



## Australasia Business Unit West

### Bayu-Undan & DLNG

### Logistics Procedure

### Shipping Documentation Requirements

**DOCUMENT NO: ALL/SUP/LOG/PRO/2001**

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## Logistics Procedure – Shipping Documentation Requirements

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# Logistics Procedure – Shipping Documentation Requirements

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## 1.0 SCOPE

This Specification defines the requirements for shipping documentation for equipment and materials procured by ConocoPhillips or their agents intended for delivery to the ConocoPhillips Bayu-Undan, Darwin LNG Facilities, associated warehouses and or any other facility as indicated on the Purchase Order. This specification does not have precedence over any specific requirements stated in Contracts or Purchase Orders but is the minimum requirements.

## 2.0 RELATED CONOCOPHILLIPS SPECIFICATIONS

ALL/SUP/LOG/PRO/2000 - Export Packing & Marking Logistics Procedure

## 3.0 CONSIGNMENT REQUIREMENTS

Specific requirements for establishing consignments, packing and marking are provided in the ConocoPhillips specification ALL/SUP/LOG/PRO/2000 - Export Packing & Marking Logistics Procedure

## 4.0 PACKING LISTS

The Supplier shall detail on all packing lists, the purchase order, line item number and material description as shown on the Purchase Order.

The Supplier **shall not** consolidate items from two or more purchase orders on one packing list.

Individual and separate packing lists shall be prepared for each purchase order.

Note that - *Supplier shipments to the export forwarder that are received without a priced packing list or commercial invoice will be refused at the forwarder.*

Packing List(s) shall also show:

- Purchase Order Number or Material Movement Order Number.
- Details of contents of each case including Purchase Order line Item number, Material item, Tag Number (Including sub-items and description)
- Number of packages by type; and total number of packages i.e. package 1 of 5, 2 of 5 etc
- Gross and net weight in kilos, per package.
- Dimensions and cubic measurements per package in metric units.
- Cubic measurements and total gross and net weights of entire shipment.
- If material inspection release certificate has been included, or not.
- If manufacturer's Material Safety Data sheet/s are included, or not. (Shall reference. IMDG, IATA, DGR, ADG hazardous goods codes (if applicable).

Three copies of packing list(s) shall be issued, in English. The distribution shall be as follows:

- One (1) copy shall be packed with the goods inside each package or case.
- One (1) copy shall be securely attached to the outside of the package and enclosed in a waterproof envelope clearly marked "Packing List".
- One (1) copy shall be presented/mailed to the nominated freight forwarder attached with a Pro forma commercial invoice.

## 5.0 PACKING INSTRUCTIONS

Refer to ConocoPhillips Export Packing & Marking Requirements specification (ALL/SUP/LOG/PRO/2000)

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### 6.0 MARKING INSTRUCTIONS

Refer to ConocoPhillips Export Packing & Marking Requirements specification (ALL/SUP/LOG/PRO/2000)

No advertising or indication of case contents may appear on packages.

All packages shall include appropriate details as follows:

- Product Description:
- Purchase Order No. / Material Movement Order No:
- Material Item No's (Including sub-items):
- Package No:
- Gross Weight:
- Dimensions:
- Country of Manufacture:
- Centre of Gravity (as applicable).
- Hook Points (as applicable).
- FRAGILE - HANDLE WITH CARE (as applicable)
- IIMDG/IATA hazardous goods labels (as applicable)

### 7.0 SHIPPING INSTRUCTIONS

Orders purchased as “Ex-Works” Incoterms 2010

- The nominated Freight Forwarder will collect the goods /documentation from the seller’s premise or named place and deliver to the nominated site.
- All Inspection Release Certificate documentation and material certification must accompany the materials / equipment to point of delivery and be passed to the nominated Freight Forwarder. A copy of any Inspection Release certificates and material certification shall also be emailed to the original Purchasing Officer and referenced to the associated ConocoPhillips purchase order.

Orders purchased as “Free Carrier” Incoterms 2010

- The nominated Freight Forwarder will collect the goods /documentation from the seller’s premise or named place, clear for export, and deliver to the nominated site.
- All Inspection Release Certificate documentation and material certification must accompany the materials / equipment to point of delivery and be passed to the nominated Freight Forwarder.

Orders purchased as “Free On Board” Incoterms 2010

- All associated release documentation and material certification must accompany the materials / equipment to point of delivery.
- Delivery of the material, until its transfer of risk under incoterms 2010, will be the total responsibility of the Supplier.
- Above instructions are subject to the responsibilities as detailed in Incoterms 2010 and the specific requirements stated in Contracts or Purchase Orders

### 8.0 COMMERCIAL INVOICES

All commercial invoices provided by Supplier/s shall include and reference the following:

- The commercial invoice/s shall detail all individual deliverable items, whether priced or not on the purchase order (e.g. free samples, test pieces) as follows:
  - Full description
  - Part Number /Tag Number /identifiable part number
  - Quantity
  - Unit Value & Extended value (must reflect the full purchase order value)
  - Currency
  - Country of manufacturer /origin
  - Sold to – eg. ConocoPhillips

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- If items are of no "Commercial" value, the invoice shall indicate such as "NCV". However the commercial invoice must include an estimated value for Customs purposes only
- No items shall have a referenced cost as "Included" within another item or component, unless all items will be shipped together as "one unit"
- The commercial invoice shall state if any items have or require government approval for export

Two copies of commercial invoices shall be provided:

- One copy to be passed to the nominated freight forwarder to accompany goods (ex works or Free On Board)
- One copy shall be attached to the goods.

### 9.0 DELIVERY BY SUPPLIER

For all Material / Equipment for delivery to ConocoPhillips by the Supplier, a Supplier shall provide a copy of the Inspection Release Certificate (if required), relevant material certifications, a commercial invoice and packing list with the goods. A copy of any Inspection Release certificates and material certification shall also be emailed to the original Purchasing Officer and referenced to the associated ConocoPhillips purchase order.

The above shall be received a minimum of three (3) working days prior to the Material / Equipment being dispatched from the Supplier's premises.

### 10.0 ADVICE OF DISPATCH

Advice of dispatch, including routing, carrier, Estimated Time of Arrival to port of entry (if applicable) and Estimated Time of Arrival to Site, shall be advised by the Supplier by email at the time of dispatch to the Purchaser, at the contact address provided on the purchase order or by default to the address below.

ConocoPhillips Supply Base  
42 O'Sullivan Cct  
Berrimah 0828  
Northern Territory

Attention: Supply Chain Team Lead  
Email: peter.lymn@cop.com  
Telephone: 08 8919 1976 / +61 413 054 304

If specialized handling equipment such as a crane or spreader beam is required on arrival at ConocoPhillips, prior notice (three days) from the Supplier is required.

### 11.0 FREE TRADE AGREEMENTS

The supplier will provide appropriate documentation for goods and equipment from any country or region that has a free trade agreement with Australia. The documentation will meet the requirements of the free trade agreement and the Australian legislation. The documentation may include preferential certificates of origin, declarations of origin, and/or statements of manufacture.