity

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

1. Contacts

Site	Legal Entity	Email
Singapore	Baker Hughes Solutions (Singapore) Pte. Ltd.	APAC-Customs@bakerhughes.com

2. Shipping Address

Baker Hughes Solutions (Singapore) Pte. Ltd.

Tax ID: 196900109M

Air	Ocean	Courier
Baker Hughes Solutions (Singapore) Pte. Ltd. 10 Lok Yang Way Singapore 628631	Baker Hughes Solutions (Singapore) Pte. Ltd. 10 Lok Yang Way Singapore 628631	Baker Hughes Solutions (Singapore) Pte. Ltd. 10 Lok Yang Way Singapore 628631
Preferred Airport	Preferred Port	Courier Restrictions
Singapore	Singapore	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 Solutions (Singapore) Pte. Ltd.	10 Lok Yang Way Singapore 628631

5. Radioactive shipments

Allowed. Radioactive materials are governed by the Singapore National Environment Agency <https://www.nea.gov.sg>. Singapore 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 import license is required. Do not ship radioactive shipments into Singapore unless you have a written green-light confirmation from the local Baker Hughes representative.

6. Explosive shipments

Not Applicable.

7. Chemical shipments

Allowed.

1. Safety Data Sheet must be included with the pre-alert, as well as attached to the packages.
2. If chemical is classified as Dangerous Goods for shipping, a Dangerous Declaration Form should be provided to the carrier and included with the pre-alert, labelling of the package should adhere to the international DG regulations.
3. Controlled Chemicals - The Chemical Weapons Convention lists 3 schedules of toxic chemicals, their precursors and an additional category of chemicals known as unscheduled discrete organic chemicals (DOCs). Please refer to Singapore Customs website <https://www.customs.gov.sg/businesses/chemical-weapons-convention/controlled-chemicals>
Do not ship controlled chemical shipments into Singapore unless you have a written green-light confirmation from the local Baker Hughes.

8. Sample shipments

Do not ship until “green light” is provided by the logistics team or the Product Line representative.

Trade samples refer to goods which are imported solely:

- For the purpose of being shown or demonstrated in Singapore to enable manufacturers in Singapore to produce these goods to fulfill orders from abroad or to solicit orders for goods to be supplied from abroad; or
- By a manufacturer for the purposes of copying, testing or experimenting before producing these goods in Singapore.

Trade samples must also not be sold, consumed, put to normal use, or used in any way for hire or reward while in Singapore.

Value shown on invoice must represent the sales price as if it is being sold from the same country of origin that is exported at about the same time.

The commercial invoice may indicate “Value for Customs Purposes Only, Sample at no charge”, which means that there is no sale of goods involved. However, the importer should provide the supporting trade documents to substantiate the commercial value of the imported trade samples when required by the Customs.

If samples are chemical, SDS must be provided, and refer to other requirements stated in Section 7 of this SSI

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 by the local Baker Hughes representative at destination (Singapore).

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”.

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 a list of Controlled & Prohibited Goods import into Singapore, please reference please reference to the below link: <https://www.customs.gov.sg/businesses/importing-goods/controlled-and-prohibited-goods-for-import>

- Controlled goods require proper authorization (advance notification, license or certificate approval) from Competent Authorities (CA) before they may be imported into Singapore. You are advised to check if the goods are controlled using the description of the goods, Harmonized System (HS) code or CA product code [here](#). If the item is subject to control, you may check directly with the respective CAs on their licensing requirements.
- Prohibited Goods:
 - Chewing gum
 - Pistol or revolver - shaped cigarette lighters
 - Fire crackers
 - Rhinoceros horn
 - Endangered species of wildlife and products derived from the body of such animals
 - Telecommunication equipment
 - Scanning receivers
 - Military communication equipment
 - Telephone voice changing equipment
 - Radio-communication equipment operating in frequency bands 880-915 MHz, 925-960 MHz, 1900-1980 MHz and 2110-2170 MHz except cellular mobile phones or such other equipment approved by Info-communications Media Development Authority of Singapore
 - Radio-communication jamming devices operating in any frequency band
 - Obscene articles, publications and video tapes or discs
 - Seditious and treasonable materials
 - Chewing tobacco
 - Imitation tobacco products (electronic cigarettes, vaporizers) and components of imitation tobacco products
 - Shisha
 - Smokeless cigars, smokeless cigarillos or smokeless cigarettes
 - Dissolvable tobacco or nicotine
 - Any product containing nicotine or tobacco that may be used topically for application, by implant or injected into any parts of the body
 - Any solution or substance, of which tobacco or nicotine is a constituent, that is intended to be used with an electronic nicotine delivery system or vaporizers
 - Nasal snuff
 - Oral snuff
 - Gutkha, khaini and zarda
 - Controlled drugs listed under 4th Schedule of Misuse of Drugs Regulation Any clarification, Contact

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.
- 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.

16. Forwarder's Instructions

Pre-alert consist of shipping document and arrival notice must be sent to Singapore Logistics Team at least 3 days before vessel arrival (sea freight) in Singapore and at least 2 days before flight arrival (air freight) in Singapore.

Pre-alert must include contact details of the appointed freight forwarder at destination (Singapore).

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		
Packing Declaration Statements		
Certificate of Origin		
Heat Treated Certification		
Test Report		

NAFTA or FTA documents		1 Original and 1 copy (if quality)
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 asialec@allynintl.com 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:

Baker Hughes Solutions (Singapore) Pte. Ltd.
10 Lok Yang Way Singapore 628631

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 instructions to be sent 3 days (sea) and 2 days (air) prior to arrival of goods to the business logistics.

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.

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: Singapore" or CoO: SG"**
- 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 Singapore shipping requirements and Singapore 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 Singapore 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 Singapore and are necessary for the production of the imported merchandise.

Appendixes

None