

PURCHASE ADMINISTRATIVE REQUIREMENTS - TRANSPORT MANAGEMENT (FOR SAP / ARIBA ISSUED PURCHASE ORDERS)

4	JUNE 26	JUNE 26	REVISION TO SECTION 7 (REFER CHANGE LOG)	SUBJECT EXPERT T. LARSEN	QUALITY S. KARTHIKEYAN	GLOBAL PROCESS OWNER T. LARSEN
3	NOV 24	NOV 24	REVISION TO SECTION 7 (REFER CHANGE LOG)	SUBJECT EXPERT T. LARSEN	QUALITY S. KARTHIKEYAN	GLOBAL PROCESS OWNER T. LARSEN
2	JUL 24	AUG 24	REVISION TO SECTION 7 (REFER CHANGE LOG)	SUBJECT EXPERT T. LARSEN	QUALITY S. KARTHIKEYAN	GLOBAL PROCESS OWNER T. LARSEN
1	NOV 23	NOV 23	REVISION TO SECTION 7 (REFER CHANGE LOG)	SUBJECT EXPERT T. LARSEN	QUALITY S. KARTHIKEYAN	GLOBAL PROCESS OWNER T. LARSEN
0	FEB 23	MAR 23	IT REPLACES GTF-GPS-COR-21024-04 REVISION TO SECTION 7	SUBJECT EXPERT T. LARSEN	QUALITY S. KARTHIKEYAN	GLOBAL PROCESS OWNER T. LARSEN
REV	RELEASE DATE	EFFECTIVE DATE	STATUS / CHANGES	WRITTEN BY (name & visa)	CHECKED BY (name & visa)	APPROVED BY (name & visa)
DOCUMENT REVISIONS						

Change Log:4.2 – Commercial invoice

- Updated requirements for 232 Tariffs

7.2 – Abu Dhabi (ICAD), UAE

- Added the location and its corresponding instructions

7.3 – Ågotnes

- Updated instructions for domestic shipments in section 7.3.1
- Updated carrier and booking email international shipments in section 7.3.2

7.4 – Argentina

- Updated contacts for international shipments in section 7.4.2

7.5 – AsiaFlex, Malaysia

- Added the location and its corresponding instructions

7.7 – Colombia

- Updated contacts for international shipments in section 7.7.2

7.8 – Dammam, Kingdom of Saudi Arabia

- Added the location and its corresponding instructions

7.9 – Dubai (Jebel Ali), United Arab Emirates

- Added the location and its corresponding instructions

7.11 – Houston, Texas, USA

- Updated contacts for international shipments in section 7.11.2

7.12 – Hyderabad, India

- Added the location and its corresponding instructions.

7.13 – Jakarta, Indonesia

- Added the location and its corresponding instructions

7.14 – Kongsberg

- Edited instructions for domestic shipments in section 7.14.1
- Updated instructions for international shipments in section 7.14.2

7.15 – Nusajaya, Malaysia

- Updated instructions for international shipments in section 7.15.2

7.18 – Singapore

- Removed Plant code in section 7.18
- Edited emails for general support in section 7.18
- Edited emails for domestic shipments in section 7.18.1
- Updated instructions for international shipments in section 7.18.2

7.19 – Stavanger - MPM, Norway

- Edited emails for domestic shipments in section 7.19.1
- Updated instructions for international shipments in section 7.19.2

7.20 – Stephenville and Dublin, Texas, USA

- Updated contacts for international shipments in section 7.20.2

7.22 – Veracruz, Ciudad del Carmen, Paraiso, Tabasco, Mexico

- Updated contacts for international shipments in section 7.22.2

The changes from the previous document (GSD-21-0010, Rev. 3) are indicated by **red font**.

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1 Introduction

It is **TechnipFMC**'s intention that, in the implementation and administration of the **PO/Agreement**, **Supplier** shall utilize its own methods and procedures for transport handling. However, to achieve the proper level of quality and safety for the **Work**, **TechnipFMC** has specified certain mandatory requirements applicable to Suppliers who receive **PO/Agreement** issued through SAP / Ariba, as detailed in these Administrative Requirements.

When referenced in **PO/Agreement**, this document specifies the minimum administrative requirements for managing transportation for products/hardware ordered by previous FMC Technologies entities (hereinafter named **TechnipFMC**). It specifies requirements in relation to booking/handling, documentation, packing and dispatch/communication.

Questions regarding import requirements to specific countries may be addressed to the transport department in the **TechnipFMC** location the **PO** is issued on behalf of.

If a specific requirement, stated in this document, by nature, is not relevant for the **Work** performed by **Supplier**, **Supplier** is exempt from adherence to such requirement without further acceptance from **TechnipFMC**.

2 Reference documents

Doc. number	Title
GTF-GPS-COR-15014-01	TechnipFMC's General Terms & Conditions for Goods & Ancillary Services

3 Definitions and abbreviations

Refer to GTF-GPS-COR-15014-01, TechnipFMC's General Terms & Conditions for Goods & Ancillary Services, for definitions used in this document.

4 Documentation

4.1 Packing List

A Packing List on the **Supplier**'s own letterhead must be included with the shipment and placed in an envelope affixed to the exterior of the container. The Packing List shall include the following information:

- ▶ Name of Shipper and Consignee (delivery address) with complete addresses.
- ▶ Name and address of the specific TechnipFMC legal entity that is purchasing the goods
- ▶ **TechnipFMC**'s **PO** number (or receiver if no **PO** number) and **PO** line number.
- ▶ **TechnipFMC**'s part number (if not a **TechnipFMC** part, then **Supplier**'s own part number/material number) and part name/description.
- ▶ When applicable, serial/batch number.
- ▶ Brief, accurate description of each part, including the material of manufacture (i.e. rubber hoses, plastic nozzles, carbon steel plates, aluminum caps for cases).
- ▶ Quantity per line item of merchandise on this shipment.

- ▶ What box number each line item is in.
- ▶ Total number of boxes, crates or pallets in the shipment (show correct type of package, i.e. cardboard box, wooden crate, plastic drum, steel drum, wooden skid).
- ▶ Gross weight of each box, crate or pallet and total gross weight of shipment (weights are to be in kilograms).
- ▶ Dimensions of each shipping unit (box, crate, or pallet).
- ▶ Expiration dates, if applicable.
- ▶ Country of origin (COO).

The Packing List must also be included in the import documentation package.

