



**Kuwait National Petroleum Co.  
Commercial Department**

**Shipping & Delivery Instructions**

**1. Shipping / delivery Address:**

Material to be shipped / delivered to:

**For Mina Abdulla Refinery**

Kuwait National Petroleum Co. (K.S.C)  
Mina Abdulla Refinery  
P.O. Box 69 Safat  
13001 Safat, Kuwait

**For Mina Al Ahmadi Refinery**

Kuwait National Petroleum Co. (K.S.C)  
Mina Al-Ahmadi Refinery  
P.O. Box 10252 Shuaiba  
65453 Shuaiba, Kuwait

**For Shuaiba Refinery**

Kuwait National Petroleum Co. (K.S.C)  
P.O. Box 9202  
61003 Ahmadi, Kuwait

**Local Marketing**

Kuwait National Petroleum Co. (K.S.C)  
P.O. Box 70  
Safat, Kuwait

**2. Shipping Marks**



\*Show KNPC order No. in the Triangle and the same should be written / printed on the shipping documents and the package

**3. Packing Requirement**

- a. Cargo must be Air/Sea Worthy packed according to the requirement and special instructions, if any are to be followed as specified in the Purchase Order.
- b. DGR goods for Airfreight shipment must be packed as per IATA requirement.
- c. Packing and document must be separate for each order.

**4. Submission of shipping Documents**

**a. Ex-Works Delivery:**

KNPC nominated freight forwarder will collect the consignment and arrange D2D Delivery. Please find below the contact details of the Freight Forwarder:

Agility Public Warehousing Company  
P.O. Box 25418  
13115 Safat, Kuwait

E-mail: [KNPC.CCD0018@agilitylogistics.com](mailto:KNPC.CCD0018@agilitylogistics.com)

Shipping documents are to be handed over to the Freight forwarder immediately upon readiness of the material. Draft copy of the shipping document to be submitted in advance to the freight forwarder for their review and approval.

In case of Letter of Credit terms of payment original document to be forwarded to the Bank and copy of the documents to be handed over to the Freight Forwarder.

**b. C&F / CFR Delivery:**

- (i) In case of CAD (Cash Against Documents) terms of payment Shipping documents are to be forwarded / submitted directly to:

Team Leader, Procurement  
Commercial Dept.  
KNPC Head Office  
P.O. Box 70 Safat, Kuwait

- (ii) In case of Letter of credit Terms of Payment, original set of shipping documents to be presented through vendors bankers for negotiation and payment:

**Our Bank Address:**

National Bank of Kuwait  
Head Office, P.O. Box 95  
13001 Safat, Kuwait

- (ii) One set of shipping documents (signed second original) to be mailed directly to the address as specified under point (i) above.
- (iii) Customs clearance and delivery of the goods to Refinery stores will be done by the KNPC nominated Freight forwarder.

**5. Franco Delivery:**

- (i) If duty exemption is allowed as per the Tender /RFQ., duly filled B9 together with shipping documents to be submitted to KNPC for approval.
- (ii) The name Kuwait National Petroleum Company (K.S.C) should appear on all shipping documents as consignee, if duty exemption is allowed.
- (iii) Gate pass procedure / regulations: In order to obtain gate pass to deliver the material to respective Refinery Warehouse, kindly follow and adhere the regulations as specified in the **attachment.**

**6. Documents Requirement**

|                             | Original | Copy |
|-----------------------------|----------|------|
| Air Waybill                 | 1        | 2    |
| Bill of Lading              | 3        | 2    |
| Itemized Invoice            | 1        | 2    |
| Certificate of Origin       | 1        | 2    |
| Detailed Packing List       | 1        | 2    |
| MSDS (Chemicals & Catalyst) | 1        | 1    |

**Note:** Harmonic Tariff System code (HS code) should be specified against each items in the Invoice / Packing list.

## **7. Special Instructions**

- 7.1 Certificate of origin, Invoice/ packing list should be from the country of export.
- 7.2 All the details / informations including Gross weight, No. of pieces and Country of origin indicated in the shipping document should match with the cargo.
- 7.3 Manufacturer name and country of origin to be specified in the Invoice and certificate of origin.
- 7.4 Type of currency to be specified in the Invoice.
- 7.5 Do not ship the material until all documentation required is complete and legalized (Itemized Invoice & Certificate of Origin). In all cases of airfreight shipments, a set of originals of shipping documents should be forwarded with Air Waybill via the respective airlines for customs clearance.
- 7.6 The name Kuwait National Petroleum Company (K.S.C) should appear on all shipping documents as consignee as well as notify party irrespective of whether the order is placed directly with manufacturers / supplier thru their local agents in Kuwait.

## **8. Shipment by Courier**

- 8.1 When shipment is to be made by Courier, such shipments should be accompanied by legalized invoice & Certificate of origin.
- 8.2 Material shall be delivered to respective Refinery locations as specified in point No. 4 of the attachment.
- 8.3 Courier Waybill No./ Tracking No. should be forwarded to the concerned Buyer once the shipment is effected.

