

Standard Shipping Instructions (SSI) France (IET)

Purpose

The purpose of this document is to detail the requirements of importing materials into the Republic of France to ensure strict compliance with French Customs laws and regulations, expedite the customs clearance process, avoid 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 consigned by external suppliers from outside France to Baker Hughes business locations in France.

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 French border and entering the customs territory of France 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 France 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.

Customs/Logistics Team contacts:

Legal entity	Legal address	Contact email
Baker Hughes Digital Solutions – Waygate Technologies Remote Visual Inspection Solutions (WG RVI)	15 Chemin du Plateau 6 Park Bâtiment C, 69570, Dardilly, France	customs-coe-eu@bakerhughes.com
Baker Hughes Digital Solutions, France - Bently Nevada	14 Rue de la Haltiniere, Nantes, 44300, France	customs-coe-eu@bakerhughes.com
Baker Hughes Digital Solutions, France - Druck, Panametrics	660 rue l'occitane - BP 37256 31672 Labège cedex, France	customs-coe-eu@bakerhughes.com
Dresser Produits Industriels SAS	3 Rue Saint-Pierre, Conde sur Noireau, 14110, France	Europe, Middle East, Africa: EmeaLEC@allynintl.com Asia, Pacific: FPTAPAC@allynintl.com LATAM: FPTAmericasLEC@allynintl.com India: IndiaLEC@allynintl.com DHL shipments: bakerhughes.customercare@dhl.com Customs Team: customs-COE-IT@bakerhughes.com
Lufkin Gears France SAS	48 Rue de Luxeuil, Fougerolles-Saint-Valbert, 70220, France	transports.lufkinfrance@bakerhughes.com ; customs-COE-IT@bakerhughes.com
Thermodyn SAS	480 allée Gustave Eiffel, Le Creusot, 71200, France	customs-COE-IT@bakerhughes.com

2. Delivery Addresses

Legal entity	Delivery address	Modes of transport
Baker Hughes Digital Solutions – Waygate Technologies Remote Visual Inspection Solutions (WG RVI)	15 Chemin du Plateau 6 Park Bâtiment C, 69570, Dardilly, France	Air, Road, Courier
Baker Hughes Digital Solutions, France - Bently Nevada	13 rue du Petit Chatelier, Nantes, 44300, France	Air, Road, Courier
Baker Hughes Digital Solutions, France - Druck, Panametrics	660 Voie l'Occitane, Quartier Plantaurel, Bâtiment Arizona B, 31670, Labège, France	Air, Road, Courier
Dresser Produits Industriels SAS	3 Rue Saint-Pierre, Conde sur Noireau, 14110, France	Air, Road, Ocean, Courier
Lufkin Gears France SAS	48 Rue de Luxeuil, Fougerolles-Saint-Valbert, 70220, France	Air, Road, Ocean, Courier

Thermodyn SAS	480 allée Gustave Eiffel, Le Creusot, 71200, France	Air, Road, Ocean, Courier
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3. Incoterms

Air	FCA/CPT/CIP/DAP. Use Incoterms provided in PO/Contract/RMA
Road	FCA/CPT/DAP. Use Incoterms provided in PO/Contract/RMA
Courier	FCA/DAP. Use Incoterms provided in PO/Contract/RMA

4. Billing address:

Legal entity	Address	EORI number
Baker Hughes Digital Solutions, France - Bently Nevada	14 rue de la Haltinière, Nantes, 44300, France	FR45040278900033
Baker Hughes Digital Solutions France - Druck, Panametrics	660 rue l'Occitane – BP 37256 Labege Cedex, 31672, France	FR45040278900033
Baker Hughes Digital Solutions France - WG RVI	15 Chemin du Plateau 6 Park Bâtiment C, 69570, Dardilly, France	FR45040278900033
Dresser Produits Industriels SAS	3 Rue Saint-Pierre, Conde sur Noireau, 14110, France	FR70205283800167
Lufkin Gears France	48 Rue de Luxeuil, Fougerolles-Saint-Valbert, 70220, France	FR95050805100014
Thermodyn SAS	480 allée Gustave Eiffel, Le Creusot, 71200, France	FR42876468200020

Suppliers must refer to PO/Contract for billing information or contact Baker Hughes Sourcing/Procurement

5. Radioactive Shipments

Not allowed

6. Explosive Shipments

Not allowed

7. Chemical Shipments

Allowed. MSDS must be provided

8. Sample Shipments

Allowed.

Special considerations:

- Samples must be shipped in single units. Multiple quantities of the same item may not be accepted for non-commercial purposes.
- Shipping Invoice must have a note “Goods are supplied free of charge, not for sales, not for commercial purpose. All prices provided for customs purposes only”.
- Sample unit price must be equal to the sales price provided in PO/Contract.

Contact Baker Hughes Sourcing/Procurement for more information.

9. Repair and Return / Warranty Repair Shipments

Allowed

Special considerations:

- Goods must be shipped under a Customs Invoice following the instructions outlines in Section 13
- Specify the goods are temporary exported (return) for repair, maintenance or calibration.
- State payment terms or free of charge (under warranty), if applicable
- State depreciated value of the return goods for customs purposes only
- Mention the RMA (Return Authorization number) and complete description of the goods including serial number, HS Code, Country of Origin for each item on the invoice.
- If repara is to be done by outsourcing supplier, it must be on the list of authorized third-party vendors.
- Specify net and gross weight of each item

Contact Baker Hughes Sourcing/Procurement for more information

10. 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/Logistics teams for more instructions.

