

# **Packing, Marking and Shipping Instructions to Vendors**

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## **1. Foreword**

- 1.1 This Specification gives to the Suppliers of material and equipment the essential instructions for proper preparation and packaging of equipment, materials and supplies to ensure that they will be delivered in satisfactory condition, regardless of destination. All shipments shall comply with these requirements and instructions.
- 1.2 Any deviation from this Specification must have the prior written approval of Raizen Argentina SAU. This Specification is applicable to prime Vendors and all Sub-Vendors.
- 1.3 Information and Specifications stated in the inquiry, Material Requisition, or Purchase Order shall take precedence over the requirements set forth herein.

## **2. Scope**

The requirements are specified so that material as shipped will endure the rigors of:

- Handling, stacking and transport to plant construction site. Taking in consideration that the materials must be handled many times.
- Package material to be prepared for a period of 6 months storage at the jobsite.
- Vendor shall have the goods strongly packaged and shall take measures to protect the goods from moisture, rain, rust, corrosion and shock, etc. according to their different shapes and special features to withstand numerous handling, loading and unloading to ensure the goods safe arrival at the site without any damage or corrosion.
- Vendor will be responsible, and shall pay all connected costs, for any loss or damage to material or equipment due to packing that was not adequate for the handling foreseen.

## **3. Preparation of Material**

All equipment and material shall be cleaned internally and externally to remove weld spatter, scale, rust, cuttings, filing, etc., as well as foreign material.

3.2 Critical wearing surfaces, highly stressed parts, and highly finished surfaces shall be further cleaned by dipping or brushing with a suitable solvent, such as petroleum naphtha or alkaline cleaning compound. Critical function or close tolerance surfaces shall be additionally cleaned to ensure removal of perspiration and fingerprint stains, using any commercially available oil fingerprint remover.

3.3 After hydro testing, operating, and/or performance test, tanks, vessels, jacketing, piping etc. shall be completely drained and wiped or blown dry. Lint-free rags shall be used for wiping.

3.4 The use of temporary gaskets for the nozzles with blind flanges (such as manholes ...) is forbidden for transportation purposes

All nozzles with blind flanges shall be closed at Vendor shop before transportation installing new gaskets (refer to material requisition for service gasket type) and the bolts shall be tightened accordingly.

#### **4. Packing Construction**

The packing construction shall comply with UNI 9151, UNI 10858, UNI 10920, as applicable to the specific case, and shall consider the general criteria set forth here after.

**All wooden packing material shall comply with the ISPM 15 - International Standards for Phytosanitary Measures, which means it has been submitted either to Heat Treatment or Methyl Bromide Fumigation, and shall bear the relevant IPPC proper mark.**

##### **4.1 Domestic Shipment**

4.1.1 Very large and complicated equipment such as compressors, generators, large motors, engines, pressure vessels, etc. not supplied with self-supporting base plates, shall be bolted to a skid formed of heavy timbers suitable for sling lift or fork lift truck handling, as applicable. This equipment shall be covered on top and sides with heavy waterproof paper, heavy plastic, or tarpaulin and ventilated underneath to permit air circulation. The cover shall be secured to the skid in such a manner that it will not extend beyond the outer edge and be torn when a sling or forklift handles the equipment.

4.1.2 Very large and/or complicated equipment mounted on self-supporting base plates will not require skids. Covering shall be as specified in the previous paragraph.

4.1.3 Medium or small size equipment, whether on self-supporting base plates or not, shall be bolted to timber skids suitable for sling-lift or forklift truck handling. All equipment shall be covered on top and sides with heavy waterproof paper or plastic, but ventilated underneath to permit breathing. The cover shall be securely attached to the equipment with tape, twine, or staples.

4.1.4 If required, the equipment (including affixed piping and accessories) shall then be enclosed within a wooden crate or box of ample size and strength to protect it against damage during transportation and handling at the jobsite.

4.1.5 Bulk materials may be bundled or enclosed in burlap sacks, waterproof bags, waterproof fiber box, fiber drums, or metal drums. The type of material will govern the best method for shipment. Shipment shall then be palletized in convenient quantities.

4.1.6 Piping may be shipped as loose pieces except that piping 2" and smaller that will be bundled and strapped in order to make more rigid assemblies for shipment. Stainless steel pipes 2" diameter and smaller shall be packed in cases. Stainless steel pipes bigger than 2" diameter, may be shipped loose or in bundles with ends adequately protected and plugged with plastic plugs or cap secured by tape.

4.1.7 Piping shall be consolidated as required by Raizen Argentina SAU for shipment. Any piping specially cleaned internally prior to shipment shall have ends capped or taped to make them watertight, and shall be desiccant protected.

4.1.8 When equipment is shipped in a "blocked-up" condition the requirements of Paragraph 5.2.2 (third bullet) below shall also apply.

## **4.2 Export Shipment Or Sea Shipment**

4.2.1. In general, equipment shall be enclosed in nailed wooden boxes, sea-worthy type, supplemented with steel strapping. Crating shall be of adequate strength to permit stacking and shall be reinforced with steel strapping.

#### 4.2.2. Box Construction

- Waterproof paper shall be used to line top, end, and side of all boxes.
- Each box shall have screened vent openings, located on the sides, of a size commensurate with size of box, with internal splashboards to prevent entrance of rain as well as to prevent sweating due to fluctuations in temperature.
- Any finish-machined item that is blocked for shipment using wood chocks or wood framing shall be isolated from the wood to prevent moisture transmission from the wood to the metal surface.
- For big boxes, a “window” is required in order to facilitate the Argentinian Customs Inspection, avoiding the package dissembling or destruction.

4.2.3 Large volume equipment such as pressure vessels, large machinery pieces, structural steel, large size pipe, etc., which is inherently weather resistant and capable of withstanding the rigors of transportation may be shipped without being boxed.

4.2.4 Equipment containing stainless steel parts must be boxed and marked: “This material to be stored below deck and not as deck cargo”.

4.2.5 Special shipping fixtures, tarpaulins, etc. are considered to be expendable items and will not be returned to Supplier. In addition, the provider shall notify to Raizen Argentina SAU in case of sending the mentioned additional equipment with the main cargo.