## **9. Shipment by Overland (OVL)**

- 9.1 Shipment should be made in such a way to arrive Kuwait by the beginning of the week (i.e. starts from Sunday).
- 9.2 Schedule of shipment, details of the truck/driver & dimensions of the package / material should be advised at least 3 days prior to arrival along with copies of all documents.
- 9.3 Original set of shipping documents should be with driver.

## **10. Legalization of documents - Certificate of Origin & Invoice**

- 10.1 The Certificate of Origin and Invoice must be attested by the respective local Chamber of Commerce and the same should be countersigned by Kuwait Embassy and in its absence, by the Embassy of any Arab Country.

10.2 If the original shipping documents received without legalization, the same will be legalized in Kuwait and the charges (KD. 10/- for invoice & KD. 15/- for Certificate of origin) will be deducted from vendor / supplier invoice.

Note: Above mentioned charges are subject to change periodically based on Ministry's decision.

**11. Demurrage**

Demurrage incurring from submitting incorrect / incomplete / delayed shipping documents will be reverted to suppliers invoice.

**12. Insurance**

All goods except goods shipped on Franco terms will be insured by Kuwait National Petroleum Co.

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## GATE PASS PROCESS

## Attachment

### **1. Documents Requirement from the Supplier**

- a. Gate pass request to be addressed to the respective sites Controller Warehouse.
- b. Gate pass request to be sent one day in advance (before 1 PM) prior to the delivery date (for Local Marketing: 2 days in advance).
- c. Gate pass request should also accompany the below documents :-
  - (i) Clear copies of Driver's civil ID, License and Vehicle registration (ALL IN 1 PAGE).
  - (ii) Packing List (Indicating no. of packages, type of packages like carton, wooden box, pallets, containers and weight of the each packages).
  - (iii) If the PO requirement specifies Material Safety Data Sheet (MSDS) then a copy of KNPC approved MSDS should be attached with the gate pass request.
  - (iv) In case the vehicle is not registered in Kuwait then a copy of insurance and copy of Kuwait Visa of the driver to provided. (At MAB, only vehicle registered in Kuwait is allowed).

### **2. Role of the Delivery staff**

#### **a. MAA, MAB & LMD**

- (i) Collect the gate pass applications for (1) Material and (2) Driver & vehicle from the KNPC Gate pass Security office which is outside the Refinery.
- (ii) Obtain CID approval, incase CID is not available at MAA & MAB then approval to be obtained from SHU CID office.
- (iii) Provide the approval to KNPC Gate pass security office and collect the Personnel and Material gate pass.
- (iv) Enter through main gate after showing both the gate passes for delivering materials to Warehouse.

#### **b. SHU: Two gate passes are required to enter :**

(1) Refinery and (2) SHU Industrial Authority

- (i) Collect the Gate pass application for (1) Material (2) Driver & vehicle for Refinery (3) Driver & vehicle for Authority from the KNPC Gate pass Security office at South Gate and obtain CID approval (which is adjacent to SHU Industrial Clinic).
- (ii) After CID approval to take one(1) photocopy of CID approved application and submit to KNPC Gate pass Security office and collect the original gate pass for Refinery.
- (iii) Obtain approval from SHU Industrial Authority gate pass office (after showing KNPC Security Approval) and collect the gate pass for the Industrial Authority after paying fees of KD 1.5 per vehicle.
- (iv) Enter through SHU Authority gate(South gate) and then from KNPC Refinery main gate after showing all the three gate passes for delivering

materials to Warehouse.

- b. Whenever security requires Mandoob then it is the responsibility of the supplier/sponsor to provide immediately.
- c. Delivery staff has to carry and show original Civil ID, License and Registration of vehicle.

### 3. Important note

- a Driver and the Vehicle should be under one sponsorship.
- b Delivery of materials in SUVs or Sedan are not allowed.
- c Mobile phones, Cigarette Lighters, any personal electronic items etc. are prohibited inside and to read clear instructions printed on the gate pass.
- d Delivery vehicle should carry only the materials for which the gate pass was requested.
- e Materials pertaining to the other sites should not be mixed.
- f Driver should carry copy of KNPC approved MSDS.
- g Mandatory PPE to be worn while entering the Refinery and Warehouse

### 4. Contact Details

| Site   | Delivery Point  | Point of Contact           | Contact Phone no.                | Contact Fax No.                  |
|--|-----------------|----------------------------|----------------------------------|----------------------------------|
| MAA : KNPC Mina Al-Ahmadi Warehouse            | Building No. 28 | Controller Warehouse – MAA | 23881495<br>23881586<br>23882880 | 23991495<br>23991586<br>23992880 |
| MAB : KNPC Mina Abdulla Warehouse              | Building No. 5  | Controller Warehouse – MAB | 23883744<br>23883167<br>23883949 | 23993744<br>23993167<br>23993949 |
| SHU : KNPC Shuaiba Warehouse                   | Building No. 2  | Controller Warehouse – SHU | 23885423<br>23885608<br>23885179 | 23995423<br>23995608<br>23995179 |
| LMD : KNPC Local Marketing Warehouse at Sabhan | Warehouse       | Controller Warehouse – LMD | 23886635<br>23886685             | 23996635<br>23996685             |

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