4.2 Commercial Invoice

For international shipments, **Supplier** must provide a commercial invoice by email to **TechnipFMC's** Commercial Point of Contact (the Buyer), and as a paper copy accompanying the shipment. The commercial invoice must be in accordance with delivery terms and local law and regulations, but shall contain the minimum:

- ▶ **PO** number (or receiver, if no **PO** number).
- ▶ **PO** line item, part number, quantity, and a clear description of the product in English, Caution! Vague descriptions will not be tolerated by customs officials, i.e. "oil supplies".
- ▶ Unit price, net weight, total value and currency (including any assists if applicable).
- ▶ **Incoterms**.
- ▶ Country of origin (COO) (where the item was manufactured).
- ▶ Name and address of the business or person selling/shipping the merchandise.
- ▶ Name and address of the **TechnipFMC** legal entity purchasing the goods.
- ▶ Name of **TechnipFMC's** Commercial Point of Contact (the Buyer).
- ▶ Name and address of the business or person the goods are being shipped to.
- ▶ Invoice date.
- ▶ Invoice number.
- ▶ Harmonized tariff schedule code.
- ▶ **For shipments to the USA only:**
 - **232 Derivative Tariffs:**
 - **Aluminum Derivative: Aluminum Value/Weight + Country of Smelt & Cast**
 - **Steel Derivative: Steel Value/Weight + Country of Melt & Pour**
 - **Copper Derivative: Copper Value/Weight + Country of Smelt & Cast**

5 Packing, Handling, Storage, and Shipping

The procedure Handling, Storage, and Shipping (Q00651) applies for all deliveries, except for deliveries to the following locations:

- ▶ Ellerbek, Germany:
Contact **TechnipFMC's** local transport department for instructions, through email christian.maehliss@technipfmc.com or phone +49 4101 304 101.
- ▶ Stephenville/Dublin, Texas, USA:
The procedure Q00024, Visual Inspection, Handling, Storage and Shipping Requirements for Fluid Control Equipment, applies.

If **Supplier** is not in possession of these documents, when needed, contact **TechnipFMC**'s local transport department as described in section 7.

6 Transport Insurance

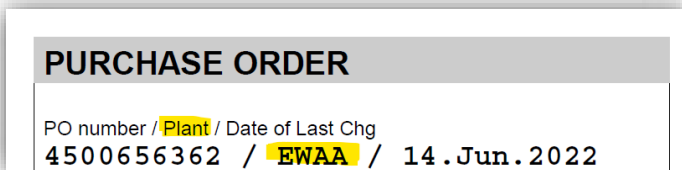
Goods transported/shipped through **TechnipFMC** nominated freight forwarders are insured through **TechnipFMC**'s insurance policies. If **Supplier** is presented with an option to order additional insurance, e.g. through DHL's web platform, **Supplier** shall not select that option (unless otherwise directed).

7 Location specific requirements

This section includes specific shipping instructions applicable to the specific **TechnipFMC** location (plant) that issued the **PO** (ordering plant) when delivering directly to the ordering plant.

For instructions on deliveries from **Supplier** to another **TechnipFMC** supplier, internal plant deliveries, or other variations, contact **TechnipFMC**'s local transport department of the ordering plant for instructions on the local drop ship process.

The below sections specify one or more plant codes. **Supplier** can use these codes as help to identify the correct **TechnipFMC** location and can be found in **PO** and most electronic or manual open order reports which are presented by **TechnipFMC**, normally in a column named 'Plant'. Example from **PO** shown below:



For locations not covered by the below sections, **Supplier** shall contact **TechnipFMC**'s Commercial Point of Contact (the Buyer) to clarify requirements – unless transport/logistics requirements are otherwise clearly established.

7.1 Aberdeen, **Echt**, United Kingdom

Plant code: EWWD

Unless otherwise specified below, these instructions apply:

- ▶ Booking reference shall be **TechnipFMC PO** number.
- ▶ For general support, email usergroup_transportcustomsexciseagotnes@technipfmc.com

7.1.1 Domestic

This section covers domestic transport within United Kingdom (UK).

Consignment = Equal or Less Than 69 kg (153 lbs)

- ▶ DHL Express shall handle all consignments with a total weight of less than 70 kg.
- ▶ **Supplier** must book locally with DHL Express using account number: 952613231.
- ▶ This account number can only be used when shipping to **TechnipFMC c/o McIntosh Plant, SHED 16, Birchmoss Depot, Echt, Aberdeenshire, AB32 6XL.**

Consignment = Equal or More Than 70 kg (154 lbs)

Carrier: Pentagon Freight Services

- ▶ Book via email: quotes.aberdeen@pentagonfreight.com
- ▶ Email copy: usergroup_transportcustomsexciseagotnes@technipfmc.com

7.1.2 International

This section covers transport originating outside the United Kingdom (UK).


Consignment = Equal or Less Than 69 kg (153 lbs)

- ▶ DHL Express shall handle all consignments with a total weight of less than 70 kg.
- ▶ **Supplier** must book locally with DHL Express using account number: 952613231.
- ▶ This account number can only be used when shipping to **TechnipFMC c/o McIntosh Plant, SHED 16, Birchmoss Depot, Echt, Aberdeenshire, AB32 6XL.**

Consignment = Equal or More Than 70 kg (154 lbs)

Origin: European Union (EU)

Carrier: Steder Group

- ▶ Booking shall be made by using the form named “Supplier Request for Collection”. The form is attached  to this PDF document, on the left-hand side if using Adobe.
- ▶ Book via email: fmc.european@stedergroup.com
Copy email: usergroup_transportcustomsexciseagotnes@technipfmc.com

Origin: All other international locations, except EU

Carrier: Pentagon Freight Services

- ▶ Book via email: quotes.aberdeen@pentagonfreight.com

Copy email: usergroup_transportcustomsexciseagotnes@technipfmc.com

7.2 Abu Dhabi (ICAD), United Arab Emirates

Plant code: 7042, ESG1

7.2.1 Domestic

The following instructions shall be followed for all domestic shipments within UAE.

- ▶ **Supplier** shall contact UAE Logistics team: TFMC_AE_AUH_Imports@technipfmc.com
- ▶ **Supplier** shall upload/attach the following documents: Commercial Invoice, Packing List.
- ▶ **Supplier** shall notify pickup address and pickup hours.

7.2.2 International

This section covers transport originating outside UAE.

All suppliers must provide Approved ATS (if applicable), Commercial Invoice, Packing List, Certificate of Origin (if applicable) with their collection request. If documents are not provided shipment may be rejected for pickup.

Transport shall be requested by email according to the guidelines below. If the supplier country is not listed or general support is needed, send email to TFMC_AE_AUH_Imports@technipfmc.com for further instructions.

Origin	Email
China	China-AUH@technipfmc.com
India	India-AUH@technipfmc.com
Asia (Except China and India)	Asia-AUH@technipfmc.com
USA	USA-AUH@technipfmc.com
Americas (except USA)	Americas-AUH@technipfmc.com
UK	UK-AUH@technipfmc.com
Norway	Norway-AUH@technipfmc.com
Europe (Except Norway & UK)	EU-AUH@technipfmc.com
Middle East (Except UAE)	ME-AUH@technipfmc.com

7.3 Ågotnes (Bergen), Norway

Plant code: KOS2

Unless otherwise specified below, these instructions apply:

- ▶ Booking reference shall be **TechnipFMC PO** number.
- ▶ For general support, email usergroup_transportcustomsexciseagotnes@technipfmc.com

7.3.1 Domestic

All domestic transport within Norway shall be handled by Pentagon Freight Services:

- ▶ Book via email: tfmc.norway@pentagonfreight.com
- ▶ Copy email: usergroup_transportcustomsexciseagotnes@technipfmc.com

7.3.2 International

This section covers transport originating outside Norway.

