



**Australia Business Unit East**

**APLNG Shipping Documentation**

**Requirements Logistics Procedure**

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# Australia Pacific LNG Logistics Procedure Shipping Documentation Requirements

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# Australia Pacific LNG Logistics Procedure Shipping Documentation Requirements

## 1. Purpose

This Shipping Documentation Requirements Logistics Procedure (Procedure) sets out the minimum requirements for shipping documentation for goods and materials procured by ConocoPhillips Australia Pty Ltd (ConocoPhillips) or their agents intended for delivery to Australia Pacific LNG Pty Limited’s facility on Curtis Island, off the coast of Gladstone Queensland, associated warehouses, and/or any other facility as indicated on any relevant Contract or Purchase Order.

## 2. Scope

This Procedure does not take precedence over any specific requirements provided in any relevant Contract or Purchase Order and it is only intended to detail the minimum requirements. This Procedure shall not be construed in any way as relieving the Seller of any of its contractual obligations to adequately protect the Goods and Materials packed for export in accordance with the Contract or Purchase Order.

## 3. Related ConocoPhillips Specifications

- APLNG Export Packing and Marking Procedure ABUE-365-LO-N05-O-00001

## 4. Definitions

In this Procedure, defined terms have the meaning in the Contract or Purchase Order (as the case may be), and:

Table 4.1. List of Definitions

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
DGR	The Dangerous Goods Regulations published by the International Air Transport Association as amended from time to time
IATA	The International Air Transport Association.
IMDG	The International Maritime Dangerous Goods Code published by IMO as amended from time to time
IMO	The International Maritime Organization
MSDS	Material Safety Data Sheet

## 5. Consignment Requirements

Shipping documentation shall be consigned by the Seller in accordance with the Contract or Purchase Order. Packing and marking requirements are provided in the APLNG Export Packing and Marking Logistics Procedure.

## 6. Packing Lists

The Seller 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.

The Seller **shall not** consolidate goods and materials from two or more Contracts or Purchase Orders on one packing list.



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Individual and separate packing lists shall be prepared for each Contract or Purchase Order.

Note that - *Seller shipments to the export forwarder that are received without a priced packing list or commercial invoice shall be rejected at the forwarder.*

Packing list(s) shall 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 Material 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) 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 weatherproof envelope clearly marked "Packing List"
- One (1) copy shall be presented/emailed to the nominated freight forwarder attached with a commercial invoice.

### 7. Packing Instructions

Refer to ConocoPhillips Export Packing and Marking Procedure.

### 8. Package Marking Instructions

All packages shall include appropriate details as follows:

- Product description
- Purchase order no
- Goods and materials nos (Including sub-items)
- Package no
- Gross and net weight
- Dimensions
- Country of manufacture
- Centre of gravity (as applicable)
- Lifting points (as applicable)
- FRAGILE - HANDLE WITH CARE (as applicable)
- IMDG/IATA hazardous goods label(s) (as applicable).

### 9. Shipping Instructions

As indicated on the Purchase Order.



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### 10. Commercial Invoices

All commercial invoices provided by Seller(s) shall include and reference the following:

- The commercial invoice(s) shall detail all individual deliverable items, 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 – e.g. ConocoPhillips
- If items are of no "Commercial" value, the invoice shall indicate 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.
- One copy shall be attached to the goods packed inside each package or case.

### 11. Delivery by Seller

For all goods and material for delivery to ConocoPhillips by the Seller, the Seller 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 goods and materials being dispatched from the Seller's premises.

### 12. 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 Seller by email at the time of dispatch to the Buyer, at the contact address provided on the purchase order or by default to the address below.

ConocoPhillips Supply Base  
5 George Mamalis Place  
Gladstone  
QLD 4680

### 13. Free Trade Agreements

The Seller 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.

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### 14. Shipping Document Summary

For all consignments, the Seller is required to provide:

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

The Buyer may also require additional documentation such as:

- Packing declaration
- Inspection release certificate
- Material certificate
- Manufacturer declaration of cleanliness, origin, and/or specifications
- Certificate of origin
- Dangerous goods IMO certificate with class
- Material safety data sheet where appropriate.