

## **Standard Shipping Instructions (SSI) Canada (IET)**

### **Purpose**

The purpose of the present document is to detail the requirements for importing materials into Canada to ensure strict compliance with Canadian Customs laws and regulations, expedite the customs clearance process, avoid risk of fines, penalties and forfeiture in relation to imported goods; and to minimize storage/demurrage charges.

### **Scope**

The requirements stated within this document apply to all shipments consigned by external suppliers from outside Canada to Baker Hughes business locations in Canada.

### **Responsibility and Authority**

It is the Shipper's responsibility to follow the instructions described in the present document to assure full compliance with Baker Hughes shipping requirements and customs laws and regulations. International shipments crossing the Canadian border and entering the customs territory of Canada must be accompanied by required import documents containing **full, true and accurate** shipping data. Consigners also undertake the responsibility to ensure the shipments comply with requirements for customs clearance as defined in the present document.

### **Description of Activity**

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

## 1. Contacts

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

Sites	Legal Entities	Email
Leduc, Calgary	<ul style="list-style-type: none"> <li>Baker Hughes Energy Services Canada Inc.</li> <li>Waygate Technologies Canada, LP</li> <li>Baker Hughes Energy Services Canada Inc.- Bently Nevada</li> <li>Baker Hughes Energy Services Canada Inc. – TMS</li> </ul>	Baker Hughes Customs: <a href="mailto:NAMCustomsCOE@bakerhughes.com">NAMCustomsCOE@bakerhughes.com</a>
Huerth, Germany	<ul style="list-style-type: none"> <li>Baker Hughes Digital Solutions GmbH</li> </ul>	Baker Hughes Customs: <a href="mailto:NAMCustomsCOE@bakerhughes.com">NAMCustomsCOE@bakerhughes.com</a>

## 2. Shipping address

“Ship To” and “Sold To” addresses on invoices must be those provided in PO/Contract. This requirement applies to all plants in Canada

Business unit	Legal entity		
Digital Solutions (DS)	Baker Hughes Energy Services Canada Inc. Waygate Technologies Canada, LP		
<b>Air shipments</b>	<b>Ocean shipments</b>	<b>Land shipments</b>	<b>Courier shipments</b>
3905 71 <sup>st</sup> Ave. Leduc AB T6N 1J1	3905 71 <sup>st</sup> Ave. Leduc AB T6N 1J1	3905 71 <sup>st</sup> Ave. Leduc AB T6N 1J1	3905 71 <sup>st</sup> Ave. Leduc AB T6N 1J1
<b>Airport of Destination</b>	<b>Port of Destination</b>	<b>Port of Destination</b>	<b>Courier Restrictions</b>
Various – Logistics as per customer request	Various – Logistics as per customer request	Various – Logistics as per customer request	Various – Logistics as per customer request

Business unit	Legal entity		
Digital Solutions (DS)	Baker Hughes Energy Services Canada Inc.- Bently Nevada		
<b>Air shipments</b>	<b>Ocean shipments</b>	<b>Land shipments</b>	<b>Courier shipments</b>
3905 71 <sup>st</sup> Ave. Leduc AB T9E 0R8	3905 71 <sup>st</sup> Ave. Leduc AB T9E 0R8	3905 71 <sup>st</sup> Ave. Leduc AB T9E 0R8	3905 71 <sup>st</sup> Ave. Leduc AB T9E 0R8
<b>Airport of Destination</b>	<b>Port of Destination</b>	<b>Port of Destination</b>	<b>Courier Restrictions</b>
Various – Logistics as per customer request	Various – Logistics as per customer request	Various – Logistics as per customer request	Various – Logistics as per customer request

Business unit	Legal entity		
Turbomachinery Process Solutions (TPS)	Baker Hughes Energy Services Canada Inc. – TMS		
<b>Air shipments</b>	<b>Ocean shipments</b>	<b>Land shipments</b>	<b>Courier shipments</b>
525 – 8TH Ave. S.W. Calgary AB T2P 1G1	525 – 8TH Ave. S.W. Calgary AB T2P 1G1	525 – 8TH Ave. S.W. Calgary AB T2P 1G1	525 – 8TH Ave. S.W. Calgary AB T2P 1G1
<b>Airport of Destination</b>	<b>Port of Destination</b>	<b>Port of Destination</b>	<b>Courier Restrictions</b>
Various – Logistics as per customer request	Various – Logistics as per customer request	Various – Logistics as per customer request	Various – Logistics as per customer request

Business unit	Legal entity		
Digital Solutions (DS)	Baker Hughes Digital Solutions GmbH		
Air shipments	Ocean shipments	Land shipments	Courier shipments
Robert Bosch Strasse 3 Huerth 50354	Robert Bosch Strasse 3 Huerth 50354	Robert Bosch Strasse 3 Huerth 50354	Robert Bosch Strasse 3 Huerth 50354
Airport of Destination	Port of Destination	Port of Destination	Courier Restrictions
Various – Logistics as per customer request	Various – Logistics as per customer request	Various – Logistics as per customer request	Various – Logistics as per customer request

