

SHIPPING INSTRUCTIONS FOR SUPPLIERS

All **Suppliers MUST complete the steps** here before sending any shipments to the warehouses.

STEP 1 : PACKING & RESTRICTIONS

1. Packaging must be sea worthiness (**standard packaging**)
2. Pack **separately** for air and ocean freight
3. **Airfreight Restriction to DENPASAR** is: **SEE TABLE AT THE LAST PAGES**
4. For **Hazardous Materials**:
 - a. Packing must meet UN Standards
 - b. Need to attach MSDS
 - c. Provide UN Reference Number.
 - d. Hazardous label & symbol must put over the packing**

STEP 3 : WOOD PACKAGING

1. All wood packaging material made from raw wood (ie. dunnage, crates, pallet etc) should be treated and certified in compliance with **ISPM#15 Standard**, and marking must conform to requirements described in Annex A.
2. All packages **with or without** wood packaging must be accompanied with a complete Packing Declaration/PD (Annex B)
3. All packages **with** wood packaging must be accompanied with valid fumigation certificate.

STEP 5: DOCUMENTATION

1. Mark all Purchase Order Number on the Way bill
2. **PT VALE Purchase Order Number, Item Number and Description with stock code must be shown on the Invoice and Packing List – Please noted on the invoice and packing list ,it's required to follow the goods original description on the purchase order to avoid any custom problem in Indonesia**
3. Total Gross and Nett Weight in kilos and dimensions in metric of each package must be shown on the Invoice and Packing List
4. Provide 3 sets of ORIGINAL Invoices and Packing Lists
5. Please avoid to put HS Code/Tariff Code in your Invoice/Packing List.
6. Affix 1 set of ORIGINAL Invoice and Packing List on the package
7. **For A/F shipment, supplier is a must to be Registered Shipper in the ACS Program (For CANADA)**
8. Consignee and address to be written in Bill of Lading, Air Waybill, Invoice & Packing List MUST as follow:
PT. VALE INDONESIA TBK
SEQUIS TOWER LT.20 UNIT 6 & 7
JALAN JENDERAL SUDIRMAN KAV.71
JAKARTA 12190, INDONESIA

STEP 2 : MARKINGS

1. All packages should be marked according to international standards ISO/R 780.
2. Marking must be done clearly using ink or any other means resistant to normal weather condition using paper with plastic laminate and attached with tape. The use of printed plates is permitted.
3. Crates must be marked using metal or plywood sheets or other adequate support fixed between the member of the crate.
4. For item requiring no packaging, marking must be done directly on the goods.
5. Markings must be on **EVERY** package (including **iso tanks**), visible and readable.
6. Markings must have the **following details** :

PT VALE INDONESIA,Tbk
P. O. NUMBER :
WEIGHT : KG
DIMENSION : L x W x H in cm
No. of Cartons : XX of YY
UN Number, if applicable (DG cargo)

STEP 4: ASSISTANCE

1. **Air Freight shipment must be delivered by noon.** Delivery after noon shall be uplifted only next following day
2. If in doubt, please **contact Halcon Primo Logistics Helpdesk hplinco@halconprimo.com or person listed in the next page.**
3. Please contact PT Vale Indonesia,tbk's expeditors by email at **[PTI- Shipping.and.Traffic.PTVI-.SOR@vale.com](mailto:PTI-Shipping.and.Traffic.PTVI-.SOR@vale.com)** for pick up arrangement
4. By providing below information:
 1. total package
 2. weight and dimension per package

STEP 6 : BILLING INVOICE

1. **Your invoice must tally with your packing list**
2. **Your invoice must show PO number, PO item number and description**
3. **PTVI will not obligate to settle the payment as per term of payment when vendor fail to fulfill the instruction as mentioned above**
4. **Email your scanned copy of invoice to: ptvi.invoice@vale.com**
5. For E-invoice, please follow link **<http://e-invoice.valeindonesia.co.id/>**

Halcon Primo Logistics Helpdesk

Region/ Country of Origins	HPL Helpdesk PIC	Email Address	Phone
Canada & Europe	Chua May Fen	chuamayfen@halconprimo.com	+65 6349 2752
ASIA	Wong Poi Hooi & Daylan Yew	WongPoiHooi@halconprimo.com daylanyew@halconprimo.com	+65 6307 7836 +65 6307 7835
USA	Nabilah Ahmad	nabilah@halconprimo.com	+65 6349 2742
Australia & New Zealand	Nwe Ni Aung & Rossyuqqerril	nweni@halconprimo.com rossyuqqerril@halconprimo.com	+65 6349 2753 +65 6349 2751

