

	SUPPLIER SHIPPING INSTRUCTIONS	PER-GEN-APPR-TR-PR001	
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SUPPLIER SHIPPING INSTRUCTIONS

Rev	Date	Purpose	Written by	Reviewed by	Approved by
00	23/10/2013	Issue For Review	HQ Shipping support	Affiliates Shipping Coordinators	HQ SCM
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07	22/07/2022	Update	HQ Shipping support	Affiliates Shipping Coordinators	HQ SCM
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1. PURPOSE

The purpose of this document is to define the shipping instructions to be followed by the Supplier. These instructions detail the minimum requirements for the preservation, packing, marking and documentation of the Goods purchased on behalf of the Company and/or its affiliates and to be transported to the Company and/or its affiliates operational sites, and are designed to protect such Goods against the hazards associated with the handling, transportation and climate conditions encountered whilst the Goods are being handled, in transit or in storage at site. Specific instructions mentioned in the individual Purchase Order or Contract prevail over the general instructions.

2. SCOPE

This document applies to all Orders.

3. REFERENCE DOCUMENTS

Purchase Order between the Company and the Supplier.

4. DEFINITIONS

Terms not defined herein shall have the meaning assigned to them in the Agreement. The following terms shall have the definition assigned to them herein below:

Company:	means the Purchasing entity party to the Agreement.
Supplier:	means the vendor of the Goods under the Purchase Order.
Contractor:	means the freight forwarder party to the Agreement as Contractor.
Purchase Order:	means the agreement between the Company and the Supplier whereby the Company purchases the Goods from the Supplier.

5. RESPONSIBILITIES

5.1 The Supplier

The Supplier must comply with any applicable regulations set forth by the countries of origin, transit, and destination. Violation of these regulations may be in breach of national laws and can be subject to penalties applicable to the Supplier.

The Supplier must properly identify, classify, package, mark, label and document contents of the shipment in accordance with the laws and regulations of the countries of origin, transit and destination.

The implementation of all provisions presented in the present procedure lies on the Supplier.

5.2 The Company

Compliance with these instructions will be controlled by the Contractor.

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6. **MARKING INSTRUCTIONS**

Each package shall be clearly and permanent waterproof marked on two opposite layer sides of the package. The height of the letters shall be in proportion to the package. Letters shall be at least with a height of 50 to 60 mm, and up to 100 to 200 mm on the largest packages. Information to be mentioned are as follow:

SHIPPER:	<i>Name, Address & Tax ID</i>
CONSIGNEE:	<i>Name, Address & Tax ID</i>
CONTRACT/PURCHASE ORDER N°:	
MATERIAL	<i>Main description of item</i>
PACKAGE NUMBER:	<i>(n/n)</i>
PACKAGE DIMENSIONS:	<i>L x l x h (in cm)</i>
PACKAGE GROSS WEIGHT:	<i>(in Kg)</i>
ORIGIN OF EQUIPEMENT:	
THE GRAPHIC REPRESENTATION OR THE NAME OF THE PRODUCT, UNLESS IT IS OBVIOUS:	
SUPPLY VOLTAGE IN VOLTS, POWER CONSUMPTION IN WATTS, CURRENT CONSUMPTION IN AMPERES OR FREQUENCY IN HERTZ (ONLY ELECTRICAL EQUIPMENTS):	

NB: All packages must be marked additionally as described in appendix 1.