3. Incoterms	
Air	FCA/CPT/DAP
Road	FCA/CPT/DAP
Ocean	FOB/CFR/CIF/DAP
Courier	FCA/DAP

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

4. Radioactive shipments
<ul style="list-style-type: none"> <li>• Radioactive shipments require pre-shipment approval of Baker Hughes Customs. Shipping documents are to be sent for review and approval to <a href="mailto:NAMCustomsCOE@bakerhughes.com">NAMCustomsCOE@bakerhughes.com</a></li> <li>• <b>Special note when dealing with radiometric controls:</b> Items classified under HS codes included in the list at the following <a href="#">link</a> are subject to mandatory radiometric test at port/airport of arrival in Canada. Clearing instructions can only be passed to customs brokers if the FF/Courier can manage such radiometric testing operation.</li> </ul>

5. Explosive shipments
<ul style="list-style-type: none"> <li>• Explosive shipments require pre-shipment approval of Baker Hughes Customs. Shipping documents are to be sent for review to <a href="mailto:NAMCustomsCOE@bakerhughes.com">NAMCustomsCOE@bakerhughes.com</a>.</li> <li>• Shipments must be packed in original package.</li> <li>• Shipment must have proper marking and labels to comply with Dangerous Goods regulations.</li> <li>• After approval and upon dispatch, follow the Canadian Imports pre-alert instructions outlined in Section 18.</li> </ul>

6. Chemical shipments
<ul style="list-style-type: none"> <li>• Material Safety Data Sheet (MSDS) must be included in the shipment pre-alert and attached to the package(s).</li> <li>• If goods are classified as Dangerous for shipping purposes, adherence to all Dangerous Goods Regulations is required.</li> </ul>

7. Sample shipments
<ul style="list-style-type: none"> <li>• Goods to be shipped under Proforma Invoice with remark “Goods are not for sale, not for commercial purposes, supplied free of charge, value provided for customs purposes only”.</li> <li>• The value of sample goods must be equal to sale price value.</li> </ul>

## 8. Repair Return / Warranty shipments

There are no special programs in Canada for importing repairs

## 9. Hand Carry

Allowed in exceptional circumstances but strongly discouraged.

Special considerations:

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 additional information.

## 10. Restricted materials

N/A

## 11. Any materials need to be segregated?

- Urgent shipments with tight deadlines must be shipped separately from non-urgent shipments. Do not ship in consolidation.
- Dangerous goods must be shipped separately from non-dangerous items.

## 12. Requirements for Commercial/Shipping/Customs Invoice

- Title: Commercial/Customs Invoice/Proforma Invoice
- Documentation needs to be in English
- Seller/Shipper's name, address, ship-from country
- Purchaser/Importer of Record name & address
- Ultimate consignee & Delivery address (if different than Purchaser/Importer of Record)
- BH Contact name & phone #
- Date of invoice
- Invoice number
- PO or reference number and Detailed Description of part (s)
- Incoterm with place /port/address
- Freight cost - if applicable per incoterm
- Subtotal & currency
- Signed with name, title and position of signatory

For each item on the invoice:

- Unit Quantity, Value & Currency
- BH Part Number & Description of items
- Weight of items (gross &/or net may be required)
- Unit of Measure
- Country of origin (manufacturing country)
- Packing details (dimensions, capacity, weight, type of packaging) or refer to separate packing list

**Please refer to Shipping Invoice & Packing Data template and more detailed instructions in Appendix B**

## 13. Requirements for Packing List

Packing details are required and can either be provided on a separate Packing List or included in a combined Invoice/Packing List. The Packing List must have a number and reflect type of packages; gross and net weight and dimensions of each package. Each package is to be consecutively numbered and is to clearly indicate which items are packed within each box. A copy of the Packing List should be placed in a waterproof envelope and securely attached to the outside of each package and is also required to be included in the pre-alert.

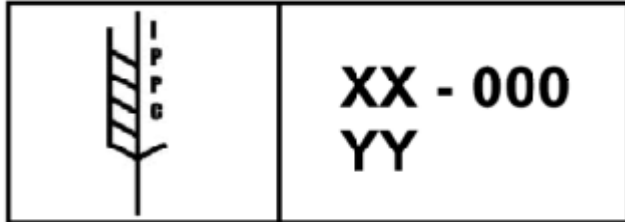
**Please refer to Shipping Invoice & Packing Data template and more detailed instructions in Appendix B**

#### 14. Special Packing Instructions

All wood packages materials used for shipping destined to Canada must comply with ISPM15 regulations (International Standard for Phytosanitary Measures 15) <https://www.cbsa-asfc.gc.ca/security-secureite/wp-meb-eng.html> and carry IPPC mark that are:

- Legible
- Durable and not transferable
- Placed in location that is visible when the wood packaging is in use, preferable on at least two opposite sides of the wood packaging unit.

Any non-compliant woode packaging is subject to refuse entry into Canada Example of the IPC Mark below.



