

Standard Shipping Instructions (SSI) India (IET)

Purpose

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

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 India shipping requirements and Indian customs laws and regulations.

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

Description of Activity

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

1. Baker Hughes Contacts

Suppliers' first and main point of contact is Baker Hughes Sourcing/Procurement.

Below are India Customs Team contacts.

Sites	Legal Entities	Emails
India	GE OIL & GAS INDIA PVT LTD	India_importdoc@bakerhughes.com

2. Shipping Address (Ship To)

GE OIL & GAS INDIA PRIVATE LIMITED – Shipments to Pune Factory for Industrial Products (Waygate Technologies) / Industrial Solutions / Gas Technology Equipment & Services– PUNE)		
Air	Ocean	Courier
GE OIL & GAS INDIA PVT. LTD BUILDING NO 430 A, PLOT NO 11 & 25, BADHALWADI, MAWAL, TALEGAON MIDC, PUNE, MAHARASHTRA, 410507 IEC NO: 0396006833	GE OIL & GAS INDIA PVT. LTD BUILDING NO 430 A, PLOT NO 11 & 25, BADHALWADI, MAWAL, TALEGAON MIDC, PUNE, MAHARASHTRA, 410507 IEC NO: 0396006833	GE OIL & GAS INDIA PVT. LTD BUILDING NO 430 A, PLOT NO 11 & 25, BADHALWADI, MAWAL, TALEGAON MIDC, PUNE, MAHARASHTRA, 410507 IEC NO: 0396006833
Preferred Airport	Preferred Seaport	Courier Restriction
Mumbai Airport	Nhava Sheva Port	Mumbai Airport

GE OIL & GAS INDIA PRIVATE LIMITED – Shipments to DVI Coimbatore: Industrial Products (Valves and gears portfolio)		
Air	Ocean	Courier
GE OIL & GAS INDIA PVT. LTD S.F.NO.608, CHETTIPALAYAM ROAD, P.O. ECHANARI, COIMBATORE, TAMIL NADU, COIMBATORE TAMIL NADU, 641021 IEC NO: 0396006833	GE OIL & GAS INDIA PVT. LTD S.F.NO.608, CHETTIPALAYAM ROAD, P.O. ECHANARI, COIMBATORE, TAMIL NADU, COIMBATORE TAMIL NADU, 641021 IEC NO: 0396006833	GE OIL & GAS INDIA PVT. LTD S.F.NO.608, CHETTIPALAYAM ROAD, P.O. ECHANARI, COIMBATORE, TAMIL NADU, COIMBATORE TAMIL NADU, 641021 IEC NO: 0396006833
Preferred Airport	Preferred Seaport	Courier Restriction
Chennai Airport & Coimbatore Airport	Chennai Seaport	NONE

GE OIL & GAS INDIA PRIVATE LIMITED – Shipments to Mumbai SEZ office (BNI)		
Air	Ocean	Courier
GE OIL & GAS INDIA PVT. LTD UNIT NO.401, 402, 1102 A-WING, KENSINGTON IT/ITES-SEZ, HIRANANDANI, POWAI, MUMBAI, MAHARASHTRA- 400076 IEC NO: 0396006833	GE OIL & GAS INDIA PVT. LTD UNIT NO.401, 402, 1102 A-WING, KENSINGTON IT/ITES-SEZ, HIRANANDANI, POWAI, MUMBAI, MAHARASHTRA- 400076 IEC NO: 0396006833	GE OIL & GAS INDIA PVT. LTD UNIT NO.401, 402, 1102 A-WING, KENSINGTON IT/ITES-SEZ, HIRANANDANI, POWAI, MUMBAI, MAHARASHTRA- 400076 IEC NO: 0396006833
Preferred Airport	Preferred Seaport	Courier Restriction
Mumbai Airport	Nhava Sheva Port	Mumbai Airport

GE OIL & GAS INDIA PRIVATE LIMITED – Shipments to Pune Baner office (BNI)		
Air	Ocean	Courier
GE OIL & GAS INDIA PVT. LTD Cummins India Office Campus, Tower B, 8th floor Survey No. 21, Near Bharati Vidyapeeth English Medium Primary School, Balewadi, Pune - 411045, Maharashtra, India IEC NO: 0396006833	GE OIL & GAS INDIA PVT. LTD Cummins India Office Campus, Tower B, 8th floor Survey No. 21, Near Bharati Vidyapeeth English Medium Primary School, Balewadi, Pune - 411045, Maharashtra, India IEC NO: 0396006833	GE OIL & GAS INDIA PVT. LTD Cummins India Office Campus, Tower B, 8th floor Survey No. 21, Near Bharati Vidyapeeth English Medium Primary School, Balewadi, Pune - 411045, Maharashtra, India IEC NO: 0396006833
Preferred Airport	Preferred Seaport	Courier Restriction
Mumbai Airport	Nhava Sheva Port	Mumbai Airport

