

SPII

Shipping, Packing and Invoicing Instructions

August 2010



SARAWAK SHELL BERHAD
SABAH SHELL PETROLUUM COMPANY LIMITED

Contracting and Procurement Upstream International, Asia Pacific

Endorsed by :

Azzaddin Abdullah
CP Operational Excellence Manager
Asia Pacific

HOW THIS BOOKLET WILL BENEFIT YOU

- Ensure that goods reach destination safely, speedily and without problems
- Informs Seller of the packing, shipping, and invoicing requirements.
- Directs you where to send the Goods, shipping documents and invoices.
- Inform where and what documents to submit with Seller's invoices, enabling timely payment.
- Avoid being charged unnecessary costs such as levies or fines by third parties because of non-compliance of the delivery terms.

Queries ?

Contact Buyer! Buyers would be most happy to assist Seller and will direct Seller to the best person who can help.

Please quote the **Purchase Order number** when making queries.

Queries About	Contact	Telephone	Fax Number/Email
Purchase Order (PO)	Refer to the contact particulars stated on the PO		
Delivery to Labuan Warehouse	FUI/CY	+60 87 596431	+6087 596454
Delivery to Miri Warehouse	FUI/CY	+60 85 454747	+60 85 454613
Customs Miri	FUI/CY	+60 85 454776	+6085 454948
Customs Labuan	FUI/CY	+60 87 596545	+60 87 413126
Invoicing Payment	SSSCKL	+60 3 6204 6886	sssckl-emrtp@shell.com

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These instructions together with the terms and conditions set out on the General Terms and Conditions form an integral part of the Purchase Order. These instructions equally apply to "Goods and Services" supplied pursuant to call-off orders placed against Supply Agreement and Contracts. They are to be followed without deviation.

Failure to do so may result in:

- Additional costs (e.g. bond rents, fines, levies) incurred by Buyer, due to Seller's non-compliance, shall be charged to Seller.
- Payment to Seller being delayed.
- Exclusion of Seller from future enquiries.

It is the responsibility of Seller when acting as an AGENT to ensure compliance on behalf of its PRINCIPAL.

Broadly there are three types of Purchase Orders from the following systems:

1	SAP PO	Generated by SAP, an ERP backend system. Normally these POs are transmitted to Seller via fax or email. In general, Consignee final destination is Buyer's Warehouse or as per instruction on the PO.
2	ccHUBWOO PO	Generated by SAP, an ERP backend system. These POs are electronically transmitted via the World Wide Web to Seller via ccHUBWOO. In general, Consignee final destination is Buyer's Warehouse or as per instruction on the PO.
3	Electronic Merlin (eProcard II) PO	Generated by Merlin (eProcard II) system, an on-line procurement card system for purchases with a total order value below RM 50K per PO. In general, Consignee final destination is directly to Buyer/Cardholder or as per instruction on the PO.

Please refer to the Appendices for specimens of the various types of Purchase Order.

The general idea for this section is to safeguard the Goods so that they can withstand the rigours of handling, shipment and environmental exposure while complying with appropriate safety, transport and business regulations.

When you pack the Goods, please ensure the following:

- 2.1 Each Purchase Order must be packed separately. However, the use of standard ISO containers to transport and consolidate various orders is encouraged.
- 2.2 Each order item package or carton must be labeled showing:
 - Description
 - Quantity
 - Weight (kg) for each package.
 - Buyer's Purchase Order Number
 - Seller's Delivery Order Number
- 2.3 One copy of the packing list must be included inside the package. The Packing List must contain:
 - Buyer's Purchase Order Number
 - Item Number
 - Description
 - Quantity
 - Buyer's Company's name and address
 - Seller's Company's name and address
 - Country of Origin
- 2.4 The packing must be strong enough to withstand rough handling and storage during shipment. If Buyer needs special packing, this will be specified in the Purchase Order.
- 2.5 Goods must be properly preserved for transport and storage under tropical conditions for a duration up to the warrantee/guarantee period stated in the Purchase Order.
- 2.6 Each package must have a packing list attached to the outside of the package in a secure and waterproof condition.

(Packing / continued...)