Consignments = less than 100 kg (220 lbs)

DHL Express shall handle consignments with a weight of less than 100 kg (220 lbs):

- ▶ Book online via DHL's website with **Supplier's** own login credentials.
Note: In case **Supplier** do not have login credentials, use the following online PDF form:
www.dhlecom.no/download/emailShip/FMC%20Agotnes-Bergen.pdf
- ▶ Shall be charged to Ågotnes's DHL Express account 963200754.
- ▶ For booking support, contact your local DHL Express.

Consignments = exceeding 100 kg (220 lbs)

Origin: Europe (Excl. UK)

Carrier: **Logi Trans AS**

- ▶ Book via email: technipfmc@logitrans.no
Copy email: usergroup_transportcustomsexciseagotnes@technipfmc.com

Origin: UK

Carrier: Pentagon Freight Services

- ▶ Book via email: road.uk@pentagonfreight.com
Copy email: usergroup_transportcustomsexciseagotnes@technipfmc.com
- ▶ For Booking support:
 - Rachael Dunbar: Rachael.Dunbar@pentagonfreight.com // +44 (0) 191 259 0195
 - Louise Weatherill: louise.weatherill@pentagonfreight.com // +44 (0) 784 230 6315

Origin: North America, South America, Asia

- ▶ **The shipments will be manually handled by the Transport & Logistics team in Ågotnes. Book via email: usergroup_transportcustomsexciseagotnes@technipfmc.com**

7.4 Argentina

Plant Codes: 7020 and 7021

7.4.1 Domestic

The following instructions shall be followed for all domestic shipments within Argentina.

- ▶ **Supplier** shall contact TFCM Argentina Warehouse:
Gonzalo.Avaltroni@technipfmc.com and argentinaalmacenGR@technipfmc.com
- ▶ **Supplier** shall upload/attach the following documents: Approved ATS Form, Commercial Invoice, Packing List.
- ▶ **Supplier** shall notify pickup address and pickup hours.

7.4.2 International

This section covers transport originating outside Argentina.

Transport shall be requested by email through assigned freight forwarder (per guidelines below), and if the supplier country is not listed below, send email to Argentina_Imports@technipFMC.com for further instructions:

Origin	Email
China	TFMCBookings-CN@us.dsv.com Argentina_Imports@technipFMC.com
Singapore	TFMCbookings-SG@us.dsv.com Argentina_Imports@technipFMC.com
Malaysia	TFMCbookings-MY@us.dsv.com Argentina_Imports@technipFMC.com
India	TFMCbookings-IN@us.dsv.com Argentina_Imports@technipFMC.com
United Kingdom	TFMCBookings-UK@us.dsv.com Argentina_Imports@technipFMC.com
Norway	TFMCbookings-NO@us.dsv.com Argentina_Imports@technipFMC.com
USA	TFMCbookings-US@us.dsv.com Argentina_Imports@technipFMC.com
Canada	TFMCbookings-CA@us.dsv.com Argentina_Imports@technipFMC.com
Mexico	TFMCbookings-MX@us.dsv.com Argentina_Imports@technipFMC.com
Colombia	TFMCbookings-CO@us.dsv.com Argentina_Imports@technipFMC.com
Brazil	TFMCbookings-BR@us.dsv.com Argentina_Imports@technipFMC.com
Germany, Poland, Slovakia, Czech Republic, Hungary	TFMCbookings-EU@us.dsv.com Argentina_Imports@technipFMC.com
Italy	TFMCbookings-EU@us.dsv.com Argentina_Imports@technipFMC.com
France	TFMCbookings-EU@us.dsv.com Argentina_Imports@technipFMC.com
The Netherlands, Romania	TFMCbookings-EU@us.dsv.com Argentina_Imports@technipFMC.com

7.5 AsiaFlex, Malaysia

Plant code: Not Applicable

- ▶ TechnipFMC PO number and Transport Job Number provided by TFMC Logistics, shall be used as booking reference.
- ▶ For general support in Asiaflex plant contact my_asiaflex_logistics@technipfmc.com

7.5.1 Domestic

All domestic transport within Malaysia shall be booked by contacting TechnipFMC's Commercial Point of Contact (the Buyer), who will issue a Purchase Requisition Form to the local transport department.

7.5.2 International

This section covers transport originating outside Malaysia.

Consignment = less than 75 kg (165 lbs)

DHL Express shall handle packages with a weight of less than 75 kg (165 lbs):

- ▶ Book by TechnipFMC's local transport department online via DHL's website
- ▶ Shall be charged to TechnipFMC Malaysia's DHL Express account:
 - 953587786 for import shipment
 - 550777120 for export shipment

For Consignments exceeding 75 kg (165 lbs) transport shall be requested by email per guidelines below, if the supplier country is not listed or general support is needed, send email to my_asiaflex_logistics@technipfmc.com for further instructions:

Origin	Email
China	China-AsiaFlex@technipfmc.com
India	India-AsiaFlex@technipfmc.com
Asia (Except China, Malaysia, Singapore and India)	Asia-AsiaFlex@technipfmc.com
USA	USA-AsiaFlex@technipfmc.com
Americas (except USA)	Americas-AsiaFlex@technipfmc.com
UK	UK-AsiaFlex@technipfmc.com
Norway	Norway-AsiaFlex@technipfmc.com
Europe (Except Norway & UK)	EU-AsiaFlex@technipfmc.com
Middle East	ME-AsiaFlex@technipfmc.com

7.6 Brazil

Plant codes:

- ▶ 4000, 4001, 4002 and 4003 referred to as ESPB
- ▶ 4024, 4025, 4026, 4027 and 4999 referred to as EWBO

Shipments shall be requested through **TechnipFMC**'s local transport department:

- ▶ Contact details for respectively domestic and international shipments provided below.

7.6.1 Domestic

For domestic transports within Brazil, contact local transport department.

7.6.2 International

This section covers transport originating outside Brazil.

- ▶ **TechnipFMC PO** number shall be used as booking reference.
- ▶ Shipping documents shall be approved by **TechnipFMC**'s local transport department prior to shipment.

Caution! Deliveries to the different plants, ESPB and EWBO, shall not be shipped together and/or mixed on the same invoice.

