

Standard Shipping Instructions (SSI) United States of America (IET)

Purpose

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

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 the US border and entering the customs territory of US 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 US 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.

Sites	Legal Entities	Email
USA	<ul style="list-style-type: none">• Reuter – Stokes LLC• Bently Nevada LLC• Druck LLC• Panametrics LLC.• Waygate Thechnolgies USA LP• OS Operations, LLC• Baker Hughes Energy Services LLC.• Dresser, LLC• Lufkin Industries• Mosaic Materials, Inc.• Generator and Motor Services of Pennsylvania, LLC	Baker Hughes Customs: NAMCustomsCOE@bakerhughes.com

2. Shipping address

"Ship To" and "Sold To" addresses on the invoices must be those provided in PO/Contract. This requirement applies to all US plants. Details on specific site addresses are provided in **Appendix C**

3. Incoterms

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

- Use Incoterms provided in the Contract/PO.
- EXW and DDP are not supported.
- Contact Baker Hughes Customs for correct interpretation and application of Incoterms

4. Billing/Invoicing address

CTSI-Global
5100 Poplar Ave., Suite 1750,
Memphis, TN 38137,
United States of America.
T: 1-901-766-1500

5. Radioactive shipments

N/A

6. Explosive shipments

Allowed.

- Explosive shipments require pre-shipment approval from Baker Hughes Customs. Shipping documents must be sent for review and approval to NAMCustomsCOE@bakerhughes.com.
- Shipments must be packed in original package.
- Shipment must have proper marking and labels to comply with Dangerous Goods regulations.
- After approval and upon dispatch, follow US Imports pre-alert instructions outlined in **Appendix F**.

6. Chemical shipments

- Material Safety Data Sheet (MSDS) must be included in the shipment pre-alert and attached to the package(s).
- If goods are classified as Dangerous for shipping purposes, adherence to all Dangerous Goods Regulations is required.

7. Sample shipments

- State on the invoice "Sample at no Charge"
- Value shown on invoice must represent the sales price as if it were being sold per US Customs requirement

8. Repair Return / Warranty shipments

- **Repair shipments are assigned RMA (Return Material Authorization) numbers approved by the business.**
- Unit and extended price on invoice must represent the actual amount of the repair as represented in the Transfer Pricing Schedule. In addition, the transfer price of the item repaired must be stated in the item text. A completed and signed Repair/Alterations/Process Certificate (Appendix E) request, Importer's Indorsement and the pre-alert.
- Contact Bker Hughes Customs for additional instructions: NAMCustomsCOE@bakerhughes.com

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

9. 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 additional information NAMCustomsCOE@bakerhughes.com

10. Restricted materials

- **Contact International Trade Compliance (ITC):** ITCSupport@bakerhughes.com
- Refer to Appendix D for the overview of restricted and controlled articles.

11. Any materials need to be segregated?

- Urgent shipments with tight deadlines must be shipped separately from non-urgent shipments. Do not ship in consolidation.
- Dangerous goods must be shipped separately from non-dangerous items.

12. Requirements for Commercial/Shipping/Customs Invoice

- Title: Commercial/Customs Invoice/Proforma Invoice
- Documentation needs to be in English
- Seller/Shipper's name, address, ship-from country
- Purchaser/Importer of Record name & address
- Ultimate consignee & Delivery address (if different than Purchaser/Importer of Record)
- BH Contact name & phone #
- Date of invoice
- Invoice number
- PO or reference number and Detailed Description of part (s)
- Incoterm with place /port/address
- Freight cost - if applicable per incoterm
- Subtotal & currency
- Signed with name, title and position of signatory

For each item on the invoice:

- Unit Quantity, Value & Currency
- BH Part Number & Description of items
- Weight of items (gross &/or net may be required)
- Unit of Measure
- Country of origin (manufacturing country)
- Packing details (dimensions, capacity, weight, type of packaging) or refer to separate packing list

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

13. Requirements for Packing List

Packing details are required and can either be provided in a separate Packing List or included as a combined Invoice/Packing List. The Packing List must provide number and type of packages; gross and net weight and dimensions of each package. Each package is to be consecutively numbered and is to clearly indicate which items are packed within each box. A copy of the Packing List should be placed in a waterproof envelope and securely attached to the outside of each package and is also required to be included in the pre-alert.

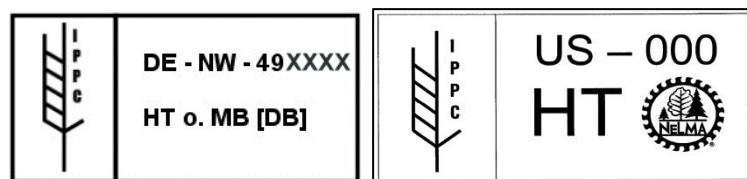
Please refer to Shipping Invoice & Packing Data template and more detailed instructions in Appendix B

14. Special Packing Instructions

All wood packaging materials used for shipping destined to Canada must comply with ISPM15 regulations (International Standard for Phytosanitary Measures 15) https://www.aphis.usda.gov/aphis/ourfocus/planthealth/import-%20information/wood-packaging-material/ct_wood_packaging_materials and carry IPPC mark that are:

- Legible
- Durable and not transferable
- Placed in location that is visible when the wood packaging is in use, preferable on at least two opposite sides of the wood packaging unit.