- 2.7 For airfreight consignment due to aircraft limitations, each package shall not exceed:
- 75 x 75 x 80 cm
 - 200 kilograms (or 75 kilograms for delivery to Bintulu)
- 2.8 Should the package exceed the permissible dimension or weight, Seller must obtain prior approval from the Buyer before shipment.
- 2.9 For any parcel where the gross consignment weight is less than 25 kilograms, Seller should change the mode of shipment automatically to airfreight and notify Buyer in writing of such changes.
- 2.10 Classification, packaging and labeling of all chemicals must conform to latest edition of the Malaysia's Occupational Safety and Health (Classification, Packaging and Labeling of Hazardous Chemicals) Regulations 1997.
- 2.11 Dangerous and Hazardous Goods must be packed and shipped in accordance with appropriate International Packing (UN Standards) and Transport Regulations. MSDS or CSDS (English & Bahasa Malaysia versions) must accompany all Dangerous and Hazardous Goods.

Airfreight	IATA : International Air Transport Association DGR : Dangerous Goods Regulations (DGR) IACO : International Civil Aviation Organisation
Seafreight	IMO : International Maritime Organisation

- 2.12 Wood packaging material used in any consignment imported into Malaysia must be treated and marked as prescribed in the International Standards for Phytosanitary Measures (ISPM) No. 15.

Marking the crates helps all parties who will be dealing with the Goods to handle them safely, properly and send them to the correct final destination. The Buyer reserves the right to reject the Goods if it is not marked in accordance with the requirements stated herein.

The following markings are required:

- 3.1 Two sides (opposite sides) of each package must be marked with:
- Buyer's Purchase Order number
 - Gross weight of the package(s) in kilograms
 - Vendor or supplier details.
 - External dimensions in centimeters
 - Package number:
 - Box (number) of (total number of) boxes
 - Consignee final destination address as listed below:
 - Fragile/Keep Dry / Arrow Pointing Upright Stickers or Marking must be applied on all packages (where applicable) with delicate items.
 - Consignee final destination address as listed below:

MIRI	LABUAN	BINTULU	Others
SARAWAK SHELL BERHAD LLT BUILDING, LUTONG INDUSTRIAL AREA, 98009 MIRI, SARAWAK, MALAYSIA ATTN: FUI/CY TEL: +60 85 454747 (Direct) +60 85 454545 (Operator) FAX: +60 85 454613	SABAH SHELL PETROLEUM COMPANY LIMITED, ASIAN SUPPLY BASE, 87000 LABUAN, FEDERAL TERRITORY, MALAYSIA ATTN: FUI/CY TEL: +60 87 596409 (Direct) +60 87 413711 (Operator) FAX: +60 87 596410	SARAWAK SHELL BERHAD BINTULU CRUDE OIL TERMINAL, 97000 BINTULU, SARAWAK, MALAYSIA ATTN: FUI/CY TEL: +60 86 852142 (Direct) +60 86 251411 (Operator) FAX: +60 86 852242	Refer to specific instructions stated in the Purchase Order

- 3.2 Classification, packaging and labeling of all chemicals must conform to the latest edition of the Malaysia's Occupational Safety and Health (Classification, Packaging and Labeling of Hazardous Chemicals) Regulations 1997.

(Mark the Crates / continued...)

- 3.3 Dangerous and Hazardous Goods must be appropriately marked and declared in accordance with appropriate International Shipping and Transport Regulations :

Airfreight	IATA : International Air Transport Association DGR : Dangerous Goods Regulations (DGR) IACO : International Civil Aviation Organisation
Seafreight	IMO : International Maritime Organisation

- 3.4 Wood packaging material used in any consignment imported into Malaysia must be marked as prescribed in ISPM No. 15 and declared by stamping on the manifest/shipping invoice/packing list "This consignment contains wood packaging materials".

A Shipping Invoice is used to identify the details of items sold and their shipping to the final destination. It is also used for customs declaration.