- ▶ Always contact brazilimport@technipfmc.com to coordinate and plan your shipment.
- ▶ **Supplier** shall follow the cutoff instructions for each region to send the shipping documents to be consolidated on the pickup day.
- ▶ Cutoff time for sending the shipping docs: Wednesdays. Our freight forwarder will organize collection and consolidate cargoes. If **Supplier**'s shipping request misses the *weekly* cutoff, cargo will be added to the following week's consolidation.
- ▶ **Supplier** shall inform pickup address and pickup hours.
- ▶ Shipping instructions will be provided by a **TechnipFMC** Brazil Logistics representative through assigned freight forwarder. Urgent deliveries will be treated individually.
- ▶ Packing List, Commercial Invoice, and approved ATS documents must follow the collection request mail.

For special cases like, the following **Supplier** shall follow **TechnipFMC** Brazil Logistics instructions in order to comply with Brazilian legislation:

- ▶ Temporary Import Bond
- ▶ Quality Notifications (QNs) (Goods to be sent to close a QN)
- ▶ Customer Provided Items
- ▶ Re-Importations
- ▶ Courier

For hazardous goods: **Supplier** shall send the shipping documents with MSDS informing Class/UN and all certificates.

All wooden packages entering Brazil must comply with ISPM15 standards and the Heat Treatment certificate must be sent with the cargo. All wooden packages must have the IPPC stamp (International Plant Protection Convention).

7.7 Colombia

Plant Codes: EWCO

7.7.1 Domestic

The following instructions shall be followed for all domestic shipments within Colombia.

- ▶ **Supplier** shall contact Nicolle.vargas@technipfmc.com and Alexander.Velasquez@technipfmc.com
- ▶ **Supplier** shall upload/attach the following documents: Approved ATS Form, Commercial Invoice, Packing List.
- ▶ **Supplier** shall provide below details:
 - Pickup Schedule (Date & Hour)
 - Pickup Address and Contact Person
 - Delivery Address and Contact Person

7.7.2 International

This section covers transport originating outside Colombia.

Transport shall be requested by email to Colombia_Imports@technipFMC.com, include commercial invoice, packing list, and Approved ATS.

7.8 Dammam, Kingdom of Saudi Arabia

Plant code: ESAU

7.8.1 Domestic

The following instructions shall be followed for all domestic shipments within KSA.

- ▶ **Supplier** shall contact KSA Logistics team: KSA_Logistics@TechnipFMC.com
- ▶ **Supplier** shall upload/attach the following documents: Approved ATS Form (when applicable), Commercial Invoice, Packing List.
- ▶ **Supplier** shall notify pickup address and pickup hours.

7.8.2 International

This section covers transport originating outside KSA.

All suppliers must provide Approved ATS (if applicable), Commercial Invoice, Packing List, Certificate of Origin (if applicable) with their collection request. If documents are not provided shipment may be rejected for pickup.

Transport shall be requested by email per guidelines below, if the supplier country is not listed or general support is needed, send email to KSA_Logistics@TechnipFMC.com for further instructions:

Origin	Email
China	China-KSA@technipfmc.com
India	India-KSA@technipfmc.com
Asia (Except China and India)	Asia-KSA@technipfmc.com
USA	USA-KSA@technipfmc.com
Americas (except USA)	Americas-KSA@technipfmc.com
UK	UK-KSA@technipfmc.com
Norway	Norway-KSA@technipfmc.com
Europe (Except Norway & UK)	EU-KSA@technipfmc.com
Middle East (Except KSA)	ME-KSA@technipfmc.com

7.9 Dubai (Jebel Ali), United Aarab Emirates

Plant code: ESG2

7.9.1 Domestic

The following instructions shall be followed for all domestic shipments within UAE.

- ▶ **Supplier** shall contact UAE Logistics team: TFMC_AE_DXB_Imports@technipfmc.com
- ▶ **Supplier** shall upload/attach the following documents: Commercial Invoice, Packing List.
- ▶ **Supplier** shall notify pickup address and pickup hours.

7.9.2 International

This section covers transport originating outside UAE.

All suppliers must provide Approved ATS (if applicable), Commercial Invoice, Packing List, Certificate of Origin (if applicable) with their collection request. If documents are not provided shipment may be rejected for pickup.

Transport shall be requested by email per guidelines below, if the supplier country is not listed or general support is needed, send email to TFMC_AE_DXB_Imports@technipfmc.com for further instructions:

Origin	Email
China	China-DXB@technipfmc.com
India	India-DXB@technipfmc.com
Asia (Except China and India)	Asia-DXB@technipfmc.com
USA	USA-DXB@technipfmc.com
Americas (except USA)	Americas-DXB@technipfmc.com
UK	UK-DXB@technipfmc.com
Norway	Norway-DXB@technipfmc.com
Europe (Except Norway & UK)	EU-DXB@technipfmc.com
Middle East (Except UAE)	ME-DXB@technipfmc.com

7.10 Dunfermline, United Kingdom

Plant codes: EWSC, ESPD, 3100, 3101, 3102


Booking Delivery/Collection

The following is regarding entry to TechnipFMC Dunfermline restricted premises and is in addition to the collection request routines described below.

This is applicable to:

- ▶ Suppliers who organize transport to make delivery/collection on their own behalf or on behalf of others (including TFMC Dunfermline) where a vehicle is required to access TFMC Dunfermline premises.
 - ▶ A subcontractor can complete this form on Supplier's behalf, but Supplier is responsible for ensuring this process is followed.

For any vehicle to be granted entry upon arrival at site, the request must be pre-approved with a registered **reference**:

- ▶ Accurately complete the “**Booking Form (Dunfermline)**” and submit it to TBISDunfermline@technipfmc.com. The form is attached  to this PDF document, in the menu on the left-hand side if using Adobe Acrobat.
- ▶ The form must be submitted by 15:00 (UK time) at the latest on the business day before the planned arrival date.

Our team will provide a booking reference to be quoted upon arrival, see below opening times.

- ▶ **Monday-Thursday: 08:00-14:30 (UK time).**
- ▶ **Friday: 08:00-12:00 (UK time).**

Caution! Failure to obtain booking approval/reference or failure to quote reference upon arrival, will result in entry being refused. TechnipFMC will keep records of such occurrences. If the refusal is caused by Supplier's negligence, Supplier must be prepared to cover the costs associated with the refusal.

For general support, contact TBISDunfermline@technipfmc.com

7.7.3 Domestic

This section covers domestic transport within United Kingdom (UK).

Consignment = Central Belt and Fife

Will be collected on the same/next business day by TechnipFMC Dunfermline site driver:


- ▶ **Main Driver: 07729606354**
- ▶ **Other Driver: 07729606331**
- ▶ **If the above numbers are unreachable, book via email:**
UserGroup_Transport_Scotland@technipfmc.com

The following must be provided due to limited available space and/or driving hours

- ▶ **Name of Supplier with full address**
- ▶ **Number of packages**
 - ▶ **Gross weight (in kilograms)**
 - ▶ **Dimensions**

Consignment = Other

All other transport shall be handled by Steder Group:

- ▶ Booking shall be made by using the form named “Supplier Request for Collection (Dunfermline)”. The form is attached  to this PDF document, on the left-hand side if using Adobe.
- ▶ Book via email: TFMC.Transport@stedergroup.com
- ▶ Copy email: UserGroup__Transport_Scotland@technipfmc.com

7.7.4 International

This section covers transport originating outside the United Kingdom (UK).


