

SQP-SO-74-0004 – Supplier Quality Requirement

Appendix B - Inbound Delivery Document Requirements

Rev No: H

Issue Date: 11-May-23

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List of Changes			
Rev.	Issue Date	Pages	Report
A	25-Feb-10	All	First Issue
B	07-Apr-11	4	Conformity Certificate
C	19-Apr-12	2&3	Sec. 2, 3.1.2, to 3.1.5 revised
D	10-Nov-15	1 & 4	Sec 2, 3.1.10 revised
E	02-May-18	1 to 4	Sec 2 & 3.1.4 revised & Sec 3.1.9 added
F	02-Feb-20	1 & 2	Change of Delivery Address from STRATA to KIZAD Warehouse
G	17-Feb-20	1 & 2	Change of Delivery Address from KIZAD Warehouse to STRATA
H	11-May-23	6	Section 3.1.12: Calibration Certificate for the temperature recorders is added as an example of the other certificates requested from the suppliers.

2 NAME AND ADDRESS

2.1 FOR ALL INBOUND SHIPMENTS TO STRATA THE CONSIGNEE NAME AND ADDRESS SHOULD READ:

Attn.: Logistics Department
 Strata Manufacturing PJSC
 Plot 944, Road 900
 Near Al Ain Airport
 Al Ain
 United Arab Emirates
 Tel: +971 3 7071300

Prepared by: Ghubaisha AlAmeri Department: Supplier Quality Date: 11 May 23	Checked by: Marcin Lesicki Department: Supplier Quality Date: 11/05/23
Checked by: Ritchie Paul Barnes Department: Supply Chain Date: 11 May 23	Approved by: Mohammed AlNuaimi Department: Quality Date: 25/5/23

Fax: +971 3 7071492

N.B.: Because Strata has special arrangements for duty exemption clearance through Abu Dhabi entry points, it is necessary ALL shipments to be discharged at the Abu Dhabi Port or Abu Dhabi International Airport.

2.2 FOR ORIGINAL DOCUMENTS DELIVERY, USE THE BELOW ADDRESS:

Attn.: Logistics Department
Strata Manufacturing PJSC
Plot 944, Road 900
Near Al Ain Airport
Al Ain
United Arab Emirates
Tel: +971 3 7071300
Fax: +971 3 7071492

Also for each shipment, copies of documents to be e-mailed to the Strata Logistics Department LogisticsInboundTeam@strata.ae and the responsible Strata Buyer for compliance approval, before sending the original documents.
Documents Delivery & e-mail shall contain reference of Shipment Reference Number.

3 DOCUMENTS REQUIRED WITH ALL SHIPMENTS

3.1.1 BILL OF LADING (B/L) / AIRWAY BILL (AWB)

The B/L and/or AWB should show:

- B/L, AWB number
- The exporter's name (consignor)
- Port of loading (POL)
- On-Board date
- The consignee's name (Importer)
- Port of discharge (POD)
- Total: gross weight, volume, number of packages
- Vessel name (sea/ocean freight)
- Voyage number (sea/ocean freight) / flight number (air freight)
- Container number (sea/ocean freight)
- Freight type (collect or prepaid)
- Special handling instructions (if any). Ex: shipping temperature

3.1.2 COMMERCIAL INVOICE

Shipper must provide original commercial invoice (should be in English) along with the shipment and it must clearly show:

- Invoice number & Date
- Harmonized Tariff Schedule Code (HTS Code) next to each product
- Reference & Description of each product
- Quantity & Pricing Unit (Pc, Doz., Pack, Case, Kilogram, Liter, Kit, Set, Pair, Bottle, Gallon, Etc.)
- Unit price (One Lot / Lump sum Price is not acceptable by customs)

- Total price for each line item
- Total invoice value in numbers and letters
- Invoicing Currency
- Shipping terms (incoterm: (EXWORKS / CIF / CFR / DAP / DDP etc.)
- Country of Origin beside each SKU
- Contract reference (if applicable)
- Purchase order no.
- Names & addresses of the **Consignee** (importer) and the **Consignor** (shipper / exporter)
- Total number of packages, total net and gross weights
- L/C no. if available
- Shippers **STAMP & SIGNATURE IN BLUE INK**

Note: On the invoice, the following phrases shall not be used.

- a) Value for customs purposes only
- b) Free of charge

3.1.3 PACKING LIST

Shipper must provide original packing list along with the shipment and it must clearly show:

- Invoice number & date
- Item no., description, quantity, and unit (Pc, Doz., Pack, Case, Kilogram, Liter, Kit, Set, Pair, Bottle, Gallon, Etc...)
- Beside each product: package number(s), package dimensions (volume), and package net & gross weights.
- Total number of packages, total net & gross weights, and total volume (in CBM).
- Names & addresses of the **Consignee** (importer) and the **Consignor** (shipper / exporter).