Shipping Invoices should adhere to these points:

- 4.1 Shipping Invoice must originate from you, the Consignor.
- 4.2 Shipping Invoice shall comprise:
 - **ONE original** invoice and **FOUR copies** which must be:
 - ❖ On Consignor's letter head
 - ❖ Signed in ink
 - ❖ Stamped with Consignor's Company seal
- 4.3 Shipping Invoice must show to whom the goods are:
 - "SOLD TO"
 - "SHIP TO"
- 4.4 Shipping Invoice must NOT have statements such as :
 - "PROFORMA INVOICE"
 - "FREE OF CHARGE"
 - "FOR CUSTOMS PURPOSES"
 - "NO COMMERCIAL VALUE"

(Shipping Invoice / continued...)

4.5 Shipping Invoice shall contain:

- Invoice number (one invoice for each Purchase Order)
- Buyer's Purchase Order number
- Terms of delivery (for example : LLT BUILDING, LUTONG INDUSTRIAL AREA, 98009 MIRI)
- Item number and description (Identical to our Purchase Order)
- Identification of each item (Serial number, Machine number, Unique number)
- Country of origin of each item
- Quantity of each item
- Unit value of each item
- Total value of each item
- Sub-total cost of all items
- Other charges if applicable (for example: mark-up, commissions)
- Total invoice value and currency (both figures and words)
- Type of package (wood packaging material must be declared by stamping "This consignment contains wood packaging materials")
- Number of packages
- Gross weight of each package in Kilograms
- Nett weight of each package in Kilograms
- Dimension of each package in centimeters
- Shipping marks as shown on each package
- Documents related to the consignment (such as : Certificate of Origin)

The Certificates are required in order to ascertain the product's quality, country of origin, compliance to approved standard and/or agreed specifications and performance.

Certificates are required only for certain items.

The requirement to provide Certificates will be SPECIFICALLY REQUESTED in our Purchase Order.

- 5.1 Certificates if stated in the Purchase Order, must be supplied.
- 5.2 The certificates required may be any of the following:
 - Mill Certificates
 - Country of Origins Certificates
 - Test Certificates
 - Inspection Certificates
 - Release Certificates
 - ISO/EC Safety Data Sheets (especially for chemicals)
- 5.3 Classification packaging and labeling of Goods must conform to Malaysia's Occupational Safety and Health (Classification, Packaging and Labeling of Hazardous Chemicals) Regulations 1997.
- 5.4 The certificates for the items must show Buyer's Purchase Order number and its corresponding item number on the Purchase Order.
- 5.5 The certificates must be sent as follows:
 - One copy to accompany the Goods INSIDE each package
 - One copy to accompany the Goods OUTSIDE each package
 - One copy to be sent by Courier as part of Shipping documents
 - One copy to accompany the invoice when presenting for payment

Depending on the delivery terms, i.e. Incoterms in Purchase Order, Shipping documents are required by the Consignee at the final destination. The Consignee uses the Shipping documents to claim ownership of the Goods, obtain release of the Goods from the shipping agent and clear the Goods through Government Authorities.

Shipping documents must contain correct information.

6.1 The Shipping documents **MUST** comprise:

- Bill of Lading OR Airwaybill
- Shipping Invoice
- Packing list
- A copy of the Purchase Order
- Certificates (Applicable only if it is required as in our Purchase Order)

6.2 Prior to dispatch of goods one copy of each of the above mentioned shipping documents is to be sent by courier service to the consignee of the Goods at the final destination as below:

MIRI	LABUAN	BINTULU	Others
SARAWAK SHELL BERHAD LLT BUILDING, LUTONG INDUSTRIAL AREA, 98009 MIRI, SARAWAK, MALAYSIA ATTN: FUI/CY TEL: +60 85 454747 (Direct) +60 85 454545 (Operator) FAX: +60 85 454613	SABAH SHELL PETROLEUM COMPANY LIMITED, ASIAN SUPPLY BASE, 87000 LABUAN, FEDERAL TERRITORY, MALAYSIA ATTN: FUI/CY TEL: +60 87 596409 (Direct) +60 87 413711 (Operator) FAX: +60 87 596410	SARAWAK SHELL BERHAD BINTULU CRUDE OIL TERMINAL, 97000 BINTULU, SARAWAK, MALAYSIA ATTN: FUI/CY TEL: +60 86 852142 (Direct) +60 86 251411 (Operator) FAX: +60 86 852242	Refer to specific instructions stated in the Purchase Order

6.3 Failure to provide all relevant Shipping documents mentioned in 6.1 above may result in additional charges being incurred by Buyer in the form of Custom Bond rents, port demurrage charges, which Buyer shall deduct from Seller's invoice.

