



**SHIPPING INSTRUCTIONS for RETURNS AND
REPAIR TO SERCEL SAINT GAUDENS**

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To whom it may concern,

Please follow these instructions when returning goods for repair to Sercel Saint-Gaudens France in order to ensure a smooth and compliant customs clearance.

- On all documents and packagings please note **“RETURN AND /OR REPAIR”**

Consignee: SERCEL
FAO : Benoit RICHARD
Route de Barbazan
31800 VALENTINE
Tel:3561899000 Fax:3561899047

Notify : **GEODIS OVERSEAS**
(For general cargo only) 7 Avenue Didier Daurat
31700 BLAGNAC
Tel 05 61 30 05 56

Shipping marks: **RETURN AND /OR REPAIR**
SERCEL SAINT GAUDENS

I - PACKAGING :

A - GENERAL PACKING INSTRUCTIONS

The goods are to be packed in inner carton boxes and to be put inside strong cases to the international packing standard ISPM15. Packing must be Suitable for long distance AIR/ROAD/RAIL/SEA transportation, as well to a change in climate and with resistance to rough handling, moisture, rain, corrosion and shocks.

The Shipper shall be liable for any damage or loss of the commodity and for any expenses incurred due to the account of improper packing and/or for any rust due to inadequate or improper protection measures used by the Shipper.

The weight of each individual package shall be clearly indicated on the parcel. The quantity of similar products per package shall be limited so that the weight of the package does not exceed 15Kg.

Any package that would individually exceed the 15kg limit shall be placed on a pallet or a crate suitable for handling equipment.

B - SPECIFIC **SEAFREIGHT PACKING INSTRUCTIONS**

- If material is sent in “shipper’s owned” containers, make sure this is clearly specified on the Ocean Bill of lading, and please inform if the material has to be sent back to you inside the same container after repair. Please provide us (along with the original bill of lading) with a copy of the satisfactory inspection report for this container showing the validity of the CFS plate.

- If material is sent in containers belonging to the shipping line, it must be correctly packed in crates or pallets, to ensure a quick and safe unloading. All cables will have to be put on reels or into crates.

SHIPPING LINE CONTAINERS WITH LYING BULK CABLES ARE NOT ACCEPTED.

C- HAZARDOUS MATERIAL :

Any hazardous material regulated for transportation must be packed under supplier responsibility, according to applicable transport regulations ADR (Road), IATA (AIR) or IMDG (Sea) Supplier must provide the MSDS in English language (1 copy stuck on the outside of the parcel, 1 copy sent to the forwarding agent in charge of the shipment).

Supplier must also provide the forwarding agent with the following information: Class (IMO), Division, and UN Number, Net quantity, Packing Group, Technical Name, as well as a phone emergency number.

II – TRANSPORT :

A - AIR FREIGHT

Use your preferred forwarder, consign and notify the goods as above and send on a freight-PREPAID basis TO **TOULOUSE AIRPORT (TLS)**.

B - EXPRESS COURIER

Use preferably FEDEX or DHL and consign the goods as above (no need to indicate any “notify party”) and send on a freight-PREPAID basis

C - SEAFREIGHT

Use you preferred forwarder and consign and notify the goods as above. Please make sure one set of 3 original bill of lading is sent within 5 days after the shipment by express courier to the “consignee” address mentioned hereabove.

All material must be sent to LE HAVRE or MARSEILLE or FOS/MER Seaport.

D- SHIPMENTS FROM EU

In case of shipment from EU: Please ship directly to us on a freight prepaid basis at the consignee address indicated. For intrastat purpose our VAT registration number is FR 25 378 040 497.

E – INSURANCE

Insurance is to be taken out by yourselves for the return to Sercel, cover will be provided and invoiced to you for the re-delivery. For goods under guarantee the insurance and re-delivery will be paid for by Sercel.

III – SHIPPING DOCUMENTATION :

A minimum set of the following documents will be released to your forwarding agent, and sent by e-mail to the Sercel contacts hereunder.

- Shipping invoice
- Packing list
- Transport document

BEFORE ANY SHIPMENT, PLEASE MAKE SURE TO SEND THE SHIPPING DOCUMENTS FOR APPROVAL TO

Elisabeth.stewart@sercel.com

Maylis.duclos@sercel.com

CC: marie-pierre.castex@sercel.com
Benoit.richard@sercel.com
veronique.blattner@sercel.com

A – SHIPPING INVOICE :

The invoice shall include the following information:

- Invoice Number
- Shipper's complete identification + Contact name and e-mail address
- Consignee name and address, as indicated at the top of this document
- **SERCEL RMA number**
- HS code (as shown on our initial sales invoice),
- Country of ORIGIN (as shown on our initial sales invoice)
- ECCN code for goods of US provenance.
- Sercel P/N of the items
- **Accurate unit and total value of the items.**
- Currency.
- Complete Serial numbers if applicable

B – PACKING LIST :

The Packing list must include the following information :

- Consignee Address
- Package number
- Net weight and gross weight of each package
- Detailed content of each package

Please do not ship before having received our written approval on shipping documents

Any failure to follow these instructions may lead to customs clearance delay and additional costs, which will be re-invoiced to the owner.

Thank you for your kind co-operation with this matter and please inform all your staff that may be concerned.