7. **PACKING INSTRUCTIONS**

- Goods must be packed, classified and declared in accordance with the applicable laws and IATA/IMO/ADR/IMDG/RID regulations.
- Goods must be packed to withstand the physical stress of international transit regardless of the method of shipment.
- cardboard boxes shall not be considered suitable packaging for packages over 100 cm in any dimension and/or over 25kg.
- cargo that will exceed 100 cm in any dimension and/or 25kg when packed should be placed into crates with a minimum two-way pallet on the bottom of the crate.
- these instructions shall be in line with packing instructions according to the Purchase Order and/or requisition and to SEI last edition.
- All cargo over 25kg should be packed in such a manner to allow handling with forklifts and other mechanized material handling equipment
- Crates must be stackable.
- ***International Standards For Phytosanitary Measures (ISPM 15) are applicable for following destination: Brazil, Colombia, Gabon, Guatemala, Peru, Venezuela and Trinidad & Tobago.***

NB: When supplying material to UK, the Contractor has an obligation under the UKOOA SAFE PACKING AND HANDLING OF CARGO TO AND FROM OFFSHORE LOCATIONS ISSUE 6, 2015

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8. SAFETY

The Supplier shall ensure all Goods are packed to avoid personal injury and damage to equipment and property.

A Transportation drawing shall be provided for heavy or over dimensional packages if weights and/or dimensions are equal or superior to:

- Weight: 20 MT
- Length: 12,00 M
- Width : 2,30 M
- Height : 2,40 M

This drawing shall include the following indications:

- three planes view of equipment.
- actual position of all nozzles and protruding parts.
- net and gross weights.
- position of the center of gravity on the three planes.
- accurate size and overall dimensions of cases, crates or packages.
- lifting and lashing points of equipment or package in all planes.

The Supplier shall provide loading and unloading procedure if special requirements are applicable.

9. PACKING LIST

Packing list is due by the Supplier.

The Goods shall be clearly detailed as well as designation and quantities.

Packing list shall mention as a minimum the following information:

- Purchase Order number and item number and material designation as per the Purchase Order.
- Package number.
- Details of items included in each box, with individual package weights
- Packaging type (pallets, crates, cardboard boxes, bundle...).
- Dimensions of each package in centimeters and total cube in m3.
- Summary of numbers of packages and total gross weight (in kilograms). and
- The packing list may only refer to a single Purchase Order.
- The packing list must include the part number or serial number of each item.

A packing list template to be used (or similarly) is enclosed in appendix 5

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10. SHIPPING INSTRUCTIONS

10.1 Shipping Documents

The Supplier shall ensure that all the documents, special handling requirements, hazardous cargo sheets, material safety data sheets, invoice and packing lists are completed and dispatched with the Goods. All these documents must match exactly.

The Supplier shall submit to the Contractor the documents listed below (1 hard copy + electronic version by e-mail)

DESTINATION DOCUMENTS	TRINIDAD & TOBAGO	CAMEROON	COLOMBIA	CONGO	DRC	GABON	CHAD	GUATEMALA	PERU	TUNISIA	TURKEY	UK	BRAZIL	MEXICO	NETHERLAND
	For All Incoterms														
INVOICE ^A	1 ^C	1	1	1	1	1	1	1	3	1	3	1	3	1	1
LANGUAGE OF SHIPPING INVOICE	E	E/F	E/S	F	E/F	F	F	E/S	E/S	E/F	E	E	E	E/S	E/D
COPY OF PURCHASE ORDER	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
PACKING LIST	1	1	1	1	1	1	1	1	1	1	2	1	1	1	1
CERTIFICATE OF ORIGIN	1	1 ^B	1	1	0	1	1	1	0	1	1	0	1	1	1 ^D
CERTIFICATE OF CONFORMITY	0	0	0	1 ^F	0	1 ^E	0	0	0	0	0	0	0	0	0
GOODS TECHNICAL DATA SHEETS (For IT Equipment only)	0	0	0	0	0	0	0	0	1	1	0	0	0	1	0
For CFR-CIF-CPT-CIP-DPU-DAP-DDP-FOB Incoterms															
IMPORT DECLARATION FORM (validated through GUOT system)	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
ATR CERTIFICATE (only for UE origin goods)	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
WAIVER CERTIFICATE / ECTN (BIETC/FERI/BESC or equivalent, WAF Subsidiaries only)	0	1	0	1	1	1	1	0	0	0	1	0	0	0	0