(Shipping Documents / continued...)

- 6.4 To facilitate SSB/SSPC in claiming tax/duties exemption on Malaysian-made Goods, it is incumbent on the Seller to provide the following:
- Certificate of Origin issued by Malaysian International Chamber of Commerce and Industry.
 - A copy of processed customer Form No. 3 (Movement of Goods Within the Federation of Malaysia).
 - A unique number (where applicable) on machine/equipment to be stated on both invoice and Customer Form No. 3.
- 6.5 If the Goods are delivered on Free On Board (FOB) basis, the Seller shall:
- Provide the goods and the commercial invoice, or its equivalent electronic message, in conformity with the contract of sale and any other evidence of conformity, which may be required by the Contract/PO.
 - Obtain at Seller's own risk and expense any export licence or other official authorization and carry out all customs formalities necessary for the exportation of the goods.
 - Deliver the goods on board the vessel named by the buyer at the named port of shipment on the date or within the period stipulated and in the manner customary at the port.
 - Give the Buyer sufficient notice that the goods have been delivered on board.

Important note:

Purchase Orders will make reference to the above documents / numbers where applicable.

DELIVERY



BY AIR

Final Destination
MIRI

**Goods
Consigned to**

DELIVERY



BY SEA

**Documents which must
accompany your goods**

- AirwayBill
- Original Shipping Invoice
- Packing List inside box
- Packing List outside box
- Copy of Purchase Order
- Certificates as requested

SARAWAK SHELL BERHAD
(SSB)
LLT BUILDING
LUTONG INDUSTRIAL AREA
98009 MIRI
SARAWAK
MALAYSIA

ATTN: FUI/CY

TEL: +60 85 454747 (Direct)
+60 85 454545 (Operator)

FAX: +60 85 454613

**Documents which must
accompany your goods**

- Copy of Bill of Lading
- 4 copies of Original Shipping Invoice
- Packing List
- Copy of Purchase Order
- Certificates as requested

**Shipping Documents
Sent to**

**Send by Courier
Service**

- Copy of Airwaybill
- 4 copies of Original Shipping Invoice
- Copy of Packing List
- Copy of Purchase Order
- Flight Details
- Estimated time of departure
- Estimated time of arrival

SARAWAK SHELL BERHAD
(SSB)

ATTN: FUI/CY
(CUSTOMS SECTION)

LOCKED BAG NO 1
98009 MIRI
SARAWAK
MALAYSIA

TEL: +60 85 454752 (Direct)
+60 85 454545 (Operator)

FAX: +60 85 454948

**Send by Courier
Service**

- Original Bill of Lading
- Original Shipping Invoice
- Packing List
- Copy of Purchase Order
- Certificates as requested
- Vessel Name
- Estimated time of departure
- Estimated time of arrival

DELIVERY



BY AIR

Final Destination
LABUAN

**Goods
Consigned to**

DELIVERY



BY SEA

**Documents which must
accompany your goods**

- AirwayBill
- Original Shipping Invoice
- Packing List inside box
- Packing List outside box
- Copy of Purchase Order
- Certificates as requested
- *Certificate of Country of Origin
- *Custom Declaration Form No.3

SABAH SHELL PETROLEUM
COMPANY LIMITED
(SSPC)
ASIAN SUPPLY BASE
87000 LABUAN
FEDERAL TERRITORY
MALAYSIA

ATTN: FUI/CY

TEL: +60 87 596409 (Direct)
+60 87 413711 (Operator)

FAX: +60 87 596410

**Documents which must
accompany your goods**

- Copy of Bill of Lading
- 4 copies of Original Shipping Invoice
- Packing List
- Copy of Purchase Order
- Certificates as requested
- *Certificate of Country of Origin
- *Custom Declaration Form No.3

