

## GENERAL

1. Below AACO requirements **supplement** (do not supersede) Saudi Aramco Packing Specifications. Aramco specs are available here: <https://americas.aramco.com/en/partnering-with-us/current-suppliers/supplier-services>
2. Aramco Americas Company (AACO) orders are typically purchased under delivery term FCA Kuehne & Nagel (KN) Houston (full address below) for export to Saudi Arabia.

General Cargo	Hazardous/ DG
<p>Effective <u>03/20/2023</u>, all non-hazardous shipments:</p> <p><b>Kuehne + Nagel Inc.</b> 1020 Rankin Road Houston, TX 77073 Attn: <b>Aramco Americas Receiving</b></p>	<p><b>HAZMAT not accepted (Class 1, 6.2 &amp; 7)</b></p> <p><u>Please send email to logistics team to review and advise shipping process</u></p> <p><b>SDS must be provided before shipping</b></p> <p><b>Must be packed/shipped separate from general cargo.</b></p>

3. Pack one purchase order (ONLY) per box.
4. Partial PO quantities are not acceptable, unless specifically authorized by Aramco Americas Company (AACO) Procurement.
5. Supplier must provide a Request for Shipping Instructions (RSI) form AACO-823 for all orders requiring special handling/ individual instructions prior to shipping. Send completed RSI (+ photos of packed material) to [Logistics@aramcoamericas.com](mailto:Logistics@aramcoamericas.com) and HOLD material for Aramco Americas Company (AACO) instructions. Partial list of shipments requiring RSI:
  - Shipments exceeding 10,000 lbs.;
  - Shipments exceeding 750 cubic feet;
  - Shipments exceeding 87 inches length (flatbed truck required);
  - TEMPERATURE-CONTROLLED material;
  - Shipments originating outside the US;
  - Furniture;
  - In-bond cargo.
6. All Export-Licensed and/or Saudi Import Permit required materials must be conspicuously labeled as such on outer packaging. Items subject to Saudi Arabia import permit must have a valid import permit (IP) and clearance permit (CP) in place prior to delivery to 3PL (Kuehne & Nagel) warehouse. IP-required materials lacking IP or CP will be rejected and returned at Supplier's expense.
7. **Direct Shipments**  
All shipments with permission to bypass delivery address specified above (AOGs, movements direct to port, CIF orders, shipments originating outside the US, etc.): Supplier MUST provide export documentation and receive SAP shipment #, manual label or other marking instructions\* + written approval from Aramco Americas Company (AACO) Logistics PRIOR TO shipping. Please send documentation, RSI (if applicable) and shipment # request to [Logistics@aramcoamericas.com](mailto:Logistics@aramcoamericas.com). Approval ensures shipment is manifest in SAP and can be received by Saudi Aramco.  
In addition to standard marking requirements described in the PACKING/MARKINGS section below and ASC1059-3 Marking Spec., AACO may require additional data elements to be marked on Direct Ship cargo, including Aramco Americas Company (AACO) SAP shipment #, OB #, and DPC code. Contact Aramco Americas Company (AACO) Logistics team for instructions.

## PACKING/ MARKINGS

1. Below Aramco Americas Company Co. (AACO) requirements **supplement** (do not supersede) Saudi Aramco Packing Specifications. Aramco specs are available here: <https://americas.aramco.com/en/partnering-with-us/current-suppliers/supplier-services>
2. All products must be marked in accordance with Aramco Americas Company (AACO) Marking Instructions AACO1059-3 and Aramco packing specifications (AACO-8314/8444 series) if applicable on each piece or bundle shipped – including at minimum:
  - PO Number
  - Country of Origin
  - Ship From Address
  - Ship To Address
  - No Packages
  - Package Weight
  - Package Dimensions
  - Package sequence (1 of \_\_, 2 of \_\_)
  - General Description: e.g. Electrical Parts, Valves, Medical Supplies etc.
3. A single piece exceeding 23 kg (50) pounds must be unitized i.e. pallet/skid secured for forklift handling. (Refer to Packing Spec 8314-0: Unitization).
4. All wood packaging (pallets, skids, crates, boxes, etc.) must meet requirements set forth under the International Standards for Phytosanitary Measures, Publication 15 (ISPM-15), issued by the International Plant Protection Convention of the Food and Agriculture Organization of the United Nations (IPPC).
5. All reels must be lagged in accordance with the following example (plywood not acceptable).



6. Tubing/ Pipe: MUST be moved as breakbulk, on flat racks or in open top containers. **CLOSED CONTAINERS NOT ACCEPTABLE.**

## DOCUMENTATION

1. Include (2) copies of each required document with every shipment:  
Attach (1) copy each of Invoice, Packing List and SDS (if applicable) in a weather-resistant envelope to the outside of each package and place (1) copy of each inside each package.
2. Hazardous Materials must move in accordance with DOT regulations and labelling/documentation requirements. SDS must be included inside applicable box(es), attached to outside of cargo and copy presented at KN check-in window. Hazardous material missing SDS documentation is not permitted in the KN warehouse and, as such, will be rejected/ returned at Supplier's expense.
3. Contact AACO for special instructions for shipments originating outside the United States and/or moved in-bond.

## **DELIVERY**

Supplier delivers purchased material (packed to Aramco specifications) to Aramco's 3PL facility as detailed above:  
**Kuehne + Nagel, Inc., 1020 Rankin Road, Houston, TX 77073, Aramco-DOOR 4, Houston, TX 77032.**

Please email [logistics@aramcoamericas.com](mailto:logistics@aramcoamericas.com) to request instructions for any items or packages that originate outside the USA or against a different incoterm from our preferred FCA K&N W/H

- Please reference Aramco PO/line# in email subject line
- Please ensure that all relevant documentation is attached including commercial invoice, packing list, inspection release (where applicable) and SDS (where applicable). Please attach photos of packed material if available.
- Please include below data elements in email body:
  1. Aramco PO/line #
  2. Supplier point of contact (email and cell)
  3. Supplier operating hours
  4. Supplier collection references
  5. Supplier pickup slot allocation policy, if any
  6. Supplier collection address
  7. Cargo readiness date and time
  8. Cargo specifications (number of pieces, weight[s], dimension[s], stack ability, special handling)
  9. Cargo packing type
  10. Hazardous class/details (where applicable)
  11. Import permit confirmation (where applicable)
- All pickup requests will be validated against order terms/Aramco's ERP system data and pickup authorized only where supported by Incoterms and no other impediments.

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## **FINANCIAL INVOICE**

Send each individual financial invoice (prepared as indicated below) to:  
[InvoicesASC@aramcoamericas.com](mailto:InvoicesASC@aramcoamericas.com) (**PREFERRED**) or to P.O. Box 4313, Houston, TX 77210-4313.

Invoice must indicate:

- Complete name & address of the manufacturer for each line item;
- AACO's purchase order/ line item numbers,
- Material description, quantity, and unit price for each line item;
- Only items already delivered to 3PL ready for export.

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## **TAXES AND PROOF EXPORT**

- Articles purchased for export may be exempt from various taxes.
- Proof of exportation will be provided upon valid written request from Supplier.