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DESTINATION DOCUMENTS	TRINIDAD & TOBAGO	CAMEROON	COLOMBIA	CONGO	DRC	GABON	CHAD	GUATEMALA	PERU	TUNISIA	TURKEY	UK	BRAZIL	MEXICO	NETHERLAND
	For CFR-CIF-CPT-CIP-DPU-DAP Incoterms														
BILL OF LADING telex release or SEAWAY BILL / AIRWAYBILL	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
For FCA-FOB-FOS incoterms															
EX-A (or other equivalent export document) *	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

A: E = English // F = French // S = Spanish // D= Dutch

B: For CAMEROUN, Certificate of Origin is mandatory only for material with CEMAC origin

C: For TRINIDAD & TOBAGO, a CARICOM invoice is requested (see invoice template in appendix 3)

D: A Suppliers Declaration form for Products of Non Preferential Origin is requested (see template in Appendix 4, and further information in the link

<https://www.kvk.nl/informatiebank/leveranciersverklaringen-voor-goederen-van-niet-preferentiele-oorsprong/>)

E: for Gabon COC mandatory over 3000 EUR for following HS code : chapters 25, 28, 29, 31 to 35, 38, 39, 40, 44, 45, 46, 68, 69, 70 to 83, 84, 85,90, 94,95. COC must be issued in French

* If an Export document is not provided by Supplier, Contractor will manage it and invoice it to Supplier

F: for Congo COC mandatory over 1525 EUR for following HS code : chapters 25, 28, 29, 31 to 35, 38, 39, 40, 44, 45, 46, 68, 69, 70 to 83, 84, 85,90, 94,95. COC must be issued in French

* If an Export document is not provided by Supplier, Contractor will manage it and invoice it to Supplier

10.2 Invoice

(see Invoice template in appendix 2):

Invoices must be issued on a header paper and **MUST** mention at minimum (but not limited to) the following information:

- Full name of the supplier, address and tax ID
- Invoice reference
- Purchase Order reference (invoice shall not refer to more than one Purchase Order)
- All the shipped items as listed in the Purchase Order
- Item designation as listed in the Purchase Order, and corresponding model and brand
- Quantity of delivered items, summary of number of packages as well as total weight and volume
- transportation/packing costs following the Incoterm
- Unit and total price of delivered items
- Customs tariff number per item (harmonized system)
- Origin of material per item (items from different origin must not be mixed)
- Incoterm as per Purchase Order
- If goods are delivered in SOC (last trip container), container should be mentioned as an item in the invoice with value, HS code etc.

NB: Invoices **MUST be dully signed (blue ink) and stamped**

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10.3 Certificate of Origin

When a certificate of origin certified and legalized by the chamber of commerce is required, this certificate shall indicate:

- Name and address of the Supplier or the manufacturer of the Goods.
- Name and address of consignee.
- Purchase Order number.
- Origin of the supply.
- Shipment number.
- Description of the supply.
- Packages and weight. and
- Only one certificate by origin.

Note: If the manufacturer is different from the indicated the Supplier, name and address of the manufacturer of the Goods will also be clearly indicated on the documents.

10.4 Hazardous Goods

According to the means of transport up to the Delivery point, the Supplier shall provide the Safety Material Data Sheet of the products and shall issue the dangerous goods declaration, duly filled and signed with the Supplier stamp and the following information:

- Chemical / proper shipping name of the product.
- Package type, weight, quantity, volume, dimension.
- ONU code, IMDG code, CLASS code, GROUP code.
- Flashpoint.
- Net quantity per inner package. and
- Type of inner package.

A technical or security notice for the hazardous Goods is also required.

10.5 COC : Certificate of conformity Gabon (if product are part of the regulated products list)

The Agence Gabonaise de Normalisation (AGANOR) has implemented a new product Conformity Assessment Program for the control of regulated products imported to Gabon.

The 3 categories of regulated products are:

- Health and medical or surgical instruments and appliances, personal cares, cosmetics and toys.
- Civil Engineering, Chemical Product and Building Materials.
- Machinery, Electrical, Electronics and Parts.