### **4.3 Requirements applicable to any mode of shipping or to any destination**

4.3.1. Small loose parts shall be packed in a separate, sturdy wood box with steel strapping & each part marked with waterproof ink for proper identification. Any such box may be shipped with the main equipment, provided that it is securely attached to the main skid or within the main box. Secure attachment consists of strapping or bolting. Tying or wiring is prohibited.

4.3.2 Small spare and replacement parts shall be packed in a steel-strapped, rugged wood box for rail or truck shipment. A steel-strapped, sturdy, well packed carton is permissible for parcel that are shipped by express courier or air freighted. Large parts, such as rotor assemblies, shall be prepared and enclosed in the same way as the main machinery unless otherwise directed in the purchase order or requisition.

4.3.3 Tools shall be packed in a separate, steel strapped, rugged, wood box, marked “special tools”. However, large pieces, such as disassembly cradles, may be packed in the same way as the main equipment.

4.3.4 Cement and refractory materials shall not be shipped to the construction site earlier than 6 months prior to use. The purchase order will give earliest delivery date. High alumina refractory, rapidly deteriorate (particularly in a hot climate), shall require a special shipping schedule.

## 5. Installation Instructions and Drawings

One set of installation instructions and drawings shall be included with the shipment in a sealed waterproof envelope, firmly attached directly to the equipment within the packing container.

## 6. Marking

6.1 All packages must bear the following marks applied legibly and indelibly on 3 (three) adjacent sides as per “SHIPPING MARK” sample.

Such packages and cases shall contain two copies of their packing list enumerating the parts contained herein (one outside and one inside). Please assure the mentioned documents are in their latest revision. In case of an inspection by Argentinian Customs any difference between revisions, commercial invoice value or declared items could generate penalties.

Major equipment items such as assembled vessels are to be clearly and indelibly marked in characters at least 45 cm. High.

6.2 The packages will be marked by each Vendor consecutively for the whole of each purchase order's sequence of shipments.

For example:

- Shipment N° 1 partial
- Cases N° 1,2,3
- Shipment N° 2 balance
- Cases N° 4,5,6,.....n

6.3 The shipping Documentation provided by the Vendor shall be properly packed to withstand numerous handlings, long-distance transportation and to protect damages from moisture and rain. The surface of each package shall be marked as required.

The Vendor shall stencil on the outside of the shipping packages appropriate instructions for the handling, transport and storage with letters at least 45 mm high. (where applicable).

Packages requiring special handling must be marked additionally with the following customary symbols:

➤ Top

- Fragile
- Protect against moisture
- Protect against heat
- Use no hooks
- Point of gravity
- Sling hare

## 7. Delivery Point

All material must be delivered at the following address:

**Raizen Argentina SAU – Buenos Aires Refinery**

**Sargento Ponce 2318 Dock Sud (1871) - Buenos Aires- Argentina**

**Attn – Gabriela Maria Alzarria – [g.alzarria@raizen.com.ar](mailto:g.alzarria@raizen.com.ar)**

**CUIT (TAX ID): 30-50672680-4**

## 8. Shipping and Notification

In the cases where transportation is included in Vendor's scope of supply, shipping shall be arranged only after receipt of the green light given by Raizen Argentina SAU. Vendor must notify each shipment to the persons indicated in Point 7.0, and must strictly comply with the instruction given therein, especially as far as time of advance notification and unloading hours specified.



The notification must include the following information:

- 1) Estimated departure date (E.T.D.)
- 2) Estimated time of arrival at site (E.T.A.)
- 3) Name, phone, fax number of carrier
- 4) Copy of delivery note
- 5) Copy of invoice (only for export)
- 6) Packing list

### **9. Documentation**

All shipments of project material will require the following documentation:

- a. Commercial Invoice
- b. Packing List

Each document shall have the same material description as per Purchase Order.

Commercial invoices shall show the following information:

- a) Client Name
- b) Project Name (if applies)
- c) Purchase Order Number
- d) Purchase Order item number(s)
- e) Project number (if applies)
- f) Description of the goods as per Purchase Order including Tag numbers if corresponds
- g) Serial number or part number
- h) Commercial brand or manufacturer (if different) and model of each item.
- i) Quantity of each item indicating measure unit (kilograms, meters, units, liters, etc)
- j) Net unit prices for each item.
- k) Total Invoice value stating terms of delivery (FOB, CFR, etc.)
- l) Currency
- m) Country of origin for each item
- n) Invoice Number and Date
- o) Statement that the goods are new or used.
- p) Supplier's Bank and Banking account number
- q) Legend stating the following: "I hereby certify that the above listed material is of (Country of origin) growth and/or manufacture. All prices are true and correct"

**Important Note: Words like "kit" or "set" must not be used as description of goods on the invoice. Description, Quantity and unit price of each component of a "kit" or "set" must be specified in detail.**

Packing list shall show the following information:

- a) CLIENT NAME:
- b) Project:
- c) Contract N°
- d) Purchase Order Number
- f) Packages number ... of ...
- g) AFWI requisition number
- h) Item or tag number
- i) Quantity
- l) Detailed description of material (as per other documents).
- m) Gross and net weight in Kg
- n) Type of packing (case, crate, bundle, loose, etc.)
- o) Packing dimensions (L x W x H) in cm
- p) **Unit and Total Price per Packing List Item (When “Staggered Shipping Regime Applies”, see point 10. Régimen de Envíos Escalonados – Staggered Shipping Regime – Res. Gral. 1243/1992 and 2212/2007)**

The Packing List shall be written in English language.

## 10. Spare Parts Supply

When the Purchase Order / Project requires the delivery of spare parts, these spare parts will have to be invoiced broken down in items, with their correspondent quantity, unit price, total price and country of origin as stated in point “9. Documentation”.

**When the Purchase order only states “Spare Parts”, “Commissioning Spare Parts”, “Capital Spare Parts” or any similar term, the seller will have to send - 2 months in advance - a break down list of all the spare parts it will be delivering.**

## **11. Régimen de Envíos Escalonados – Staggered Shipping Regime (Res. Gral. 1243/1992 and 2212/2007)**

Res. 1243/92 and 2212/07 regulates the possibility of importing big equipment or plants (including any related loose items) that requires to be presented at Customs in partial shipments because of the size, the complexity, the mounting schedule, different countries of manufacture or other justified reasons.