3.1.4 CERTIFICATE OF ORIGIN (COO)

Shipper must provide original certificate of origin along with the shipment and must show:

- The country of origin of the shipped products issued by respective CHAMBER OF COMMERCE
- The invoice number / P/O number
- L/C no. if available
- Gross weight of the shipped cargo and total no. of packages
- Names & addresses of the **Consignee** (importer) and the **Consignor** (shipper / exporter)

The COO must be issued or at least stamped from the Chamber of Commerce or any other concerned authority.

The certificate of origin is required with all;

- **Marine (ocean / sea) freight shipments**
- **Airfreight shipments arriving at any airports apart from Abu Dhabi (e.g. Dubai, Sharjah etc.) in UAE.**

3.1.5 MATERIAL SAFETY DATA SHEET (MSDS)

- The MSDS shall show the detailed material composition of the product with workplace safety instructions

- Material Safety Data Sheet to accompany with all the DG & Non Hazardous Chemicals shipments

Other documents that are required with special type of products such as hazardous material:

3.1.6 TECHNICAL DATA SHEET (TDC)

- The TDC is a document summarizing the performance and confirming the technical characteristics of a product.
- Usually required with chemical and chemical compounds shipments.

3.1.7 DANGEROUS GOODS DECLARATION

- The shipper's written declaration in specialized forms is **MANDATORY** in the shipment of dangerous goods (hazardous materials) under the international regulations. The forwarder could provide the forms (Sample Forms) issued by the supplier or their representative.
- The shipper must certify that the contents of the consignment are fully and accurately described by proper shipping name and are classified, packed, marked and labeled, and are in all respects in the proper condition for transport according to the applicable international regulations. The description of the goods must be in technical (generic) names, not in brand (trade) names.

3.1.8 DANGEROUS GOODS NOTE (SEA/OCEAN & LAND FREIGHT)

The Dangerous Goods Note is a dangerous goods declaration, shipping note, and container/vehicle packing certificate. It is required in sea/Ocean & land freight.

It must clearly show:

- Names & addresses of the **Consignee** (importer) and the **Consignor** (shipper / exporter)
- Vessel Name
- Port of Loading (POL)
- Port of Discharge (POD)
- Total number and Kind of Packages
- Product reference and description
- IMCO Class (IMDG classification code)
- UN Number
- Flashpoint in degrees Celsius
- Total net & gross weights, and total volume (in CBM)
- Container/vehicle number, type, size and seal number
- Additional handling information

3.1.9 REACH COMPLIANCE REQUIREMENT

For all materials categorized as dangerous goods (within the meaning of EC Regulation 1907/2006, Article 3) the supplier shall notify Strata immediately in written form if any changes occur to the item using a material safety data sheet according to applicable EC Regulations (EC Regulation 1907/2006) and a technical data sheet. In addition, for goods which have been declared as products (within the meaning of EC Regulation 1907/2006, Article 3), the supplier shall notify Strata immediately in writing if any contained substances are listed on the REACH Candidate List.

(<https://echa.europa.eu/candidate-list-table>).

3.1.10 IATA SHIPPER'S DECLARATION

The IATA (International Air Transport Association) Shipper's Declaration is a dangerous goods declaration required in airfreight shipments. It must clearly show:

- Names & addresses of the **Consignee** (importer) and the **Consignor** (shipper / exporter)
- Vessel Name
- Port of Loading (POL)
- Port of Discharge (POD)
- Total number and Kind of Packages
- Product reference and description
- IMDG classification code
- UN Number
- Flashpoint in degrees Celsius
- Total net & gross weights, and total volume (in CBM)
- Container/vehicle number, type, size and seal number
- Additional handling information

3.1.11 CONFORMITY CERTIFICATES

The supplier shall provide a Certificate of Conformity (CoC) with each delivery of product/material unless otherwise specified on the purchase order. In case a test report is required per the applicable purchase order, the supplier shall provide a Test Report in accordance with the applicable specification along with CoC with each delivery of product/material unless otherwise specified in the applicable purchase order or specification. For suppliers, who are acting, as a distributor for the ordered product/materials, both the manufacturer's CoC and the distributor's CoC are mandatory.

Any CoC shall have as a Minimum Content:

- Document unique serial number.
 - Supplier's name, address and telephone number.
 - Delivery address
 - STRATA purchase order number.
 - Description of goods supplied, identified by same part number / material buying standard as referenced on the STRATA purchase order.
 - Serial / batch / lot / heat / cast numbers - as applicable to provide traceability.
 - Quantity and date of dispatch.
 - Shelf life details – if applicable to product/material delivered
 - Statement confirming compliance with Strata purchase order requirements.
- Typical wording is:
- “Certified that the supplies detailed have been manufactured / inspected / tested and unless otherwise stated, conform in all respects to the relevant specifications, drawings and purchase order requirements”.*
- Signature of person authorized to release products to customer.

3.1.12 OTHER CERTIFICATES

Any other additional certificates (if required) maybe requested from suppliers by Strata based on the product type. For example, Calibration Certificate for the temperature recorders should be submitted by the materials suppliers.