Consignment = Equal or Less Than 69 kg (153 lbs)

Carrier: DHL Express

- ▶ Book locally with DHL Express using account number: 961504832.
- ▶ **DHL waybill routing should show GB-EDI-EDI**
- ▶ **Send a copy invoice, packing list and DHL waybill to ESG-DunfermlineImports@technipfmc.com**
- ▶ This account number can only be used when shipping to **TechnipFMC** Dunfermline.

Consignment = Equal or More Than 70 kg (154 lbs)**Origin: Europe (excluding Norway)**

Carrier: Steder Group

- ▶ Booking shall be made by using the form named “Supplier Request for Collection (Dunfermline)”. The form is attached  to this PDF document, on the left-hand side if using Adobe.
- ▶ Book via email: TFMC.Transport@stedergroup.com
- ▶ Copy email: ESG-DunfermlineImports@technipfmc.com

Origin: Norway

Carrier: Pentagon Freight Services

- ▶ Book via email: Tfmc.norway@pentagonfreight.com
- ▶ Copy email: ESG-DunfermlineImports@technipfmc.com
- ▶ Booking Support:
 - Ole Petter Opsahl: ole.opsahl@pentagonfreight.com // +47 94 18 88 71
 - Sine Skoland: sine.skoland@pentagonfreight.com // +47 99 38 43 28

Origin: Rest of the World

Carrier: DSV

- ▶ Book via email: UK.SHA.TFMC.UK@uk.dsv.com and DSV based on origin email (table below).
- ▶ Copy email: ESG-DunfermlineImports@technipfmc.com


Origin	Email
USA	TFMCbookings-US@us.dsv.com
Singapore	TFMCbookings-SG@us.dsv.com
Malaysia	TFMCbookings-MY@us.dsv.com
China	TFMCbookings-CN@us.dsv.com
Australia	TFMCbookings-AU@us.dsv.com
India	TFMCbookings-IN@us.dsv.com

- ▶ For any countries not specified above contact ESG-DunfermlineImports@technipfmc.com for specific instructions.

7.11 Houston, Texas, USA

Plant codes: EWHG, 1000, 1001, HCS0, HCS1

7.11.1 Domestic

- ▶ Email completed Vendor Pickup Request Form – Houston to:
GC_Vendorpickup@digicorner.onmicrosoft.com
 The form is attached  to this PDF document, on the left-hand side if using Adobe.
- ▶ Attach approved ATS. We will confirm and advise you of transport arrangements.
- ▶ TechnipFMC Receiving will not accept freight without TechnipFMC PO number reference and approved ATS.
- ▶ Any parts over 50 lbs must be properly secured to a pallet or crated and oriented in a way that the part markings can be verified.

7.11.2 International

This section covers transport originating outside USA.

Transport shall be requested through assigned freight forwarder (per guidelines below). If the supplier country is not listed below, send email to Wendy.Harrison@technipfmc.com for further instructions.

Origin	Email
Vietnam	TFMCBookings-VN@us.dsv.com NAMimports_APAC@technipFMC.com
China	TFMC.China@deugro.com NAMimports_APAC@technipFMC.com
Singapore	TFMCbookings-SG@us.dsv.com NAMimports_SG.MY@technipFMC.com
Malaysia	TFMCbookings-MY@us.dsv.com NAMimports_SG.MY@technipFMC.com
India	TFMC.EMS.BOM@deugro.com NAMimports_IN@technipFMC.com
United Kingdom	TFMCbookings-UK@us.dsv.com NAMimports_GB@technipfmc.com
Norway	TFMCbookings-NO@us.dsv.com NAMimports_NO@technipFMC.com
Mexico	TFMCbookings-MX@us.dsv.com NAMimports_Americas@technipfmc.com
Argentina	TFMCbookings-AR@us.dsv.com NAMimports_Americas@technipfmc.com
Colombia	TFMCbookings-CO@us.dsv.com NAMimports_Americas@technipfmc.com
Brazil	TFMCbookings-BR@us.dsv.com NAMimports_Americas@technipfmc.com
Germany, Poland, Slovakia, Czech Republic, Hungary	TFMC.EMS.DE@deugro.com NAMimports_EU@technipFMC.com
Italy	TFMC.EMS.MIL@deugro.com NAMimports_EU@technipFMC.com
France	TFMC.EMS.PAR@deugro.com NAMimports_EU@technipFMC.com
The Netherlands, Romania	TFMC.EMS.RTM@deugro.com NAMimports_EU@technipFMC.com

All wooden pallets entering the USA must adhere to ISPM15.

7.12 Hyderabad, India

Plant code: INSL, INSS

7.12.1 Domestic

For general support in India plant contact Imports.India@technipfmc.com.

7.12.2 International

This section covers transport originating outside India.

All suppliers must provide Approved ATS (if applicable), Commercial Invoice, Packing List, Certificate of Origin (if applicable) with their collection request. If documents are not provided shipment may be rejected for pickup.

Transport shall be requested by email per guidelines below, if the supplier country is not listed or general support is needed, send email to Imports.India@technipfmc.com for further instructions:

Origin	Email
China	China-India@technipfmc.com
Asia (Except China and India)	Asia-India@technipfmc.com
USA	USA-India@technipfmc.com
Americas (except USA)	Americas-India@technipfmc.com
UK	UK-India@technipfmc.com
Norway	Norway-India@technipfmc.com
Europe (Except Norway & UK)	EU-India@technipfmc.com
Middle East	ME-India@technipfmc.com

7.13 Jakarta, Indonesia

Plant code: EWIA2

7.13.1 Domestic

For general support in Jakarta plant contact JakartaESG-ExportImport@technipfmc.com.

7.13.2 International

This section covers transport originating outside Indonesia.

All suppliers must provide Approved ATS (if applicable), Commercial Invoice, Packing List, Certificate of Origin (if applicable) with their collection request. If documents are not provided shipment may be rejected for pickup.

Transport shall be requested by email per guidelines below, if the supplier country is not listed or general support is needed, send email to JakartaESG-ExportImport@technipfmc.com for further instructions:

Origin	Email
China	China-Indonesia@technipfmc.com
India	India-Indonesia@technipfmc.com
Asia (Except China, India and Indonesia)	Asia-Indonesia@technipfmc.com
USA	USA-Indonesia@technipfmc.com
Americas (Except USA)	Americas-Indonesia@technipfmc.com
UK	UK-Indonesia@technipfmc.com
Norway	Norway-Indonesia@technipfmc.com
Europe (Except Norway & UK)	EU-Indonesia@technipfmc.com
Middle East	ME-Indonesia@technipfmc.com

7.14 Kongsberg, Norway

Plant codes: KOS1, 3000, 3001 (ESPN)

Unless otherwise specified below, these instructions apply:

- ▶ **TechnipFMC PO** number shall be used as booking reference.
- ▶ For general support, contact transport6@technipfmc.com.