Depending on the characteristics of each project or supply, Raizen might need to apply to this regime in order to expedite the Customs Clearance Process.

**When this regime is applied, each shipment will require a valued packing list showing the price for each item shipped as per indicated in point 9) p).**

**This breakdown is mandatory, supplier will have to make all the arrangements needed to comply with this requirement.**

## **12. Oversize / Heavy Weight Transportation – Shipping Drawings**

For every shipment of materials and/or equipment, with any of the packages having dimensions and / or weight exceeding the following:

|        |          |
|--------|----------|
| Weight | 22 Tons. |
| Length | 11.50 m  |
| Width  | 2,30 m   |
| Height | 2,30 m   |

**Vendor shall submit to Raizen Argentina SAU a copy of the preliminary “Shipping Drawing” within 3 months from the order.**

**In case of order with a delivery shorter than three months, the due date for submission of “Shipping Drawing” will be agreed at the moment of order placement.**

The “Shipping Drawing” shall show dimensions and weight of the equipment in the transportation setting, with lifting lugs position, the position of the center of gravity, the dimensions of the provisional saddles, etc., and any other information needed to plan the transportation to the job site.

Raizen Argentina SAU will review the drawings, or will have them reviewed by the appointed Forwarder, and will send them back with comments if any.

Vendor shall send to Raizen Argentina SAU copy of the final drawings not later than 2 months before the shipping date.

Saddles shall be designed in order to avoid any problem during land transportation (weight, height, width, length problems) and shall be suitable for stowage and lashing during sea transportation (apply regulation: 1994/95 IMO publication code of practice IMO-295-E).

### **13. Insurance**

Insurance will be covered by Vendor or Raizen Argentina SAU according to the INCOTERMS and purchase order.

### **14. Dangerous Material**

If the supply includes inflammable, self-igniting, poisonous, corrosive, explosive, radio-active or other dangerous materials, they must be packed according to the instructions of the carrier (EVC, CIM, IMCO, SFO) and noted specially in the packing lists.

An official declaration properly identifying the nature of risk shall be provided by suppliers and shall be attached to the packing list.

An official Accident Prevention Sheet written by vendors must be attached to each shipment. The document shall provide information describing:

- 1) Procedure to properly and safely handle the package (s)
- 2) Step to be taken in case of accident.

(Prepared in the language of the country of destination, or at least in English).

### **15. Customs Operations**

All import Customs operations for goods originated outside Argentina, and payment of relevant duties, will be performed by Raizen Argentina SAU.

Vendor shall notify Raizen Argentina SAU in due time whenever goods are ready to be shipped, advising the same information as indicated at paragraph 9.0.

16. Packing Samples

**TABLE "A"**

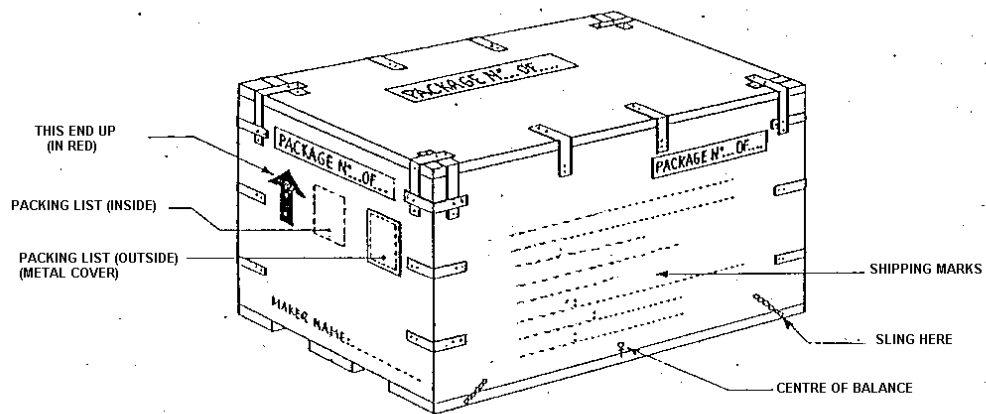
| CLASS OF MATERIAL   | SKIDDER OR NAILED WOODEN | PLYWOOD<br>D<br>R<br>U<br>M<br>OR FIBRE BOX | TEXTIL BAGS OR FIBRE DRUM | MULTIWALL SHIPPING SACKS OR METAL<br>D<br>R<br>U<br>M | BUNDLE,<br>OR LOOSE |
|---|--------------------------|---|---------------------------|---|---------------------|
| 1. Structural parts, metal or wood                                | D,E                      |   |                           |   | D,E                 |
| 2. Major Items<br>a. Large Machinery<br>b. Medium-Small Machinery | D,E<br>D,E               |   |                           |   |                     |
| 3. Tools & Machine Parts  | D,E                      | D   |                           |   |                     |
| 4. Pipe<br>a. 3" and above<br>b. 2" abd below                     | E                        |   |                           |   | D,E                 |
| 5. Metal rods & sheets  | D,E                      |   |                           |   |                     |
| 6. Bulk Materials Solids  | D                        | D   | D,E                       | D,E   |                     |
| 7. Loose article not subject to damage in transit                 | D,E                      | D   | D,E                       |   | D                   |
| 8. Hardware & Fittings  | D, E                     | D   | D                         |   |                     |
| 9. Wire & Cable   | E                        |   |                           |   | D                   |
| 10.Furniture-Office & Field                                       | E                        |   |                           |   | D                   |
| 11.Instruments  | E                        | D   |                           |   |                     |

|   |          |   |      |      |  |
|---|----------|---|------|------|--|
| 12.Liquids – in Bulk  |          |   | D, E |      |  |
| 13.Liquids - in containers  | D, E     | D |      |      |  |
| 14.Chemicals - in bottles   | D, E     | D |      |      |  |
| 15.Chemicals-Inert Granular – in bulk                                       |          |   | D    | D,E  |  |
| 16.Chemicals, Inert Granular in container                                   | D,E      | D | D    |      |  |
| 17. Pressure Valves<br>a. 8' Diameter and above<br>b. 8' Diameter and below | E<br>D,E |   |      | D, E |  |
| 18. Heat Exchangers   | D,E      |   |      |      |  |
| 19. Spare Parts   | D, E     |   |      |      |  |

