

Standard Shipping Instructions (SSI) Kazakhstan (OFSE)

Purpose

The purpose of this document is to detail the requirements of importing materials into Kazakhstan.

Scope

The requirements stated in this document apply to all shipments originating outside of Kazakhstan from external suppliers and intercompany for Baker Hughes (OFSE) shipments by any mode of transportation.

Responsibility and Authority

It is the Shipper's responsibility to follow the instructions described in this document to assure compliance with Baker Hughes Kazakhstan (OFSE) shipping requirements and Kazakhstan customs laws and regulations. Suppliers arranging shipments to Kazakhstan are responsible for provision of full, true and accurate shipment information and documents as well as ensure those shipments comply with the requirements for Customs clearance as defined in the procedure.

Description of Activity

Shipper's planning and executing shipments consigned to Kazakhstan shall proceed in accordance with the shipping instructions and specific routing terms set forth below.

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1. Shipping Address (Ship To)

Product line	Legal entity name	Delivery Address	Email
Oilfield Services & Equipment (OFSE)	Baker Hughes Services International LLC	Chagala Hotel, Smagulova 1, Atyrau, Kazakhstan, 060002	ctcisexpimpkazakstan@bakerhughes.com
Oilfield Services & Equipment (OFSE)	Baker Hughes Kazakhstan LLP	Chagala Hotel, Smagulova 1, Atyrau, Kazakhstan, 060002	ctcisexpimpkazakstan@bakerhughes.com

Customs entry ports			
Air shipments	Road shipments	Ocean shipments	Rail shipments
Atyrau International Airport (GUW); Almaty international Airport (ALA);	Upon request	Aktau sea port Kuryk sea port	“Kazakhstan” rail waystation; “Atyrau” station

2. Incoterms	
Air	as per Purchase Order/Contract. EXW & DDP are not supported
Road	as per Purchase Order/Contract. EXW & DDP are not supported
Ocean	as per Purchase Order/Contract. EXW & DDP are not supported
Courier	as per Purchase Order/Contract. EXW & DDP are not supported

3. Billing Invoicing Addresses (For Baker Hughes Use Only)

Contact Baker Hughes Sourcing & Procurement for billing details.

4. Radioactive, Explosive and Chemical Shipments

Allowed (Yes or No)
Yes

Special Considerations when Shipping Radioactive, Explosives and Chemicals

Shipments of dangerous and hazardous nature (radioactive, explosives, chemicals, etc.) must be **approved by Baker Hughes HSE** to ensure safe import.

Before importation, a special **permission for import (import license)** must be obtained from **local regulatory authorities** (State Customs, Ministries, Committee etc.). After the import permission is received, all shipping documents must be reviewed and validated by Baker Hughes Customs COE and a proper **Green Light (GL)** for dispatch must be given. All communication must be carried out by email with the subject line marked as “Radioactive”, “Explosives” or “Chemicals”.

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Radioactive and fissile materials, isotopes, radioactive sources, devices, etc. **must be separated** from other shipments and sent under a **separate transport bill**. Data provided on the shipping documents, i.e. license, source passport/certificate, packing data sheet must be identical to the data provided on the Commercial/Shipping/Customs Invoice and Packing List and the physical marking/label on the shipment. Any discrepancy between the data elements must be addressed prior to dispatch. Failure to provide these documents in a timely and correct manner will delay and possibly prevent importation of materials into the country.

RA materials subject to Licensing in the Republic of Kazakhstan.

No shipments without prior confirmation of RA license availability are allowed.

The procedure for registration of new license for import of radioactive/explosive material may take up to **60 working days**. To obtain import license, Baker Hughes Kazakhstan must submit Annex to the contract/PO with indication of cost, quantity, type of isotope, composition, activity per each part number of radioactive and fissile materials, isotopes, radioactive sources, devices, etc.

Chemicals is a subject to State Registration in the Republic of Kazakhstan. No shipments without prior confirmation of State Registration availability and confirmation from CT KAZ logistics are allowed.

State registration obtaining took 5-7 weeks. Manufacturer indicated on packaging must match with indicated at CoC, Invoice, photos and packing list.

Pictures with the Manufacturer information of the drums/ IBC has to be supplied along with GL request.

