

Purchase Order Instructions for Foreign Suppliers

Supplier must contact the Expediting Section before issuing the Original Invoice and Certificate of Origin to ensure compliance with local customs regulations.

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Shipping Documents (necessary to clear shipments) are required as follows:

- Attested Commercial Invoice (Please contact us to determine whether attestation by your local Chamber of Commerce is required)
- Certificate of Origin.
- Airwaybill - Original Shipper's Copy or Seafreight Bill of Lading – three (03) originals + copies
- Packing List
- Other Documents (as may be applicable) – e.g. [test certificates, analysis reports, MSDS- Material Safety Data Sheet, etc.]
- Additionally, It is also required that you send one set of advance copies by email or fax to Ma'aden for the monitoring and preparation of formalities at Port of Entry.
- Any Charges that may be imposed due to late delivery of shipping documents will be borne by Supplier.

Sea freight & Airfreight Shipments – Ex Works

Original Shipping Documents should be handed to our nominated freight forwarder (Schenker Saudi Arabia Ltd.)

Sea freight & Airfreight Shipments – Inclusive Freight Terms

- Original Shipping Documents should be sent directly to Ma'aden before the ETA/Arrival of the Shipment to avoid demurrage.
- Insurance Certificate (CIF Shipments)

Shipment & Packing

Supplier shall at all times comply with Ma'aden shipping instructions. Unless otherwise directed, all items due to be shipped on either the same day or within the same week from and to a single location must be consolidated on one bill of lading or airway bill, as appropriate. Supplier shall ensure that goods are securely packed so that they are protected against damage, breakage, pilferage and contamination. No charges will be allowed for packing, freight and any other services unless so specified in the Purchase Order.

When consolidating orders to facilitate ease of shipment, all items/parts for each Mine Site should be separately packed and labeled within a suitable single outer box.

Labels:

As a requirement of the Customs Authorities each item should have a permanent label/sticker containing the Description, Brand Name or Manufacturer, Model, Country of Origin and other relevant information for larger items. Labels should be affixed directly on the packing/boxes for small items.

Discrepancy:

In case of any discrepancy, Maaden Gold & Base Metals Co. reserves the right to return the materials at supplier's risk and cost.