Notes relevant to TABLE "A"

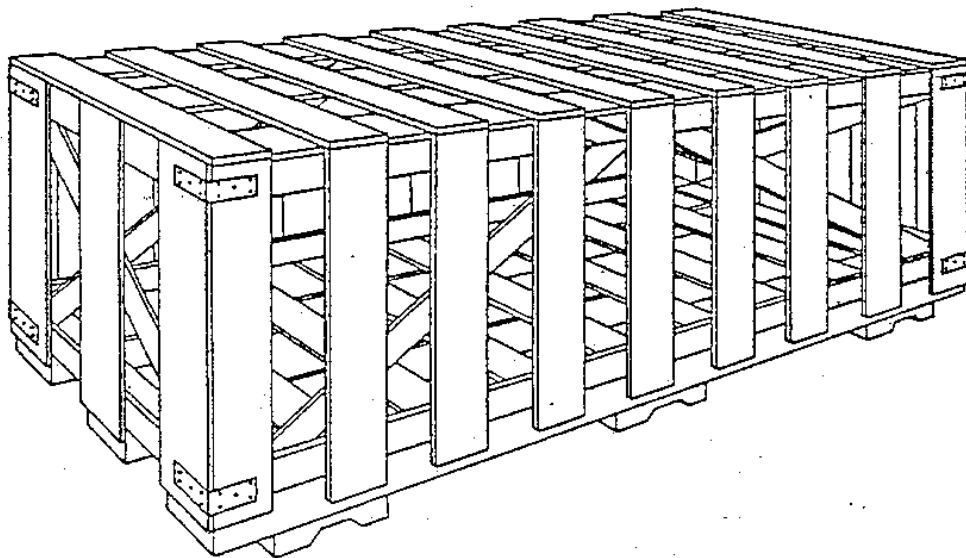
1. "D" designates acceptable for domestic shipment.
2. "E" designates suitable for export or sea shipment.

## BOX (EXAMPLE)

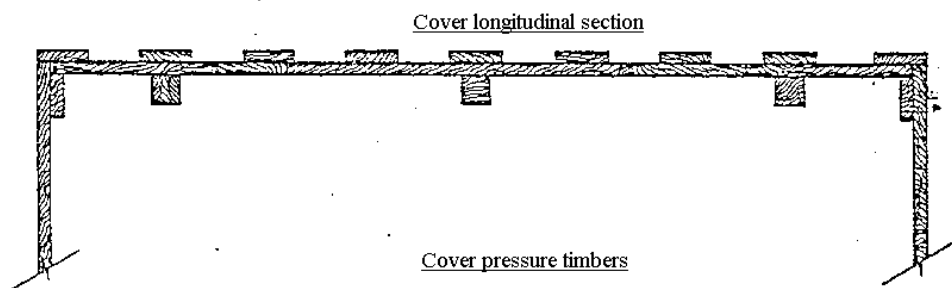


CRATE

Lumber Package



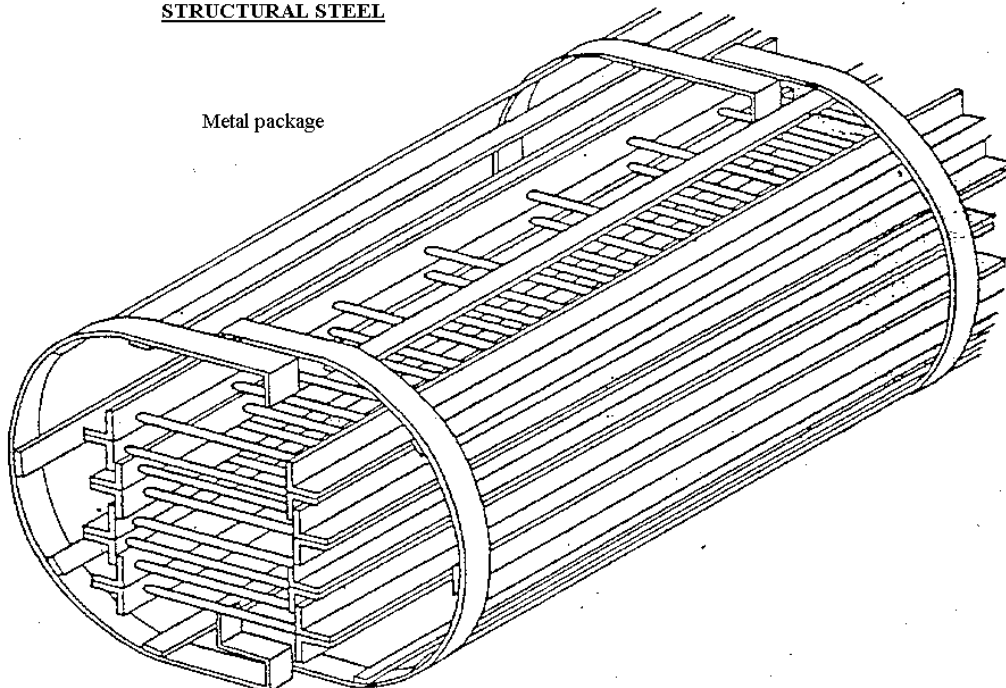
**bolt timber ends at weights over 5 t.**