Any non-compliant wood packaging is subject to refuse entry into Canada. Example of the IPPC Mark below.



The mark is composed of the ISO 3166 two letter country code (e.g. DE for Germany), the regional identifier (e.g. NW for North Rhine-Westphalia) and a registration number (unique identifier beginning with 49). The treatment method is denoted by the abbreviation HT for heat treatment or MB for fumigation with methyl bromide. The letters DB may also be included where debarking is required.

Each box/package must be marked legibly and indelibly with weights and dimensions, consecutive box numbering, SAP Shipment Number, and the full address of the US consignee.

Ensure ocean containers are within the weight limits which typically allow material packed within a standard 20' to not exceed 21,630 kg and 40' to not exceed 26,480 kg. –this can vary so contact shipping company to confirm.

15. Forwarder's instructions

- Adhere to US Pre-Alert Requirements (Appendix F) and section 19.
- ISF required for ocean shipments – see section 19
- Notify party instructions – see US Pre-Alert Requirements (Appendix F) and section 19
- Arrival Notices must be provided to Expeditors immediately upon arrival into the US

16. 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	Require Airway Bills/Ocean Bill of Ladings to be rated with actual international transportation costs billed by the forwarder.
Export Declaration	1	See Section 13 for instructions for adding certification to invoice relative to returned US or non-US origin equipment.
Security Certificate	N/A	
Certificate of Origin	N/A	
Legalized Documents	N/A	
Heat Treated Certification		

Form M	N/A	
USMCA or FTA documents	1	As applicable
Mill Certificates	1	Applicable for certain Steel, Iron and Raw Material Classifications beginning with 72 or 7301 – 7307. Copper Material classification under Charter 74. Copper Ores and Concentrate Material classification heading 2603, and subheadings 2620.19.60, 2620.20.00, 2620.30.00, and heading 7401. Aluminum Material Classification Subheadings 7601.10.60, 7601.20.60, 7601.20.90, 7602.00.00.
Steel & Aluminum Derivatives		specify as a minimum all of the following information: i) % of value, ii) % of weight (kg), iii) Primary Country of smelt, Secondary Country of smelt, Country of Cast of steel and aluminum content.
Safety Data Sheets	1	Chemicals
Bill of Material for Kits	1	Kits
Anti-Dumping Certificate	1	Bearings, bearing parts, other potential Anti-Dumping products
Repair/Alterations/Process Certificate	1	Applicable for repairs performed outside of the US

When the shipped goods originate from specific countries to which a **preferential origin** is applicable, suppliers shall provide preferential **Origin Certificate** or a simple declaration on the Invoice to guarantee duty exemption for the Importer. For more details please refer to **Appendix A. Special Requirements for Preferential Origin**.

17. Required approvals

Approval	Yes/No	Comments/Additional information
Green Light Approval required?	No	Exception: radioactive, explosive, chemical and hand-carry shipments always need Green Light approval prior to dispatch

18. Additional Information

Pre-alerts:

A full pre-alert is required for all shipments for all transport modes (air, ocean, courier, and hand-carried) crossing the US Customs borders. Pre-alerts must be sent in accordance with the Distribution List in Appendix F no later than 1 business day from departure for air shipments and 4 business days from departure for ocean shipments. Shipment status must be monitored and if any change to ETA or transport detail, an updated pre-alert must be sent immediately to the same distribution. Pre -alerts should include details which may be useful to the clearance process including, but not limited to (as applicable):

- Airline or vessel name;
- Flight or voyage number;
- Port of arrival;
- ETD and ETA;
- Copy of rated Airway Bill or Ocean Bill of Lading stating the actual international transportation cost billed by the forwarder;
- Commercial Invoice and Packing List;
- P.O. number;
- RMA Number for items returning for repair;
- Name of the person/location for which the shipment is intended if not on PO
- ISF Form fully completed for ocean shipments (attachment H)
- Copy of the Container Security Inspection and Seal form for Full Container Load (FCL) shipments (Appendix I)
- Anti-Dumping Exporter Certificate when applicable (Appendix A)
- Mill Test Certificate or Certificate of Analysis as applicable
- Safety Data Sheets (SDS)
- Shippers Declaration for Dangerous Goods when applicable
- PAPS Cover Sheet completed – Canada truck shipments (Attachment B)
- Repair/Alterations/Process Certificate as applicable (Appendix E)

Pre-Alert subject line format:

To ensure effective management of a large volume of pre-alerts, please properly format the subject line of the pre-alert in your email notice as per the example below. Courier shipments must include the air bill tracking number:

Examples for Subject Line:

Air shipments – AWB # / PO # or SO #/ Invoice #
Ocean Shipment – MBL # / HBL # / PO # or SO #/Invoice #
Courier Shipment – AWB # / PO # or SO #/Invoice #

Document Distribution

Air Freight: Original shipping documents must accompany the shipment.

