

Aramco Americas Company (AACO)
1200 Smith Street Houston, TX 77002 United States



Aramco Americas Company (AACO) REQUEST FOR SHIPPING INSTRUCTIONS (RSI)

(last update 01.12.2026 IT)

Submit RSI along with photos of packed material (all angles) and SDS if applicable via email to logistics@aramcoamericas.com

Supplier Details:	
Supplier Name / Supplier Address / Material Location:	
Supplier Contact Name:	
Telephone:	
E-mail address:	
AA Purchase Order No.:	
PO Delivery Incoterms:	
Supplier Order Reference:	

Date Form Completed / Submitted to AACO:	
Complete or Partial Delivery (select box applicable):	
<input type="checkbox"/>	Complete Shipment of Purchase Order
<input type="checkbox"/>	Partial Shipment of Purchase Order
Goods are (select boxes as applicable):	
<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:	

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.