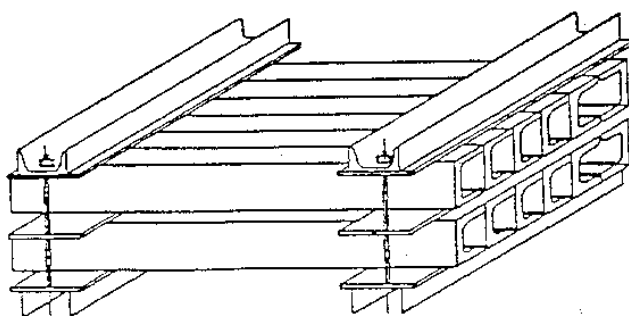
**STRUCTURAL STEEL**

Metal package



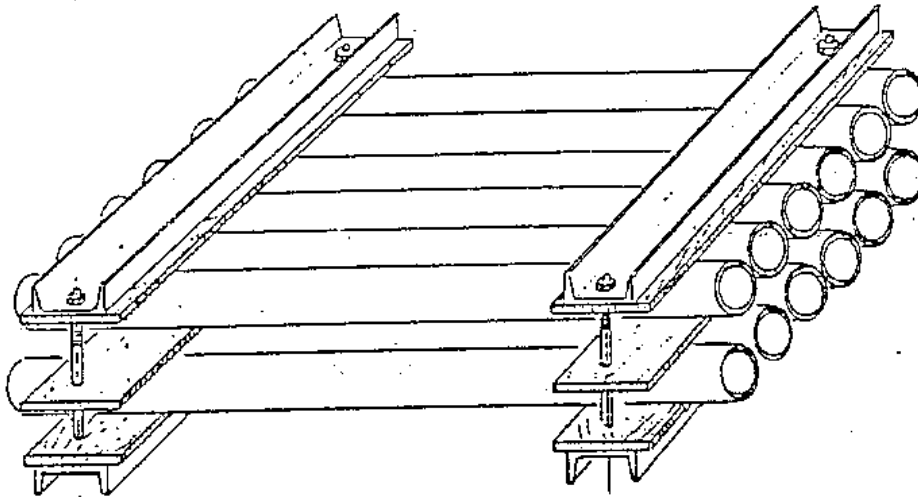
Note:

In order to avoid that wooden intermediate layers are torn out, the spacing between threaded bar and board end must be AT LEAST AS WIDE as the space between threaded bar and side of board.