GE OIL & GAS INDIA PRIVATE LIMITED – FOR Bangalore R&D Tech Center		
Air	Ocean	Courier
GE OIL & GAS INDIA PVT. LTD 5TH,6TH & 7 TH FLOOR, PLOT NO.39/40, NEON BUILDING, WEST TOWER, BAGMANE SOLARIUM CITY, GRAPHITE INDIA ROAD, DODDANEKUN DI EXTENSION, BENGALURU, KARNATAKA,560037 IEC NO: 0396006833	GE OIL & GAS INDIA PVT. LTD 5TH,6TH & 7 TH FLOOR, PLOT NO.39/40, NEON BUILDING, WEST TOWER, BAGMANE SOLARIUM CITY, GRAPHITE INDIA ROAD, DODDANEKUN DI EXTENSION, BENGALURU, KARNATAKA,560037 IEC NO: 0396006833	GE OIL & GAS INDIA PVT. LTD 5TH,6TH & 7 TH FLOOR, PLOT NO.39/40, NEON BUILDING, WEST TOWER, BAGMANE SOLARIUM CITY, GRAPHITE INDIA ROAD, DODDANEKUN DI EXTENSION, BENGALURU, KARNATAKA,560037 IEC NO: 0396006833
Preferred Airport	Preferred Seaport	Courier Restriction
Bangalore Airport	Chennai Seaport	Bangalore Airport

GE OIL & GAS INDIA PRIVATE LIMITED – FOR Hyderabad R&D Tech center		
Air	Ocean	Courier
GE OIL & GAS INDIA PVT. LTD 19TH, UNIT.NO.1901, RMZ THE SKYVIEW, TOWER10, SURVEY NO.83/1, RAIDURGAM VILLAGE, HYDERABAD, TELANGANA, 500032	GE OIL & GAS INDIA PVT. LTD 19TH, UNIT.NO.1901, RMZ THE SKYVIEW, TOWER10, SURVEY NO.83/1, RAIDURGAM VILLAGE, HYDERABAD, TELANGANA, 500032	GE OIL & GAS INDIA PVT. LTD 19TH, UNIT.NO.1901, RMZ THE SKYVIEW, TOWER10, SURVEY NO.83/1, RAIDURGAM VILLAGE, HYDERABAD, TELANGANA, 500032 IEC NO: 0396006833

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Preferred Airport	Preferred Seaport	Courier Restriction
Bangalore Airport & Chennai Airport	Chennai Seaport	Bangalore Airport

3. Incoterms	
Air	Use Incoterms Designated in PO or contractual agreement; Preferred term is FCA / DAP
Ocean	Use Incoterms Designated in PO or contractual agreement; Preferred term is FCA / DAP
Courier	Use Incoterms Designated in PO or contractual agreement; Preferred term is FCA / DAP

4. Billing Invoicing Addresses

Suppliers' first and main point of contacts is BH Sourcing & Procurement

Invoicing Addresses	
GE OIL & GAS INDIA PRIVATE LIMITED Shipments to Pune Factory for Industrial Products (Waygate Technologies) / Industrial Solutions / Gas Technology Equipment & Services- PUNE)	GE OIL & GAS INDIA PVT. LTD BUILDING NO 430 A, PLOT NO 11 & 25, BADHALWADI, MAWAL, TALEGAON MIDC, PUNE, MAHARASHTRA, 410507 IEC NO: 0396006833
GE OIL & GAS INDIA PRIVATE LIMITED Shipments to DVI Coimbatore: Industrial Products (Valves and gears portfolio)	GE OIL & GAS INDIA PVT. LTD S.F.NO.608, CHETTIPALAYAM ROAD, P.O. ECHANARI, COIMBATORE, TAMIL NADU, COIMBATORE, TAMIL NADU, 641021 IEC NO: 0396006833
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GE OIL & GAS INDIA PRIVATE LIMITED – FOR Bangalore R&D Tech center	GE OIL & GAS INDIA PRIVATE LIMITED 5TH,6TH & 7TH FLOOR, PLOT NO.39/40, NEON BUILDING, WEST TOWER, BAGMANE SOLARIUM CITY, GRAPHITE INDIA ROAD, DODDANEKUNDI EXTENSION, BENGALURU, KARNATAKA,560037 IEC NO: 0396006833
GE OIL & GAS INDIA PRIVATE LIMITED – FOR Hyderabad R&D Tech center	GE OIL & GAS INDIA PRIVATE LIMITED 19TH, UNIT.NO.1901, RMZ THE SKYVIEW, TOWER10, SURVEY NO.83/1, RAIDURGAM VILLAGE, HYDERABAD, TELANGANA, 500032 IEC NO: 0396006833