7.7.5 Domestic

All domestic transport within Norway shall be handled by **Pentagon Freight Services**:

- ▶ Book via email: tfmc.kongsberg.norway@pentagonfreight.com
- ▶ Copy email: transport6@technipfmc.com

7.7.6 International

This section covers transport originating outside Norway.

Consignment = less than 100 kg (220 lbs)

DHL Express shall handle packages with a weight of less than 100 kg (220 lbs):

- ▶ Book online via DHL's website with **Supplier's** own login credentials.
In case **Supplier** do not have login credentials, use the following online PDF form:
www.dhlecom.no/download/emailShip/FMC%20Kongsberg.pdf
- ▶ Shall be charged to **TechnipFMC** Kongsberg's DHL Express account: 963200121.
- ▶ For booking support, contact your local DHL Express office.

Consignment = exceeding 100 kg (220 lbs)

Origin: Europe (Excl. UK)

Carrier: **Logi Trans**

- ▶ Book via email: technipfmc@logitrans.no
- ▶ Copy email: transport6@technipfmc.com

Origin: UK

Carrier: Pentagon Freight

- ▶ Book via email: road.uk@pentagonfreight.com
- ▶ Copy email: transport6@technipfmc.com
- ▶ For booking support, contact:
 - Rachael Dunbar: rachael.dunbar@pentagonfreight.com // +44 (0) 191 259 0195
 - Louise Weatherill: louise.weatherill@pentagonfreight.com // +44 (0) 784 230 6315

Origin: North America, South America, Asia

The shipments will be manually handled by the Transport & Logistics team in Kongsberg.

- ▶ Book via email: transport6@technipfmc.com

7.15 Newcastle – Umbilicals, United Kingdom

Plant code: 106080

Unless otherwise specified below, these instructions apply:

- ▶ TechnipFMC PO number shall be used as booking reference.
- ▶ For general support, contact
 - ▶ TechnipFMC's local logistics department: shipping-tultd@technipfmc.com
 - ▶ TechnipFMC's stores department: tu-ltd.stores@technipfmc.com

Booking Delivery/Collection

The following is regarding entry to TechnipFMC Umbilicals restricted premises and is in addition to the collection request routines described below.

This is applicable to:

- ▶ Suppliers who organize transport to make delivery/collection on their own behalf or on behalf of others (including TechnipFMC Umbilicals) where a vehicle is required to access TechnipFMC Umbilical premises.
 - ▶ A subcontractor can complete this form on Supplier's behalf, but Supplier is responsible for ensuring this process is followed.

For any vehicle to be granted entry upon arrival at site, the shipment or collection must have been pre-approved with a registered timeslot:

- ▶ Supplier shall book a slot via the link <https://bowjsyhcdiflyporoenzu-free.10to8.com> including as much information as possible regarding the goods to be delivered.
- ▶ Slots should be booked at least 48 hours prior to the vehicle arriving.
- ▶ The Stores Department's hours of operation for deliveries/collections are:
 - ▶ Monday-Thursday: 08:00-14:00 (UK time).
 - ▶ Friday: 08:00-12:30 (UK time)

Caution! Failure to obtain approval and a timeslot, or delivery outside the granted timeslot, may result in entry being refused. TechnipFMC will keep records of such occurrences. If the refusal is caused by Supplier's negligence, Supplier must be prepared to cover the costs associated with the refusal.

7.7.7 Domestic

This section covers domestic transport within United Kingdom (UK).

All transport shall be handled by Tyneside Express Transport Ltd or DHL depending on the weight/dimensions.

- ▶ All requests for transport should be sent via email to shipping-tultd@technipfmc.com
- ▶ Requests should detail the goods to be sent with weights, dimensions and delivery/collection addresses.

7.7.8 International

This section covers transport out of and into the UK.

- ▶ Requestors should complete the "Details Required to Transport Goods Form (Newcastle)" with as much information as they have and send this via email to shipping-tultd@technipfmc.com
- ▶ The Logistics Department will obtain quotations for the transport costs. This may be by either:
 - DHL Express (depending on the size and weight).
 - Pentagon Freight Services.

7.16 Nusajaya, Malaysia

Plant codes: MYGF, EWMC, 2101, MYLB

Unless otherwise specified below, these instructions apply:

- ▶ **TechnipFMC PO** number shall be used as booking reference.
- ▶ For general support in plant MYGF, EWMC, and 2101 contact UserGroupTransportNusajayaMalaysia@technipfmc.com
- ▶ For general support in plant MYLB, contact malaysialabuan-logisticdept@technipfmc.com

7.16.1 Domestic

All domestic transport within Malaysia shall be booked by contacting **TechnipFMC's** Commercial Point of Contact (the Buyer), which will issue a Transport Request Form (TRF) to the local transport department.

7.16.2 International

This section covers transport originating outside Malaysia

MYLB

For consignments under 45 kg (99lbs), ship DHL Express using account number 963820073.
 For consignments over 45 kg, follow instructions below.

MYGF, EWMC, 2101, MYLB

All suppliers must provide Approved ATS (if applicable), Commercial Invoice, Packing List, Certificate of Origin (if applicable) with their collection request. If documents are not provided shipment may be rejected for pickup.

Transport shall be requested by email per guidelines below.

If the supplier country is not listed or general support is needed, send email to:

- For Plant codes MYGF, EWMC, and 2101:
UserGroupTransportNusajayaMalaysia@technipfmc.com
- For Plant code MYLB:
malaysialabuan-logisticdept@technipfmc.com

Origin	Email
China	China-NJ@technipfmc.com
India	India-NJ@technipfmc.com
Asia (Except China, India, Malaysia and Singapore)	Asia-NJ@technipfmc.com
USA	USA-NJ@technipfmc.com
Americas (Except USA)	Americas-NJ@technipfmc.com
UK	UK-NJ@technipfmc.com
Norway	Norway-NJ@technipfmc.com
Europe (Except Norway & UK)	EU-NJ@technipfmc.com
Middle East	ME-NJ@technipfmc.com

7.17 Perth, Australia

Unless otherwise specified, these instructions apply:

- ▶ **TechnipFMC PO** number shall be used as Freight booking reference.
- ▶ For general support in plant **EWAA Subsea Services Australia** orders contact materialsandlogistics@technipfmc.com
- ▶ For general support in plant **AUPJ Subsea Projects Australia** contact keatwan.lai@technipfmc.com , [nurulamiradayana.ramlan@technipfmc.com](mailto:nurulmiradayana.ramlan@technipfmc.com)
- ▶ For general support in plant **SFVA Surface International** orders contact pillar.toso@technipfmc.com

7.12.1 Domestic

All domestic (within Australia) transport to deliver goods sold to **TechnipFMC** shall be booked by contacting **TechnipFMC's** Commercial Point of Contact (the Buyer), to organize freight.

