

**Introduction:**

This is an excerpt from re-written shipping and documentation instructions that an Engineering, Procurement and Construction Management (EPCM) company issues to its suppliers. Re-write focused on the language and technical accuracy of the document.

**SHIPPING AND DOCUMENTATION  
INSTRUCTIONS**

**1. GENERAL**

**1.1. Instructions**

The instructions contained in this document may be superseded or augmented by shipping and documentation instructions indicated in the Purchase Order contract. In the event of conflicting instructions, the instructions contained in the Purchase Order shall take precedence. All terms and conditions of the Purchase Order must be strictly followed.

**NOTE: FAILURE TO COMPLY WITH THESE INSTRUCTIONS MAY RESULT IN A BACK CHARGE AGAINST THE VENDOR.**

The Vendor shall be solely responsible for transmitting these shipping and documentation instructions to any Sub-Supplier engaged by the Vendor.

**1.2. Transportation and/or Shipping Instructions Contact**

The Vendor shall contact the Project Logistics Manager for any questions relating to these shipping instructions or for any special shipping arrangements that may be required.

CONTACT: \_\_\_\_\_,      TEL. (\_\_\_\_) \_\_\_\_\_  
E-MAIL \_\_\_\_\_

**1.3. Domestic and Export Packing**

The Purchase Order terms shall indicate the Vendor's responsibilities for packing Project Materials and Equipment for shipment. If the Purchase Order requires domestic packing, the Vendor shall pack the materials and equipment in accordance with attached specifications titled "Domestic Packing Specifications".

If the Purchase Order specifies export packing, the Vendor shall pack the materials and equipment in accordance with attached specifications titled "Export Packing Specifications".

Vendor's packing that does not meet the requirements of these specifications may result in the re-packing of the materials with these costs being charged to the account of the Vendor.