5. Radioactive Shipments

Allowed (Yes or No)

Yes

Special Considerations when Shipping Radioactive

Radioactive materials are governed by the Atomic Energy Regulatory Board (AERB) is the national regulatory authority for enforcement of the regulations for safe handling of radiation sources and transport of radioactive materials. The transport of radioactive material in India is governed by the AERB code on Safe Transport of Radioactive Material (AERB/NRF-TS/SC-1 (Rev.1), 2016 which is based on IAEA regulations for 'Safe Transport of Radioactive Material' SSR-6, 2012 Edition. You can refer the website for AERB –

<https://www.aerb.gov.in/english/>

<https://dae.gov.in/>

- **Do not ship until "Green Light" is provided by Customs team Contact.**
- Suppliers shall reach out to BH Sourcing & Procurement for additional instructions.**

6. Explosive Shipments

Allowed (Yes or No)

N/A

Special Considerations when Shipping Explosives

Not Applicable

7. Chemical Shipments

Allowed (Yes or No)

Yes

Special Considerations when Shipping Chemicals

1. Material Safety Data Sheet 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. MSDS must be provided in English language.
 3. Indian Custom – Various Allied Acts for chemical shipments to India
 - Environment Protection Act'1986 – For import of chemicals or items impacting environment
 - The Insecticide Act'1968 and Rules'1971 – For import of chemicals or items impacting environment
 - Hazardous Wastes (Management & Handling) Rules'2002 – For import of chemicals or items impacting environment
- **Do not ship until "Green Light" is provided by Customs team Contact.**
 - **Suppliers shall reach out to BH Sourcing & Procurement for additional instructions.**

8. Sample Shipments

Special Considerations when Shipping Samples

State on invoice **“Sample Shipment on no charge basis”**. Value shown on invoice must represent the **Fair Market price** as if it is being sold per customs requirement.

MSDS in English are required for all chemical samples.

- **Do not ship until “Green Light” is provided by Customs team Contact.**
- **Suppliers shall reach out to BH Sourcing & Procurement for additional instructions.**

9. Repair and Return / Warranty Repair Shipments

Special Considerations when Shipping Repairs

- Please Stipulate on the document whether it is a **warranty repair / repair / modification and return** shipment.
 - For repair and return shipment, please quote RMA Number which is approved by the business when arranging for return shipment.
 - Need to mention the export documents reference details in the re import invoice / product shipped to India.
 - 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.
 - At the time of Re import shipment to India, please note that all the part numbers (physical goods and documentary part numbers) / model numbers / serial numbers / tag numbers, weight, qty, description of the shipment should be matched with the export documents. This will help in matching re-import documents with export documents and also in identification of the goods with documents in India Customs.
 - Supplier to provide the pictures of the products being sent to India post its repair. This will help to check if the identification details are intact and correct to avoid any issued in Customs once the goods arrived.
 - **Re-export / Re-import shipments not to be routed through COURIER Mode :- FEDEX- DHL**
 - If the **goods are destroyed / destructed during the course of testing / analysis**, need a certificate from the supplier for onward submission to Bank for closure of GR waiver being taken by Indian exporter for Exports of the goods sent out of India.
 - 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 India. Duty will be payable on the full value of shipment irrespective of whether the goods are returning to India.
- **Do not ship until “Green Light” is provided by Customs team Contact.**
 - **Suppliers shall reach out to BH Sourcing & Procurement for additional instructions.**

10. Hand Carry

Allowed (Yes or No)

No

Special Considerations and Requirements for Hand Carry

Not allowed for external suppliers.

