

Standard Shipping Instructions (SSI) Spain (IET)

Purpose

The purpose of the present document is to detail the requirements for importing materials into the Spain to ensure strict compliance with Spanish 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 Spain to Baker Hughes business locations in Spain.

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 entering the customs territory of Spain 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 sites in Spain 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.

Site	Legal Entity	Email
Madrid 28043 Spain	Masoneilan S.L.U.	Baker Hughes Customs: Customs-COE-EU@bakerhughes.com

2. Shipping Address

Address	Means of Transportation	
Masoneilan S.L.U Calle Ramrez De Arellano 35 28043 Madrid Spain	Air/ Ocean/ Truck/ Courier	
Preferred Airport	Preferred Port	Courier Restrictions?
N/A	N/A	No

3. Incoterms

Air	FCA/CPT/DAP
Road	FCA/CPT/DAP
Ocean	FOB/CFR
Courier	EXW/FCA/ DAP

Use Incoterms provided in the Contract/PO

4. Billing Invoicing Address

LEGAL ENTITY	ADDRESS	EORI CODE
Masoneilan S.L.U	Calle Ramrez De Arellano 35 28043 Madrid Spain	ES08100364

5. Radioactive shipments

Allowed. Approval must be granted by site prior to dispatch. Contact Baker Hughes Customs for additional instructions.

6. Explosive shipments

Not allowed.

7. Chemical shipments

Allowed. Lead Fixed Facilities Specialist Approval and MSDS required prior to dispatch. Contact Baker Hughes Customs for additional instructions.

8. Sample shipments

Allowed. Goods must be shipped under Proforma Invoice with note "Goods are not for sale, free of charge, value provided for customs purposes only". Contact Baker Hughes Customs for additional instructions.

9. Repair Return / Warranty shipments

Allowed.

- Shipping documents to be notified to BH Customs COE Customs-COE-EU@bakerhughes.com
- Shipment to be done under Proforma invoice following the same rules at point 13
- Specify the type of repair to be done on the item/s
- Specify the reparation will be on payment term or free of charge
- Specify the serial number of the item/s
- Specify the country where the item will be shipped after the reparation
- If reparation is due to be done at outsourcing supplier, it must be on the list of authorized ones
- Specify net and gross weight of the item/s
- Be noted export of repaired item/s to be done within one year from import (extendable up to 4 years)
- Specify RMA number on proforma invoice

Refer to Shipping Invoice & Packing Data template and more detailed instructions in Appendix B.

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 outlined in Section 1 for additional information.

11. Restricted materials

N/A

12. Materials to be segregated

N/A

13. Requirements for Commercial/Shipping/Customs Invoice

- Invoice number and date of issue
- Bill-to complete importing legal entity name and address (to match with PO (Purchase Order))
- Ship-to name and address
- Incoterm with place of delivery
- Detailed description of the goods in English
The part number or any other code is not considered as a detailed description
- Purchase order number and line
- Quantity and unit of measurement
- Unit price and total price of each line (to match with PO)
- Currency
- Part number
- HS code, of each item
- Origin of the goods, of each item
- Net weight of each item, if not specified on the packing list
- Total gross weight, if not specified on the packing list
- Number of packages, if not specified on the packing list
- Gross and net weight to match with AWB/BL/transport document weight, if not specified on the packing list

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

14. Requirements for Packing List

- Packing list to contain invoice with same number it refers to
- Each box/package detailed content
- Each box/package gross and net weight
- Total gross and net weight
- In case the invoice includes more items with different HS (Harmonized System) codes or origin, the net weight must be specified for each category of item with same HS code/origin, if not specified on the invoice
- Packing List is not required on a separate document, if packing details are included in the shipping invoice

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

15. Special Packing Instructions

All packages must be labeled with the consignee address. Wooden material boxes must comply with ISP15 regulations. Packing instruction must comply with Baker Hughes' requirements and meet all regulatory standards.

Notes: Suppliers should refer to BH Sourcing & Procurement for further instructions in case of project specific requirements

16. Forwarder's Instructions

AWB (Air waybill) must show the freight cost as this information is needed for the Customs declaration.

It is **mandatory** that all Freight Forwarders **notify** every shipment to BH Customs COE by email providing all the related documents

Department	Email
BH Customs COE	Customs-COE-EU@bakerhughes.com

BH Customs COE team (CCOE) will check completeness/correctness of the documents and send customs clearance instructions to authorized customs brokers.

17. 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
Eur 1 / Eur Med	1	Needed in original when provided
Carnet ATA (Admission Temporaire)	1	When applicable for temporary admission for fairs or events

When shipping goods come from specific countries and where the **preferential origin** is applicable, suppliers shall provide preferential origin certifications, or simple declaration on the invoice to guarantee duty exemption to the importer. For more details, please refer to **Appendix A. Special Requirements for Preferential Origin.**

18. Required Approvals

Approval	Yes or No	Comments/Additional information
Green Light Approval required?	No	N/A

Appendixes

- Appendix A - Special Requirements for Preferential Origin
- Appendix B – Shipping Invoice & Packing List template

Appendix A. Special Requirements for Preferential Origin

COUNTRY	REQUIREMENTS ON THE INVOICE:	ADDITIONAL DOCUMENTS:
India	Declaration with REX code on the original invoice	
Canada, Great Britain, Japan, South Korea, Singapore	Declaration on the original invoice	
Mexico, Norway, Switzerland	Declaration on the original invoice	EUR 1- EUR MED Certification
Turkey		ATR Certificate
Algeria, Egypt, Jordan, Israel, Lebanon, Morocco, Syria, South Africa, Tunisia		EUR 1- EUR MED Certification
<p>REX: Registered Exporter System ATR: Admission Temporaire Roulette EUR1: European Union Certificate EUR MED: European Union Mediterranean Certificate</p>		

Appendix B. Shipping Invoice & Packing Data template

Considerations for invoice template:

- Below is the preferred template of the Shipping Invoice & Packing Data ideally suitable for import-export customs clearance across Baker Hughes.
- Supplier is free to use his own invoice template on condition that the mandatory data above is duly provided.
- Please contact BH Customs COE Customs-COE-EU@bakerhughes.com if you do not have a template and/or if you wish to use this template for shipping.
- Packing List is not required on a separate document if packing details are included in the invoice.

SHIPPING INVOICE										
No. XXX										
Date: XXX										
1. SELLER/EXPORTER			2. BUYER/IMPORTER			3. GOODS COLLECTION ADDRESS/SHIPPER			4. ULTIMATE DELIVERY ADDRESS/RECEIVER	
5. CONTRACT/PO				7. SALES ORDER				9. CURRENCY		
6. INCOTERMS				8. TERMS OF PAYMENT				10 MOT		
11. Goods as per description below:										
Line #	Part No.	Description	Serial	Origin	HS Code	Quantity	Unit price	Total price	Unit Net Weight (kg)	Total Net Weight (kg)
12. Special notes:								SUBTOTAL	Total net kg: 0.0	
								FREIGHT		
								TOTAL	0.00	
13. PACKING DETAILS:										
Package ID		Package Type	Total net weight (kg)	Total gross weight (kg)	Dimensions (cm)	Contents				
TOTAL:										
_____ Signature			_____ Name			_____ Date				