SPECIAL INSTRUCTIONS FOR USA & CANADA

All Purchase Orders are to be shipped **COMPLETE** unless otherwise advised and with **3 Sets of Original Invoices and Packing List to the warehouse** below

USA

**USA SEA FREIGHT
WAREHOUSE**
UTC Overseas C/O ICT
699 Kapkowski Road
Elizabeth, NJ 07201
(Effective from 13 Jan 2016)

**AIR FREIGHT WAREHOUSE
FOR ALL STATES**
AERONET WORLDWIDE
2500 S Edison Way
Compton, CA 90220
(Effective from 20 February 2020)

CANADA

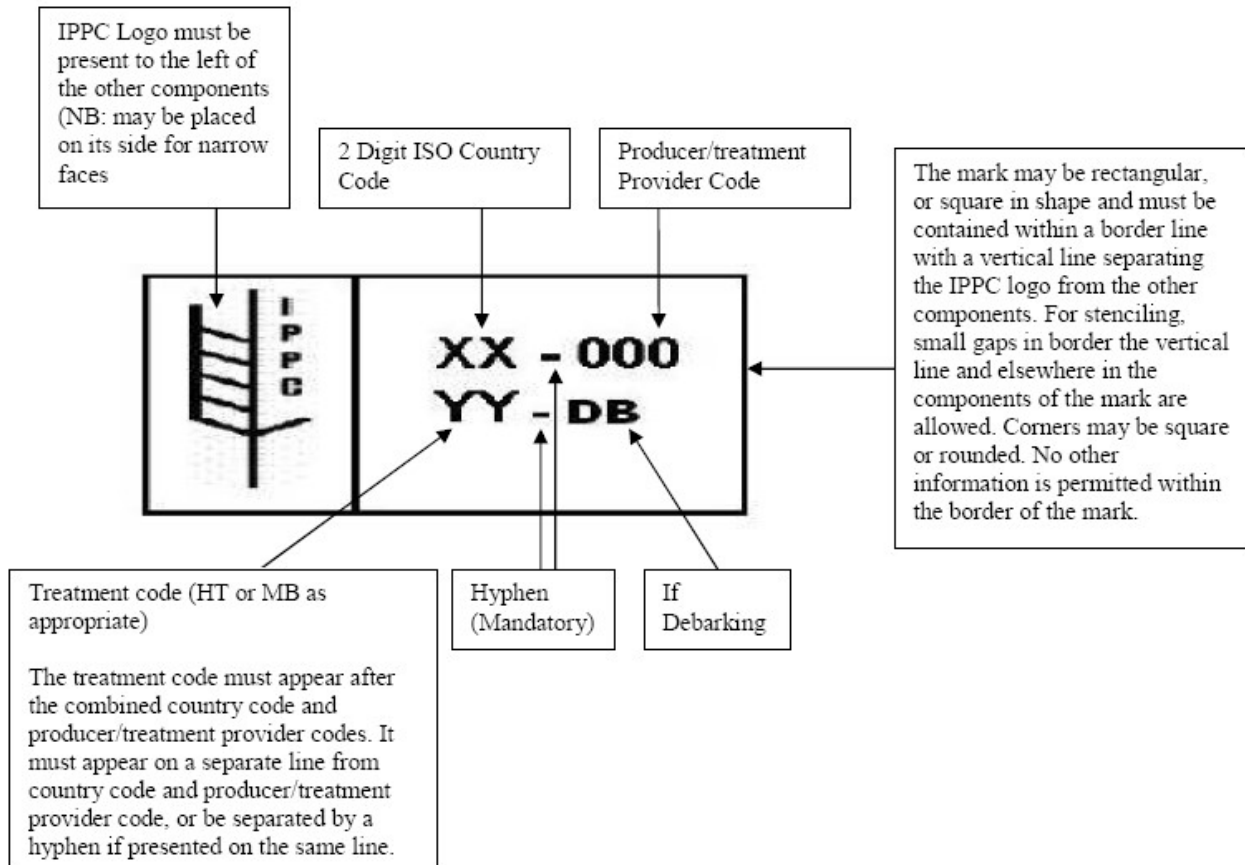
**OCEAN AND AIR FREIGHT
WAREHOUSE**

6354 Viscount Drive
MISSISSAUGA
ON L4V 1H3
CANADA

Effective 29th September 2018.

