

Standard Shipping Instructions (SSI) Norway (OFSE)

Purpose

The purpose of this document is to detail the requirements of importing materials to the Kingdom of Norway to ensure strict compliance with Norwegian 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 in this document apply to all shipments originating outside Norway from both intercompany and external suppliers which are consigned to any Baker Hughes OFSE business locations within Norway.

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 Norwegian customs laws and regulations. Consignors arranging shipments to Norway 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 Norway 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/Procurements.

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

Business segment	Legal entity name	Delivery Address	Email
Intervention Workover Control Systems (IWOCS)	Vetco Gray Scandinavia AS – Stord Department	Baker Hughes / Vetco Gray Scandinavia AS 5411, Stord, Norway	Logistics.Stord@bakerhughes.com
Subsea Productions Systems (SPS)	Vetco Gray Scandinavia AS – Stord Department	Baker Hughes / Vetco Gray Scandinavia AS 5411, Stord, Norway	Logistics.Stord@bakerhughes.com
Subsea Services (SRV)	Vetco Gray Scandinavia AS – Stord Department	Baker Hughes / Vetco Gray Scandinavia AS 5411, Stord, Norway	Logistics.Stord@bakerhughes.com
Subsea Productions Systems (SPS)	Vetco Gray Scandinavia AS – Stavanger Department	Baker Hughes / Vetco Gray Scandinavia AS Warehouse, Building 17, Finnetadgeilen 10 4029, Stavanger, Norway	Stavangerlogistics@bakerhughes.com
Subsea Services (SRV)	Vetco Gray Scandinavia AS – Stavanger Department	Baker Hughes / Vetco Gray Scandinavia AS Warehouse, Building 17, Finnetadgeilen 10 4029, Stavanger, Norway	Stavangerlogistics@bakerhughes.com

Destination Customs entry ports

Air	Road	Ocean	Rail
Fiesland (Bergen) (For Stord)		Agotnes / Bergen (Stord) LCL Oslo	
Sola Airport (Stavanger)		Tananger Harbour LCL Oslo	

2. Incoterms

Air	Preferred Incoterms – FCA/CPT/CIP/DAP
Road	Preferred Incoterms – FCA/CPT/CIP/DAP
Ocean	Preferred Incoterms – FCA/FOB/CIF/DAP
Courier	Preferred Incoterms – FCA/CPT/CIP/DAP

- EXW and DDP are not supported.
- Use Incoterms provided on PO/Contract
- For correct application and interpretation of Incoterms, please contact Baker Hughes Customs/Logistics.

3. Billing Address

Vetco Gray Scandinavia AS – Stavanger Department	Sothammargielen 1 4029, Stavanger Norway	Assigned freight payment centre via InterLOG
--	--	--

4. Radioactive, Explosive and Chemical Shipments

Explosives:

- Not allowed for all legal entities.

Radioactives:

- Not allowed for Stord
- Allowed for Stavanger. Mandatory requirements:
 - Thorough preparation for import and preliminary examination of all shipping documents;
 - Pre-approval (Green Light) for all shipping documents;
 - Product Safety Data Sheet (MSDS), Shipping Invoice, Packing List to be emailed in advance;
 - DG Declaration must travel with the shipment;
 - Inland transportation permits specifically based on each single shipment.
 - Baker Hughes Customs Team's green light for dispatch
- All notifications to be sent to Stavangerlogistics@bakerhughes.com

Chemicals:

- Shipment pre-approval (Green Light) by Baker Hughes Customs is mandatory.
- Documents for review and approval to be emailed in advance: MSDS, Shipping Invoice, Packing List;
- DG Declaration must travel with the shipment;
- All notifications to be sent to:
 - for Stavanger - Stavangerlogistics@bakerhughes.com
 - for Stord - Logistics.Stord@bakerhughes.com

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. Contact Baker Hughes Customs/Logistics for instructions.

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

Biosecurity Requirements:

- Wooden packaging including support materials (dunnage) and shims (wood) of wood used to wedge or support cargo imported into Norway is required to meet ISPM 15, less wood packaging consisting solely of processed wood products made using glue, heat or pressure, or a combination thereof. The requirement for the treatment of wooden packaging imported into Norway is an additional requirement not required by other Regions.
- Wood packing must comply with ISPM 15 International standard regulations and show the phytosanitary HT stamp Norwegian authority carries out a sample-based inspection in connection with imports.
- All Dangerous Goods need to be packaged to IATA, ADR & IMDG regulations.
- A copy of the Phytosanitary Certificate must be provided if requested by the Norwegian authorities.

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 (CoO, CoC, EUR1, Heat Treated, Mill Cert)		if required
Bill of Material for Kits		if required, breakdown required
Legalized Documents		
Safety Data Sheet (SDS)		if required
DG Certificate		if required
Lifting and technical drawings, pictures		If required for special cargo, OOG

14. Required Approvals

Approval	Yes/No	Comments/Additional information
Green Light Approval required?	Yes	For Stord, all approvals to be requested from Logistics.Stord@bakerhughes.com For Stavanger, all approvals to be requested from Stavangerlogistics@bakerhughes.com

15. Additional Information

Not applicable