

	<b>SHIPPING INSTRUCTIONS for RETURNS AND REPAIR TO SERCEL SAINT GAUDENS</b>	<b>8 juillet 2008</b>  Author : Maylis DUCLOS SHIPPING DPT MANAGER
<i>Saint Gaudens SHIPPING DEPARTMENT</i>		

To whom it may concern,

Please follow these instructions when returning goods for repair to Sercel Saint Gaudens France. We are confronted with re-occurring problems for customs clearance, because the documents and goods returned don't match. Errors on quantity, part numbers, serial numbers and values.

Please note a correct shipping invoice is the only way we can clear customs, repair and return your goods promptly without occurring additional expenses.

- On all documents and packagings please note **“RETURN AND /OR REPAIR”**

Consignee: **SERCEL**  
 FAO : Maylis DUCLOS  
 Route de Barbazan  
 31800 VALENTINE  
 Tel:3561899000 Fax:3561899047

Notify : **C/O GEODIS OVERSEAS**  
 (for customs clearance) 7 Avenue Didier Daurat  
 31700 BLAGNAC  
 Tel 05 61 30 05 56

Shipping marks: **RETURN AND /OR REPAIR**  
**SERCEL SAINT GAUDENS**

**AIR FREIGHT**

- Use your preferred forwarder, consign and notify the goods as above and send on a freight-PREPAID basis.
- ALL MATERIAL MUST BE SENT TO **TOULOUSE AIRPORT (TLS)** .

**EXPRESS COURIER**

- In case of COURIER : Use your preferred courier for small packages, consign the goods as above and send on a freight-PREPAID basis

**SEAFREIGHT**

- In case of seafreight, please use you preferred forwarder and consign and notify the goods as above.
- Please make sure one set of 3 original bill of lading is sent within 5 days after the shipment by express courier to the “consignee” address mentioned hereabove.
- All material must be sent to **LE HAVRE or MARSEILLE or FOS/MER Seaport.**

**SHIPMENTS FROM EU**

- In case of shipment from EU : Please ship directly to us on a freight prepaid basis at the consignee address indicated For intrastat purpose our VAT registration number is FR 25 378 040 497 freight - PREPAID basis

**INSURANCE**

- Insurance is to be taken out by yourselves for the return to Sercel, cover will be provided and invoiced to you for the re-delivery. For goods under guarantee the insurance and re-delivery will be paid for by Sercel

**GENERAL PACKING INSTRUCTIONS**

- Packaging, as possible please return the goods in the original packaging or to the same high standard.
- The goods are to be packed in inner carton boxes and to be put inside strong cases to the international packing standard ISPM15. Man-made wood (chipboard, etc) is acceptable. Suitable for long distance AIR/ROAD/RAIL/SEA transportation. As well to a change in climate and with resistance to rough handling, moisture, rain, corrosion and shocks. The Shipper shall be liable for any damage or loss of the commodity and for

any expenses incurred due to the account of improper packing. Also for any rust due to inadequate or improper protection measures used by the Shipper. The Shipper shall also be liable for all relevant expenses incurred if the goods are not packed to the international packing standard ISPM15.

#### SPECIFIC SEAFREIGHT PACKING INSTRUCTIONS

- If material is sent in “shipper’s owned” containers, make sure this is clearly specified on the Ocean Bill of lading, and please inform if the material has to be sent back to you inside the same container after repair. Please provide us (along with the original bill of lading) , a copy of the satisfactory inspection report for this container showing the validity of the CFS plate.

- If material is sent in containers belonging to the shipping line, it must be correctly packed to ensure a quick and safe unloading .

All streamer sections will have to be put onto reels, or into crates.