Shipments containing hazardous material (i.e. radioactive, explosives, chemicals) must be reviewed by the local HS&E officer to ensure these can be imported without any local restrictions and/or a special procedure must be performed before Customs or Military authorities prior to importation.

Once approval is granted by the HS&E officer, Green Light Approval and IM number (if applicable) must be provided by the Logistics Dept. & CT prior to shipment. Approval Request e-mail must have the word Radioactive, Explosives or Chemicals in the subject line for easy reference. MSDS and DG Declaration (if applicable) must be submitted for each single chemical in the shipment.

To begin the GL procedure, the Shipper must provide the following information:

Commercial/Shipping/Customs Invoice

Packing List

Material Safety Data Sheet (MSDS)

Source (isotope) Passport/Certificate (for radioactive shipments)

Manufacturer's Certificate of chemical composition (for chemicals)

Packing Data/Certificate of Packing

Certificate of Origin issued by Chamber of Commerce

Full Technical Description

Dangerous Goods declaration

UN number marking

Shipment photographs (one general view + separate photos of each hazardous material)

DO NOT dispatch without GL of Baker Hughes Customs & Logistics. Final shipment pre-alert with full set of shipping documents reviewed and approved by Baker Hughes must be provided after dispatch. Import/export licenses must be obtained prior to arrival/departure of the shipment. Minimum 72 hours pre-notification with the airline and flight number, actual date of departure and estimated date/time of arrival at destination airport.

Shipments of radioactive content **MUST NOT** arrive in country on weekends/public holidays and not later than Friday morning to ensure timely customs inspection and delivery to the place of storage.

Contact Baker Hughes Customs & Logistics teams outlined in Section 1 for further instructions on shipping radioactive, explosives, chemicals.

5. Sample Shipments

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Special Considerations when Shipping Samples

Importation of samples must be carried out under a free-of-charge contract/PO, if such terms are not stipulated by a separate clause in the supply contract/PO. Import permission may be required for importation of samples of hazardous content (i.e. radioactive, explosives, chemicals). All sample shipments are subject to customs clearance regardless of their price, volume or quantity. Goods must be accompanied by a "proforma" or a "customs invoice" and a packing list with clear wording "Free-of-Charge shipment, Sample only, Not for sale, Prices are for Customs purposes only". Please follow the GL procedure and DO NOT dispatch without Baker Hughes Customs approval. Terms of payment will be FREE OF CHARGE.

Chemicals samples are subjected to State Registration in the Republic of Kazakhstan (depending of quantity and purpose of import). No shipments without prior confirmation of State Registration availability are allowed.

Articles for advertising purposes, of no intrinsic commercial value, sent free of charge by suppliers to the customer which, apart from their advertising function, are not capable of being used otherwise, are also entitled to be admitted free of import duties.

Contact Baker Hughes Customs & Logistics teams outlined in Section 1 for special instructions on shipping samples.

6. Repair and Return / Warranty Repair Shipments

Special Considerations when Shipping Repairs

Shipments being sent to/from Kazakhstan for external/internal repair are customs sensitive and are under strict customs control. The following mandatory requirements/documents must be in place in order to execute a repair shipment:

- Please e-mail to Caspian Control Tower and One Logistics mailbox and CC Logistics person responsible for particular PL (see section 1).
- Shipping invoice must be green lighted by Logistics to ensure proper customs regime closure at arrival and correct values declaring.
- Change or replacement of goods is not allowed. Scrapping of material will follow change of customs regime and must be informed about accordingly.
- All serial and part numbers of repaired parts must match those originally sent for repair.
- Photos of each item (serial number engraved all labels on and tools itself from all sides) must be attached along with CI and PL and GL.
- CI must contain:
 - Part number,
 - Serial number,
 - Description,
 - Country of Origin,
 - Manufacturer name
 - Unit price,
 - Package fee (if any),
 - Inland freight (if any),
 - International freight.
 - Contract and PO for repair services with proper terms (responsibilities of parties, delivery and payment terms, goods ownership, repair costs etc.).
 - Damage ACT
 - Act of repair to be provided prior export
-

Maximum timeline for repair is 3 years.

All paperwork above must be reviewed and approved by Baker Hughes Customs COE prior to dispatch. Please follow the GL procedure and DO NOT dispatch without GL and until properly instructed.

Contact Baker Hughes Customs & Logistics teams outlined in Section 1 for further instructions on repair and return/warranty repair shipments.

