
Packing & Shipping Requirements

Definition of the Packaging and Shipping Requirements for delivery to SERCEL



SERCEL
A Viridien Business

Summary

General Datas	3
Delivery time schedule	5
Packaging Rules	6
Recommendations	9
Documentation	9

Introduction

This document is a description of Sercel general requirements for any delivery or service provided to any of the Sercel Divisions in France. These general instructions may be reinforced, reiterated, waived or changed by the specific requirements provided on the Purchase Order, and that shall prevail.

Failing to meet these requirements shall cause return or repackaging (at the vendor's cost) and may also create a delay in the payment of the related invoices.

In particular, for all delivery from countries out of the European Union, Sercel's approval is required before shipment. Vendor will have to wait for Sercel's instructions before delivery, especially with FCA or EXW terms. Any issue shall be promptly notified to Sercel. Additional costs, due to the non respect of Sercel Packing and Shipping requirements shall be invoiced to the vendor.

General Datas

Sercel's approval is required before each delivery from countries out of the European Union. Regardless of the Incoterms, please send the shipping documents for approval to our import department (snte.import@sercel.com for shipment to Sercel Carquefou ou Sercel Brest / StGaudens_Import@sercel.com for shipment to Sercel Saint-Gaudens).

1.1 Delivery documents

Each delivery shall be delivered with:

- a delivery bill that includes Sercel part numbers and batch information for traceability and purchase order number,
- a freight or transportation slip with number of pallets and parcels,
- the tracking number information (in case of express transport),
- the commercial invoice,
- a packing list with mention of:
 - the delivery name and address, as per the order,
 - the number of parcels,
 - the content of each parcel,
 - the gross weight and the net weight of each package.

1.2 Parcel identifications

Each parcel shall be clearly labelled without having to unpack the pallet, and should include the following information:

- the parcel number (if several),
- description of the goods,
- the type of package (Reel, crates...),
- the detailed content:
 - supplier part number,
 - Sercel part number,
 - purchase order N°,
 - detailed description,
 - quantity,
 - serial numbers (if any),
- the batch numbers (or date codes),
- the gross weight and the net weight in kg.

The information will be preferably coded in bar code (EAN 128 or Datamatrix).

1.3 Commercial invoice

The commercial invoice shall include the following information:

- Invoice number,
- Supplier's company name,
- Name and phone number of a contact person,
- Consignee name and address, as indicated on the purchase order,
- SERCEL purchase order number / Purchase dept contact.
- For each product:
 - description,
 - part Number,
 - quantity,
 - unit value and total value,
 - currency.
- The additional costs, if applicable (packing, etc...).
- Any specific Code applicable for all controlled equipment (EAR, ITAR, Dual-Use).

For intra UE deliveries, it will also include:

- VAT identification number of the supplier,
- Combined nomenclature (8 figures).

For goods delivered from countries out of the EU, it will include the additional information:

- the HS code,
- the country of ORIGIN,
- the ECCN code, for goods of US origin or provenance,
- INCOTERM (2020 version) as indicated on purchase order.

Any free of charge material (samples, replacement parts...) shipped separately or together with ordered material must be listed on the commercial invoice and packing list, valued at their actual price.

1.4 Packing List

The Packing list must include the following information:

- consignee Address as per Purchase order,
- purchase order N°,
- total number of crates,
- net weight and gross weight of the shipment,
- the detailed content,
- gross weight and net weight of each package.

One copy of each shipping document will be released to the forwarding agent.

2. Delivery time schedule

Goods must be delivered at the address indicated on the Purchase Order and within our opening hours.

	Delivery Address	Monday	Tuesday	Wednesday	Thursday	Friday
Carquefou	SERCEL Nord 16, rue de Bel Air 44470 Carquefou	8h00 12h00	8h00 12h00	8h00 12h00	8h00 12h00	
	SERCEL Sud 17, rue de Bel Air 44470 Carquefou	9h00 12h00 13h30 17h00	9h00 12h00 13h30 17h00	9h00 12h00 13h30 17h00	9h00 12h00 13h30 17h00	
St Gaudens	Route de Barbazan 31800 Valentine	7h30 12h00 12h45 17h00	7h30 12h00 12h45 17h00	7h30 12h00 12h45 17h00	7h30 12h00 12h45 17h00	
Brest	12, rue de Villeneuve Z.I. de Kernogan 29200 Brest	8h30 12h30 13h30 17h30	8h30 12h30 13h30 17h30	8h30 12h30 13h30 17h30	8h30 12h30 13h30 17h30	8h30 12h30
Labège	1110, Av. L'occitane Technoparc Bat 2 CS 17619 31676 Labège Cedex	7h30 17h00	7h30 17h00	7h30 17h00	7h30 17h00	7h30 17h00

Out of these time slots, the Supplier must request Sercel approval 48 hours prior to the delivery.