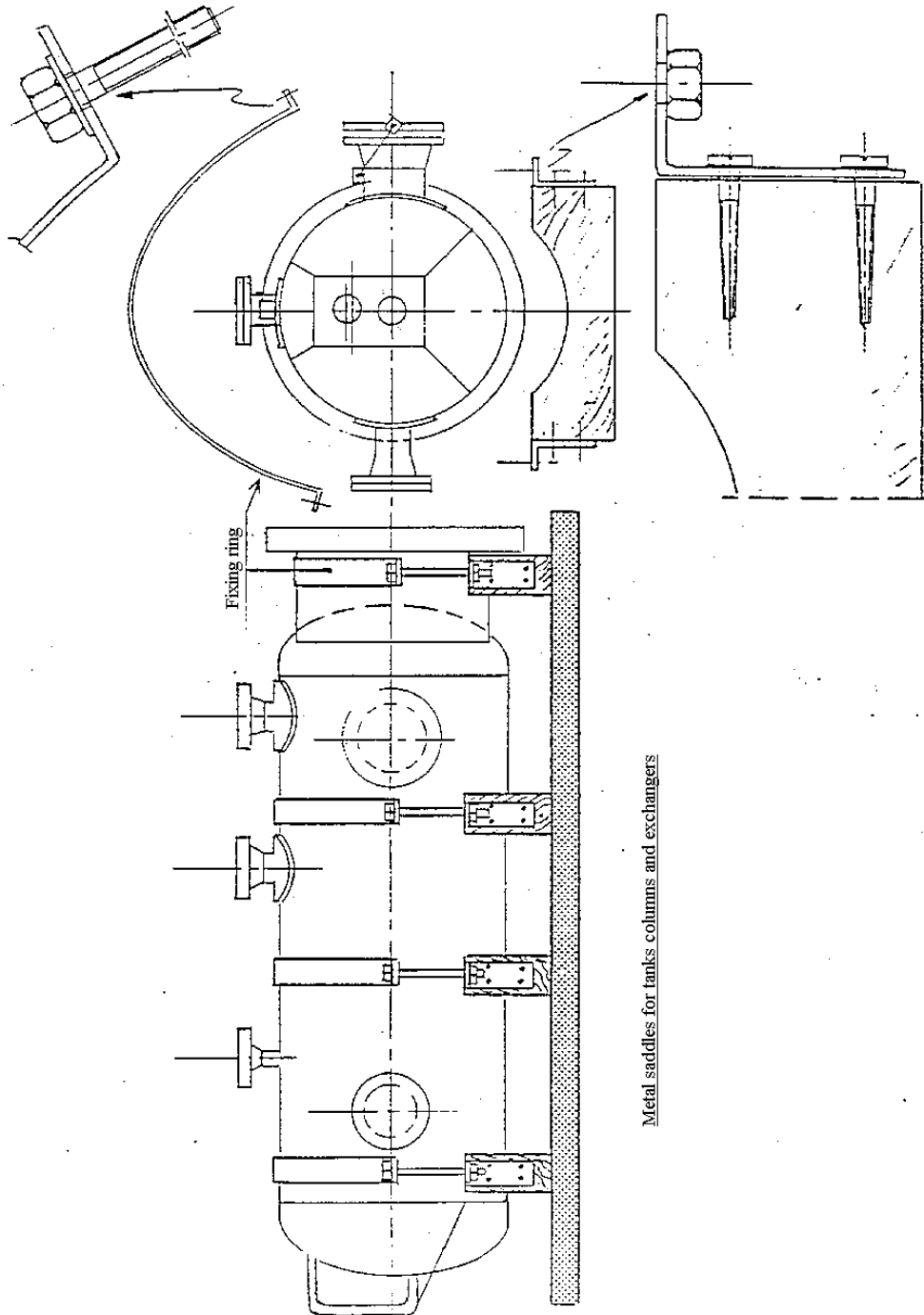
**PIPES**

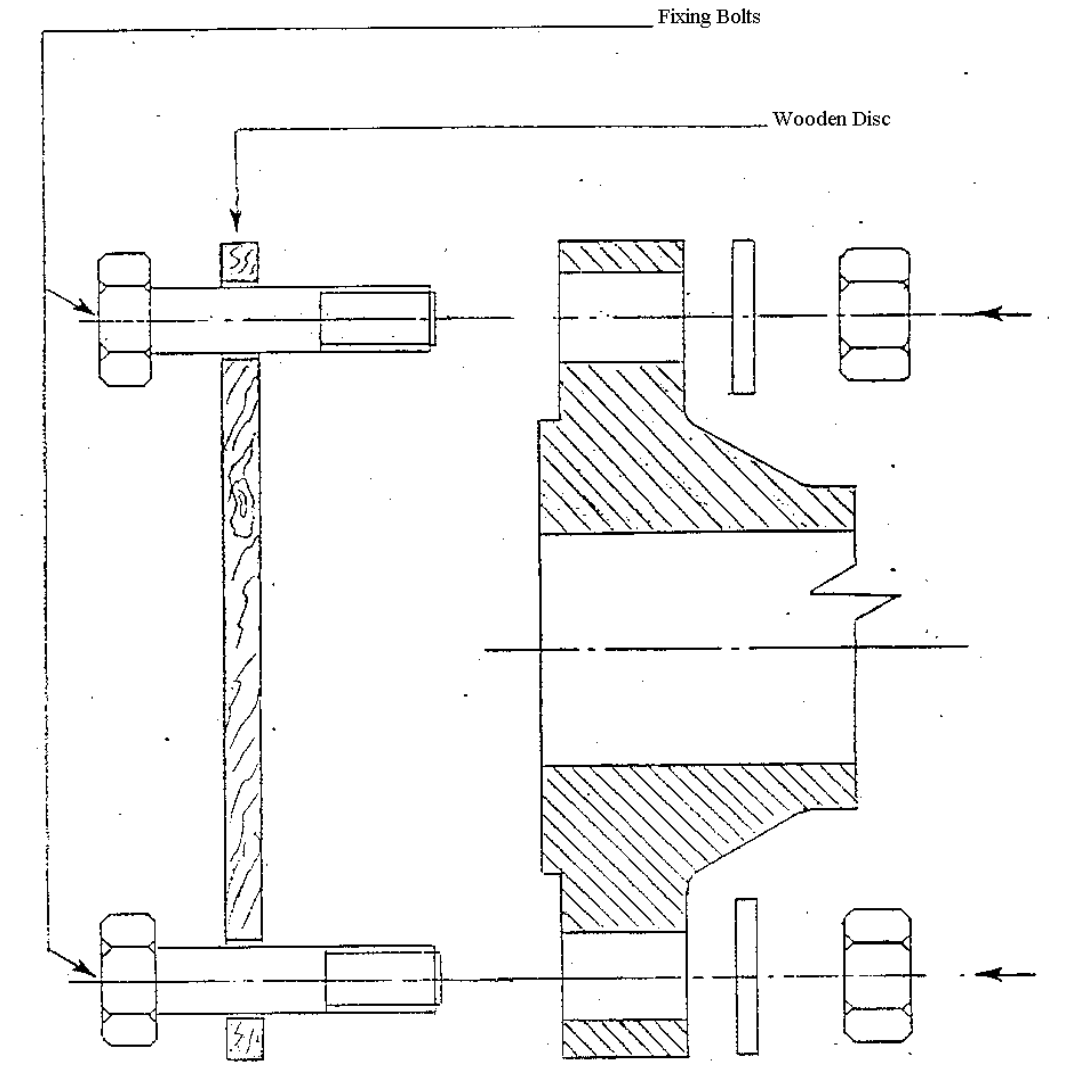
Straight pipes of carbon steel UP to NW 300

**Note:**

To avoid that wooden intermediate layers are torn out, the spacing between threaded bar and board end must be AT LEAST AS WIDE as the space between threaded bar and side of board.

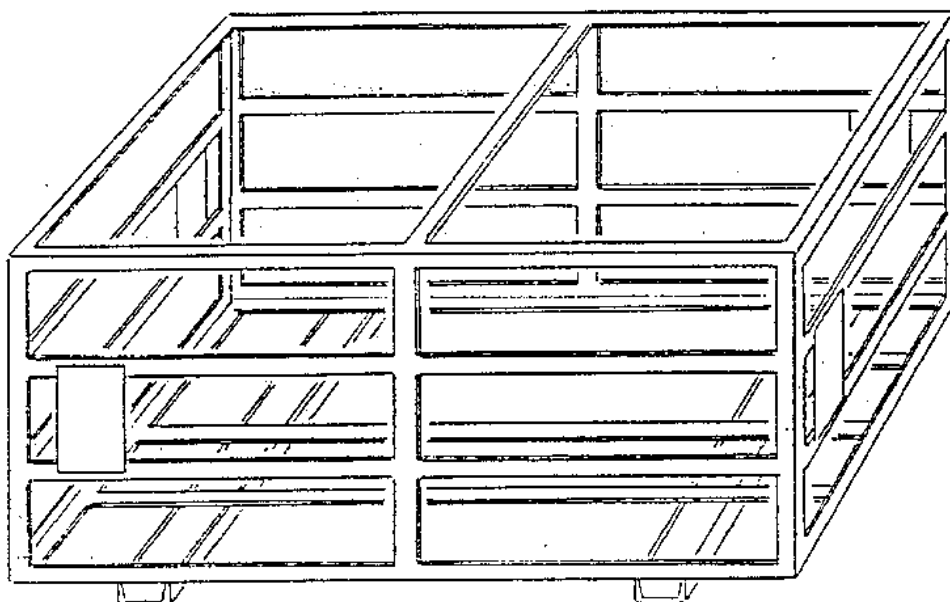
- Pipes of carbon steel from NW 350 – Loose
- Pipes fittings of carbon steel – Case or crate
- Pipes and pipe fittings of stainless steel – Case
- Fittings, pipe bends, reducer, flanges – Case
- Tarred pipes, the packing is to be coordinated with AFWI time by time (during negotiation)



