

HALLIBURTON

U.S. Imports Shipping Instruction for 3rd Party Vendors

Applies to Halliburton Energy Services, Inc., Halliburton Manufacturing & Leasing Co. (HM&LC), Wellodynamics, Inc., Multi-Chem Group, and Halliburton Technology Partners (HTP).

DOCUMENTS AND INFORMATION REQUIRED:

- I. **Airwaybill / Bill of Lading**
- II. **Commercial invoice (must include the below information at a minimum):**
 - a. Consignee Name + Address
 - b. Halliburton PO number
 - c. Halliburton Material Number (includes HS code for each)
 - d. Material Description
 - e. Quantity
 - f. Total Value per Material # (must match PO)
 - g. Currency (must match PO currency)
 - h. Country of Origin
 - i. Repair/Return Certification Declaration for items are coming back into the US as a repair/return (if applicable):
 - i. **Repaired goods:** Invoice (shipping invoice), needs to show value of goods used on incoming invoice (value used to import into country, along with the repair costs); US CBP requires that the fair market value be declared of imported goods, hence the reason for the incoming invoice value "For Customs Purposes Only"
- III. **Packing List**
 - a. Must include weight and dimensions.
- IV. **USMCA Certificate (if eligible)**
- V. **Dangerous Goods Declaration (if applicable)**
- VI. **SDS and TSCA are required for all Chemicals - **GL must be requested prior to shipping.****
- VII. **Steel Mill Certificate: ALL STEEL PIPES must show the Mill Test Certificate made by the Manufacturer.**
- VIII. **IT Bond (if applicable)**
- IX. **Federal Communications Commission (FCC) ID Number required for all electronic products that may produce radio frequency (Ex. cell phones, CB radios, walkie-talkies, wireless connections, Bluetooth connections, and short range broadcast equipment, wireless key-access systems, scanning receivers, television sets, computers, electronic games, digital cameras, and other devices with a chip/digital circuit in it**
- X. **All Ocean shipments should be booked as **Sea Waybill (SWB) Release** with no Original Bill of Lading's (OBL's) to move forward**
- XI. **ISF filing: For FCL/LCL shipments the shipping agent must provide Halliburton's broker with the below details no later than 48 hours before the cargo is loaded on the vessel destined to US (The ISF form that should be completed and submitted can be provided by FHOUUSIMPORTS@halliburton.com should the freight forwarder not have a template of their own):**
 - ✓ Seller
 - ✓ Buyer
 - ✓ Importer of record number / FTZ applicant identification number
 - ✓ Consignee number(s)
 - ✓ Manufacturer (or supplier)
 - ✓ Ship to party
 - ✓ Country of origin
 - ✓ Commodity Harmonized Tariff Schedule of the United States (HTSUS) number
- XII. **Supplier Declaration:** Suppliers must complete the [Supplier Declaration](#) and include it in pre-alert.

HALLIBURTON

INTERNATIONAL AIR AND OCEAN SHIPMENTS FOR USA:

If Crane Worldwide IS NOT the origin freight forwarder, the import clearance @ USA is handled by **DHL Global Forwarding** (Excludes Alaska - Please see below for shipment arriving into Alaska directly):

Notify Party/Handling Information for the waybill:

DHL Global Forwarding
15894 Diplomatic Plaza Dr.
Houston, TX 77032
Office: 281-964-2611
Halliburton.PreAlert@dhl.com
Halliburton.CSSV@dhl.com

Pre-Alert to be issued to:

Halliburton.PreAlert@dhl.com
Halliburton.CSSV@dhl.com
FHOUUSIMPORTS@Halliburton.com
FCARGLOBALIMPORTS@Halliburton.com

If Crane Worldwide (CWW) IS the origin freight forwarder, the import clearance @ USA is handled by **CWW** (Excludes Alaska - Please see below for shipment arriving into Alaska directly):

Notify Party/Handling Information for the waybill:

Crane Worldwide Logistics IAH
1500 Rankin Rd.
Houston, TX 77032, US
Contact: Halliburton Imports
Office: 281-233-9507
Hescraneimports@craneww.com

Pre-Alert to be issued to:

hescraneimports@craneww.com
FHOUUSIMPORTS@Halliburton.com
FCARGLOBALIMPORTS@Halliburton.com

INTERNATIONAL SHIPMENTS ARRIVING INTO ALASKA:

International air and US/Canada truck border shipments arriving into Alaska (ANC Airport) directly will be handled by **Perman Stoler**:

Notify Party/Handling Information for the waybill:

Perman Stoler Customhouse Broker, Inc.
5011 Spenard Road Suite 202
Anchorage, AK 99517
Phone: 907-243-3313
raeane@permanstoler.com

Pre-Alert to be issued to:

raeane@permanstoler.com
FHOUUSIMPORTS@Halliburton.com
FCARGLOBALIMPORTS@Halliburton.com

HALLIBURTON

US/CANADA NORTHERN BORDER TRUCKS/PAPS CROSSINGS (Including FedEx Ground and FedEx Freight):

Pre-Alert to be issued to:

EntryLeadGroupA@dhl.com

ics.bws@dhl.com

FHOUUSIMPORTS@Halliburton.com

FCARGLOBALIMPORTS@Halliburton.com

The Truck Carriers must notify with PAPS and Port of Crossing to the emails listed above

NOTE: For FedEx Ground and FedEx Freight shipments only, the **Broker Select Option (BSO)** must be selected; Broker details to be applied for BSO selection as follows:

DHL Global Forwarding

2660 20th Street

Port Huron, MI 48060

CTC: PAPS Dept.

PAPS Dept: +1 (810)-987-0529

E: EntryLeadGroupA@dhl.com

US/MEXICO SOUTHERN BORDER TRUCK BORDER CROSSINGS:

Port Laredo (3rd Party Suppliers only):

SB.HALLIBURTON.LRD@DHL.COM

lrd.imp.team1@dhl.com

FHOUUSIMPORTS@Halliburton.com

FCARGLOBALIMPORTS@Halliburton.com

Port Hidalgo (McAllen): (Affiliate/Affiliate shipments):

SB.HALLIBURTON.MFE@DHL.COM

MFECHB@dhl.com

FHOUUSIMPORTS@Halliburton.com

FCARGLOBALIMPORTS@Halliburton.com

COURIER SHIPMENTS:

DHL Express and FedEx are the only Halliburton approved vendors for courier, and each courier will handle the import clearance upon arrival to the US:

DHL Express Courier: Pre-Alert to be issued to:

PremierCustomerContactTeam@dhl.com

premierteam@dhl.com

FHOUUSIMPORTS@Halliburton.com

FCARGLOBALIMPORTS@Halliburton.com

FedEx Courier: Pre-Alert to be issued to:

bufcpamain_a@fedex.com

FHOUUSIMPORTS@Halliburton.com

FCARGLOBALIMPORTS@Halliburton.com

Please do not ship using United Parcel Service (UPS) as we will not be able to import to USA

HALLIBURTON

PRE-ALERTS:

A pre-alert must be issued for each shipment with content identified below (*All Pre-Alerts are to be sent 1 MAWB/HAWB/BL + CIPL Docs per email*):

Subject Line Requirements: Destination Airport/Port Name, MOT (Mode of Transportation), Consignee Short Name, AWB/BL #, ETA (DD/MMM), ETS/ETD (DD/MMM)

- **ISF Example:** ISF, Halliburton, HBL# 1SH234721, ETD Shanghai 01JAN; ETA HOU Port 19FEB
- **Ocean Freight Example:** Ocean Pre-Alert, Halliburton, HBL# 1SH234721, ETA HOU Port 31JAN
- **Airfreight Example:** Airfreight Pre-Alert, Halliburton, MAWB 123-45678910 HAWB 123-45678911, ETA IAH 01JAN

NOTE: The IOR name must be included in the email subject line: Halliburton Energy Services, Inc., Halliburton Manufacturing & Leasing Co. (HM&LC), Welldynamics, Inc., Multi-Chem Group, and/or Halliburton Technology Partners (HTP), etc.

******RADIOACTIVE SHIPMENTS ONLY******

Requires GreenLight (GL) to proceed with shipping to USA; The Green light request must be sent to the following Halliburton contacts prior to shipping (subject to final destination plant):

For Houston, Tx:

Preliminary: Lee.Heft@Halliburton
Alternative: Joaquin.Barrientos@Halliburton.com
Alternative: Juan.Castillo2@Halliburton.com
Alternative: Juan.garcia4@halliburton.com
Alternative: Andrew.Gonzalez@halliburton.com

For Alvarado, Tx:

Preliminary: Ann.Gregg@Halliburton.com

For Duncan, Ok:

Preliminary: Michael.Salas@halliburton.com

Once the Radioactive GL has been granted, please refer to the above Air/Ocean shipping instructions for the final pre-alert.