

Standard Shipping Instructions (SSI) Thailand (IET)

Purpose

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

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 Thailand shipping requirements and Thai customs laws and regulations.

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

Description of Activity

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

1. Contacts

Site	Legal Entity	Email
Rayong	Baker Hughes Energy (Thailand) Limited	APAC-Customs@bakerhughes.com

2. Shipping Address

BAKER HUGHES ENERGY (THAILAND) LIMITED.

Tax ID: 0105539100866

Air	Ocean	Courier
Baker Hughes Energy (Thailand) Limited. 267/373 Sukhumvit Road, Tambol Maptaphut, Amphur Muang Rayong, 21150 Thailand	Baker Hughes Energy (Thailand) Limited. 267/373 Sukhumvit Road, Tambol Maptaphut, Amphur Muang Rayong, 21150 Thailand	Baker Hughes Energy (Thailand) Limited. 267/373 Sukhumvit Road, Tambol Maptaphut, Amphur Muang Rayong, 21150 Thailand
Preferred Airport	Preferred Port	Courier Restrictions
Bangkok	Bangkok	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 Energy (Thailand) Limited.	267/373 Sukhumvit Road, Map ta phut Tower no 7 Rayong 21150 Thailand

5. Radioactive shipments

Allowed. Radioactive materials are governed by the [NUCLEAR ENERGY FOR PEACE ACT, B.E. 2559 \(2016\)](#) under Office of Atoms for Peace <https://www.oap.go.th>. Thailand regulations require an Import Permit to be granted prior to the arrival of most radioactive materials.

Please contact local Baker Hughes representative and appointed brokers for application of the import permit.

Do not ship radioactive shipments into Thailand unless you have a written green-light confirmation from the importer.

6. Explosive shipments

Not Applicable. Shipper should inform APAC-Customs@bakerhughes.com if materials shipping to Thailand may have explosive contents.

7. Chemical shipments

Allowed.

1. 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. Controlled Chemicals

[Hazardous Substance Act B.E. 2535](#) promulgated by the [Department of Industrial Works \(DIW\)](#) under Thailand Ministry of Industry, regulates chemicals and hazardous substances to reduce risk that could be harmful to human health, life, property and the environment. Manufacturers and importers are required to notify the product information to the authorities. Besides, and may subject to application of an import license depending on the type of chemicals to be imported. Do not ship controlled chemical shipments into Thailand unless you have a written green-light confirmation from the importer.

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 must be provided for all chemical sample.

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

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

The Thai Customs Department regulates the importation and exportation of goods coming into and exiting Thailand. Within these regulations, there are classes of goods, which are heavily scrutinized. One class of products are prohibited from entering Thailand under any circumstances. The second class of products are restricted from entering Thailand without permission.

Prohibited Goods

Under [Article 27 of the Customs Act of 1926](#) and subsequent amendments, the following items the prohibited by law to bring into or out of Thailand.

- Obscene objects/literature/pictures
- Obscene literature and pornographic materials
- Goods with an improper Thai flag design
- Narcotics*
- Fake currency, bonds, or coins
- Fake Royal Seals/official seals
- IPR infringing goods e.g. musical tape, CD, VDO, computer software, etc.
- Counterfeit trademark goods

Restricted Goods

Under same article of the Customs Act of 1926, the Ministry of Commerce is allowed to designate certain classes of goods that are subject to import controls. The controls are generally in the form of licensing or government permission.

The following items require permission from specific government departments in order to be allowed customs clearance into Thailand.

- Office of National Police – Firearms, parts thereof and ammunition
- Fine Arts Department – Buddha images; Artifacts and antiques
- Post & Telegraph Department – Radio transceivers and telecommunications equipment
- Department of Agriculture – Plants and planting materials
- Department of Live Stock Development – Live animals and animal products
- Office of Food and Drugs Administration – Medicines and chemical products
- 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.
- Timber packaging and dunnage used within the consignment must be treated in accordance with [ISPM 15](#). Further information can be found at
 - Wooden packaging material must be stamped on at least two sides with the officially approved IPPC mark, indicating the treatment and registration number of treatment provider for wood packaging materials. Use of orange or red colour for marking should be avoided as these two colours are used for labelling dangerous goods
- 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.

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		
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 Energy (Thailand) Limited
267/373 Sukhumvit Road, Map ta phut Tower no 7 Rayong 21150 Thailand

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: Thailand” or CoO: TH**
- 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 Thailand shipping requirements and Thailand 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 Thailand 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 Thailand and are necessary for the production of the imported merchandise.

Appendixes

None