Ocean Freight: Express BOL preferred. If Express BOL is not available, original BOL must be couriered to our US Customs broker as per the contact below and e-mail the courier tracking number to same e-mail addresses as pre-alert:

**For DS, OFE, TPS
Dresser, Lufkin only**

Expeditors International-Louisville
3881 Business Park Drive
Louisville, KY 40213
T: 1- 512-367-6700
GEOG-SDF@expeditors.com

**For TPS
Baker Hughes Energy Services LLC only**

DSV Global Transport and Logistics
15993 Diplomatic Plaza Dr.
Houston, Texas 77032
T: 281-359-9800
BakerhughesBrokerage@us.dsv.com

- Original BOL MUST reach the broker prior to vessel arrival to avoid demurrage/storage charges.
- Notify Party on AWB/BOL (not applicable for courier shipments) must always indicate the US customs broker mentioned above.

**Antidumping and Countervailing Requirements
(Bearings and other items subject to Antidumping and Countervailing Duty)**

Certain products imported into the US are subject to special reporting and higher rates of (“Antidumping”) duty. Antidumping measures are utilized to “level the playing field” or bring imported prices up to fair market value in the US. In order for correct margins of antidumping duties to be assessed, Baker Hughes US must report very specific items of information to the US government at the time of importation/Customs clearance. US Customs administers **ZERO TOLERANCE POLICY** for the accuracy of reported antidumping data.

Due to compliance risks and potential to high duties, it is recommended to minimize shipments of items subject to Antidumping and Countervailing duty. These items could include but not limited to bearings, and steel tubes, the following minimum requirements MUST be followed:

- Bearings, parts of bearings, or any other item identified as having an active Anti-Dumping and/or Countervailing Duty Case requires a completed and signed Anti-Dumping Certificate (Appendix A) provided by shipping location before US import is allowed.

Bearings or bearing parts may NOT be shipped to the US by express courier (DHL, FedEx, UPS). Any express courier shipment containing bearing that arrives for clearance in the US will be refused for entry and returned to the shipper. However, if it is more reasonable for ship bearings or parts of bearings by express courier due to cost or consignee location, include request to ship by courier when submitting for Green Light Approval and if approved, the shipment can move by courier. Include a copy of the e-mail approval to ship by express courier along with your pre-alert.

A detailed description of the bearing characteristics is required on the Commercial Invoice. All bearing descriptions must include the following:

- a. Bearing TYPE (ball, roller, combination, housed, plain shaft) and DIMENSIONS (OD--outer diameter in mm, ID--inner diameter in mm, and state of finishing e.g. unground, green, etc.);
- b. If BALL, indicate whether integral shaft, linear, angular contact (specify if wheel hub and whether flanged), radial (specify # of rows and whether maximum or full capacity type), or other (e.g. clutch release, ball and cage);
- c. If ROLLER, indicate whether spherical, tapered (indicate cup OD), cup/cone assemblies (indicate whether shipped as assemblies), wheel units (indicate whether flanged); needle/ roller (provide rolling element dimensions), or linear;
- d. If COMBINATION, provide element type(s) (e.g. ball/spherical roller, ball/needle roller) and dimensions;

- e. If HOUSED, indicate type of housing (flange, take-up, cartridge, hangar unit, etc.) and other type of bearing incorporated;
- f. If PLAIN SHAFT, indicate whether spherical and/or housed;
- g. For BEARING PARTS, indicate type of part, dimensions, and for balls indicate intended use;
- h. For Baker Hughes bearings, SAP part # must be provided;
- i. For 3rd party products, a drawing or technical spec must be provided.

Mill Test Certificate (Certain Iron or Steel products and raw material):

Do not ship to the US any item with US tariff classification beginning with 72 or 7301-7307 unless the item specific Mill Test Certificate or Mill Analysis showing the percentage weight or carbon and metallic elements contained in the article is provided along with the shipping documents in the pre-alert. Otherwise, these items are not allowed for import into the US and will be returned to shipper at their expense. Below are some examples but not all-inclusive:

- Iron or steel raw material
- Tubes, pipes, and hollow profiles (e.g. line pipe, casing, drill collars)
- Tube or pipe fittings (e.g. couplings, elbows, sleeves, flanges, nipples)

Additional Information for Copper and Aluminum:

- Copper and copper ores/c on cent rates require percent by weight of copper including US tariffs under Chapter 74; Heading 2603; 2620.19.60; 2620.20.00; 2620.30.00; and Heading 7401.
- Aluminum and alloys of aluminum requires statement of the percentages by weight of any metallic element contained in the article including US tariffs 7601.10.60, 7601.20.60, 7601.20.90, and 7602.00.00.
- Aluminum extrusions, including articles made from extruded aluminum, requires a Mill Test Certificate and/or verification of country which performed the aluminum extrusion process.

ISO Tanks, Cylinders, Skids identified as Instruments of International Traffic (IIT) Un-cleaned containers

See attached Appendix J– Requirements for shipping containers with Product Depleted but not Cleaned to the United States for instructions. Other pertinent documentation identified in this SSI apply.

Cleaned Containers

IITs that are said to be clean must be accompanied by a 3rd party vendor's cleaning certificate or signed report prepared and signed by the entity that cleaned the tanks identifying the cleaning process performed. No invoice is required in this scenario.

Full Containers

Invoice required for the product—other pertinent documentation identified in this SSI apply.

