

# ASC VENDOR MARKING INSTRUCTIONS

ASC 1059-3 (last updated 06-13-2023- NLG)



## 1. GENERAL

Each standalone piece\* in each shipment must be identified with clear and durable markings which conform to the requirements of this instruction. If labels are used, they must be attached securely with waterproof adhesive. If tags are used, they must be minimum three inches by five inches, durable and securely affixed to the cargo.

\* individual pieces within consolidation must be individually marked with Aramco PO # at minimum.

## 2. MARKING CONTENTS AND SIZE

The following data elements must be included in supplier's label:

- **Aramco PO Number** (must be marked on individual pieces- even within consolidation)

- Country of Origin
- Ship From Address
- Ship To Address
- No of Packages
- Package Weight
- Package Dimensions
- Package sequence (1 of \_\_, 2 of \_\_)
- General Description: e.g. *Electrical Parts, Valves, Medical Supplies etc.*

Label should approximate the following:

Ship From: ABC Company Inc. 1234 Street Houston, Texas 77777	<b>PO: 4500001234</b> Country of Origin: USA
Ship To: Aramco Services Company C/O Kuehne + Nagel, Inc. 1020 Rankin Road Houston, TX 77073 Attn: ARAMCO AMERICAS RECEIVING	No. of packages: 1 of 3 Weight: 1,200 lbs Dims: 36"X24"X42" Description: Electrical Parts

## 3. SPECIAL HANDLING, HAZARDOUS & PRECAUTIONARY MARKS

- Clearly and conspicuously mark easily damaged material e.g. "FRAGILE", "HANDLE WITH CARE", "COOL STORAGE", "FREEZER STOWAGE", "USE NO HOOKS", etc.
- Mark outside of package if special care is required during unpacking (eg. sterile or dust free environment, etc.)
- Boxes and/or crates must be identified with sling marks showing where they are to be lifted when wire slings are used.
- Center of gravity must be marked on any box which is top heavy or has a balance point other than center. Mark these boxes with handling information such as "TOP HEAVY," "HEAVY SIDE," "DO NOT LIFT HERE, LIFT ON HEAVY SIDE," "CENTER OF BALANCE," etc.

## 4. DIRECT SHIPMENTS

In addition to the above standard marking requirements, ASC Logistics may require additional data elements (including ASC SAP shipment #, OB # [if available], and DPC code [if available]) to be marked on Direct Ship cargo that bypasses the ASC Houston Cargo Terminal (movements direct to port, CIF orders, shipments originating outside the US, etc.). See example below & contact [logistics@aramcoservices.com](mailto:logistics@aramcoservices.com) for specific instructions.

Shipment:	210XXXX
OB (if available):	800XXXXXXXX
DPC (if available):	XXXX-XXX