7. Hand Carry (For Baker Hughes Use Only)

Allowed (Yes or No)

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Not allowed for external suppliers. Only inter-company carriage in exceptional cases. Contact Baker Hughes Customs & Logistics teams outlined in Section 1 for additional information.

8. Restricted Materials

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

Please consult with relevant Customs COE coordinator before goods are sent to Kazakhstan. Items that require special permission or license to be obtained before importation into Kazakhstan:

- Explosives, detonators, cords, blasting equipment
- Equipment / materials / solder / chemical reagents, containing precious stones and precious metals.
- Information of subsoil areas, areas and fields of energy and mineral resources located in the customs territory of the Customs Union and within the limits of the continental shelf and the maritime zone (Partially Prohibited for export / import information in any form / on any media, etc.)
- Special technical tools used to obtain confidential data - HS code - 8443, 8470, 8471, 8473, 8517, 8523, 8525, 8529, 8526, 8528, 8542, 8543, 9002, 9023, 9022, 9017, 8526, 8519, 8523, 8527.
- Medical and pharmaceutical substances - HS code - 2904 – 2909, 2912, 3001 - 3006, 3913, 2936, 2106,
- Drugs, psychotropic substances and their precursors - HS code - 12 -all, 13-all, 29 -all

9. Any material needs to be segregated?

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

All licensed goods, chemicals, glue, grease, oil, solder containing precious metals.

10. Key Requirements for Commercial/Shipping/Customs Invoice

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1. Invoice number
2. Invoice date
3. Full legal name, address of **Seller** as mentioned in the Contract/PO
4. Full legal name, address of **Buyer** as mentioned in the Contract/PO
5. Full name, address, contacts of **Shipper**:
 - a. in rare situations if Shipper's name and country and other details are different from Seller, put shipped "**on behalf and by instruction of**" + **Seller's name**. E.g.: *ABC International Limited UK, on behalf and by instruction of Baker Hughes USA, Westminster Abbey, Big Ben, LN12 87, London, UK. Tel. Email. Contact person.*
6. Full name, address, contacts of **Receiver**:
 - a. in rare situations if Receiver's name and country and other details are different from Buyer, put received "**on behalf and by instruction of**" + **Buyer's name**. E.g.: *ABC International LLC, on behalf and by instruction of BAKER HUGHES ENERGY TECHNOLOGY UK LTD Branch in Azerbaijan, 23, Mamad Araz Street, Baku Plaza, Baku AZ1000, Azerbaijan. Tel. Email. Contact person.*
7. Reference to Contract/PO number
8. Incoterms:
 - a. Incoterms must refer to a relevant clause provided in the Contract/PO and must reflect a geographical location. E.g.: **FCA Aberdeen, UK.**
9. Payment terms as per Contract/PO
10. Full industrial description of goods. Avoid abbreviations as much as possible.
11. Part number
12. Serial number (only for equipment and/or tools (for each serialized item at the invoice). Not required for consumables.
13. Quantities
14. Unit of measure (ea./pcs/kits/reels)
15. HS code per each item
16. Country of Origin
17. True and accurate net weight per unit in kilograms. Randomly guessed weight value is not acceptable.
18. Total net weight per line item in kilograms.
19. True and accurate gross weight (including package) in kilograms
20. Unit price
21. Total price
22. Currency
23. Name, surname, position and signature of the invoice issuer, company stamp (if available)

Contact Baker Hughes Customs & Logistics teams outlined in Section 1 for correct issuance of Commercial/Shipping/ Customs Invoice before goods' dispatch.

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11. Key Requirements for Packing List

Please List must reflect the following mandatory data:

Packing List (PL) is not required in a form of a separate document, if the packing data is duly reflected on the Commercial/Shipping/Customs Invoice.

If PL comes as a separate document, it must reflect the following data:

1. PL number:
 - a. The number must be equal to the invoice number.
2. PL date (if comes as a separate document)
3. Full industrial description of goods with part and serial numbers, quantities and UOMs copy-pasted from the invoice.
4. Net unit weight per item
5. Total net weight per line item
6. Package serial/ID number, if available
7. Package content. E.g.: line item 1-2, 5-7 of the invoice
8. Package type (carton box/wooden crate/pallet/basket/shipping frame/container)
9. Package dimensions (length x width x height, cm)
10. Total number of packages, pcs
11. Total gross weight per package
12. Grand total gross weight

Contact Baker Hughes Customs & Logistics teams outlined in Section 1 for correct issuance of the Packing List.

