



**PACKING, MARKING, SHIPPING &
DOCUMENTATION INSTRUCTIONS**
(DOCUMENT 21/20 10-2021 REV.5)



Our supplier must ensure strict compliance with the following instructions and must contact Alba for the attention of Manager Procurement & Warehouse at the below address if any item requires clarification.

ALUMINIUM BAHRAIN B.S.C.(ALBA)
P. O. BOX NO. 570, MANAMA,
KINGDOM OF BAHRAIN
Email: purchasing@alba.com.bh

GENERAL

- Alba's purchase order number must be quoted in all communications and printed on all documents and packages/boxes. Alba's material numbers from the purchase order must be printed on each item (unless single item or bulk items like bolt/nut).
- All documents and correspondence must be in English.
- Only metric weights and measures may be used.
- Unless inconsistent with other written terms of Alba's purchase order, terms shall be interpreted in accordance with "Incoterms 2020".
- All original information/part numbers (from OEM) on the material/packing must be retained without alteration and goods are likely to be returned if not complied with.
- Relevant documents such as catalogue, manual, drawing, specification, COC (Certificate of Conformity), COA (Certificate of Analysis), SDS (Safety Data Sheet) production/expiry information, etc. must accompany the delivery.

ACKNOWLEDGEMENT AND ORDER PROGRESS

Upon receipt of Alba purchase order, the supplier must confirm the order on Ariba network. Alba must be informed immediately if it becomes apparent that the delivery date specified in the purchase order is not going to be met, stating the reason for such delay.

PACKING

Packing must be sufficient to protect goods against the rigors of the particular form of transportation that is stipulated or implied in the purchase order. The packing should protect the goods against moisture, multiple handling and extended storage in hot, humid and dusty climatic conditions. Wooden cases must be skidded for ease of handling by forklift truck and steel banded for security.

SHIPPING MARKS

Every package must be clearly and indelibly marked on two sides as follows:

1/UP	ALBA P. O. BOX 570 KINGDOM OF BAHRAIN ORDER NO. -----	GROSS KG: NET KG:
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Packages must be marked on all four sides with arrows pointing to the top, and must be serially numbered, 1 up.

Packages must be marked with the appropriate international symbol to identify goods having hazardous, inflammable, or corrosive properties or requiring special stowage or handling.

SHIPPING INSTRUCTIONS

Where the purchase order specifies shipment by the supplier (e.g. CFR or Freight Carriage Paid Bahrain) goods must be shipped under vessel's decks or as stipulated in the purchase order. Where shipping is being arranged by Alba, the freight forwarder named on the purchase order will document and arrange shipment of the goods to the Kingdom of Bahrain. The supplier must advise the freight forwarder, as soon as possible, of: - the shipping specification. - The date that goods will be available for shipment.

DOCUMENTATION

1. Bill of Lading / Airway Bill must be 'clean', must be endorsed "shipped on board" and must show details of gross weight and cubic measurement. If shipment is being arranged by the supplier, it must also be endorsed "freight prepaid" and should show details of the calculation of the freight charge. However, Alba Prefers that Sea Waybill or Telex Release to be issued instead of Bill Of Lading.

Unless otherwise agreed by both the "Consignee" and the "Notify Party" on the Bill of Lading / Airway Bill, it must be shown as:

Aluminium Bahrain B.S.C.
P.O. Box 570
Manama Kingdom of Bahrain
Attention: Manager, Procurement & Warehouse, Code 21

2. Invoice must be on original stationery (photocopies stamped "original" are not acceptable) and must specify:
 - the name and address of the manufacturer (supplier's name as invoice heading is not acceptable, hence certification required as below)
 - Unit prices - total cost
 - Full description of goods
 - International Harmonized Code (HS Code)
 - Number of packages
 - Weights and measures of packages
 - Inco terms (e.g. CFR, FOB, etc.)
 - Payment terms
 - Name and address of bank and account number for payment.

(Goods must be invoiced free of WUST, ICHI, IVA, TVA, BTW, Mehrwertsteuer or any such value added tax)

The invoice must include the following certification:

"We certify that these goods are of (nationality) origin manufactured by (name of manufacturer) of (town/city) and are supplied for export to the Kingdom of Bahrain.

Supplier's Authorised Signatory"

3. Packing List must be on original stationery, must detail the type of each package (box, crate, piece, bundle etc.) and must specify the following for each: - Package number - Description of contents - Gross and net weight - Dimensions Where containers are used a separate packing list must be produced for each container.
4. Insurance Policy for CIF value - all Risks until receipt at Alba stores. Claims payable in the Kingdom of Bahrain

RESTRICTED ITEMS

The following items are restricted and entry/ import into the Kingdom of Bahrain is allowed only when the vendor produces a valid permit or approval document from the relevant regulatory authority. If the vendor does not have the relevant permit or approval, the item will be detained and referred to the relevant authority for approval and to get the approval, vendor must provide the required documents for the authorities and Alba will arrange to communicate with them to seek the required approval:

Radioactive chemicals and active Isotopes

For Radioactive items the below details to be provided:

- Catalogue
- Photo

For chemicals the below to be taken care of:

- Vendor to make sure to ship chemical items separately and also all items are permitted for Alba before shipment arrives in Bahrain.
- Alba can share the "Permission to Import/ Use chemical materials" granted by the Supreme Council for Environment, Kingdom of Bahrain, listing all the permitted chemicals which can be imported by Alba, if requested.
- For the non-listed import permitted chemicals for Alba, vendor must provide 100% of composition of the material to be imported and in case 100% not available declaration of conformity letter from manufacturer to be provided and below table to be fill in both cases.

Requirements	Availability
Product name as per the manufacturer	
Product code of the manufacturer	
Manufacturer	
MSDS – Latest issued within 3 years	
100% composition of the material	
Cas number	
Application (Where it is going to be used)	
HS code (Approved by Bahrain Customs)	
Usage	
Unit of measure (liter / Kg/ meter / grams)	
Required qty.	
Type of waste generated by packing	

COPIES OF DOCUMENTATION

Bill of Lading - 3 originals plus 2 copies

Invoice - 1 original plus 5 copies

Packing List - 1 original plus 3 copies

Insurance Policy - arranged by Alba

DISTRIBUTION OF DOCUMENTATION

1. Shipment by Supplier

Following documents must be promptly couriered by the supplier to Alba, for attention of the Manager Materials Management, Code 21:

Bill of Lading - 3 originals plus 2 copies

Invoice - 1 original plus 5 copies

Packing List - 1 original plus 3 copies

A copy of the packing list must be placed in the consignment or affixed to the outside in a waterproof envelope.

2. Shipment through Freight Forwarder nominated by Alba

Following documents must be promptly couriered/supplied by the supplier/ Freight Forwarder to:

**Alba, for attention of Manager,
Procurement & Warehouse, Code 405**

**To Freight Forwarder
with the goods**

Bill of Lading - 3 originals plus 2 copies

- (nil)

Freight Forwarder's Receipt - 1 original plus 1 copy

- (nil)

Invoice - 1 original plus 5 copies

- 2 copies

Packing list - 1 original plus 3 copies

- 1 original plus 2 copies

SPECIAL INSTRUCTIONS

Although the shipment is being arranged through Alba's nominated freight forwarder, it is the supplier's responsibility to dispatch complete set of documents to Alba as specified on paragraph 2.

**Regards,
Alba Procurement & Warehouse**

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