**Environmental Protection Agency (EPA) Requirements:
Toxic Substances Control Act (TSCA)**

In order to import chemical shipments into the US, a positive TSCA Import certification is required. Many Safety Data Sheets include TSCA wording in Section 15 but if no TSCA wording is present your assistance may be required to contact your local vendors to provide a written statement that all of the chemicals present in their product are listed on the US TSCA Inventory. If suppliers need assistance in making this determination, they can find assistance from this US Environmental Protection Agency website: <http://www.epa.gov/oppt/existingchemicals/pubs/tscainventory/howto.html> . Failure to provide this documentation will delay and perhaps prevent entry of the shipment into the United States. If the Company is unable to obtain this vendor documentation of the positive TSCA status the shipment will have to be returned to the sender.

Kit Shipments

When shipping kits one-part number/description (kit) a complete Bill of Material of the items comprising the kit must be provided with the shipping invoice. Make sure the total kit value on the Customs Invoice Appendix matches the invoice value for the kits). Attach the Excel version of the Customs Invoice Appendix with the rest of your pre -alert documents.

Restricted and Controlled Articles

Review US Imports – Restricted and Controlled Articles (Appendix D) for guidance on items that are prohibited, or, have additional requirements in order to import into the US and follow the instruction provided.

US Import Operations is not permitted to import items which fall outside commercial parameters. Examples of non - permitted items include, but are not limited to the following:

- **Personal Effects:** personal effects, household goods, and office contents may not be shipped through the Logistics department and should never be commingled with Baker Hughes commercial freight. Please contact HR Relocation Services to arrange for relocation service;
- **Gifts**
- **Promotional Items:** Do not ship t-shirts, hats, or anything made of or containing textiles. Other promotional items may require additional information or be prohibited so contact our US Import Team prior to shipping.

Country of Origin Marking

Every article of foreign origin imported into the US must be marked with the English name of the country of origin. The origin marking must be in a conspicuous location as legibly, indelibly, and permanently as the nature of the article will permit. The phrase "Made in ..." or "Product Of ..." should precede the named country of origin. Certain very small and/or difficult to mark items (e.g. bolts, screws, ingots, etc.) are exempt from marking requirements inbound to the US. If an item is exempt from marking requirements, its outer container should be marked with the applicable country or origin.

Special Programs

Generally, Baker Hughes US does not utilize special duty preference programs (e.g. GSP, TIBs, etc.) for importing to the US. TIBs (Temporary Importations under Bond) are permitted on an extremely limited basis for pre-approved/screened business units & product lines which can be tightly managed and controlled. USMCA and other Free Trade Agreements will only be used for Baker Hughes manufactured items once Trade Compliance has approved the documented qualification support and a signed and properly completed USMCA Certificate is received. USMCA can be taken for vendor purchased items if a signed and properly completed USMCA Certificate is received representing the imported item(s) with matching tariff numbers to the first six digits.

Importer Security Filing (ISF)- All Ocean Freight Shipments

All ocean freight shipments require Importer Security Filings submitted to US Customs prior to the filing deadline. To allow for time differences, we need this ISF data minimum of 48 business hours prior to laden. The origin office is required to ensure the complete ISF detail is provided to Expeditors via e-mail SDF-ISF@expeditors.com

Shipments trans-shipping through another port will require the Bill of Lading number from the transship port to the US. If the ISF submission doesn't match the carriers AMS submission, then Customs will not accept ISF until corrections occur so, they match. Therefore, any change to the initial information requires an update to the pre-alert so ISF can be corrected. The following documents are required to enable ISF submission:

- House B/L and/or Master B/L number (minimum of the Bill of Lading Number or booking number if that is all that is available at the time and then update with copy of Bill of Lading number once available)
- Commercial Invoice
- Packing list
- ISF form with full details completed (Appendix H)

Cargo Security

Baker Hughes US participates in the C-TPAT (Customs-Trade Partnership Against Terrorism) program. C-TPAT is a government- business initiative which builds cooperative relationships to improve international supply chain and US border security. For C-TPAT participation, US Customs requires that Baker Hughes ensure the integrity of our security practices and those of our supply chain partners. To this end, we require that all entities providing supply chain services to Baker Hughes be C-TPAT participants or members of security programs the US Customs and Border Protection has signed Mutual Recognition Arrangements with.

In addition, Baker Hughes expects that all vendors will comply with the C-TPAT guidelines published by US Customs and Border Protection. These security guidelines can be found on the US Customs and Border Protection website <https://www.cbp.gov/border-security/ports-entry/cargo-security>

For further details, please contact Baker Hughes C-TPAT Attn:

Failure to comply to the US SSI requirements

Failure to comply with above requirements may result in any of following;

- US Customs clearance delays. Any demurrage/storage fees due to lack of adherence to requirements in this procedure will be the responsibility of the shipping location;
- Shipment rejection due to non-conformance and return to export location at Shipper's expense;
- Possible fines, penalties, and/or forfeitures by US Customs and Border Protection. Any such fines or penalties due to Shipper error will be the responsibility of the shipping location;
- Escalation to upper management for repeated conformance issues.