**Shipping Documents
Sent to**

**Send by Courier
Service**

- Copy of Airwaybill
- 4 copies of Original Shipping Invoice
- Copy of Packing List
- Copy of Purchase Order
- Flight Details
- Estimated time of departure
- Estimated time of arrival

SABAH SHELL PETROLEUM
COMPANY LIMITED
(SSPC)

ATTN: FUI/CY
(CUSTOMS SECTION)

PO BOX NO 81600
87009 LABUAN
FEDERAL TERRITORY
MALAYSIA

TEL: +60 87 596545 (Direct)
+60 87 413711 (Operator)

FAX: +60 87 413126

**Send by Courier
Service**

- Original Bill of Lading
- Original Shipping Invoice
- Packing List
- Copy of Purchase Order
- Certificates as requested
- Vessel Name
- Estimated time of departure
- Estimated time of arrival

DELIVERY



BY AIR

Final Destination
BINTULU

**Goods
Consigned to**

DELIVERY



BY SEA

**Documents which must
accompany your goods**

- AirwayBill
- Original Shipping Invoice
- Packing List inside box
- Packing List outside box
- Copy of Purchase Order
- Certificates as requested

SARAWAK SHELL BERHAD
(SSB)
BINTULU CRUDE OIL TERMINAL
97000 BINTULU
SARAWAK
MALAYSIA

ATTN: FUI/CY

TEL: +60 86 852142 (Direct)
+60 86 251411 (Operator)

FAX: +60 86 852242

**Documents which must
accompany your goods**

- Copy of Bill of Lading
- 4 copies of Original Shipping Invoice
- Packing List
- Copy of Purchase Order
- Certificates as requested

**Shipping Documents
Sent to**

**Send by Courier
Service**

- Copy of Airwaybill
- 4 copies of Original Shipping Invoice
- Copy of Packing List
- Copy of Purchase Order
- Flight Details
- Estimated time of departure
- Estimated time of arrival

SARAWAK SHELL BERHAD
(SSB)
BINTULU CRUDE OIL TERMINAL

ATTN: FUI/CY
(CUSTOMS SECTION)


PO BOX 253
97000 BINTULU
SARAWAK
MALAYSIA

TEL: +60 86 852142 (Direct)
+60 86 251411 (Operator)

FAX: +60 86 852242

**Send by Courier
Service**

- Original Bill of Lading
- Original Shipping Invoice
- Packing List
- Copy of Purchase Order
- Certificates as requested
- Vessel Name
- Estimated time of departure
- Estimated time of arrival

<p>DELIVERY</p>	<p>Final Destination OTHER PLACES</p>	<p>DELIVERY</p>
<p> BY AIR</p>		<p>Goods Consigned to</p>
<p>Documents which must accompany your goods</p>	<p>Refer to delivery terms in Purchase Order</p>	<p>Documents which must accompany your goods</p>
<ul style="list-style-type: none"> • AirwayBill • Original Shipping Invoice • Packing List inside box • Packing List outside box • Copy of Purchase Order • Certificates as requested 		<ul style="list-style-type: none"> • Copy of Bill of Lading • 4 copies of Original Shipping Invoice • Packing List • Copy of Purchase Order • Certificates as requested
<p>Shipping Documents Sent to</p>		
<p>Send by Courier Service</p>	<p>Refer to delivery terms in Purchase Order</p>	<p>Send by Courier Service</p>
<ul style="list-style-type: none"> • Copy of Airwaybill • 4 copies of Original Shipping Invoice • Copy of Packing List • Copy of Purchase Order • Flight Details • Estimated time of departure • Estimated time of arrival 		<ul style="list-style-type: none"> • Original Bill of Lading • Original Shipping Invoice • Packing List • Copy of Purchase Order • Certificates as requested • Vessel Name • Estimated time of departure • Estimated time of arrival

The Company's warehouses are located in Miri, Lutong and Bintulu in the state of Sarawak and Labuan Supply Base (LSB) in the Federal Territory of Labuan.

The Goods are to be delivered DIRECTLY to these warehouses UNLESS Buyers have instructed differently.