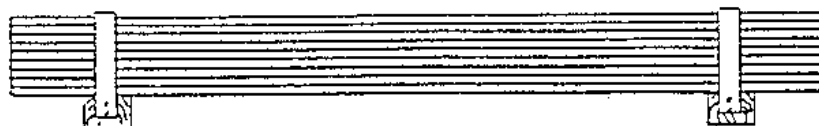
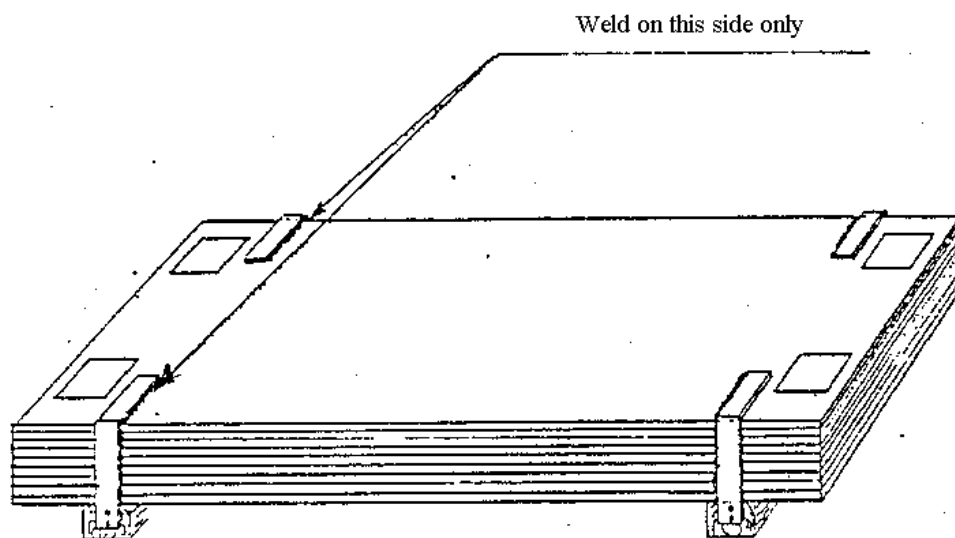