Appendixes

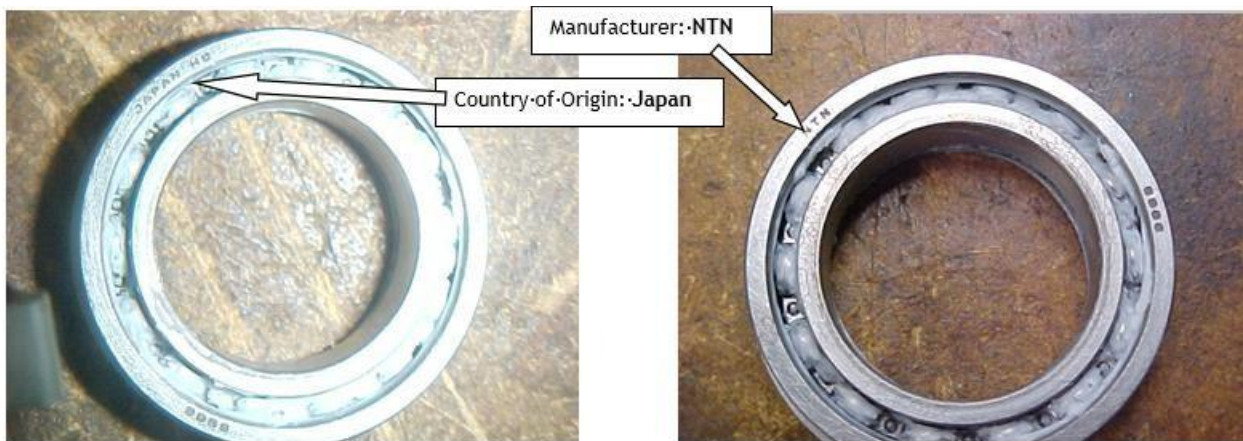
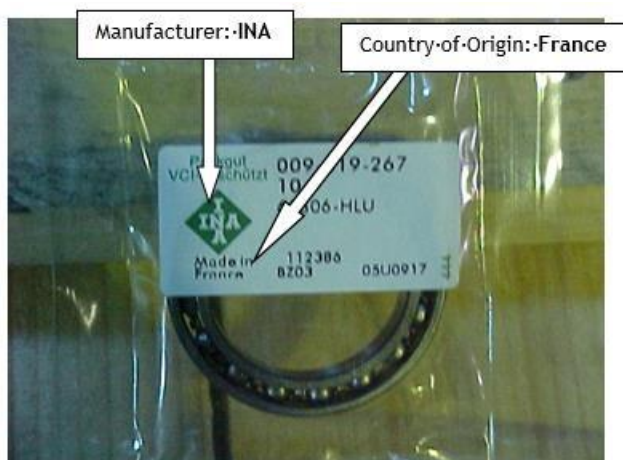
- Appendix A. Anti-Dumping Certificate Template with Instructions
- Appendix B. PAPS Cover Sheet
- Appendix C. Site Addresses–LEC for all sites
- Appendix D. US Restricted and Controlled Articles
- Appendix E. Repair Certificate
- Appendix F. Pre-alert
- Appendix G. ISF Form

Appendix A. Anti-Dumping Certificate Template with Instructions

Additional Documentation Requirements for Items under U.S. Anti-Dumping Regulations

In addition to the requirements outlined in the BHGE Standard Shipping Instructions – United States, all locations outside the U.S. who ship products which fall under the Anti-Dumping (ADD) Regulations must complete and submit the attached Exporter's Certification. Some examples of ADD are bearings, bearing housing, bearing parts although this isn't an inclusive list. The following completed form **MUST** accompany the shipping documents in order for BHGE to clear these ADD products through U.S. Customs.

These products of unknown Manufacturer/Country of Origin must be researched and/or physically inspected for Made-In markings prior to shipping. Manufacturers full name along with physical address where manufactured is required. Distributors may not be listed in place of the manufacturer.



These instructions are effective immediately and apply until the current US antidumping cases are resolved and the AD orders are lifted. Bearing product shipments are currently under close scrutiny by U.S. Customs and require 100% compliance; your cooperation is much appreciated.

Include completed and signed certificate along with all shipping documents and a pre-alert

If you have any questions, please e-mail: NAMCustomsCOE@bakerhughes.com

(Prepare on Exporter's Letterhead)

ANTI-DUMPING EXPORTER CERTIFICATE

Date:

Commercial invoice #:

I, _____, hereby certify that I am an official of ([insert name of Exporting Entity](#)), and that I have knowledge of the facts regarding the above- referenced shipment. I certify that, to the best of my knowledge and belief, this shipment contains the following Bearing products:

Invoice line Item	Part Number	Description	Country of Origin	Manufacturer name, address

Date:

(Name and Title of individual signing)

Appendix B. PAPS Cover Sheet



Remote Location Filing Entry Cover Sheet

(RLF Entry)

Fax to: 734-857-5153 or 734-857-5155

Carrier Instructions:

1. Complete all open fields in the Required Shipment Information section below.
2. Attach your PAPS barcode to both the Inward Cargo Manifest and first page of the Commercial Invoice.
3. Fax this cover sheet along with the Inward Cargo Manifest and the Commercial Invoice (all pages) to Expeditors Centralized Release office at least 2 hours prior to estimated border arrival time.
4. Write the Entry number on your manifest.