7.12.2 International

This section covers international transport originating outside Australia.

Consignment = less than 50 kg

- ▶ Book online via DHL's website with **Supplier's** own login credentials.
- ▶ Freight cost shall be charged to **TechnipFMC** Australia's DHL Express account according to the Plant code designated on the **PO** (EWAA, AUPJ, SFVA):
 - **EWAA - (Subsea Services)** DHL account number: 951392506
 - **SFVA – (Surface International)** DHL account number 965532372
 - **AUPJ – (Subsea Projects)** Please contact TechnipFMC Buyer.

Consignment = exceeding 50 kg

- ▶ With reference to Plant code on **PO** (EWAA, AUPJ, SFVA) Contact general support described above in section 7.11 for specific shipping arrangement.

7.18 Sens, France

Plant code: ESML

For general support, contact **TechnipFMC**'s local traffic department:
trafficsensdept@technipfmc.com

7.18.1 Domestic and Europe

This section covers transport originating from France and Europe.

Consignment = less than 70 kgs

Booking shall be done online via DHL's website using Sens DHL account number:

- ▶ For shipments to Loading Systems (ESML): 951 923 281

Supplier shall confirm to the **TechnipFMC** Commercial Point of Contact (the Buyer) date of collection and tracking number.

Consignment = exceeding 70 kgs

- ▶ Booking shall be done using the form 'Collection Request' and shall be sent to collectionrequest.fmcti@heppner.fr and copy the **TechnipFMC** Commercial Point of Contact (the Buyer).

7.18.2 International

This section covers transport originating outside France and Europe.

Consignment = less than 70 kg

Booking shall be done online via DHL's website using Sens DHL account number:

- ▶ For shipments to Loading Systems (ESML): 951 923 281

Supplier shall confirm to the **TechnipFMC** Buyer date of collection and tracking number.

Consignment = exceeding 70 kg

Origin: Asia, India, Australia, South Korea

- ▶ **Supplier** shall contact Kuehne and Nagel local office (contact communicated by the Buyer) copied **TechnipFMC** Buyer and **TechnipFMC**'s local traffic department.

Origin: USA

- ▶ Supplier shall contact DSV local office (contact communicated by the Buyer) copied TechnipFMC Buyer and TechnipFMC's local traffic department.

7.19 Singapore

Plant codes: SFBN, GSEA, 2001

Unless otherwise specified below, these instructions apply:

- ▶ **TechnipFMC PO** number and Transport Log Number shall be used as booking reference.
- ▶ For general support, email SingaporeESG-Shipping@technipfmc.com

7.19.1 Domestic

All domestic transport within Singapore shall be handled by **TechnipFMC**'s local transport department.

- ▶ Book via email: SingaporeESG-Shipping@technipfmc.com

7.19.2 International

This section covers transport originating outside Singapore.

All suppliers must provide Approved ATS (if applicable), Commercial Invoice, Packing List, Certificate of Origin (if applicable) with their collection request. If documents are not provided shipment may be rejected for pickup.

Transport shall be requested by email per guidelines below, if the supplier country is not listed or general support is needed, send email to SingaporeESG-Shipping@technipfmc.com for further instructions:

Origin	Email
China	China-SG@technipfmc.com
India	India-SG@technipfmc.com
Asia (Except China, India, Malaysia and Singapore)	Asia-SG@technipfmc.com
USA	USA-SG@technipfmc.com
Americas (Except USA)	Americas-SG@technipfmc.com
UK	UK-SG@technipfmc.com
Norway	Norway-SG@technipfmc.com
Europe (Except Norway & UK)	EU-SG@technipfmc.com
Middle East	ME-SG@technipfmc.com

7.20 Stavanger - MPM, Norway

Plant code: EMPN

Unless otherwise specified below, these instructions apply:

- ▶ **TechnipFMC PO** number shall be used as booking reference.
- ▶ For general support, contact MPM-shipping2@technipfmc.com

7.7.9 Domestic

Consignment = less than 200 kg *within* Rogaland region

Shipments shall be handled by Svipp:

- ▶ Book via email: ordre@svipp.no
- ▶ Copy email: MPM-shipping2@technipfmc.com
- ▶ For support, call Svipp: +47 5159 9999

All other domestic shipments

Shipments shall be handled by **Pentagon Freight Services**:

- ▶ Book via email: tfmc.norway@pentagonfreight.com
- ▶ Copy email: MPM-shipping2@technipfmc.com

7.7.10 International

This section covers transport originating outside Norway.

Consignment = less than 150 kg

DHL Express shall handle packages with a weight of less than 150 kg:

- ▶ Book online via DHL's website with Supplier's own login credentials.
- ▶ Shall be charged to FMC Kongsberg Subsea Stavanger's DHL Express account: 957442359
- ▶ For booking support, contact your local DHL Express office.
- ▶ Email tracking number emailed to MPM-shipping2@technipfmc.com

Consignment = exceeding 150 kg

Shipments originating outside Norway that exceed 150 kg shall be handled according to below:

Origin: Europe (Exl. UK)

Carrier: **Logi Trans**

- ▶ Book via email: technipfmc@logitrans.no
- ▶ Copy email: MPM-shipping2@technipfmc.com

Origin: Rest of the World

Carrier: **Pentagon Freight Services**

- ▶ Book via email: tfmc.norway@pentagonfreight.com
- ▶ Copy email: MPM-shipping2@technipfmc.com

7.21 Stephenville and Dublin, Texas, USA

Plant code: 5100

7.21.1 Domestic

The following instructions shall be followed for all domestic shipments within USA

- ▶ **Supplier** shall upload/attach the following documents when booking: Packing List, Mill Certificates (if applicable), Approved ATS (if not otherwise instructed)
- ▶ Booking reference: **TechnipFMC PO** Number and Transport Log Number
- ▶ General support: stvl.logistics@technipfmc.com

Domestic = less than 300 lbs total, or 50 lbs per box

- ▶ Carrier: United Parcel Service (UPS)
- ▶ Book directly with UPS local office using TechnipFMC's account: 782029
- ▶ Consolidate and shipped only once a week.

Domestic = between 300 lbs and 10,000 lbs, and less than 7 feet in length, width, or height

- ▶ SAIA is our preferred LTL carrier
- ▶ Booking shall be performed directly with the carriers' local booking office. Mark the Bill of Lading (BOL) as "Collect".
- ▶ Consolidate and shipped only once a week.

Domestic = exceeding 10,000 lbs or 7 feet in length, width, or height

- ▶ Contact TechnipFMC's local transport department for shipping arrangements; stvl.logistics@technipfmc.com

7.21.2 International

This section covers transport originating outside USA.