12. Special Packing Instructions

Packing instruction must comply with Baker Hughes' requirements and meet all regulatory standard.

A copy of the Packing List must be placed in a waterproof envelope and securely attached to the outside of each package.

Physical packaging of goods must be sufficient to withstand multiple instances of rough handling during transit to their final destination.

Any equipment loss or damage incurred due to inadequate packaging will be the responsibility of the Shipper.

Each box/package must be marked legibly and indelibly with weights and dimensions, consecutive box numbering, SAP/TR Shipment Number, and the full address of the BH consignee.

Dangerous goods must conform to UN specifications for boxing, marking, labeling, and shipping.

Consult the International Civil Aviation Organization (ICAO) technical instruction guide, the International Maritime Dangerous Goods (IMDG) code, or contact HS&E for assistance.

13. Freight Forwarder's Instructions (all shipments)

Pentagon Freight Services (Aktau) LLP
12Mcrd., 79/4 Bld., B/c "KAPITAL", Office 301, 304, 306
Aktau
Mangystau region
130000
Tel: +7 7292 20 21 63

All destination points need to be agreed and confirmed with ctimportexportkazakhstan@bakerhughes.com prior cargo is dispatched.



Transit through embargoed countries is prohibited.

BILL OF LADING must be issued for all sea freight shipments with indication of Container and seal number, number and gross weight of every packing unit within container, Container tare and gross weights.

14. Required Documentation

Approved Commercial/Shipping/Customs Invoice and Packing List

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Document Description	Quantity	Comments/Additional Information
Shipping Invoice	5	ORIGINAL
Packing List	5	ORIGINAL
Airway Bill/Ocean Bill of Lading	1	ORIGINAL
Export Declaration	1	IF APPLICABLE
Security Certificate	1	IF APPLICABLE
Certificate of Origin	3	ORIGINAL (IF APPLICABLE)
Certified Invoices	1	IF APPLICABLE
Legalized Documents	1	IF APPLICABLE
Heat Treated Certification	1	IF APPLICABLE
Form M	1	IF APPLICABLE
DG Certificate	1	For all hazardous shipments
Safety Data Sheets (SDS)	1	For all hazardous shipments
Heat Treated Certification	1	Required only for goods (like wooden reels, if stated in invoice as a separate line item), and for wooden (like pallets and mounting assembly parts). Marking as per ISPM 15 requirements, e.g.  

15. Required Approvals

Approval	(Y)es or (N)o	Comments/Additional information
Green Light Approval Country?	Yes	Mandatorily required for all shipments

16. Additional Information
N/A.

Appendixes

- Appendix A – Commercial/Shipping/Customs Invoice & Packing List template.

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Considerations for the invoice template:

1. Below is the preferred template of the Commercial/Shipping/Customs Invoice & Packing Data ideally suitable for import-export customs clearance across Baker Hughes.
2. Supplier is free to use his own invoice template on condition that the mandatory data above is duly provided.
3. Contact Baker Hughes Customs & Logistics teams outlined in Section 1, if you do not have a template and/or if you wish to use this template for shipping.
4. Packing List is not required on a separate document, if packing details are included in the invoice.

SHIPPING INVOICE										
No. XXX										
Date: XXX										
1. SELLER/EXPORTER			2. BUYER/IMPORTER			3. GOODS COLLECTION ADDRESS/SHIPPER			4. ULTIMATE DELIVERY ADDRESS/RECEIVER	
5. CONTRACT/PO						7. SALES ORDER		9. CURRENCY		
6. INCOTERMS						8. TERMS OF PAYMENT		10 MOT		
11. Goods as per description below:										
Line #	Part No.	Description	Serial	Origin	HS Code	Quantity	Unit price	Total price	Unit Net Weight (kg)	Total Net Weight (kg)
12. Special notes:								SUBTOTAL		Total net kg: 0.0
								FREIGHT		
								TOTAL 0.00		
13. PACKING DETAILS:										
Package ID	Package Type	Total net weight (kg)	Total gross weight (kg)	Dimensions (cm)	Contents					
TOTAL:										
_____ Signature			_____ Name			_____ Date				