FAX#: 734-857-5153 or 734-857-5155

Call the Expeditors Centralized Release office at 734-857-5150 to confirm that your PAPS data has been transmitted to U.S. Customs and other government agencies. Request entry number after PAPS has been confirmed. Drivers - do this prior to heading to the border. Expeditors will NOT be responsible for driver waiting time due to carrier arrival prior to successful transmission. Your fax confirmation sheet does NOT constitute a successful broker transmission to Customs/FDA.

Carrier Required Shipment Information:

Filer Code..... 231

Entry Number.....

Border Crossing Location.....

Date of Arrival at Border Crossing.....

Time of Arrival at Border Crossing.....

PAPS# (including SCAC).....

Commercial Invoice #.....

Carrier Name.....

Carrier Contact Name #.....

Carrier Contact Phone#.....

Total number of pages (including coversheet):.....

Appendix C. Site Addresses-LEC for all sites:

Legal Entity	Address	City	State	Zip
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Bently Nevada, Inc.	1631 Bently Parkway South	Minden	NV	89423
Druck, Inc.	1100 Technology Park Dr. (Ship from: Fir Tree Lane Trading Estate, Groby, Leicester, GB LE6 0FH)	Billerica	MA	01821
Panametrics LLC	1100 Technology Drive, Billerica, MA 01821	Billerica	MA	01821
Panametrics LLC	9110 Grogans Mill Road	The Woodlands	TX	77380
Waygate Technologies USA LP	199 HWY 206	Flanders	NJ	07836
Waygate Technologies USA LP	11988 Tramway Dr	Cincinnati	OH	45241
Waygate Technologies USA LP	201 Beltway Green Boulevard	Pasadena	TX	77503
Waygate Technologies USA LP	721 Visions Dr	Skaneateles	NY	13153
GE Sensing EMEA Unlimited Company	Shannon Free Zone East, Sensing House	Shannon	Ireland	V14 V992
Reuter-Stokes, Inc.	8499 Darrow Road	Twinsburg	OH	44087
GE Oil & Gas UK Limited	Silverburn House, Claymore Drive, Bridge of Don,	Aberdeen	GB	AB23 BGD
Polyflow, LLC	17021 Aldine Westfield Road	Houston	TX	77073
Polyflow, LLC	2309 E Interstate 20	Midland	TX	79707
Vetco Gray, LLC	12221 North Houston Rosslyn Road	Houston	TX	77086
Dresser LLC.	1250 Hall Court,	Deer Park	TX	77536
Dresser, LLC.	12970 Normandy Blvd,	Jacksonville	FL	32221
Baker Hughes Energy Services LLC	4424 W. Sam Houston Pwky	Houston	TX	77041
Baker Hughes Energy Services LLC	2700 Port Plaza Dr.	Port Arthur	TX	77642
Baker Hughes Energy Services LLC	*Sabine Pass LNG Site 9243 D. Gulf Beach Hwy 82	Cameron	LA	01631
Baker Hughes Energy Services LLC	*Cameron LNG Site Project Main Warehouse c/o Rocky Luman 301 Main St.	Hackberry	LA	70645
Baker Hughes Energy Services LLC	*Dominion Cove LNG Site 10495 South Solomons Island Rd.	Lusby	MD	20657
Baker Hughes Energy Services LLC	*Freeport LNG Project Site: CIZ JV 1602 CR 723,	Quintana	TX	77541
Baker Hughes Energy Services LLC	300 NE 9th Street,	Oklahoma City	OK	73104
Baker Hughes Energy Services LLC	*Corpus Christi CCLNG Site: 2822 LaQuinta Road,	Gregory	TX	78359
Baker Hughes Energy Services LLC	17619 Aldine Westfield Rd,	Houston	TX	77073
Lufkin Industries, LLC	407 Kiln Street	Lufkin	TX	75902
Lufkin Industries, LLC	409 Ellis St.,	Lufkin	TX	75901
Lufkin Industries, LLC	711 Industrial Blvd	Lufkin	TX	75901
Nuovo Pignone S.p.A.	Via Felice Matteucci 2,	Firenze	IT	50127
Mosaic Materials, Inc.	965 Atlantic Ave.	Alameda	CA	94501
Generator and Motor Services of Pennsylvania, LLC. dba Bush	601 Braddock Ave	Turtle Creek	PA	15145

Appendix D. US Restricted and Controlled Articles

Appendix D - US Imports – Restricted and Controlled Articles



Import – Restricted and Controlled Articles

Requirements for Import	All of the below items have special requirements for importation. Please consult with Import Logistics prior to shipping any of the below items.
Iron & Steel Pipe and Fittings	Require Mill Certificates upon importation. This includes steel and iron pipe, tubes, fittings, plates, etc. Items w/out mill certs will be returned.
Wooden Items	Require knowledge of genus and species. This includes tools with wooden handles, furniture, solid woods, plywood, and other articles of wood. Do not ship to US.
Food & Drink Products	These items cannot be imported by BHI. This includes all foods, cookies, drinks, alcohol and cigarettes. This includes gift baskets with food. These will be returned to sender.
Vehicles and Trailers	Must meet EPA & DOT standards and have EPA labels, title and registration. This includes <u>ALL</u> vehicles and any trailers.
Engines (Gas & Diesel)	Must be labeled and certified to meet US EPA requirements. This includes engines in vehicles and in or on equipment (e.g. part of a pump).
Medical Devices	All medical devices require an FDA filing for import. This includes first aid kits, medicines, burn creams, crutches, Band-Aids, etc. Do not ship to US.
Textiles	Require actual manufacturer knowledge. Can include shirts, shoes, hats, gloves, etc. Do not ship to US.
Radiation Emitting Products	Must meet FDA radiation performance standards and be labeled accordingly. Includes laser pointers, CD or DVD players, microwaves, etc.
Radio Frequency Devices	Must file FCC declaration. Requires FCC labeling on devices. Some devices require an FCC ID. Includes phones, 2-way radios, wireless mouse & keyboard, etc.