Buyer's warehouses are opened from 08.00 hrs to 15.00 hrs. Shell working days only. The addresses are given below:

MIRI	LABUAN	BINTULU
SARAWAK SHELL BERHAD (SSB) LLT BUILDING LUTONG INDUSTRIAL AREA 98009 MIRI SARAWAK MALAYSIA ATTN: FUI/CY TEL: +60 85 454747 (Direct) +60 85 454545 (Operator) FAX: +60 85 454613	SABAH SHELL PETROLEUM COMPANY LIMITED (SSPC) ASIAN SUPPLY BASE 87000 LABUAN FEDERAL TERRITORY MALAYSIA ATTN: FUI/CY TEL: +60 87 596431 (Direct) +60 87 413711 (Operator) FAX: +60 87 596454	SARAWAK SHELL BERHAD (SSB) BINTULU CRUDE OIL TERMINAL 97000 BINTULU SARAWAK MALAYSIA ATTN: FUI/CY TEL: +60 86 852142 (Direct) +60 86 251411 (Operator) FAX: +60 86 852242

Upon delivery, Goods must be accompanied by:

- A Delivery Order (stating number of packages and Purchase Order number)
- A copy of the Purchase Order
- Certificates (only if stated in the Purchase Order)
- A Packing list which must be attached to the outside of each package(s) in a secure and waterproof condition.

Upon receipt, the Authorised Receiver (either storeman or end user) must perform the following actions on the Delivery Order :

- affix Company's receipt stamp;
- sign to endorse;
- write his/her name in block letter;
- state indicator.
- and date of receipt

Seller MUST deliver Goods direct to warehouse by themselves or via agents AND NOT via courier services or postal services.

Merlin (eProcard II) Buyers or Cardholders are located in Miri, Lutong and Bintulu in the state of Sarawak, Labuan Supply Base (LSB) in the Federal Territory of Labuan, Kota Kinabalu Operation Base (KKOB) in Kota Kinabalu, State of Sabah and Twin Tower, KLCC in the Federal Territory of Kuala Lumpur.

The Goods are to be delivered DIRECTLY to these Buyers/Cardholders for PO value less than RM10K per PO unless Buyers have instructed differently on the PO. However, PO with value between RM10K and RM 50K per PO must be delivered to a warehouse.

Prior to dispatch of Goods, Seller shall :

- Accept the PO online within 24 hours of the time of notification
- Notify the Cardholder/Buyer about the upcoming delivery
- Arrange with Buyer/Cardholder a convenient time and ensure Buyer/Cardholder has organized the necessary arrangements for delivering the Goods.

Upon delivery, Goods must be accompanied by:

- A Delivery Order (stating number of packages and Purchase Order number)
- A copy of the Purchase Order
- Certificates (only if stated in the Purchase Order)
- A Packing list which must be attached to the outside of each package(s) in a secure and waterproof condition.

Upon receipt, the Authorised Receiver (either storeman or end user) must perform the following actions on the Delivery Order :

- affix Company's receipt stamp;
- sign to endorse;
- write his/her name in block letter;
- state indicator.
- and date of receipt

Seller MUST deliver Goods themselves or via agents AND NOT via courier services or postal services.

To ensure timely payment for the Goods supplied, send your invoices together with the relevant documents (see **13.9** below) to our SSSCKL SMEP Scanning Unit. This does not apply for Purchase Orders generated via Merlin (eProcard II) system where the payment is automatically triggered by the processing of Goods Receipt Note (GRN) upon receipt of the goods as per the PO.

WARNING: Non-compliance will cause delays or return of payment invoices to you for cancellation / alteration.

13.1 Payment invoices must originate from you, the Seller and NOT your Principal.

13.2 To process your payment, we require:

- An original invoice (one invoice per Purchase Order)
- A duplicate invoice
- A copy of the authorised Purchase Order
- A copy of endorsed Delivery Order (i.e must have the Shell Authorized Receiver 's name in block letters, indicator and signature, receipt date, our Company's stamp and our Purchase Order Number as prescribed in **Sections 11 and 12** of this document.)