Transport shall be requested by email through assigned freight forwarder (per guidelines below), and if the supplier country is not listed below, send email to

Wendy.Harrison@technipfmc.com for further instructions:

Origin	Email
Vietnam	TFMCBookings-VN@us.dsv.com NAMimports_APAC@technipFMC.com
China	TFMC.China@deugro.com NAMimports_APAC@technipFMC.com
Singapore	TFMCbookings-SG@us.dsv.com NAMimports_SG.MY@technipFMC.com
Malaysia	TFMCbookings-MY@us.dsv.com NAMimports_SG.MY@technipFMC.com
India	TFMC.EMS.BOM@deugro.com NAMimports_IN@technipFMC.com
United Kingdom	TFMCbookings-UK@us.dsv.com NAMimports_GB@technipfmc.com
Norway	TFMCbookings-NO@us.dsv.com NAMimports_NO@technipFMC.com
Mexico	TFMCbookings-MX@us.dsv.com NAMimports_Americas@technipfmc.com
Argentina	TFMCbookings-AR@us.dsv.com NAMimports_Americas@technipfmc.com
Colombia	TFMCbookings-CO@us.dsv.com NAMimports_Americas@technipfmc.com
Brazil	TFMCbookings-BR@us.dsv.com NAMimports_Americas@technipfmc.com
Germany, Poland, Slovakia, Czech Republic, Hungary	TFMC.EMS.DE@deugro.com NAMimports_EU@technipFMC.com
Italy	TFMC.EMS.MIL@deugro.com NAMimports_EU@technipFMC.com
France	TFMC.EMS.PAR@deugro.com NAMimports_EU@technipFMC.com
The Netherlands, Romania	TFMC.EMS.RTM@deugro.com NAMimports_EU@technipFMC.com

All wooden pallets entering the USA must adhere to ISPM15.

7.22 St. Johns, Canada

Plant Code: EWKO

7.22.1 Domestic

- ▶ If no other instructions are received for domestic transport within Canada, please contact logistics.subsea.canada@technipfmc.com (+1 709 752 7133) to plan your shipment.

7.22.2 International

This section covers transport originating outside Canada.

Shipment shall be requested through **TechnipFMC**'s local transport department:

- ▶ Contact logistics.subsea.canada@technipfmc.com (+1 709 752 7122) to plan your shipment
- ▶ **TechnipFMC PO** number shall be used as booking reference
- ▶ ATS to be submitted to subsea.services@technipfmc.com
- ▶ Shipping documents shall be approved by TechnipFMC's local transport department prior to shipment.

7.23 Veracruz, Ciudad del Carmen, Paraiso, Tabasco, Mexico

Plant code: 7000

7.23.1 Domestic

The following instructions shall be followed for all domestic shipments within Mexico.

- ▶ **Supplier** shall contact Mexico Logistics team: logistics.mexico@technipfmc.com
- ▶ **Supplier** shall upload/attach the following documents: Approved ATS Form, Commercial Invoice, Packing List.
- ▶ **Supplier** shall notify pickup address and pickup hours.

7.23.2 International

This section covers transport originating outside Mexico.

All suppliers must provide below documentation with their collection requests:

- ▶ Approved ATS, Commercial Invoice, Packing List, SLI, USMCA (if applicable). If documents are not provided shipment may be rejected for pickup.
 - Documents must have below details:
 - Part Numbers
 - Country of Origin
 - Serial number, make and model numbers, if applicable
 - HTS codes
 - Quantities (piece count) as per labels of the cargo
 - Weights
 - Value
- ▶ Steel Products - Supplier must provide a full Mill Test/Certificate (MTR) will be required and must include a certified Heat/Lot Number that matches physically with the steel in question and must not be more than **4 years old**. Miller certs to also include steel grade, chemical composition of the steel, percentages of alloys, type of roll, wall/plate thickness, and whether it has seams.
- ▶ If Steel Manufacturer (chains, fence, skids, among others) - supplier must provide if MTR is not available the Steel Quality Certificate. This Quality Certificate must contain the same information that an MTR would contain in regard to the physical and chemical attributes of the steel that was used for the manufacture. The Quality Certificate must not be more than **4 years old**.

Origin: Houston, USA

- ▶ Carrier: DSV USA
- ▶ Send documents and collection requests to: TFMCBookings-US-MX@dsv.com and Logistics.Mexico@technipfmc.com
- ▶ Cut off time for booking: Tuesdays 10.00 AM CST.
DSV will pick up and consolidate cargo on Wednesdays.
- ▶ If shipment misses the cut-off and DSV is unable to pick up, the freight goes on the next consolidation unless there is an urgent shipment. DSV will proceed with pickup with Mexico Logistics team authorization + logistics.mexico@technipfmc.com

Origin: USA - Excluding Houston Area

- ▶ **Supplier** shall send collection request and documents to:
logistics.mexico@technipfmc.com
- ▶ After receiving the documents, we will review and then provide shipping instructions.

Origin: All Other Origins

Transport shall be requested by email through assigned freight forwarder (per guidelines below), and if the supplier country is not listed below, send email to LogisticsMexico@technipFMC.com for further instructions:

Origin	Email
Canada	US.controltowerfmc@bollore.com Logistics.Mexico@technipfmc.com
China	TFMCbookings-CN@us.dsv.com PO.CT.WAW.booking@dsv.com LogisticsMexico@technipFMC.com
Singapore	TFMCbookings-SG@us.dsv.com PO.CT.WAW.booking@dsv.com LogisticsMexico@technipFMC.com
Malaysia	TFMCbookings-MY@us.dsv.com PO.CT.WAW.booking@dsv.com LogisticsMexico@technipFMC.com
India	TFMCbookings-IN@us.dsv.com PO.CT.WAW.booking@dsv.com LogisticsMexico@technipFMC.com
United Kingdom	TFMCbookings-UK@us.dsv.com PO.CT.WAW.booking@dsv.com LogisticsMexico@technipFMC.com
Norway	TFMCbookings-NO@us.dsv.com PO.CT.WAW.booking@dsv.com LogisticsMexico@technipFMC.com
Mexico	-
Argentina	TFMCbookings-AR@us.dsv.com PO.CT.WAW.booking@dsv.com LogisticsMexico@technipFMC.com
Colombia	TFMCbookings-CO@us.dsv.com PO.CT.WAW.booking@dsv.com LogisticsMexico@technipFMC.com
Brazil	TFMCbookings-BR@us.dsv.com PO.CT.WAW.booking@dsv.com LogisticsMexico@technipFMC.com
Germany, Poland, Slovakia, Czech Republic, Hungary	TFMCbookings-EU@us.dsv.com PO.CT.WAW.booking@dsv.com LogisticsMexico@technipFMC.com
Italy	TFMCbookings-EU@us.dsv.com PO.CT.WAW.booking@dsv.com LogisticsMexico@technipFMC.com
France	TFMCbookings-EU@us.dsv.com PO.CT.WAW.booking@dsv.com LogisticsMexico@technipFMC.com
The Netherlands, Romania	TFMCbookings-EU@us.dsv.com PO.CT.WAW.booking@dsv.com LogisticsMexico@technipFMC.com