

Standard Shipping Instructions (SSI) Germany (IET)

Purpose

The purpose of this document is to detail the requirements of importing materials into Germany to ensure strict compliance with 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 the EU from both intercompany or external suppliers which are consigned to any Baker Hughes IET business locations within Germany

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 shipping requirements and German and EU customs laws and regulations. Consignors arranging shipments to Germany 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 Germany 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.

Below are Customs/Logistics Team contacts. Choose the one applicable to your transaction.

Business segment	Legal entity name	Delivery Address	Email
Waygate Technologies (IET)	Baker Hughes Digital Solutions GmbH	Robert-Bosch-Str. 3 50354 Huerth	huerth.importe@bakerhughes.com
Waygate Technologies (IET)	Baker Hughes Digital Solutions GmbH	Bogenstr. 41 22926 Ahrensburg	shipping.ahb@bakerhughes.com
Waygate Technologies (IET)	Baker Hughes Digital Solutions GmbH	Albert-Einstein-Str. 22 31515 Wunstorf	import.wunstorf@bakerhughes.com
Druck (IET)	Baker Hughes Digital Solutions GmbH	Only drop-shipments	frankfurt.importe@bakerhughes.com
Bently Nevada (IET)	Baker Hughes Digital Solutions GmbH	Only drop-shipments	frankfurt.importe@bakerhughes.com

Destination Customs entry ports

Air	Road	Ocean	Rail
Any airport having a customs office	Entries at any customs office for road shipments possible	Hamburg seaport (preferred). All further main EU sea ports possible	Upon request

2. Incoterms

Air	as provided in PO/Contract. Preferred Incoterms – FCA. EXW and DDP are not supported.
Road	as provided in PO/Contract. Preferred Incoterms – FCA. EXW and DDP are not supported.
Ocean	as provided in PO/Contract. Preferred Incoterms – FCA. EXW and DDP are not supported.
Courier	as provided in PO/Contract. Preferred Incoterms – FCA. EXW and DDP are not supported.

For correct application and interpretation of Incoterms, please contact Baker Hughes Customs & Logistics teams outlined in Section 1.

3. Billing Address

Legal entity	Address	Contact
Baker Hughes Digital Solutions GmbH	Robert-Bosch-Str. 3 50354 Huerth	Assigned freight payment centre
Baker Hughes Digital Solutions GmbH	Bogenstr. 41 22926 Ahrensburg	Assigned freight payment centre
Baker Hughes Digital Solutions GmbH	Albert-Einstein-Str. 22 31515 Wunstorf	Assigned freight payment centre
Baker Hughes Digital Solutions GmbH	Darmstädter Landstr. 116 60598 Frankfurt	Assigned freight payment centre

4. Radioactive, Explosive and Chemical Shipments

Not allowed, but exceptions possible. Contact Baker Hughes Customs/Logistics Team mentioned in Section 1.

5. Sample Shipments

Allowed. Follow instructions in Section 9. Contact Baker Hughes Customs/Logistics team mentioned in Section 1 for more information.

6. Repair and Return / Warranty Repair Shipments

Allowed. Follow instructions in Section 9. Contact Baker Hughes Customs/Logistics team mentioned in Section 1 for more information.

7. 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 outlined in Section 1 for additional information

8. Restricted Materials

Not applicable

9. 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: as per PO/Contract with proper indication of location. E.g.: FCA Aberdeen, UK.
- Payment terms: as per Contract/PO

Each line item in goods' description field must have:

- Item part 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
- Quantity
- Unit of measure (ea/pcs).
- Unit price
- Total price
- Currency

Desired "nice to have" data:

- Manufacturer's name for each line item with the manufactory date

10. Requirements for Packing List

Packing List is not required on a separate document if packing details are included in the Invoice.

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

- Packing List number
- Packing List date
- Part numbers, descriptions, serial numbers, 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

11. Special Packing Instructions

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

Each package is to be labelled or stenciled, whichever is suitable, with the following information:

- Consignee name
- Contract/PO/RMA number

12. Freight Forwarder's Instructions (all shipments)

Use contacts mentioned in section 1. Escalation, if required: customs-coe-eu@bakerhughes.com

13. Required Documents

Document Description	Quantity	Comments/Additional Information
Commercial/Shipping Invoice	1	
Packing List	1	
Airway Bill/Ocean Bill of Lading	1	
Certificates		if required
Legalized Documents		if required
Safety Data Sheet (SDS)		if required
DG Certificate		if required

14. Required Approvals

Approval	Yes/No	Comments/Additional information
Green Light Approval required?	No	Not applicable

15. Additional Information

In case of steel shipments for demo purposes, it is strongly recommended to double-check with importer all applicable documents ahead of the shipment to avoid any delays at time of customs clearance in Germany.