

Standard Shipping Instructions (SSI) Poland (IET)

Purpose

The purpose of this document is to detail the requirements of importing materials into the Republic of Poland to ensure strict compliance with local Customs laws and regulations, expedite 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 originating outside Poland from intercompany shippers or external suppliers which are consigned to any Baker Hughes business locations within Poland.

Responsibility and Authority

It is the shipper's (intercompany or external supplier) responsibility to follow the instructions described in this document to assure complete compliance with Baker Hughes shipping requirements and local customs laws and regulations. Consignors arranging shipments crossing customs borders are responsible for providing complete and accurate shipment information and documentation as well as ensuring those shipments adhere to the requirements as defined in this procedure.

Description of Activity

Shipper's (Intercompany or external supplier) planning and executing shipments consigned Baker Hughes businesses shall proceed in accordance with the shipping instructions and specific routing terms set forth below.

1. Contacts

SUPPLIER'S FIRST AND MAIN POINT OF CONTACT IS BAKER HUGHES SOURCING/PROCUREMENT

Business segment	Legal entity name	Delivery Address	Email
Industrial Energy Technology	Baker Hughes Poland Sp. Z o.o. Aleja Krakowska 110/114, Bld 3014613 Warsaw Masovian 02-256, Poland	Baker Hughes Poland Sp. Z o.o. Aleja Krakowska 110/114, Bld 3014613 Warsaw Masovian 02-256, Poland	Baker Hughes Customs: customs-COE-EU@bakerhughes.com ;

Air	Ocean	Courier
Preferred Airport	Preferred Port	Courier Restriction
N/A	N/A	Approved couriers: UPS/DHL/FedEx/TNT

2. Incoterms

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

3. Billing Address

Baker Hughes Poland Sp. Z o.o.
Aleja Krakowska 110/114, Bld 3014613,
Warsaw Masovian, 02-256, Poland

4. Radioactive Shipments

Not allowed

5. Explosive Shipments

Not allowed

6. Chemical Shipments

Allowed. Contact Baker Hughes Customs/Logistics for instructions.

Special Considerations: MSDS must accompany goods

7. Sample Shipments

Allowed. Contact Baker Hughes Customs Team for instructions.

Special Considerations:

All invoices must include name of person expecting the shipment, full description, value, items tariff code (HTS), country of origin.

8. Repair and Return / Warranty Repair Shipments

Allowed. Contact Baker Hughes Customs Team for instructions.

Special Considerations:

All items are returned using official RMA returns documents - Customs Invoice, Packing List and, Customs Declaration (if applicable).

9. Hand Carry

Allowed under exceptional circumstances.

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 Team for instructions.

10. Restricted Materials

Not applicable

12. Any material needs to be segregated?

Not applicable

13. Requirements for Commercial/Shipping/Customs Invoice

Commercial/Shipping/Customs Invoice data:

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 for clarifications **before** goods' dispatch.

14. Requirements for Packing List

Packing List data:

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

Contact Baker Hughes Customs for clarifications **before** goods' dispatch.

15. Special Packing Instructions

All items must be packed in good quality packaging and, must meet any regulatory requirements for shipping (e.g., IATA). Packing instruction must comply with Baker Hughes' requirements and meet all regulatory standards.

Notes: Suppliers should refer to sourcing and procurement for further instructions in case of project specific requirements.

16. Freight Forwarder's Instructions

Forwarder must contact Baker Hughes Customs for clearance instructions including VAT/EORI numbers and authorization to use Baker Hughes DAN. When requesting clearance instructions forwarder must provide copy of invoice and transport bill.

17. Required Documentation

Document Description	Quantity	Comments/Additional Information
Shipping Invoice	1	
Packing List	1	
Airway Bill/Ocean Bill of Lading	1	
Export Declaration	1	
Security Certificate		
Certificate of Origin	1	If required.
Certified Invoices		
Legalized Documents		
Heat Treated Certification		
Form M		
NAFTA or FTA documents		
MSDS Safety Data Sheet	1	If applicable
Mil Certificates		

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Bill of Materials for Kits		
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18. Required Approvals

Approval	Yes/No	Comments/Additional information
Green Light Approval Country?	Yes	Green light approval prior to shipping required from Baker Hughes Customs. All documents must be sent, reviewed, and approved before transport arranged.

19. Additional Information

Not available.

20. Legal Due Diligence Database (LDD)

All international freight shipments should only use vendors from "The Approved Vendor List".

Reference

- 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

Appendixes

- None