3. Packaging Rules

3.1 Main Rules

Required packaging

- Identical parts shall be packed in the same type of packaging.
- Eco-responsible or recycled material packaging should be preferred.
- Different parts shall not be mixed together. Nevertheless, we may accept the delivery of different items in the same parcel assuming they are packed in separated bags. In this case, all items should be well identified on the parcels and on the Packing List.
- Except in the case of a requested packaging by Sercel, the supplier is responsible for providing the proper packaging to protect the goods during the transport and fulfil handling requirements.
- The packaging shall be optimized with size and volume.
- Our goods are generally stored in closed and controlled temperature areas. Otherwise, the packaging materials shall withstand cold temperatures ($>-10^{\circ}\text{C}$) and humid environments ($<80\% \text{ HR}$) during several weeks.
- Packaging made from loose-fill packaging 'peanuts' with polystyrene is not recommended. Film, cardboard, paper and any materials that are very easy to recycle is preferred. The over-packaging must be only used for the fragile parts.
- The use of plastic reels for SMD (Surface Mounted Device) is required; Cardboard reels are not accepted.
- Returnable "Europe" pallets will not be returned to vendors.

Parcel weight

- 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. Any parcel that does not meet these requirements could be rejected or repackaged at the expense of the supplier.

➔ Pallet size

- The pallets must meet the European Format Rules, using pallets 60cm x 80cm or 80cm x 120cm. The height should not exceed 140cm.
- It is not allowed to deliver products on two pallets held by a strap (hooping). The pallet size shall fit the product dimensions.

3.2 Specific rules

➔ Specific packing

- LSpecific packing shall be required on the purchase order, with the use of the following mention: "specific packing + code [xx-xx-xx]".

For example: specific packing: SE-CV-NA

In this case, the following rules should be used:

Characters 1 and 2	Characters 3 and 4	Characters 5 and 6
SE (SERCEL) FO (Supplier)	CV (bulk) VI (individual bulk) CI (own packaging)	NA (re-used packaging) NR (discarded packaging)

Glossary:

(SE): Packaging to be specified by Sercel as per the attached documents to the Purchase Order.

(FO): The supplier has the option to use the most appropriate packaging for the product.

(CV): The products are delivered in bulk.

(VI): The products are individually wrapped with a paper, a bag, a net, foam, or others, and are carefully packaged up in a box.

(CI): The product has his own packaging. So, one package = one product.

(NA): The packaging is reused or recycled.

(NR): The packaging can be discarded via the usual standards of recycling or destroying.

➔ Case of packaging defined by SERCEL (SE)

- The purchase order details, or attached documents contain all the requirements that need to be followed with regards to packaging.

➔ Re-usable boxes management

- In the cases where some items are delivered with re-usable packaging, the purchase order will include such type of packaging as a requirement.
- Supplier shall order the necessary re-usable boxes by email to Sercel supply chain and Sercel warehouse shall ship them in less than 8 working days.
- In the case of regular flow, shipments can be planned and staged in advance with routine plant work.

3.3 Non EU Suppliers

Specific requirement apply to non EU suppliers, regarding packaging, documentation and invoices.

All material must be packed under supplier's responsibility in strong cases (Non wooden crates or ISPM 15 standards if wood is used) suitable for long-distance Air/Road/Sea transportation, with resistance to rough handling, moisture, rain, corrosion and shock

Any hazardous material regulated for transportation must be packed under supplier responsibility according to applicable transport regulation ADR, IATA or IMDG. 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 telephone number in case of emergency.

4. Recommendations

Sercel Reserves the right to return those goods or parts that have not been packaged in accordance with these requirements.

Regardless of the PO incoterm, the supplier is responsible for packaging selected. Any damage, defect of functioning, aspect, size or cleanliness of the goods due to a inadequate packaging will be directly attributable to the supplier.

5. Documentation

The Vendor shall provide Sercel with the required documents regarding Health, Safety and environment, in particular:

- Safety sheets for any dangerous item (chemicals, batteries, etc..).
- Contry of origin of the delivered goods and EAR/ITAR/Dual-use code of any controller product.
- Conflict mineral declaration for goods containing Gold, Tin, Tantalum or Tungsten.

Sercel - Nantes

B.P. 30439 - 16 Rue de Bel Air
44474 Carquefou Cedex
Tél : +33 2 40 30 11 81

Sercel - Saint Gaudens

Route de Barbazan, Valentine, B.P. 69
31802 Saint Gaudens Cedex
Tél : +33 5 61 89 90 00

Sercel - Brest

12, rue de Villeneuve, Z.I. de Kergonan
29200 Brest
Tél : +33 2 98 05 29 05

Sercel - Labège

Metrolog
1110 Av l'Occitane, Technoparc, Bât.2 C.S. 17619
31676 Labège Cedex
Tél : +33 5 61 34 80 74

Sercel - Saint-Egrève

22, rue des Platanes
38120 SAINT-EGRÈVE
Tél : +33 6 58 34 05 54

Sercel Inc.

17200 Park Row, Houston, Texas 77084 / USA
Tél : (1) 281 492 6688

Geocomp

125 Nagog park, Acton, MA 01720 / USA
Tél : (1) 978 635 0012

Sercel Concept

1 Logie Mill - Edinburgh, Scotland EH7 4HG / UK
Tél : (44) 131 557 5595

www.sercel.com