Appendix E. Repair Certificate

REPAIRS, ALTERATIONS, OR PROCESSING CERTIFICATE

I, _____, declare that the articles herein specified are (to the best of my knowledge
_____, (Name)

and belief) the articles which, in the condition in which they were exported from the United States,

were received by us on _____, 20____, from:

_____,
_____, (Name and address of owner or exporter in the U.S.A.)

that they were received by us for the sole purpose of being repaired, altered, or processed;

that only the repairs, alterations, or processing described below were performed by us; that the full cost

or (when no charge is made) fair market value of such repairs, alterations, or processing are correctly stated below; and

that no substitution whatever has been made to replace any of the articles originally received by us from the owner or
exporter thereof mentioned above.

A.	B.	C.	D.
PART NO., SERIAL NO., ASSET NO.	DESCRIPTION OF ARTICLES & OF REPAIRS, ALTERATIONS OR PROCESSING	FULL COST OR (WHEN NO CHARGE IS MADE) FAIR MARKET VALUE OF REPAIRS, ALTERATIONS OR PROCESSING (see subchapter II, chapter 98, HTSUS) (Parts+labor+markup)	TOTAL VALUE OF ARTICLES AFTER REPAIRS, ALTERATIONS OR PROCESS (Repair cost + value of article)

(DATE)

(COMPANY PERFORMING REPAIRS)

(PRINTED NAME)

(Title)

BY _____
(SIGNATURE)

Appendix F.

PRE-ALERT AND IMPORTER SECURITY FILING REQUIREMENTS FOR US DESTINED SHIPMENTS

Notify Party: Add this information to the Notify Party field on all AWB and BOL inbound to the US (excludes courier shipments):

**For DS, OFE, TPS
Dresser, Lufkin only**

Expeditors International-Louisville
3881 Business Park Drive
Louisville, KY 40213
T: 1- 512-367-6700
Attention: Baker Hughes ISF
E: sdf-isf@expeditors.com

**For TPS
Baker Hughes Energy Services LLC only**

DSV Global Transport and Logistics
15993 Diplomatic Plaza Dr.
Houston, Texas 77032
T: 281-359-9800
Attn: Baker Hughes ISF
BakerhughesBrokerage@us.dsv.com

Pre-Alerts: Pre-alerts including scanned documentation identified in the present Standard Shipping Instructions **MUST** be sent for every shipment consigned to Baker Hughes Product Lines anywhere in the US to the e-mail addresses below according to mode of transportation:

All Ocean and Air Shipments: NAMCustomsCOE@bakerhughes.com

Truck Shipments from Mexico Crossing: NAMCustomsCOE@bakerhughes.com

Truck Shipments from Canada: NAMCustomsCOE@bakerhughes.com

Courier Shipments (FedEx, DHL Express or UPS): NAMCustomsCOE@bakerhughes.com

Pre-alert Subject Line Format:

Pre-alert subject line must include transport mode, Invoice Number, vendor shipment reference number, the PO number.

Examples for Subject Line (vendors use PO# instead of Shipment#)

Air, Shipment #1528114

Ocean, Shipment #1528114

Truck, Shipment #1528114

Pre-alert: BK Courier, Shipment #1528888, air bill tracking no.

OCEAN Freight/ ISF Requirements – Potential penalty for failure to comply:

To be compliant with US Customs regulations for ISF the following must be emailed to the same pre-alert contacts a minimum of 48 business hours prior to departing from origin. Pre-alert must contain scanned documents identified in the US Standard Shipping Instruction and completed ISF form with full details. If shipment is moving on a House Bill of Lading both the House Bill of Lading and Master Bill of Lading numbers must be provided and must match Bill of Lading submitted in AMS - (automated manifest system).

Appendix G. ISF Form

Summary of Shipment Information

Material	Volume	Material Code	HS Code
HS1A	OR	HS1A	Type
BL Number	Origin		Destination
Shipper			

10 Data Elements Required for Importer Security Filing

Seller Name & Address or Dun & Bradstreet Number (DUNS)		Same as the Shipper?		Yes
<small>Unknown: Name and address of the best known entity to whom the goods are sold or agreed to be sold. If the goods are to be imported otherwise than in pursuance of a purchase, the name and address of the owner of the goods must be provided.</small>				
Name		DUNS		
Address1 Address2 Address3 City				
	State	Postal Code	Country	

Buyer Name & Address or DUNS:		Same as the Shipper?		Yes
<small>Unknown: Name and address of the best known entity to whom the goods are sold or agreed to be sold. If the goods are to be imported otherwise than in pursuance of a purchase, the name and address of the owner of the goods must be provided.</small>				
Name		DUNS		
Address1 Address2 Address3 City				
	State	Postal Code	Country	