Sample Forms

IMO DANGEROUS GOODS DECLARATION				
1 Shipper/Consignor/Sender		2 Transport Document Number		
		3 Page of pages	4 Shipper's Reference	
6 Consignee		5 Freight Forwarder's Reference		
		7 Carrier (to be declared by the Carrier)		
SHIPPER'S DECLARATION I hereby declare that the contents of this consignment are fully and accurately described below by the Proper Shipping Name, and are classified, packaged, marked and labelled/placarded and are in all respects in proper condition for transport according to the applicable international and national governmental regulations.				
10 Vessel/Flight & Date	11 Port/Place Handling	9 Additional Handling Information		
12 Port/Place of Discharge	13 Destination			
14 Shipping Marks	*Number & Kind of Packages, Description of Goods		GW (kg)	CUBE (m ³)
SAMPLE				
15 CTU ID No.	16 Seal No.	17 CTU Size & Type	18 Tare Mass (kg)	19 Total Gross Mass (kg)
CONTAINER/VEHICLE PACKING CERTIFICATE I hereby declare that the goods described above have been packed/loaded into the container/vehicle identified above in accordance with the applicable provisions of IMDG code 5.4.2. MUST BE COMPLETED AND SIGNED FOR ALL CONTAINER/VEHICLE LOADS BY PERSON RESPONSIBLE FOR PACKING/LOADING		21 Receiving Organization Receipt Received the above number of packages/containers/trailers in apparent good order and condition, unless stated hereon: RECEIVING ORGANIZATION REMARKS:		
20 Name of Company		Hauler's Name	22 Name of Company Preparing Note	
Name/status of Declarant		Vehicle Registration No.	Name/Status of Declarant	
Place and Date		Driver Name and Date	Place and Date	
Signature of Declarant		Driver's Signature	Signature of Declarant	
STYLE P03 LABELMASTER® (800) 621-5808 www.labelmaster.com				

SHIPPER'S DECLARATION FOR DANGEROUS GOODS								
Shipper		Air Waybill No.						
		Page of Pages						
		Shipper's Reference Number <i>(optional)</i>						
Consignee								
<i>Two completed and signed copies of this Declaration must be handed to the operator.</i>		WARNING Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.						
TRANSPORT DETAILS								
This shipment is within the limitations prescribed for: <i>(delete non-applicable)</i>		Airport of Departure:						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">PASSENGER AND CARGO AIRCRAFT</td> <td style="width: 50%; text-align: center;">CARGO AIRCRAFT ONLY</td> </tr> </table>		PASSENGER AND CARGO AIRCRAFT	CARGO AIRCRAFT ONLY					
PASSENGER AND CARGO AIRCRAFT	CARGO AIRCRAFT ONLY							
Airport of Destination:		Shipment type: <i>(delete non-applicable)</i>						
		<input type="checkbox"/> NON-RADIOACTIVE <input type="checkbox"/> RADIOACTIVE						
NATURE AND QUANTITY OF DANGEROUS GOODS								
Dangerous Goods Identification								
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Risk)	Pack- ing Group	Quantity and type of packing	Packing Inst.	Authorization		
Additional Handling Information								
24 hr. Emergency Contact Tel. No. _____								
I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met.					Name/Title of Signatory			
					Place and Date			
					Signature <i>(see warning above)</i>			
STYLE# F07 LABELMASTER® (800) 621-5808 www.inbelmaster.com								

MULTIMODAL DANGEROUS GOODS FORM				
1. Shipper / Consignor / Sender		2. Transport document number		
6. Consignee		3. Page of Pages	4. Shipper's reference	
		5. Freight Forwarder's reference		
9. This shipment is within the limitations prescribed for: (Delete non-applicable)		7. Carrier (to be completed by the carrier)		
		SHIPPER'S DECLARATION I hereby declare that the contents of this consignment are fully and accurately described below by the proper shipping name, and are classified, packaged, marked and labelled / placarded and are in all respects in proper condition for transport according to the applicable international and national governmental regulations.		
PASSENGER AND CARGO AIRCRAFT	CARGO AIRCRAFT ONLY			
10. Vessel / flight no. and date	11. Port / place of loading			
12. Port / place of discharge	13. Destination			
14. Shipping marks	* Number and kind of packages; description of goods		Gross mass (kg)	Net
		Cube (m3)		
15. Container identification No./ vehicle identification No.	16. Securing device(s)	17. Container/vehicle size & type	18. Tare (kg)	19. Total gross mass (including tare) (kg)
CONTAINER/VEHICLE PACKING CERTIFICATE I hereby declare that the goods described above have been packed/ loaded into this container/vehicle in accordance with the applicable provisions. MUST BE COMPLETED AND SIGNED BY ALL CONTAINER/VEHICLE LOADS BY PERSON RESPONSIBLE FOR PACKING/LOADING		21. RECEIVING ORGANIZATION RECEIPT RECEIPT Received the above number of packages/containers/trailers in apparent good order and condition unless stated hereon: RECEIVING ORGANIZATION REMARKS		
20. Name of company	Hauler's name	22. Name of company (or SHIPPER PREPARING THIS NOTE)		
Name / Status of declarant	Vehicle reg. no.	Name / Status of declarant		
Place and date	Signature and date	Place and date		
Signature of declarant	DRIVER'S SIGNATURE	Signature of declarant		

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