

aramco

(last update 01.12.2026 IT)

Supplier Details:	
Supplier Name / Supplier Address / Material Location:	
Supplier Contact Name:	
Telephone:	
E-mail address:	

Date Form Completed / Submitted to AACO:	
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<input type="checkbox"/>	Complete Shipment of Purchase Order
<input type="checkbox"/>	Partial Shipment of Purchase Order

<input type="checkbox"/>	Packed to AA Packing Specifications
<input type="checkbox"/>	Packed to Supplier Standard Export Packing
<input type="checkbox"/>	Packed suitable for Ocean Export to Saudi Arabia
<input type="checkbox"/>	Packed suitable for Air Export to Saudi Arabia
<input type="checkbox"/>	Other - specify below:
Other:	

AACO PO Line Item Number	Material Description	Shipment Quantity	Temperature Controlled (°F required)	Package Type	Package Number	Number of Pkgs	Country of Origin	Gross Weight (lbs)	Dimensions (LxWxH, in)	Cubic Feet
VALUE OF SHIPMENT					TOTAL					
HAZARDOUS CARGO INFORMATION					HAZARDOUS MATERIALS CERTIFICATION					
PROPER SHIPPING NAME					This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.					
TECHNICAL NAME										
UN OR ID NUMBER										
HAZARD CLASS										
SUBSIDIARY RISK(S)					NAME					
OTHER SPECIAL HANDLING					TITLE & DATE					
					SIGNATURE					

REQUEST FOR SHIPPING INSTRUCTIONS (REVERSE)

1. Prepare the Request For Shipping Instructions (RSI) when directed by Procurement Planner and under the following circumstances:

- Shipments exceeding 10,000 lbs;
- Shipments exceeding 750 cubic feet;
- Shipments exceeding 87 inches length (flatbed truck required);
- Temperature controlled material;
- Furniture;
- In-bond material.

2. Use full material description - not a material number.

3. Clearly highlight if material requires temperature control and indicate °F temperature requirements.

4. List each line item individually.

5. HAZARDOUS: all hazardous materials must be shipped in accordance with Department of Transportation (DOT) regulations. Complete documentation, including SDS, must be provided with RSI and accompany freight.

6. Submit RSI along with photos of packed goods (all angles) via email to logistics@aramcoamericas.com

7. Ship complete orders only. Partial and early shipments are not acceptable unless authorized by AA. Articles with AA Material Numbers which consist of more than one component must be either furnished assembled or supplied together in same shipment. Shipment of incomplete multi-component articles is not permitted. All components of multi-component articles, either assembled or in individual article packages, must be shipped at the same time.