Where XX represents the International Standards Organization two letter country code for the country in which the wood packaging is produced and 000 represents the official certification number issued to the facility producing the compliant wood packaging by the National Plant Protection Organization and YY represents the treatment carried out (e.g. HT for heat treated wood ro MB for Methl Bromide treated wood.)

Each box/package must be marked legibly and indelibly with weights and dimensions, consecutive box numbering, Shipment or PO number and the full address of the Canadian Consignee.

#### 15. Forwarder's instructions

- Comply with shipment pre-alert requirments
- Notify Party Instructions – see Pre-Alert Requirments
- Arrival notices must be provided to Livingston International immediately upon arrival in Canada..

#### 16. Required Documents

Document Description	Quantity	Comments/Additional Information
Commercial/Shipping Invoice	1	Always needed. To be verified if in original according to the country of shipment
Packing List	1	Needed in case of multiple HS codes items or weight missing on the invoice
Airway Bill/Ocean Bill of Lading	1	Gross weight to match invoice, freight cost needed
Safety Data Sheets	1	Chemicals, radioactives, explosives
Bill o f material for Kits	1	Kits

#### 17. Required approvals

Approval	Yes/No	Comments/Additional information
Green Light Approval required?	No	Exception: radioactive, explosive, chemichal and hand-carry shipments always need Green Light approval prior to dispatch

#### 18. Additional Information

Shipment full pre-alert is always required for all shipments of all modes of transport (air, ocean courier, truck, hand-carried) crossing the customs border of Canada. Pre-alerts must be sent in accordance with the distribution list in Section 19 no later than 1 business day from departure for air shipments and 4 business days from departure for ocean shipments. Shipment status must be monitored and if any changes to ETA or transport detail, an updated pre-alert must be sent immediately to the same distribution. Pre-alerts must include details that are useful to the clearance process including, but no 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
- PO Number
- Name of Person/location for which the shipment is intended if not on PO
- Copy of the Container Security Inspection and Seal form for Full container loads (FCL) shipments
- Safety Data Sheets (SDS)
- Shippers Declaration for Dangerous Goods when applicable
- PARS sheet completed -Canada truck shipments

**Pre-Alert subject line format:**

To ensure effective management of a large volume of pre-alerts, please properly format the subject line of the pre-alert in your email notice as per the example below.

Examples for subject lines:

- Air Shipment – AWB #/PO# or SO#/Invoice #
- Ocean Shipment – MBL #/ HBL #/ PO # or SO #/Invoice #
- Courier Shipment – AWB #/PO# or SO#/Invoice #
- Truck – PARS # /PO# or SO #/Invoice #

**19. Document distribution**

- **Air freight:** original shipping documents must accompany the shipment.
- **Ocean freight:** Express BOL preferred. If Express BOL is not available, Original BOL must be couriered to Baker Hughes authorized customs broker in Canada (see below) and e-mail the courier tracking number to same e-mail address as the pre-alert. Original BOL must reach Livingston prior to vessel arrival to avoid demurrage/storage costs.
- **Road freight:** Packing list and PAR sheet. Documents must accompany the shipment.
- Notify Party on all transport bills must always indicate the Canadian customs broker as follows:
 

**Expeditors International**  
**19 Aero Drive NE, #37**  
**Calgary, AB T2E 8Z9**  
**1-403-265-9390**  
[BakerhughesCanada@expeditors.com](mailto:BakerhughesCanada@expeditors.com)
- Pre-alert notice for **UPS (Express) shipments** with Commercial Invoice, Packing list are to be sent to [upsbakerhughes@ups.com](mailto:upsbakerhughes@ups.com)
- Pre-alert notice for **DHL Express shipments** with Commercial Invoice, Packing list are to be sent to [Canada\\_Brokerage@dhl.com](mailto:Canada_Brokerage@dhl.com)

**Appendixes**

- Appendix A – Shipping Invoice & Packing List template

## Appendix A. Shipping Invoice & Packing Data template

### Considerations for invoice template:

1. Below is the preferred template of the Shipping 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. Please contact BH Customs COE [NAMCustomsCOE@bakerhughes.com](mailto:NAMCustomsCOE@bakerhughes.com), 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.

<b>PO#</b>				<b>Invoice#</b>				<b>Date:</b>	
<b>Shipper/Exporter</b> Name Address Contact Name & Phone#				<b>Consignee/Delivery Address</b> Name Address Contact Name & Phone#					
<b>Country of Export:</b>				<b>Importer/Buyer</b> Name Address Tax ID Contact Name & Phone#					
<b>Country of Destination:</b>									
<b>Incoterm:</b> _____									
Part#	Description	COO	HTS Code	Qty	UOM	Weight	Unit Value	Total Value	
<i>Part# can be found from the PO</i>		country of Manuf.							
<b>Payment Term &amp; Payment Instruction</b>						<b>Total Weight</b>	<b>Currency Used</b>	<b>Total Invoice Value</b>	
<b>Special Marks**</b> <i>i.e. temporary export, returned for repair, return after repair, tools of trade, prototype, etc.</i>									
I declare all the information contained in this invoice to be true and correct Signature of shipper/exporter (type name and title and sign) Date:									