- **Do not ship until "Green Light" is provided by Customs team Contact.**
- **Suppliers shall reach out to BH Sourcing & Procurement for additional instructions.**

11. Restricted Materials

Please list material number, name, and HS code (Mandatory)

- For prohibited / restricted materials, please reference to the below link and navigate to → Schedule 1 - Import Policy - ITC(HS) 2017 → **Restricted Items details / Prohibited item details.**

<https://www.dgft.gov.in/CP/?opt=itchs-import-export>

- Also refer to "Section 12" for more information on other restricted products.
- **Do not ship until "Green Light" is provided by Customs team Contact.**
- **Suppliers shall reach out to BH Sourcing & Procurement for additional instructions.**

12. Any material needs to be segregated?

Please list material number, name and HS code (if available)

Special Information & Instructions for India Import Shipments

- All imports in India are governed by Foreign Trade Policy, Customs Act, Customs Tariff Act & GST Laws.
- The imports are subject to compliance of other allied acts related to environment, safety, dual usage for civil/military.
- Few Categories as an example which needs import license / permission: -
 - Lead Acid Batteries (Central Pollution Control Board (CPCB))
 - Lithium-Ion Batteries - Battery Waste Management certification from Importer on Record.
 - Used Electronic Goods: Computers & Laptops, Servers are restricted for imports. These are allowed against DGFT Authorization license which is mandatory.
 - Import of New Laptops, Tablets, All-in-One Personal Computers and Ultra small form factor Computers, Servers falling under HSN 8471 shall be allowed subject to a valid license for restricted imports issued by the Directorate General of Foreign Trade ('DGFT')
 - Used parts / spares parts and accessories other than Capital goods & Equipment (DGFT Authorization license is mandatory)
 - Radioactive Equipment (AERB)
 - Electrical & Electronic goods (BIS certification from the Manufacturer of the goods / OEM & EPR certification from the importer)
 - Wireless Equipment – ETA & WPC certificate.
 - Steel and Steel Products, Bolts, Nuts and Fasteners (BIS)
 - Screws covered under HS code 7318 of Chapter 73 being prohibited Imports.
- No old and used goods to be shipped along with new products in the shipment.
- FOC and commercial should be two separate shipments altogether.
- For **Software shipments to India**, the supplier has to provide the below details prior shipping software to India.
 - Supplier to confirm if the Software shipped is an IT SOFTWARE / LICENSE KEY OR ANY SOFTWARE MANUALS PRINTED ON PAPER OR COPIED ON DVD/ CD / USB DONGLE FORM.

- Share the picture of the software part being shipped and confirm if the part is being shipped in which medium of form – whether it is being shipped in USB DONGLE / CD / DVD / PAPER / LABEL FORM
- Same part number cannot be shipped in multiple medium forms. E.g.: A part no shipped in CD form, cannot be shipped in Paper document form.

- **Do not ship until “Green Light” is provided by Customs team Contact.**
- **Suppliers shall reach out to BH Sourcing & Procurement for additional instructions.**

13. Key Requirements on Commercial Invoice (manufacturer information, net weights, IM numbers, end username and address, etc.).

Please list required information here

- **Invoice Header Level:** Heading of the invoice should be **“Commercial”** invoice if commercial shipment OR **“Invoice”** is any Free of cost shipment. Invoice Number
- Invoice number should not be more than 16 digits / characters. Indian Customs system has restriction on the number of digits / characters for invoice date.
- Invoice date (Always make available before the AWB / Bill of lading date)
- PO Number
- Name and address of Shipper / Supplier (include both if they are different)
- Ship-To Name and Address with contact number details in India.
- Bill-To Name and Address.
- AWB / Bill of lading Name and Address of Supplier & Consignee to be the same as mentioned over the Invoice.
- Notify party.
- Manufacturer name (If any / specifically required to be provided when shipping Steel made products, since this is required for India registration with Customs)
- Incoterms with place of delivery
- Quantity
- Unit of Measurement
- Each line item net weight.
- Length in case of Cables being shipped (the length in meters per piece must be mentioned on the invoice)
- Invoice currency type (i.e., US\$, IDR, EUR)
- Unit Price
- Total Price
- Part Number
- Detailed product information {(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.}
- Detailed commercial description in English.
- Specification of goods
- Country of Origin for each line item shipped.
- Harmonized Tariff Codes
- ECCN
- Brand Name (Required specially for Electrical & Electronics items under BIS)
- BIS Certificate number – **“R NO”** to be mentioned on the invoice (Required specially for Electrical & Electronics items under BIS)
- Model number (The same should be matched with the BIS Model no mentioned on the BIS Certificate)
- Serial Number (if applicable, this should be always engraved on the physical goods being shipped, this should not be in any paper tag / removable stickers form to be pasted on the product being shipped, this is for identification purpose in case of 2nd hand goods, Repair & return goods)

- Any special certificate number as prescribed by India region Logistics / Customs or Business contacts personals. E.g., BIS certificate number along with model no shipped.
- Signed and stamped invoice from the supplier.