Cotecna, Intertek, Bureau Veritas, and SGS are the three inspection organisms authorized by AGANOR to issue the mandatory Certificates of Conformity to exporters.

COC certificate must be issued in **French language** in order to match with the shipping invoice.

Please follow our separated COC submission process in order to use Company Route B if Supplier doesn't have own route C.

10.6 COC : Certificate of conformity Congo (if product are part of the regulated products list)

The Ministry of Commerce has implemented a new product Conformity Assessment Program for the control of regulated products imported to Congo (PCEC).

The 3 categories of regulated products are:

- Health and medical or surgical instruments and appliances, personal cares,

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cosmetics and toys.

- Civil Engineering, Chemical Product and Building Materials.
- Machinery, Electrical, Electronics and Parts.

Cotecna, Bureau Veritas, and SGS are the three inspection organisms authorized by PCEC to issue the mandatory Certificates of Conformity to exporters.

COC certificate must match with the shipping invoice.

Please follow our separated COC submission process in order to use Company Route B if Supplier doesn't have own route C.

10.7 Pre-carriage or transportation to the Delivery Point

















The Supplier may proceed to the pre-carriage and/or transportation (depending on incoterm mentioned in the Purchase Order), as indicated in the Purchase Order, after instruction received by the Contractor mentioned in the Purchase Order.

For incoterm EXW: Supplier must contact the Contractor and provide all mandatory documentation mentioned in 10.1. The Contractor reviews the documentation and can proceed to pre-carriage only if documentation complies with all rules mentioned in 10.1, 10.2, 10.3, 10.4

For incoterm FCA, FOS, FOB: Supplier must contact the Contractor and provide all mandatory documentation. The Contractor reviews the documentation. If it complies with all rules mentioned in 10.1, 10.2, 10.3, 10.4 The Contractor provide the Supplier with a Delivery Reference number and instruction for deliveries (address, time, etc...). The Supplier can't deliver material without Delivery Reference number.

For incoterm CFR, CIF, CPT, CIP, DAP, DAT, DPU: The supplier must provide all mandatory documentation mentioned in 10.1 to the Company before the international shipment. The Company reviews the documentation and authorizes the Supplier to proceed with the international shipment. The Supplier should then submit draft documentation of shipment (BL or airwaybill and waiver certificate) to the Company for review before issuing final version.

APPENDIX 1 - INTERNATIONAL HANDLING SYMBOLS

 00463	Keep dry	 00468	Sling here
 00464	Keep away from heat	 00469	Fragile Handle with care
 00465	Use no hooks	 00470	This way up
 00466	Centre of gravity	 00471	No hand truck here
 00467	Clamp here	 01200	Do not destroy barrier
 02904	stacking limitation	 02703	Beware of electrostatic discharge
 03231	Tear off here	 02902	Temperature limitation
 03257	Protect from heat and radioactive sources	 02903	Do not use fork lift truck here

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APPENDIX 2 - SHIPPING INVOICE TEMPLATE

SUPPLIER HEADED PAPER

INVOICE	
Invoice N°	
Date	00/00/00
Currency	

CONSIGNEE

PURCHASE ORDER REF:	<i>*Invoice shall not refer to more than one Purchase Order</i>
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FINAL DESTINATION:	
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Custom Code (HS)	PO Item	Material Description	Origin	Qty	Unit price	Total Price
-	-	Packing charges (when applicable)	-			
-	-	Pre-carriage charges (when applicable)	-			
-	-	International freight charges (when applicable)	-			
-	-	Insurance charge (when applicable)	-			
TOTAL PRICE						

DELIVERY TOTAL PARTIAL BALANCE

INCOTERM		
NUMBER OF PACKAGES		
TOTAL GROSS WEIGHT:		KG
TOTAL VOLUME:		CBM

Supplier Bank account reference to be indicated

SUPPLIER STAMP & SIGNATURE

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APPENDIX 3 – CARICOM INVOICE TEMPLATE