The Original Invoice and duplicate copy must be :	The Original Invoice and duplicate copy must also state :
<ul style="list-style-type: none"> <input type="checkbox"/> On Seller's letterhead <input type="checkbox"/> Signed in ink <input type="checkbox"/> Marked "PAYMENT INVOICE" <input type="checkbox"/> Stamped with Seller's Company seal <input type="checkbox"/> Accompanied with certificates (as stated in the Purchase Order) 	<ul style="list-style-type: none"> <input type="checkbox"/> Purchase order number <input type="checkbox"/> SSB/SSPC Vendor's number/code <input type="checkbox"/> Terms of payment other than the 30 days credit day of invoice receipt (as specified in Purchase order)

(How to get paid / continued...)

13.3 If your Goods are :

- DELIVERED COST AND FREIGHT BY SEA (CFR BY SEA)

The payment invoice must be accompanied by your Packing List and the Original or 2nd Original Bill of Lading, which should bear our Purchase Order number.

- DELIVERED CARRIAGE PAID TO BY AIR (CPT BY AIR)

The payment invoice must be accompanied by your Packing List and the Original or 2nd Original Airwaybill, which should bear our Purchase Order number.

13.4 If your Goods are :

- FREE ON BOARD BY SEA (FOB BY SEA)

The payment invoice must be accompanied by your Packing List and the Original or 2nd Original Bill of Lading, which should bear our Purchase Order number with proof showing the goods on-board the vessel named by the Buyer at the named port of shipment on the date or within the period stipulated and in the manner customary at the port.

- FREE CARRIAGE BY AIR (FCA BY AIR)

The payment invoice must be accompanied by your Packing List and the Original or 2nd Original Airwaybill, which should bear our Purchase Order number with proof showing the goods on board the vessel named by the buyer at the named port of shipment on the date or within the period stipulated and in the manner customary at the port.

(How to get paid / continued...)

13.5 If your Goods are paid on the basis of:

- PROGRESSIVE OR MILESTONE PAYMENT

The payment invoice must be accompanied by a copy of the Release Note.

The Release Note must have the name (in block letters), Indicator and signature of the Shell Authorized Representative, delivery date, our Company's stamp and our Purchase Order number.

Bank Guarantee, Performance Guarantee and Bank Negara's approval letter for foreign currency (where applicable).

13.6 Please be informed that all invoices billable to :

Sarawak Shell Berhad
Sabah Shell Petroleum Co. Ltd,
Shell Sabah Selatan Sdn Bhd
Shell Oil and Gas (Malaysia) LLC
Shell Exploration and Production Malaysia B.V.
Shell Energy Asia Limited

must be mailed/couriered to the following address :

Payment Unit
Sarawak Shell Berhad
Attn : SMEP Scanning Unit
Shell Shared Service Centre Kuala Lumpur
8th Floor, Bangunan Shell Malaysia
Changkat Semantan Damansara Heights
50490 Kuala Lumpur
Malaysia.

(How to get paid / continued...)

13.7 Documents for payment are very important and as such no alteration to the invoice or shipping documentation is acceptable without proper authority.

Amendments, if any, must be endorsed by the signatory of the invoice with company stamp, name in block letters and the date. The use of any correction fluid (or similar) is not acceptable.

Similarly, photocopies of Airwaybill or Bill of Lading are not acceptable.

13.8 Terms of Payment shall be as agreed in the Purchase Order.

13.9 All queries on invoices for payment shall be addressed to our **Shell Shared Service Centre KL (SSSCKL) at telephone number +60 3 6204 6886 or via email : sssckl-emrtp@shell.com.**

14.1 DO NOT SEND Goods to us on freight collect basis. It is your responsibility as a Seller to check with your Shipping Agents to ensure full freight (including any lighterage charges where applicable) is paid to the final destination.

14.2 DO NOT SEND Goods to us by Post Office Parcel Post or Courier Services.

14.3 Certain Goods and equipment require an import licence before these can be imported into Malaysia. Subject to the relevant Malaysian authority issuing an import licence, Seller should not ship Goods until Buyer has notified Seller in writing that such licence has been obtained. Therefore, Seller must confirm with the Buyer that import licence has been obtained prior to shipping Goods. Non-compliance can lead to seizure of Goods by the authorities.