Notes:

- The part number or any other code is not considered as a description, hence a Generic description in English language of the product in general should be provided in the invoice.
- Invoice should be made in English, printed on plain paper or letterhead, legible, signed and stamped.
- **Handwritten invoice or manually written information on the invoice are not acceptable for custom clearance in India.**
- **In case of 2nd hand (old and used) shipments, see below for details and documents required:**
 - Original Purchase Price of the goods / equipment's.
 - Year of MFG
 - Present market Value
 - Re conditioning / refurbishment detail and value if any (list the refurbished goods
 - Residual life of the goods / equipment
 - Goods / equipment's detail (Model number, detail & Machine specification)

Additional information for various shipment types.

- Invoice should contain the "**REMARKS**" as mentioned below for these shipment type shipped.

Returnable – "New goods"

- Goods shipped are "NEW"
- This shipment is being Supplied on Returnable basis (if sent on Temporary period)
- Goods are for XXXX (Reason to send to India e.g.: Goods sent to India for Testing and Development purpose – Capture the reason for sending these goods to India)
- "Value declared is for customs purpose only, there is No foreign remittance involved in this transaction" **(This is in case the shipment is on free of cost basis, if the shipment is commercial, then do not mention this statement)**
- This shipment is being Supplied on Free of Charge **(This is in case the shipment is on free of cost basis, if the shipment is commercial, then do not mention this statement)**

Returnable – "OLD & USED GOODS"

- Goods shipped are "OLD & USED GOODS"
- This shipment is being Supplied on Returnable basis (if sent on Temporary period)
- Goods are for XXXX (Reason to send to India e.g.: Goods sent to India for Testing and Development purpose – Capture the reason for sending these goods to India)
- "Value declared is for customs purpose only, there is No foreign remittance involved in this transaction" **(This is in case the shipment is on free of cost basis, if the shipment is commercial, then do not mention this statement)**
- This shipment is being Supplied on Free of Charge **(This is in case the shipment is on free of cost basis, if the shipment is commercial, then do not mention this statement)**

Non-Returnable – "New Goods"

- Goods shipped are "New"
- Goods are for (Reason to send to India e.g.: Goods sent to India for Testing and Development purpose) – Capture the reason for sending these goods to India.
- These goods are sent on **Permanent Basis** to India.
- "Value declared is for customs purpose only, there is No foreign remittance involved in this transaction" **(This is in case the shipment is on free of cost basis, if the shipment is commercial, then do not mention this statement)**

- This shipment is being Supplied on Free of Charge (**This is in case the shipment is on free of cost basis, if the shipment is commercial, then do not mention this statement**)

Non-Returnable – “OLD & USED GOODS”

- Goods shipped are “OLD & USED GOODS”
- Goods are for (Reason to send to India e.g.: Goods sent to India for Testing and Development purpose) - Capture the reason for sending these goods to India.
- These goods are sent on **Permanent Basis** to India.
- “Value declared is for customs purpose only, there is No foreign remittance involved in this transaction” (**This is in case the shipment is on free of cost basis, if the shipment is commercial, then do not mention this statement**)
- This shipment is being Supplied on Free of Charge (**This is in case the shipment is on free of cost basis, if the shipment is commercial, then do not mention this statement**)

14. Key Requirements Required on Packing List (net weights, etc.)

Please list required information here

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

Packing instruction must comply with Baker Hughes’ requirements and meet all regulatory standard:

- 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.
- In terms of Plant Quarantine (Regulation of Import into India) Order, 2003, no article, packed with raw or solid wood packaging material shall be released by the Customs unless the wood packaging material has been appropriately treated and marked as per International Standards for Phytosanitary Measures (ISPM) No. 15 or accompanied by a phytosanitary certificate with the treatment endorsed.
- 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.

➤ **Do not ship until “Green Light” is provided by Customs team Contact.**

➤ **Suppliers shall reach out to BH Sourcing & Procurement for additional instructions.**

16. Forwarder's Instructions

Pre-alert including shipping documents and shipping details must be sent **24 – 48 hours** prior to arrival of goods in case of Air Mode and **7-10 days** prior in case of Ocean mode.