ANNEX A. MARKING

(BASED ON REGULATION NO. 12/PERMENTAN/OT.140/2/2009)



THE MARK MUST BE:

- Legible
- Durable and not transferable
- Placed in a location that is visible when the wood packaging is in use, preferably on at least two opposite sides of the wood packaging unit.
- The use of red or orange should be avoided because these colours are used in the labelling of dangerous goods or fragile cargo.
- All wood packaging material used in the repair, recycle, or remanufacture of wood packaging must be re-treated and re-marked in accordance with the ISPM 15 requirements.

MARK WILL NOT BE ACCEPTABLE IF:

- Drawn by hand.
- Divided across pallet/package.
- Stamp is partially visible.
- Use of paper/sticker.
- Logo presents, but treatment/certification number not.
- Treatment presents, but no IPPC/ISPM mark.
- Sticker/stamp is put outside the container, not on pallet/ package.
- Mark applied on manufactured wood part.

ANNEX B. PACKING DECLARATION

Supplier Letterhead *(please indicate your company name)*

FCL/LCL ISPM15 PACKING DECLARATION

[Boxes to be marked with an X in the appropriate place.]

Ship Name: *(Leave Blank)* Voyage Number: *(Leave Blank)*

Consignment identifier(s) or Numerical Link(s): *(Please indicate PT Vale Indonesia, Tbk PO Number)*

STRAW PACKING

(Straw packing includes straw, cereal, rice hulls, and other unprocessed plant materials.)

Q1. Has **Straw Packing** been used in the consignment listed above?

A1. YES NO *(Should not be straw packed, therefore tick NO)*

TIMBER PACKING

(Timber packing includes: Crates, Cases, Dunnage, Pallets, Skids, and any other timber used as a shipping aid.)

Q2a. Has **Timber Packing** been used in the consignment listed above?

A2a. YES NO *(If timber packing used, tick YES but tick NO if other packing used)*

Q2b. ***ISPM 15:** Is all the timber packing marked with ISPM 15 compliant stamps

A2b. YES NO *(If A2a YES, it should have ISPM#15 Marking, therefore tick YES. But if A2a NO, tick NO)*

BARK (Including ISPM 15 compliant packing)

(Bark is the external natural layer covering trees and branches. This material is distinct and separable from processed timber.)

Q3. If **Timber Packing** is used, is it free of **BARK**?

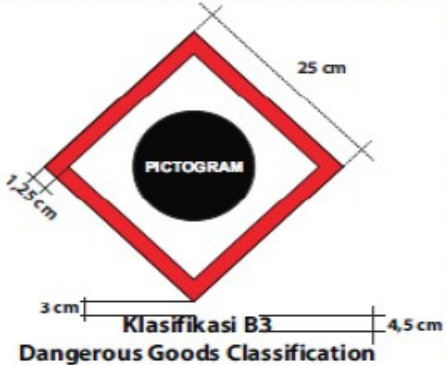
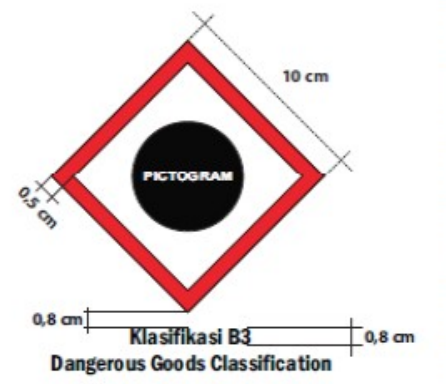



A3. YES NO *(Should be debarked, therefore tick YES, for both Timber and non-timber packing used)*

CLEANLINESS DECLARATION

I declare that the above packing(s) has/have been cleaned and is/are free from material of animal and/or plant origin and soil.