**SHIPPING LINE CONTAINERS WITH LYING BULK SECTIONS WILL NOT BE ACCEPTED.**

**At the time of shipment, a set of the documents must be fax or e-mailed imperatively to:**

**Fax : 00 561 89 90 47**

**TO: [Maylis.duclos@sercel.com](mailto:Maylis.duclos@sercel.com)**  
**CC : [Jean-Louis.Carriere@sercel.com](mailto:Jean-Louis.Carriere@sercel.com)**

**For any kind of shipments your invoice must show:**

- 1. Your Company name, senders name and reference number + name and phone number of a contact person.**
- 2. Our company name and purchase order number if existing or reference of the contract under which the goods were originally sold and the person to whom the goods are addressed**
- 3. Precise description of goods, part names, part numbers and serial numbers**
- 4. Must state if the goods are under warranty**
- 5. Quantities, net and gross weights, dimensions**
- 6. Unit and total values of EACH item**
- 7. Country of origin**
- 8. Instructions for repair**
- 9. In case of several packages, a detailed packing list must be attached .**

**If you are not sure about any of the above please contact us, we can also supply you with a model invoice on demand. Any failure to follow these instructions may relate to delay and additional cost, which will be re-invoiced to the owner.**

**Thank you for your kind co-operation with this matter and please inform all your staff that may be concerned.**

**SERCEL SAINT GAUDENS**  
**Shipping Department**  
**Route de Barbazan**  
**31800 VALENTINE**  
**TEL + 33 5 61899000**  
**FAX IMP/EXP + 33 5 61 899047**

**SAINT GAUDENS SHIPPING TEAM**

**Ms Maylis DUCLOS**  
**Mrs Catherine AUTIER**  
**Ms Marlene BERRA**  
**Mrs Joëlle ROBERT**  
**Ms Sabrina PASTOR**  
**Mrs Marie-Claude PECHBERTY**

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**Shipping manager**  
**Export shipping assistant**  
**Export shipping assistant**  
**Export shipping assistant**  
**Export shipping assistant**  
**France and EU Shipping**  
**assistant**

**Mr Jean-Louis CARRIERE**

[jean-louis.carriere@sercel.com](mailto:jean-louis.carriere@sercel.com)

**Logistics department manager**

**CUSTOM VALUES TO PUT BACK ON YOUR INVOICE**

**NO COMMERCIAL VALUE  
VALUE FOR CUSTOMS PURPOSES ONLY**

**There is no transfer of property or finance hence no commercial value is applied.  
These goods are being returned for repair/exchange**

<b>408</b>		
FDU BOARD	100	USD
FDU UNIT	100	USD
DSU3 UNIT	100	USD
DSU1 UNIT	100	USD
LAUL UNIT	300	USD
LAUL LPL (BOARD)	150	USD
LAUL LIPL (BOARD)	150	USD
LAUX UNIT	300	USD
LAUX LPX	150	USD
LAUX LIPX	150	USD
FDU2S UNIT	100	USD
CONTROL MODULE LCI (BOARD)	120	USD
CONTROL MODULE LMP (BOARD)	150	USD
TMU 408	400	USD

<b>428</b>		
FDU BOARD	120	USD
FDU UNIT	120	USD
DSU3 UNIT	200	USD
LAUL UNIT	400	USD
LAUL BOARD ASSEMBLY	300	USD
LAUX UNIT	500	USD
LAUX SANDWICH BOARD ASSEMBLY	400	USD
TREP	200	USD
TFOI GREEN	200	USD
TFOI RED	200	USD
LCI 428	400	USD
TMU 428	500	USD

<b>408 MARINE</b>		
TAPU UNIT	200	USD
LAUM UNIT	200	USD
HAU UNIT	200	USD
HAPU UNIT	450	USD
PWM-2 (POWER SUPPLY)	250	USD
PWMC	250	USD
DCXU	400	USD

<b>VE432</b>		
VE432 DPG UNIT	200	USD
VE432 DSD UNIT	400	USD
VE432 DSD ASC (BOARD)	100	USD
VE432 DSD DVC (BOARD)	100	USD
VE432 DPG SAPG (BOARD)	100	USD
VE432 DPG DVP (BOARD)	100	USD
AS1	100	USD