It is mandatory that all Freight Forwarders notify every shipment to BH Customs team by email providing all the related documents.

BH Customs Customs team will check completeness/correctness of the documents and send customs clearance instructions to authorized customs brokers.

17. Required Documentation

Document Description	Quantity	Comments/Additional Information
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 <i>** Original bill of lading to be couriered to the Product company buyer personals / Customs contact person in India.</i>
Export Declaration		
Security Certificate		
Certificate of Origin		
Certified Invoices		
Legalized Documents		
Heat Treated Certification		
Form M		
NAFTA or FTA documents		1 Original and 1 copy (if qualify)
Materials Safety Data Sheets	1	Chemical
** Any supplier name change letter		

18. Required Approvals

Approval	(Y)es or (N)o	Comments/Additional information
Green Light Approval	YES	All External supplier shipments shipped to India will require Green light approvals from BH India Customs team contact. <ul style="list-style-type: none"> ➤ Do not ship until "Green Light" is provided by Customs team Contact. ➤ Suppliers shall reach out to BH Sourcing & Procurement for additional instructions.
Freight/Service cost not in GSA	Yes	Suppliers shall reach out to BH Sourcing & Procurement for additional instructions.

19. Additional Information

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.

Note: Refer to Section 4 in this document for respective Legal Entity Address.

Please follow below instructions:

SHIPPING

- **Volume weight under 100kg:** Suppliers shall reach out to BH Sourcing & Procurement for additional instructions.
- **Volume weight over 100kg:** Suppliers shall reach out to BH Sourcing & Procurement for additional instructions.

COMMERCIAL INVOICE

Note: Please follow the detailed instructions as provided in "**Section 13**".

Packing List

- Gross and net weight of each line item
- 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.

For Bill of lading – details required as a mandate.

Refer to the below table of mandatory data elements that are required on Shipping Instructions for declaration as per new SCMT regulation:

Table of Mandatory Data Elements

S. No.	Data field	Field Length	Description	Explanation
1	Consignor's Name	70	The Name of the Consignor	This should be the Seller name
2	Consignor street address	70	The address of the Consignor	This should be the Seller Address
3	Consignor City	70	The City of the Consignor.	
4	Consignor country code	2	The code indicating the country of Consignor	
5	Consignor postcode	9	The Postal Code of the Consignor	
6	Consignee's Name	70	The Name of the Consignee	
7	Consignee's Code	17	IEC Code (Import Export Code) of Consignee	
8	Type of Code	3	The Identification Code of the Consignee (IEC)	
9	Consignee street address	70	The address of the Consignee	
10	Consignee City	70	The City of the Consignee	
11	Consignee country code	2	The code indicating the country of Consignor	

12	Consignee postcode	9	The Postal Code of the Consignee	
13	Name of any other notified party	70	The Name of the Notified Party residing in India	
14	PAN of notified party	17	PAN Number of the Notify Party (If the Notify Party resided in India)	
15	Notified Party street address	70	The address of the Notified Party	
16	Notified Party City	70	The City of the Notified Party	
17	Notified Party country code	2	The code indicating the country of Notified Party	
18	Notified Party postcode	9	The Postal Code of the Notified Party	
19	Net Weight	12,3	Weight (mass) of the goods themselves without any packing.	
20	Invoice value of Consignment	16,2	Total of all invoice amounts declared in a single declaration	Need to be 100% correct in providing this information. Any missing documents / excess invoices shipped may give rise to queries in customs and overall delay the shipments and may become an issue in amendments in live shipments and for post clearance amendments.
21	Currency Code	3	Code specifying a monetary unit or currency	
22	HS Code	8	HS code wise cargo description updation in shipping instruction (SI). e.g., Harmonized System of Classification (HSN)	For this part to be 100% compliant, you need to have the India region classification completed well before the shipments leaves the post of export.
23	Cargo item description	256	Plain language description of the nature of a cargo sufficient to identify it for cross border regulatory purposes.	All parts should have its unique generic description.
24	UNO Code	5	United Nations Dangerous Goods Identifier (UNDG) assigned by the UN Committee of Experts on the Transport of Dangerous Goods and shown in the IMO IMDG.	
25	IMDG Code	3	United Nations Dangerous Goods Identifier (UNDG) assigned by the UN Committee of Experts on the Transport of Dangerous Goods and shown in the IMO IMDG.	
26	Equipment Identifier	17	Container Number (Alpha-Numeric)	
27	Equipment Load Status	3	Whether FCL / LCL / Emp	