Signed: _____ Date: _____
Packer/Supplier Representatives

**ANNEX C. HAZARDOUS LABEL & SYMBOL
(BASED ON REGULATION PP NO. 74/2001)**

Ukuran simbol B3:	Label B3:		
 <p>25 cm</p> <p>1,25 cm</p> <p>3 cm</p> <p>Klasifikasi B3 Dangerous Goods Classification</p> <p>4,5 cm</p>  <p>10 cm</p> <p>0,5 cm</p> <p>0,8 cm</p> <p>Klasifikasi B3 Dangerous Goods Classification</p> <p>0,8 cm</p>	<table border="1"> <tr> <td data-bbox="730 517 1043 846"> <p>Nama B3>Nama Dagang</p>  <p>Informasi tindakan penanganan</p> <p>Keterangan tambahan</p> <p>Identitas Pemasok</p> </td> <td data-bbox="1048 517 1394 846"> <p>Nama B3 (Komposisi, No. CAS/No. UN) Produsen</p> <p>Kata Peringatan</p> <p>Pernyataan Bahaya: - Klasifikasi B3 - Fisik, kesehatan & lingkungan</p> </td> </tr> </table> <p>Ukuran Label B3: Label B3 berbentuk persegi panjang dengan ukuran disesuaikan dengan kemasan yang digunakan ,ukuran perbandingannya adalah panjang: lebar = 3: 1 dengan warna dasar putih dan tulisan serta garis tepi berwarna hitam</p>	<p>Nama B3>Nama Dagang</p>  <p>Informasi tindakan penanganan</p> <p>Keterangan tambahan</p> <p>Identitas Pemasok</p>	<p>Nama B3 (Komposisi, No. CAS/No. UN) Produsen</p> <p>Kata Peringatan</p> <p>Pernyataan Bahaya: - Klasifikasi B3 - Fisik, kesehatan & lingkungan</p>
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Dimension in cms										
Heavy packages lift assisted (packages weight 76kg - 150kg)										
HEIGHT	WIDTH									
	12	25	38	50	63	76	88	101	114	121
12	396	304	266	238	213	187	162	137	127	114
25	332	294	264	238	213	187	162	137	127	114
30	327	292	264	238	213	187	162	137	127	114
35	322	289	264	238	213	187	162	137	127	114
40	320	289	264	238	213	187	162	137	127	114
45	317	289	264	238	213	187	162	137	127	114
50	317	289	264	238	213	187	162	137	127	114
55	314	289	264	238	213	187	162	137	127	114
60	314	289	264	238	213	187	162	137	127	114
66	314	289	264	238	213	187	162	137	127	114
71	314	289	264	238	213	187	162	137	127	114
76	314	289	264	238	213	187	162	137	127	114
81	314	289	264	238	213	187	162	137	127	114
86	314	289	264	238	213	187	162	137	127	114

Dimension in inches										
Heavy packages lift assisted (packages weight 76kg - 150kg)										
HEIGHT	WIDTH									
	5	10	15	20	25	30	35	40	45	48
5	156	120	105	94	84	74	64	54	50	45
10	131	116	104	94	84	74	64	54	50	45
12	129	115	104	94	84	74	64	54	50	45
14	127	114	104	94	84	74	64	54	50	45
16	126	114	104	94	84	74	64	54	50	45
18	125	114	104	94	84	74	64	54	50	45
20	125	114	104	94	84	74	64	54	50	45
22	124	114	104	94	84	74	64	54	50	45
24	124	114	104	94	84	74	64	54	50	45
26	124	114	104	94	84	74	64	54	50	45
28	124	114	104	94	84	74	64	54	50	45
30	124	114	104	94	84	74	64	54	50	45
32	124	114	104	94	84	74	64	54	50	45
34	124	114	104	94	84	74	64	54	50	45

Dimension in cms										
Light packages Handled manually (packages weight <76 kg)										
HEIGHT	WIDTH									
	12	25	38	50	63	76	88	101	114	121
12	711	701	693	614	520	452	401	360	330	294
25	703	695	635	533	459	403	360	327	299	284
30	703	693	591	500	434	383	342	312	287	279
35	698	678	558	477	429	368	330	302	279	271
40	695	627	523	449	401	353	317	289	269	261
45	693	579	490	424	373	335	302	279	259	254
50	645	533	457	398	353	317	289	266	248	243
55	586	492	424	373	332	299	274	254	238	231
60	533	449	391	347	309	281	256	238	226	220
66	477	408	360	320	287	261	238	223	210	205
71	426	373	314	294	266	241	223	208	195	193
76	381	332	297	266	241	220	203	187	180	175
81	332	294	264	238	215	195	180	167	160	157
86	284	294	228	205	185	170	154	144	137	134

Dimension in inches										
Light packages Handled manually (packages weight <76 kg)										
HEIGHT	WIDTH									
	5	10	15	20	25	30	35	40	45	48
5	280	276	273	242	205	178	158	142	130	116
10	277	274	250	210	181	159	142	129	118	112
12	277	273	233	197	171	151	135	123	113	110
14	275	267	220	188	169	145	130	119	110	107
16	274	247	206	177	158	139	125	114	106	103
18	273	228	193	167	147	132	119	110	102	100
20	254	210	180	157	139	125	114	105	98	96
22	231	194	167	147	131	118	108	100	94	91
24	210	177	154	137	122	111	101	94	89	87
26	188	161	142	126	113	103	94	88	83	81
28	168	147	124	116	105	95	88	82	77	76
30	150	131	117	105	95	87	80	74	71	69
32	131	116	104	94	85	77	71	66	63	62
34	112	100	90	81	73	67	61	57	54	53