11. Restricted Materials

Not applicable

12. Any material needs to be segregated?

Not applicable

13. Requirements for Commercial/Shipping/Customs Invoice

Invoice heading must have:

- Invoice number
- Invoice date
- Seller's full legal name, address as per Contract/PO
- Buyer's full legal name, address as per Contract/PO
- Shipper's full name, collection address, contacts (if different from Seller's name, address):
- Receiver's full name, delivery address, contacts (if different from Buyer's name, address)
- Reference to Contract/PO/RMA number and date
- Incoterms 2020: as per PO/Contract with proper indication of location.
- Payment terms: as per Contract/PO/RMA

Each line item in goods' description field must have:

- Item part/material number
- Item full description. Avoid abstract generic descriptions, abbreviations, coded descriptions.
- Serial number (required only for equipment/tools. Not required for consumables)
- Country of Origin (COO)
- HS code
- ECCN (Export Control Classification Number) number
- Quantity
- Unit of measure (ea/pcs). If item comes as kit/BoM, each individual kit component must be split as per HS code, COO, price, net weight.
- Total net weight per line item in kilograms: true and accurate. Randomly guessed weight is not acceptable.
- Price per line item
- Total line-item price
- Currency
- Name, surname, position, authorized signature, company stamp (if available)

Contact Baker Hughes Customs/Logistics for further clarifications before goods' dispatch.

14. Requirements for Packing List

Packing List is NOT required on a separate document if packing details provided below are duly reflected on the Invoice.

If Packing List comes as a separate document, it must include:

- Packing List number
- Packing List date
- Part/material numbers, descriptions, serial numbers (if needed), quantities.
- Net unit weight per item
- Total net weight per line item
- Package identification number, if available
- Package content. E.g.: invoice line items 1-2, 5-7
- Package type (carton box/wooden crate/pallet/basket/shipping frame/container)
- Package dimensions (length x width x height, cm)
- Total number of packages, pcs
- Total gross weight per package
- Grand total gross weight
- Grand total volumetric weight

15. Special Packing Instructions

All packages must be labeled with the consignee address.

Note: Suppliers should refer to Sourcing/Procurement for further instructions in case of project specific requirements

16. Forwarder's Instructions

All packages must be labeled with the consignee address.

AWB must show the freight cost as this information is needed for Customs Declarations.

17. Required Documents

Document Description	Quantity	Comments/Additional Information
Commercial Invoice	1	No need for original copy
Packing List	1	No need for original copy
Airway Bill/Ocean Bill of Lading	1	Express release B/L only
Export Declaration		If required
Certificate of Origin	1	Needed in original when provided
Head Treated Certification	1	If required
Carnet ATA	1	When applicable for temporary admission for fairs or events
MSDS Safety Data Sheet	1	Chemicals
Mill Certificates	1	If applicable for certain Steel, Iron and Raw Materials
Phytosanitary Certificate (check)	1	When importing wood products, including wooden packaging with imported SPS equipment for Australia.
Bill of Material for Kits		Breakdown list is required

18. Additional information

N/A

19. Legal Due Diligence Database (LDD)

All international freight shipments should only use vendors from Baker Hughes Approved Vendors List.

Records

- Records must be maintained in accordance with BH Records Retention policies. The France's Customs Regulations "The Act on Customs Duties and Movement of Goods" Chapter 4, Section 4-12-1 states that the retention of post entry clearance documentation obligation applies for 10 years.
- For Goods moved between the EU-EFTA, Common Transit Convention (Iceland, Norway, Liechtenstein and Switzerland) as well as Turkey, Macedonia and Serbia, the corresponding retention obligation is 3 years in the case of paper-based declarations.
- Non-US locations are encouraged to contact Baker Hughes International Trade Compliance with any questions prior to discarding documentation relating to international shipments to or from the US.

References

- BH-QUA-013 Control of Records
- BH-LOG-005 (EN) Baker Hughes Hand Carry Procedure for Commercial Merchandise, Equipment, or Tools of Trade
- BH-LOG-057 (EN) ITC Playbook: Logistics and Customs

Commercial/Customs Invoice sample

Exporter / Seller's Letterheader										
Commercial Invoice / Customs Invoice										
Invoice Numer:							Date:			
Exporter / Shipper:			Consignee:				Notify Party:		Ship to / Deliver Address:	
Legal Entity Name: Complete address City or Town and Country Postal code Contact details			Legal Entity Name: Complete address City or Town and Country Postal code Contact details						Legal Entity Name: Complete address City or Town and Country Postal code Contact details	
Purchase Order			Sales Order Number				Project reference:			
Terms of Delivery:			Terms of Payment:				Mode of transport:			
LINE #	Quantity	UOM	Description of goods:	Part Number	Serial Number	Country of Origin	HS Code	ECCN	Unit price and currency	Total price and Currency
1										
									Total Value:	0.00
Packing details:										
Packed in:	Total Net Weight (KG)			Total Gross Weight (KG)			length x width x height cm			
1 crate										
Total Packages:										
Total Net Weight:										
Total Gross Weight										
Shipper's Name:						Shipper's Signature & Date:				