28	Equipment Seal Type	5	The Type of Seal used for affixing to a Transport Equipment le E-SEAL (Eseal) / Bottle Seal (BTSL) / Others (OTH)	
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Pre-Alert

- Pre-alert is required for ALL shipments (including all modes: air, land, sea, etc.) arriving into India.
- Pre-alert including shipping documents and shipping details must be sent 24 – 48 hours prior to arrival of goods in case of Air Mode and 7-10 days prior in case of Ocean mode.
- 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
- Please mention the India Consolidators / FF agents contact details.
- For clarification on the pre-alert requirement related to specific project, please reach out to given Customs team contacts as mentioned in Section 1 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

- Material Test Certificate
- MSDS

20. India Regulatory Compliance

Please see below India regulatory compliances requirements and important links.

- **Do not ship until “Green Light” is provided by Customs team Contact.**
- **Suppliers shall reach out to BH Sourcing & Procurement for additional instructions.**

1. BIS – Bureau of Indian Standards

Certain Electrical & Electronic goods, Information Technology products, Steel & Steel products require BIS Certification (Bureau of Indian Standards - BIS) which must be provided by the Manufacturer / OEM of the product. This certificate is mandatory requirement to Import goods in India.

Please check on the products being shipped to India as per below list for BIS & EPR:

- <https://www.bis.gov.in/product-certification/products-under-compulsory-certification/scheme-i-mark-scheme/>
- <https://www.bis.gov.in/product-certification/products-under-compulsory-certification/scheme-ii-registration-scheme/>
- <https://www.crsbis.in/BIS/about-crs.do>

2. Equipment Type Approval (ETA) & WPC Import License

• EQUIPMENT TYPE APPROVAL (ETA)

Any equipment imported into India, which works on notified Free bandwidth / connected to Indian telecom Network, requires one time approval from Department of telecommunication.

• WPC IMPORT LICENSE

Any equipment imported into India, which works on notified restricted bandwidth / connected to Indian telecom Network, requires an import license for import of the item, this is quantity-based license/ valid for 6 months.

Requirements:

- ETA (Along with ETA documents)
- Purchase Order
- Proforma Invoice

3. Plastic Waste Management (PWM)

The Union environment ministry has issued Plastic Waste Management (Second Amendment) Rules, 2022, in view of phasing out of certain single-use plastic products from 1 July and mandate to increase the thickness of plastic carry bags to over 120 microns from December 31. The amended rules were issued on 6 July and updated on the ministry's website. Biodegradable plastics mean plastics other than compostable plastics, which undergo degradation by biological processes under ambient environment (terrestrial or in water) conditions.

• The following plastic packaging categories are covered under EPR:

- Category I: Rigid plastic packaging like Jars, Can, Bottles, Food containers, Wine bottles etc
- Category II: Flexible plastic packaging of single layer or multilayer (more than one layer with different types of plastic), plastic sheets or like and covers made of plastic

sheet, carry bags (including carry bags made of compostable plastics), plastic sachet or pouches and similar materials.

- Category III: Multilayered plastic packaging (at least one layer of plastic and at least one layer of material other than plastic)
- Category IV: Plastic Sheet or like used for packaging as well as carry bags made of compostable plastic. Shrink wrapping for shipping purpose I also included in this category.

Note:

- GE OIL & GAS INDIA PVT LTD has its own Plastic waste management license. This helps import the Plastic and plastic packaging material in India.
- Link to the India Notifications and regulation

<https://cpcb.nic.in/rules-4/>

4. Electronic Waste Management

On Nov 2nd, 2022 MOEF notified New regulation E Waste (Rules, 2022 effective from April 1st 2023 In addition to information technology and telecommunication equipment and consumer electrical equipment, large and small electrical equipment, electrical tools, and medical equipment have been newly added to the list.

Every producer (EPR Authorized or Non Authorized), Manufactures, Recyclers, Refurbishers and resellers have to apply for EPR Authorization now as per new e waste management guidelines 2022.

