

Standard Shipping Instructions (SSI) Angola (OFE, IET)

Purpose

The purpose of this document is to detail the requirements of importing materials into the Republic of Angola to ensure strict compliance with Angola Customs laws and regulations, expedite the customs clearance process, avoid risk of fines, penalties, forfeitures in relation to imported goods and minimize storage/demurrage costs.

Scope

The requirements stated in this document apply to all shipments originating outside Angola from both intercompany or external suppliers for Baker Hughes business product lines located in Angola: OFE / Subsea Production Systems (SSPS), Digital Solutions (IS) and Turbomachinery Process Solutions (TPS)

Responsibility and Authority

It is the Shipper's (intercompany or external suppliers) responsibility to follow the instructions described in this document to assure compliance with Baker Hughes Angola shipping requirements and Angola customs laws and regulations. Suppliers arranging shipments to the Republic of Angola 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 (intercompany or external suppliers) planning and executing shipments consigned to Angola shall proceed in accordance with the shipping instructions and specific routing terms set forth below.

1. Shipping Address (Ship To)

Product line	Legal entity name	Delivery Address	Email
Subsea Production Systems (SSPS)	Baker Hughes Angola Limitada NIF: 5402160627	Sonils Oilfield Service Centre Rua Kima Kienda, Boavista – Luanda, MMF Site	Baker Hughes Customs: customs-coe-menatssa@bakerhughes.com Import Logistics: logisticsteamangolaofse@bakerhughes.com
Digital Solutions (DS)	Baker Hughes Angola Limitada NIF: 5402160627	Sonils Oilfield Service Centre Rua Kima Kienda, Boavista – Luanda, MMF Site	Baker Hughes Customs: customs-coe-menatssa@bakerhughes.com Import Logistics: logisticsteamangolaofse@bakerhughes.com
Turbomachinery Process Solutions (TPS)	Baker Hughes Angola Limitada NIF: 5402160627	Sonils Oilfield Service Centre Rua Kima Kienda, Boavista – Luanda, MMF Site	Baker Hughes Customs: customs-coe-menatssa@bakerhughes.com Import Logistics: logisticsteamangolaofse@bakerhughes.com

Destination Customs entry ports

Air shipments	Road shipments	Ocean shipments	Rail shipments
Luanda International Airport 4 de Fevereiro (LAD) Avenida 21 de Janeiro Luanda New International Airport – Dr. Antonio Agostino Neto (NBJ) Bom Jesus – Icole e Bengo	Santa Clara customs Border Cunene Massabi Border Cabinda	Luanda Port Lobito Port Soyo Port Cabinda Port	Not applicable

2. Incoterms

Air	Preferred – FCA/CPT/DAP
Ocean	Preferred – FCA/FOB/CIF/DAP
Courier	Preferred – DAP

- EXW and DDP are not supported.
- Use Incoterms provided in PO/Contract
- Contact Baker Hughes Customs for correct interpretation and application of Incoterms.

3. Billing/Invoicing Address

Contact Baker Hughes Sourcing/Procurement for billing details.

4. Radioactive, Explosive and Chemical shipments

Allowed.

Special considerations:

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 (Atomic Energy Regulatory Authority). 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".

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.

The procedure for registration of new license for import of radioactive/explosive material may take up to **45 working days**. To obtain import license, Baker Hughes Angola must submit below listed documents.

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

- Commercial/Shipping/Customs Invoice
- Packing List
- Transport Bill (AWB or BOL)
- Radioactive Material Safety Data Sheet (MSDS)
- Source (isotope) Certificate (for radioactive shipments)
- Leak Test certificate
- MRB - Material Review Board
- IMDG - International Maritime Dangerous Goods
- Certificate of Origin issued by Chamber of Commerce
- 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 for further instructions.

5. Sample shipments

Allowed.

Import of samples must be carried out under pre-approval from Ministry of Mineral Resources & Petroleum when it is related to Oil samples, need full set of documents including shipping invoice with HS code, COO/COC, Manufacturer address along with MSDS. 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**.

6. Repair and Return / Warranty Repair shipments

Allowed.