In such an event, no payment will be made for Goods that have been confiscated by the authorities.

14.4 Goods must be delivered to the final destination as agreed in our Purchase Order.

Should the Goods be delivered to other than the agreed final destination, all encumbrances incurred in moving the Goods to the agreed final destination shall be for the Seller's account.


The Seller, shall ensure that their shipping agents fully comply with our Purchase Order and Shipping instructions.

14.5 Goods consigned to SARAWAK SHELL BERHAD (SSB), Miri shall be landed at Kuala Baram Port, Miri. This is applicable to goods consigned by sea only.

15.1 MERLIN (ePROCARD II) PURCHASE ORDER LAYOUT

PO Information							
PO No.	← Buyer's Purchase Order Number						
Status							
Description							
Remarks							
Shipping and Distribution Terms							
Buyer	← This is Buyer Reference						
Ship-To Organisation	} Goods to be delivered to destination. Contact the Buyer if it is not clear.						
Ship-To Address							
Deliver To							
Deliver To Department							
PO Document							
No.	Document Name	Document Description	Size	Format	File		
Purchase Order Attachment, if any, is listed here.							
Supplier Response							
Supplier PO Ref. No	Contact Person.						
Response Date/Time	Contact Person Tel. No.						
ARO	← Deliver the Goods by this Date i.e. ARO + Response Date/Time						
Remarks	Contact Person Fax No.						
PO Items							
No.	Item Code	Item Name	Qty	UOM	Unit Price	Total Price	File
Item specifications, quantity etc against Seller's Quotation are listed here							
Related Documents							
Type	Document Ref. No.		Creation Date		Status		
Correspondence references are listed here							

15.2 SAP PURCHASE ORDER LAYOUT



Purchase Order

PO Number : ← Buyer's PO Number

Date :

Buyer :

Tel No.:

Fax No.:

E-mail:

} Buyer's contract

Seller's name and address

Scope of Supply

Buyer's delivery terms, correspondence references, etc are listed here.

Item	Material	Description	Qty	U/M	Unit Price	Order Value
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Item specifications, quantity etc against Seller's Quotation are listed here

IMPORTANT NOTES

Important notes are listed here.

15.3 ccHUBWOO PURCHASE ORDER LAYOUT

*Note: The lack of Shell branding on this PO does not in any way invalidate the legality or enforceability of this document.

<p>PO Number:</p> <p>Account Code:</p> <p>Sales Order Number:</p> <p>Supplier Ref Number:</p> <p>Ship By Date:</p>	}	<p>PO Number and PO general description</p>	<p>Customer:</p> <p>Order Date:</p> <p>Status:</p> <p>Allow Partial Shipment :</p>			
<hr/>						
<p>Buyer Party:</p>	←	<p>Buyer's contact particulars</p>	<p>Supplier Party:</p>	←	<p>Supplier's name and address</p>	
<hr/>						
<p>Bill To</p> <p>Contact Information</p> <p>Contact Name:</p> <p>Telephone Number:</p> <p>Fax Number:</p>	}	<p>Invoice dispatch information</p>	<p>Ship To</p>	}	<p>Shipping Instruction</p>	
<hr/>						
<p>Terms of Delivery</p> <p>Shipping Payment Method:</p> <p>Term of Delivery Code:</p> <p>Term of Delivery Function:</p>	}	<p>Delivery Term</p>	<p>Transport Information</p>			
<hr/>						
<p>Tax Information</p> <p>Other Information</p>	<p>Payment Information</p> <p>Credit Card Information</p> <p>Card Type:</p> <p>Payment Other</p> <p>Payment Mean :</p> <p>Payment Term:</p> <p>Net Days Due:</p> <p>Discount Time Reference:</p> <p>Net Time Reference:</p>					
<hr/>						
<p>Order Notes</p> <p>Order Note</p>	}	<p>PO Text</p>				
<hr/>						
List of PO Detail						
	Requested Delivery Date					
	Info record PO text:					
	Delivery text:					
				Sub total		
				Tax		
				Total		

Item specifications, quantity, special instruction, pricing, etc are listed here



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