Broad Categories covered under New Rule:

- I. Information technology and telecommunication equipment: ITEW1 to ITEW27
- II. Consumer Electrical and Electronics and Photovoltaic Panels: CEEW1 to CEEW19
- III. Large and Small Electrical and Electronic Equipment LSEEW1 to LSEEW34.
- IV. Electrical and Electronic Tools (With the exception of large-Scale Stationary Industrial Tools) EETW1 to EETW 8
- V. Toys, Leisure and Sports Equipment TLSEW1 to TLSEW 8
- VI. Medical Devices (With the Exception of All Implanted and Infected Products) MDW 1 to MDW 10
- VII. Laboratory InstrumentsLIW1 to LIW 2

Note:

- GE OIL & GAS INDIA PVT LTD has its own Electronic Waste Management license. This helps import the goods / equipment's listed under the said regulation list in India.
- Link to the India Notifications and regulation

<https://cpcb.nic.in/e-waste/>

5. Electronic Waste Management

On August 24, 2022, the Ministry of Environment, Forest and Climate Change of India published and enforced the Battery Waste Management Rules, 2022.

These rules are applicable to producer, dealer, consumer, entities involved in collection, segregation, Transportation, refurbishment and recycling of Waste Battery. All types of batteries regardless of

chemistry, Shape, volume, weight, material composition and use. It will also apply to all appliances into which a battery is or may be incorporated.

However, these rules are not applicable to Battery Used in (i) equipment connected with the protection of the essential security interests including arms, Ammunitions, war material and those intended specifically for military purposes; (ii) equipment designed to be sent into space

Note:

- GE OIL & GAS INDIA PVT LTD has its own Battery Waste Management license. This helps imports of batteries and equipment's fitted with batteries in India.
- It is also important to note that Batteries require BIS - Bureau of Indian Standards certificate to import Batteries into India. Hence, the Importer should have Both the Battery waste management license and BIS certificate issued from the Manufacturer at the time of importing these goods into India.
- Link to the India Notifications and regulation:

<https://cpcb.nic.in/rules-5/>

21. 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 India shipping requirements and India customs laws and regulations.

Terms, Definitions and Acronyms

"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 India 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 India and are necessary for the production of the imported merchandise.

- **BIS: Bureau of Indian Standards:** BIS is the National Standard Body of India established under the BIS Act 2016 for the harmonious development of the activities of standardization, marking and quality certification of goods and for matters connected therewith or incidental thereto. BIS has been providing traceable and tangible benefits to the national economy in a number of ways – providing safe reliable quality goods; minimizing health hazards to consumers; promoting exports and imports substitute; control over proliferation of varieties etc. through standardization, certification and testing.
- **EPR: Extended producer responsibility authorization:** Extended Producer Responsibility (EPR) is an environmental protection strategy that is designed to integrate the environmental costs connected with goods throughout their life cycles. It encourages the manufacturers or brand owners to create markets for reuse or recycling of materials. To Import goods falling under Electric & electronic category, the importer requires EPR: Extended producer responsibility authorization to clear out the goods from Indian Customs.
 *** Electronic items i.e. Computer & computer parts with input and output devices, personal computer, laptop, laptop parts –battery, chargers, minicomputer, mainframe, facsimile, LED TV & LED parts, air conditioners and air conditioner parts, telephone, smart phone, feature phone, washing machine and many more products containing electrical circuits and parts. Government has taken certain measures under EPR authorization registration for proper e-waste collection, channelization, dismantling and disposing of electronic waste after end of life.
- **SEZ: Special Economic Zone**
- **AERB: Atomic Energy Regulatory Board (AERB)** is the national regulatory authority for enforcement of the regulations for safe handling of radiation sources and transport of radioactive materials. The transport of radioactive material in India is governed by the AERB code on Safe Transport of Radioactive Material (AERB/NRF-TS/SC-1 (Rev.1), 2016 which is based on IAEA regulations for ‘Safe Transport of Radioactive Material’ SSR-6, 2012 Edition.
- **MSDS: Material Safety Data Sheet:** are documents that list information relating to occupational safety and health for the use of various substances and products. SDSs are a widely used system for cataloging information on chemicals, chemical compounds, and chemical mixtures. SDS information may include instructions for the safe use and potential hazards associated with a particular material or product, along with spill-handling procedures.
- **DGFT: Directorate General of Foreign Trade:** Directorate General of Foreign Trade (DGFT) organization is an attached office of the Ministry of Commerce and Industry and is headed by Director General of Foreign Trade. Right from its inception till 1991, when liberalization in the economic policies of the Government took place, this organization has been essentially involved in the regulation and promotion of foreign trade through regulation.

Appendixes

- None