

Standard Shipping Instructions (SSI) Sweden (IET)

Purpose

The purpose of this document is to detail the requirements of importing materials into Sweden 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 Sweden

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 Swedish and EU customs laws and regulations. Consignors arranging shipments to Sweden 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 Sweden 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:

Business segment	Legal entity name	Delivery Address	Email
Bently Nevada (IET)	Bently Nevada Sweden AB	Sadelmakarvägen 9, SE-146 33, Tullinge, Sweden	Baker Hughes Customs Team: customs-coe-eu@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	Upon request	Upon request

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.

For correct application and interpretation of Incoterms, please contact Baker Hughes Customs Team.

2. Billing Address

Legal entity	Address	Contact
Bently Nevada Sweden AB	Sadelmakarvägen 9, SE-146 33, Tullinge, Sweden	Assigned freight payment centre

3. Radioactive, Explosive and Chemical Shipments

Not allowed. Exceptions are possible. Contact Baker Hughes Customs.

4. Sample Shipments

Allowed. Refer to Section 9 for requirements. Contact Baker Hughes Customs for instructions.

5. Repair and Return / Warranty Repair Shipments

Allowed. Refer to Section 9 for requirements. Contact Baker Hughes Customs for instructions.

6. 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 for additional instructions.

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

Contact Baker Hughes Customs/Logistics Team for additional instructions.

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 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)

As per 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 Applicable
Legalized Documents		If Applicable
Safety Data Sheet (SDS)		If Applicable
DG Certificate		If Applicable

14. Required Approvals

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

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 Sweden.