Obtain the green light from Angola Logistic Team prior shipping repair items to advise the best customs regime that must be applied avoiding delays and constraints.

7. Hand Carry

Allowed only in exceptional cases but strongly discouraged.

Special considerations:

Hand carry of Baker Hughes owned or 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 for additional information.

8. Restricted Materials

According to the Angolan laws, there are no restrictions for import of materials into Angola. Certain types of commodities may be subject to or require a pre-approval from government entities.

9. Requirements for Commercial/Shipping/Customs Invoice

Mandatory data to be reflected on the invoice:

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:
6. Full name, address, contacts of Receiver:
7. Notify Party (the Freight Forwarder)
8. Reference to Contract/PO number
9. MOT - Mode of Transportation
10. Incoterms:
11. Full industrial description of goods. Avoid abbreviations as much as possible.
12. Part number
13. Serial number (only for equipment and/or tools. Not required for consumables)
14. Quantities
15. Unit of measure (ea./pcs/kits/reels)
16. HS code per each item
17. Country of Origin / Place of Manufacture
18. True and accurate net weight per unit in kilograms. Randomly guessed weight value is not acceptable.
19. True and accurate gross weight (including package) in kilograms
20. Unit price
21. Freight Cost
22. Insurance Value
23. Total price
24. Currency
25. Name, surname, position and signature of the invoice issuer, company stamp (it is mandatory by Law)

Contact Baker Hughes Customs for correct issuance of Commercial/Shipping/ Customs Invoice before goods' dispatch.

10. Requirements for Packing List

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.
 - b. Prefix "PL" must be put in front of the number. E.g.: PL-1234
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
13. Grand total volumetric weight

Contact Baker Hughes Customs/Logistics for correct issuance of the Packing List.

11. Special Packing Instructions

Packing instruction must comply with Baker Hughes' requirements and meet all regulatory standard. The following instructions are not mandatory, but desirable to have for easy identification purpose in case of an unexpected customs inspection:

1. Each package is to be labelled or stenciled, whichever is suitable, with the following information:
 - a. Consignee name
 - b. Contract/PO number
 - c. Invoice number
 - d. Package ID/serial number as per PL

12. Freight Forwarder's Instructions

DSV Panalpina - Transportes Mundiais, Navegacao & Transito S.A.
Rua Kima Kienda 106, Estrada da Boavista
Luanda Angola

13. Required Documents

Approved Commercial/Shipping/Customs Invoice and Packing List

Document Description	Quantity	Comments/Additional Information
Commercial/Shipping Invoice	1	Original colored signed & stamped hardcopy to accompany the shipment
Packing List	1	if comes as a separate document, not consolidated with invoice, original signed & stamped hardcopy to accompany the shipment or soft copy sent by email
Transport Bill	1	total gross weight, number of packages and dimensions on the bill must match PL
Export Declaration	1	not mandatory, but must be available if requested

Certificate of Origin	1	must be provided if specially requested and must be issued or certified by exporter's Chamber of Commerce
COC - Certificate of Conformity	1	must be provided if specially requested (to apply any imp. permit application) - original or soft copy
Certified Invoices		NA
Legalized Documents		NA
Form M		NA
Catalogue / Brochure	1	Required for all Electrical Equipment's/Cables classified under HS Code: 8544
Technical Data Sheet	1	Required for all Electrical Equipment's/Cables classified under HS Code: 8544
Certificate of Laboratory Tests / FAT Reports	1	Original (soft copy) is required for all Electrical Equipment's/Cables classified under HS Code: 8544
DG Certificate	1	For all hazardous shipments - original or soft copy
Safety Data Sheets (SDS)	1	For all hazardous shipments - original or soft copy

14. Required Approvals

Approval	Yes/No	Comments/Additional information
Green Light Approval Required	Yes	Pre-shipment Green Light from Baker Hughes Customs required for all shipments: customs-COE-MENATSSA@bakerhughes.com

15. Additional Information

Not applicable

Appendixes

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

Appendix A. Commercial/Shipping/Customs Invoice & Packing Data template

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 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				