



## Australia Business Unit

# Shipping Documentation Requirements

ABUE-000-LO-N05-O-00012

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### Revision Detail

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## 1. Purpose

This procedure details the minimum requirements for shipping documentation for goods and materials intended for delivery to and from the site or premises of Company or Company's Affiliates. This procedure shall not relieve the Contractor of any contractual obligations to provide documentation in accordance with the Contract, Purchase Order, or any other agreed terms and conditions. Additional documentation requirements may be included in technical specifications that form part of the Contract or Purchase Order.

## 2. Scope

This Procedure does not take precedence over any specific Contract or Purchase Order requirements and is intended to provide minimum requirements. Requirements for packing do not form part of this procedure and reference should be made to the Contract or Purchase Order and the Australia Business Unit Packing and Marking Procedure ABUE-000-LO-N05-O-00011.

This procedure can be applied for both international and domestic shipments.

## 3. Related ConocoPhillips Specifications

Australia Business Unit Packing and Marking Procedure ABUE-000-LO-N05-O-00011.

## 4. Terms and Definitions

In this procedure defined terms have the same meaning as the Contract or Purchase Order.

**Table 4.1. List of Abbreviations**

Term	Definition
ADG	The Australian Code for the Transport of Dangerous Goods by Road and Rail agreed by the Australian Transport Council and implemented under the Requirements.
Company	Company is as defined in the relevant agreement document, or if this procedure is being read in conjunction with a purchase order, the Buyer.
Contractor	Contractor is as defined in the relevant agreement document, or if this procedure is being read in conjunction with a purchase order, the Seller.
Defence Strategic Goods List (DSGL)	The legislation that regulates, in Australia, the export and supply of military and dual-use goods and technology, including parts and components thereof and related materials and equipment transported to an external territory or nation.
DGR	The Dangerous Goods Regulations published by the International Air Transport Association.
Export Control Classification Number (ECCN)	An alpha-numeric code that describes the item and indicates licensing requirements. All ECCNs are listed in the Commerce Control List (Supplement No. 1 to Part 774 of the Export Administration Regulations.
Harmonised System Tariff Code	As developed and published by the World Customs Organization.
IATA	The International Air Transport Association.
IMDG	The International Maritime Dangerous Goods Code published by the International Maritime Organisation.

## 5. Consignment Requirements

Shipping documentation shall be consigned by the Contractor in accordance with the Contract or Purchase Order.

## 6. Commercial Invoices

The commercial invoice(s) should include the following:

- Sold to party
- Description of the goods
- Part number, tag number, and/or identifiable part number
- Quantity
- Unit value and extended value (as agreed in the purchase order)
- Currency
- Country of manufacturer and origin
- Contractor's name, address, and contact details
- Harmonised System Tariff Code
- Incoterms® rule
- Export Control Classification Number (ECCN) or equivalent Australian Defence and Strategic Goods List (DSGL) number, if applicable.

If items are of no commercial value, the invoice shall indicate an estimated value for Customs purposes. No item(s) shall be cost included within another item or component unless all item(s) are shipped together as one unit and valued as such. The commercial invoice shall state if any items have or require approval for import or export. Two copies of the commercial invoice should be provided: one copy to be passed to the nominated freight forwarder to accompany goods, and one copy attached to the goods packed inside each package or case.

## 7. Packing Lists

The Contractor shall detail on all packing lists, the purchase order, line-item number and goods and materials description as shown on the Contract or Purchase Order. Individual and separate packing lists should be prepared for each Contract or Purchase Order.

Packing list(s) should also provide:

- Details of contents of each case including Contract or Purchase Order number and 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
- If manufacturer's Safety Data Sheet(s) are included it shall reference IMDG, IATA, DGR and ADG hazardous goods codes (if applicable).

Three copies of packing list(s) should be provided, in English: one copy packed with the goods, one copy securely attached to the outside of the package within a weatherproof enclosure clearly marked, and one copy for the nominated freight forwarder.

## 8. Delivery by Contractor

For all goods and material for delivery to Company, the Contractor shall provide a copy of the inspection release certificate (if required), relevant material certifications, a commercial invoice and packing list with the goods. Copies should also be emailed prior to despatch.

## 9. Advice of Dispatch

Advice of dispatch, including routing, carrier, estimated time of arrival to port of entry (if applicable) and estimated time of arrival, shall be advised by the Contractor by email at the time of dispatch.

## 10. Free Trade Agreements

The Contractor shall provide appropriate documentation for goods and equipment from any country or region that has a free trade agreement with Australia. The documentation shall 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.

## 11. Shipping Document Summary

For all consignments, the Contractor is required to provide:

- Commercial invoice
- Packing list
- Shipper letter of instruction.

The Company may also require additional documentation such as:

- Quarantine packing declaration
- Inspection release certificate
- Material certificate
- Manufacturer declaration of cleanliness, origin, and/or specifications
- Certificate of origin
- Dangerous goods IMO certificate with classification
- Safety data sheet where appropriate.