CARIBBEAN COMMON MARKET COMMERCIAL INVOICE					
Commercial Invoice for the Caribbean Common Market					
Shipper (Name,full,address,country)	Invoice Date and Number		Customers Order No.		
	Other References				
	Buyer (If other than consignee)				
Consignee (Name,full address, Country) PERENCO T&T LIMITED 8-12 DERE STREET, PORT-OF-SPAIN TRINIDAD, WEST INDIES	Presenting Bank				
	Country of Origin of Goods				
	Terms and Conditions of Delivery and Payment				
Port of Lading		Currency of Sale			
Country of Final Destination TRINIDAD & TOBAGO	Ship Air / Ocean etc	Mark and Numbers Description of Goods			
Other Transport Information		Gross Weight (lbs)		Cubic Meters	
NO & KIND OF PKGE.	Specification of commodities (in code and/or in full)	NET WEIGHT KG	QUANTITY	UNIT PRICE	AMOUNT
IT IS HEREBY CERTIFIED that this Invoice show s the actual price of the goods described, that no other Invoice has been or w ill be issued and that all particulars are true and correct SIGNATURE AND STATUS OF AUTHORIZED PERSON <div style="text-align: right;">Date:</div>		Packing			
		Freight			
		Other Costs (Specify)			
		Insurance			
		Total Invoice Amount			

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APPENDIX 4 - SUPPLIERS DECLARATION FOR PRODUCTS OF NON-PREFERENTIAL ORIGIN

I, the undersigned, declare that the goods listed on this invoice _____ (1) were produced (2) in the European Union, namely in _____ (3) and satisfy the rules of origin according to the Union Customs Code art. 61 sub 3. (4) outside the European Union and originate in _____ (5).

I undertake to make available to the Chamber of Commerce any further supporting documents they require.

Place and date :

Name and position :

Signature :

INSTRUCTIONS (These Instructions have been placed here only for reference, but should not be printed or form part of the actual Declaration document)

The author, supplier of the goods, may issue this declaration on the request of the buyer, who uses it as evidence when he applies for a certificate of origin for the exportation of the goods.

- It should be used within the European Union only.
- This declaration is to be placed on the invoice, packing list or other trade document in which the goods are sufficiently specified. **This declaration can also be placed on the supplier's company letter paper. In that case please refer to the invoice number.**

Notes for completion of the declaration:

- (1) State the number of the invoice or other document in which the shipment is sufficiently specified. The number needs not to be mentioned if the statement is placed on the invoice.
 - When instead of the invoice another document or an annex to the invoice is being used, the kind of document concerned shall be mentioned instead of the word 'invoice'.
 - When the statement concerns only part of the goods listed on the invoice, these should be clearly indicated or marked. Furthermore, this marking should be indicated on the declaration as follows: '... listed on this invoice and marked were produced in and
- (2) State just the applicable option. If products are delivered of EU origin together with products of non-EU origin, various supplier's declarations should be issued.
- (3) State the country of origin (member state of the European Union). if various goods are of different origins, these origins shall be mentioned to each item.
- (4) According to Regulation (EU) 952/2013 art. 61 sub 3. (PB L 269 of 10.10.2013).
- (5) State the country of origin. if various goods are of different origins, these origins shall be mentioned to each item.

Verification of this declaration by means of a certificate of origin, issued by the supplier's regional Chamber of Commerce, may be required by the buyer's regional Chamber of Commerce.

IMPORTANT!

This declaration is not valid for goods having preferential origin status and which qualify for movement certificates EUR.1. For such use the "declaration for products having preferential origin status" according to Regulation (EU) 2015/2447 Annex 22-15 (PB L 343 of 29.12.2015) is applicable.

For further information and Declaration Template:

<https://www.kvk.nl/informatiebank/leveranciersverklaringen-voor-goederen-van-niet-preferentiele-oorsprong/>