**STEEL STRUCTURES - SMALL PIECES**

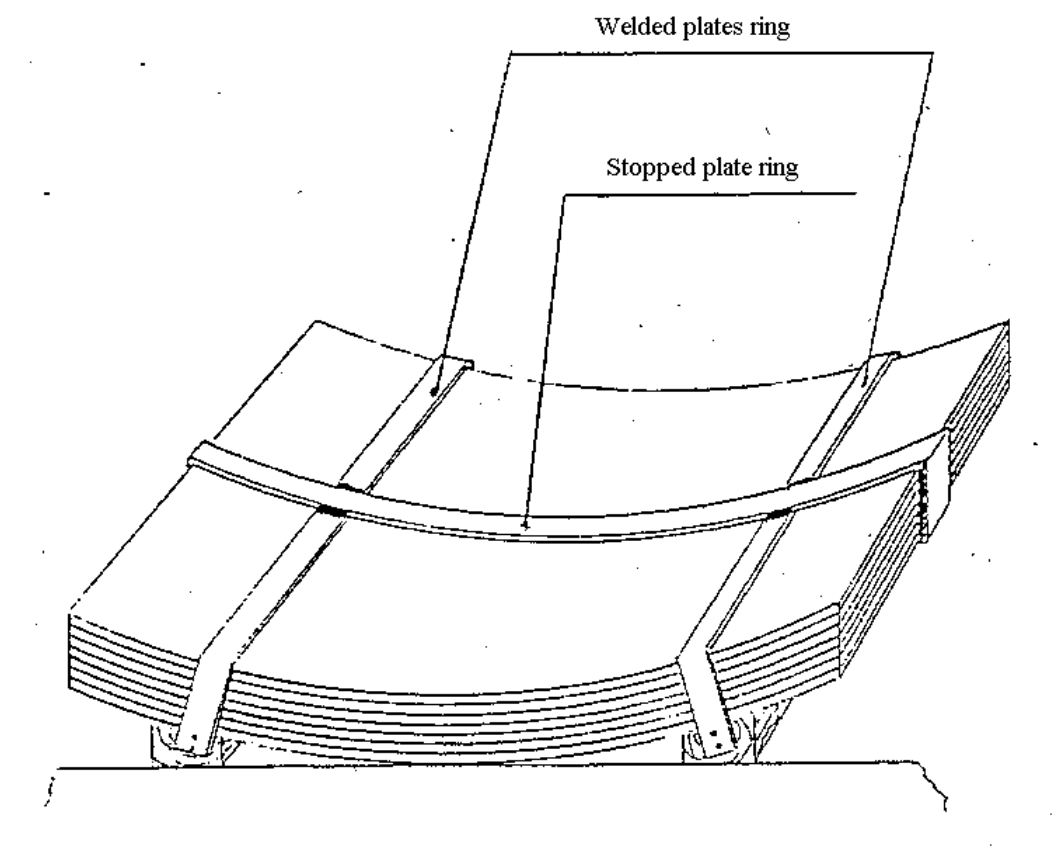
Metal Package



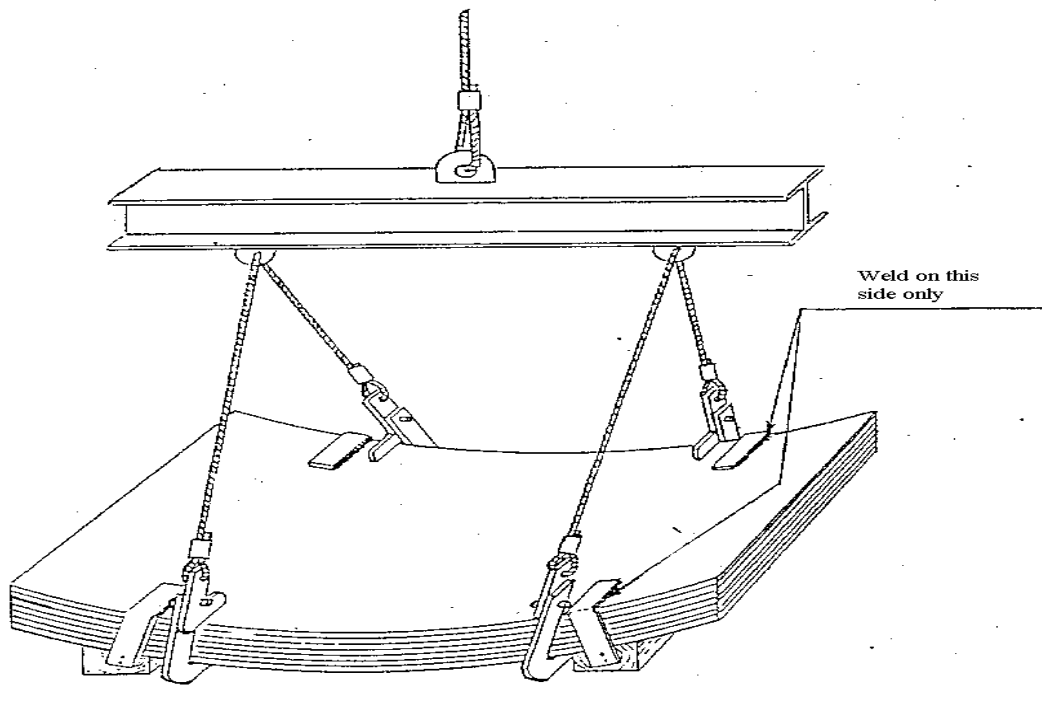
METAL PLATE



METAL PLATE



METAL PLATE





17. Shipping Marking Sample

|   |                |                |
|---|----------------|----------------|
| <p><b>RAIZEN ARGENTINA SAU</b></p> <p><b>XXXXX PROJECT</b></p> <p><b>Sargento Ponce 2318 Dock Sud (1871) - Buenos Aires- Argentina</b></p>  |                |                |
| <p>Consignee: <b>RAIZEN ARGENTINA SAU</b><br/> <b>Sargento Ponce 2318 Dock Sud (1871) - Buenos Aires- Argentina –</b><br/> <b>CUIT (TAX ID): 30-50672680-4</b></p> <p>Contract n° .....</p> <p>Purchase Order n° ....</p> <p>Vendor: .... (Supplier /Company name)</p> <p>Material: ....(description)</p> <p>Item: .... (if applicable)</p> <p>Package n° ....(progressive n°) of .... (total n° of parcels)</p> <p>Overall dimensions: cm..... (length) x ....(width)x ....(high)</p> <p>Volume: cbm .... (length x width x high)</p> <p>Weight: Net Kg ..... - Gross Kg .....</p> |                |                |
| <p>Shipment n° ....</p>   | <p>Partial</p> | <p>Balance</p> |
|   |                |                |

18. Packing List Sample

| PROJECT PARTICULARS   |            | PURCHASE ORDER PARTICULARS   |                    | CONTACT DETAILS OF MATERIAL RECEPTION AT SITE  |             |                         |              |                           |              |                      |          |           |                 |     |          |           |                  |                   |         |                 |         |
|---|------------|--|--------------------|--|-------------|-------------------------|--------------|---------------------------|--------------|----------------------|----------|-----------|-----------------|-----|----------|-----------|------------------|-------------------|---------|-----------------|---------|
| <b>PROJECT:</b><br><b>CONTRACT NUMBER:</b><br><b>CONSIGNEE:</b>   |            | <b>PROJECT NUMBER:</b><br><b>PURCHASE ORDER NO.:</b><br><b>PURCHASE ORDER DESCRIPTION:</b><br><b>REQUISITION NUMBER:</b><br><b>INSPECTION RELEASE NOTE (R/N) NO.:</b><br><b>INVOICE NO.:</b> |                    | <b>SUPPLIER ADDRESS:</b><br><br><b>CONTACT PERSON AT SITE:</b><br><b>PHONE:</b><br><b>EMAIL:</b> |             |                         |              |                           |              |                      |          |           |                 |     |          |           |                  |                   |         |                 |         |
| <b>NOTES:</b><br><b>REVISIONS:</b><br><b>REVISIONS:</b>   |            | <b>PACKING LIST SUMMARY</b><br>TOTAL NO. OF PACKAGES: 2<br>TOTAL GROSS WEIGHT (KG): 0.00<br>TOTAL GROSS VOLUME (M <sup>3</sup> ): 0.00<br>TOTAL NET WEIGHT (KG): 0.00                        |                    | <b>INFORMATION FOR IMPORT CUSTOMS:</b><br><br>Not applicable                                     |             |                         |              |                           |              |                      |          |           |                 |     |          |           |                  |                   |         |                 |         |
| <b>SUPPLIER PARTICULARS:</b><br><b>SUPPLIER ADDRESS:</b><br><b>COLLECTION ADDRESS:</b><br><b>DELIVERY INSTRUCTIONS:</b>   |            | <b>PACKING LIST SUMMARY</b><br>TOTAL NO. OF PACKAGES: 2<br>TOTAL GROSS WEIGHT (KG): 0.00<br>TOTAL GROSS VOLUME (M <sup>3</sup> ): 0.00<br>TOTAL NET WEIGHT (KG): 0.00                        |                    | <b>INFORMATION FOR IMPORT CUSTOMS:</b><br><br>Not applicable                                     |             |                         |              |                           |              |                      |          |           |                 |     |          |           |                  |                   |         |                 |         |
| Storage codes: A. Storage in climatised room. B. Storage in sealed room. C. Storage under roof. D. Storage in open air with tarpaulin protection. E. Storage in open air. For further description of each code, please refer to document "Instructions for Packing, Marking and Shipping" |            |  |                    |  |             |                         |              |                           |              |                      |          |           |                 |     |          |           |                  |                   |         |                 |         |
| PACKAGES  |            | WEIGHTS  |                    | MEASUREMENTS   |             | DESCRIPTION OF CONTENTS |              | VALUE OF EACH PACKAGE USD |              |                      |          |           |                 |     |          |           |                  |                   |         |                 |         |
| Container No  | Package No | Package Type   | Stackable (Yes/No) | Storage code   | Gross (kg)  | Net (kg)                | Length (cm.) | Width (cm.)               | Height (cm.) | CM (m <sup>3</sup> ) | Item No. | Item Name | Unit of measure | Qty | Item No. | Item Name | Unit Price (USD) | Total Price (USD) | HS CODE | Origin of goods | Remarks |
|   | 1          |  |                    |  |             |                         |              |                           |              |                      |          |           |                 |     |          |           | 5.00             | 20.00             |         |                 |         |
|   | 2          |  |                    |  |             |                         |              |                           |              |                      |          |           |                 |     |          |           | 20.00            | 60.00             |         |                 |         |
| <b>TOTALS</b>   |            | <b>2</b>   |                    |  | <b>0.00</b> | <b>0.00</b>             |              |                           |              | <b>0.00</b>          |          |           |                 |     |          |           | <b>1.000.00</b>  | <b>20.000.00</b>  |         |                 |         |

SAMPLE

|             |                     |
|-------------|---------------------|
| Area        | COMERCIO EXTERIOR   |
| Responsible | JUAN ALBERTO MILESI |
| Aprobadores | CECILE LASSALLE     |