Importer of Record Name or Number:		Same as the Buyer?		Yes
<small>Unknown: Importer of record number (I.R. number), Internal Revenue Service (IRS) number, Employer Identification Number (EIN), Social Security Number (SSN), or CSP assigned number of the entity liable for payment of all duties and responsible for meeting all statutory and regulatory requirements incurred as a result of importation. For goods intended to be delivered to a Foreign Trade Zone (FTZ), the IRS number, EIN, SSN, or CSP assigned number of the party filing the I.R. documentation with CSP must be provided.</small>				
Name		Number/Name		

Consignee Name or Number:		Same as the Buyer?		No
<small>Unknown: Internal Revenue Service (IRS) number, Employer Identification Number (EIN), Social Security Number (SSN), or CSP assigned number of the individual(s) or firm(s) in the United States on whose account the merchandise is shipped.</small>				
Name		Number/Name		

Ship To Name & Address or DUNS:		Same as the Buyer?		Yes
<small>Unknown: Name and address of the first delivery party scheduled to physically receive the goods after the goods have been released from customs custody.</small>				
Name		DUNS		
Address1 Address2 Address3 City				
	State	Postal Code	Country	

Consolidator (Stuffer) Name & Address or DUNS:		Same as the Seller?		
<small>Unknown: Name and address of the party who stuffed the container or arranged for the stuffing of the container. For break bulk shipments, the name and address of the party who made the goods "ship ready" or the party who arranged for the goods to be made "ship ready" must be provided.</small>				
Name		DUNS		
Address1 Address2 Address3 City				
	State	Postal Code	Country	

Container Stuffing Location Name & Address or DUNS:		Same as the Seller?		
<small>Unknown: Name and address(es) of the physical location(s) where the goods were stuffed into the container. For break bulk shipments, the name and address(es) of the physical location(s) where the goods were made "ship ready" must be provided.</small>				
Name		DUNS		
Address1 Address2 Address3 City				
	State	Postal Code	Country	

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Appendix H. BHGE Container Inspection and Seal Control

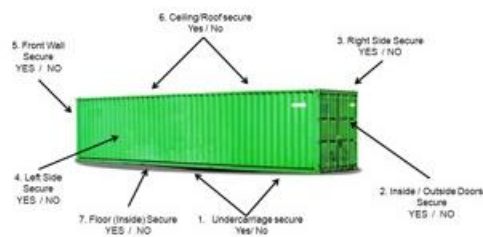
Container Inspection and Seal Control Check Sheet

Please print legibly

Date _____
 Invoice No. _____
 Destination _____ Shipping Line _____
 Container No. _____ Container Type _____
 Truck License Plate _____ Driver Name _____
 Transporter Name _____
 Seal No. _____
 Time In _____ Time Out _____

Container inspection for Physical Integrity Y/N

- Outside/Undercarriage secure? _____
- Inside/Outside Doors secure? _____
- Right Side secure? _____
- Left Side secure? _____
- Front Wall secure? _____
- Ceiling/Roof secure? _____
- Floor secure? _____
- Door & Locking Mechanism _____

**Please replace the container and seal if they are defective.**

Remarks:

I have visually inspected and verified the condition of the container noted above. I confirm that the container is structurally sound, weather tight, has no false compartments, and the locking mechanisms are in good order and show no visible signs of being tampered with.

Inspected by: _____
 Print Name _____ Sign _____ Date _____

Seals Controlled by: _____
 Print Name _____ Sign _____ Date _____

Sealed by: _____
 Print Name _____ Sign _____ Date _____

For Destination use:

Seal #: _____

Unsealed by: _____
 Print Name _____ Sign _____ Date _____

Appendix I. Requirements for Shipping Containers with Product Depleted but not cleaned to the United States

Shipments to the United States containing ISO tanks, cylinders, skids, or other substantial empty unclean containers with product depleted but not cleaned must be accompanied by an invoice displaying the below information. An invoice

complying with all requirements stated below is required for release by US Customs in addition to requirements from the US Standard Shipping Instruction (SSI).

Product:

- Baker Hughes part number and description of the product remaining in the container
- Quantity of product remaining in the container
 - Baker Hughes Trade Compliance highly recommends weighing the container to determine the difference between the tare and gross weights to determine the net weight of the remaining product to ensure accurate reporting to government officials.
- Country of manufacture of the product in the container
- Value of the product in the container

Container:

- Container description and unique identifier number for each container
- Country of manufacture of each container
 - ISO tank origins may be determined by referencing the original inspection certificate of the tank
- Value of the container according to the following guidelines and approved by Trade Compliance:
 - ISO Tanks: \$17,000.00 per tank
 - Cylinders: \$714.00 per cylinder
 - Skids: \$24,142.94 per skid
 - SS Totes 350 gallon: \$1,850.00 per tote

Bill of Lading:

In addition to the container type and unique identifier number, include the statement 'Product Last Contained' along with product description and dangerous goods detail if applicable. Product returning is not considered "residue" by the US Environmental Protection Agency (EPA), so avoid using this term.

US Importer Security Filing (ISF) regulations apply to containers with product depleted but not cleaned requiring pre-alert to be sent 48 hours prior to vessel loading. See the US SSI and Appendix F - US Pre-alert Requirements for further instruction.