

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)
GENERAL INSTRUCTION MANUAL

GI NUMBER 1603.000 Approved

ISSUING ORG. INFORMATION TECHNOLOGY

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SUBJECT IMPORTATION OF COMMUNICATIONS EQUIPMENT

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SCOPE:

- * This General Instruction (GI) manual outlines the procedure for initiating and processing requests for frequency sensitive communications equipment needed to meet Saudi Aramco communications requirements.

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1.0 GLOSSARY:

* 1.1 Abbreviations and Acronyms

AITD	Area Information Technology Department
AOC	Aramco Overseas Company B.V.
ASC	Aramco Services Company
C&CW	Computer and Communications Warehouse
C&CWU	Computer and Communications Warehouse Unit, Satellite and Communications Support Division, Communications Operations Department
CE&TSD	Communications Engineering and Technical Support Department
CIED	Communications Infrastructure Engineering Division, CE&TSD
CIF	Customs, Insurance and Freight
CITC	Communications and Information Technology Commission, a Saudi Government Agency
Comm-Ops	Communications Operations Department
DC	Direct Charge
DCPR	Direct Charge Purchase Requisition
DPC	Delivery Point Code
EI&ITPD	Electrical, Instrument and IT Procurement Division
FRR	Flight Receiving Record
ESN	Equipment Serial Number
FSE	Frequency Sensitive Equipment
GAO	Government Affairs Organization
GCG	Government Coordination Group, CIED, CE&TSD
GI	General Instruction
G/V Notes	G = General notes from request originator to Buyer/Purchasing V = Notes to the Vendor (general or technical)
ID	Identification
IMN	Inmarsat Mobile Number
IRN	Inmarsat Registration Number
IT	Information Technology
IT&CPU	IT and Communications Purchasing Unit, EI&ITPD, OP&ICD
ITAMS	IT Asset Management System
ITMMG	IT Material Management Group, S&CSD, Comm-Ops Dept
ITPG	Information Technology Purchasing Group, ITPU, IT Admin Support Staff
ITPU	IT Procurement Unit, IT Admin Support Staff
ITSR	IT Service Request
LSTK	Lump Sum Turn-Key
MLD	Materials Logistics Department
OOK	Out-of-Kingdom
OP&ICD	Operations Purchasing and Inventory Control Department
PM	Project Management
PO	Purchase Order
POE	Port of Export
RRC	Radio Review Committee
S&CSD	Satellite and Communications Support Division, Communications Operations Department
SAA	Saudi Aramco Affairs
SAASD	Saudi Aramco Affairs Services Department

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SAP SAP Portal
 SIS Supplier Information System
 SR Stock Replenishment
 STC Saudi Telecommunications Company

1.2 Definitions

Communications Equipment In this GI, "communications equipment" is defined as any frequency-sensitive device capable of transmitting or receiving radio signals.

** e-Zajil Correspondence System This is a Web-based system initiated by Saudi Aramco Management System to expedite requesting correspondences ("6 – No." letters) for external entities outside Saudi Aramco, instead of manual processing by SAASD.

Frequency Sensitive Equipment Any self-contained piece of equipment capable of transmitting and/or receiving radio signals.

* Radio Review Committee The RRC is chartered by Saudi Aramco Information Technology Management to ensure that any frequency request to the Government, or purchase requisition that will result in the importation of frequency sensitive equipment into the Kingdom of Saudi Arabia is appropriate, necessary, adequately justified and in accordance with existing rules and regulations. RRC also ensures that only equipment with Saudi Aramco approved frequencies are imported.

1.3 Equipment Requisitions

* ITSR or DCPR (using Saudi Aramco Corporate Portal) should be used to order FSE. Refer to GI 299.110 for ITAMS.

1.4 Forms

* All manual forms used in the past are removed as they are no longer needed due to online applications, except the following:

** SAP Requisition SAP Requisition – for 9COM material. DCPR is generated using this form and Saudi Aramco Corporate Portal.

1.5 General Instructions

GI-202.305 Accounting Plant Numbering and Preparation of Form 9032 (New Asset Record Transaction Entry Form)

GI-299.110 IT Asset Management System (ITAMS)

** ITSI-304 Radio Review Committee (RRC) Process

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2.0 GENERAL INFORMATION:

- ** 2.1 The usage of frequencies is no longer free. Effective January 2005, CITC has begun imposing tariffs for the use of assigned frequencies and published payment guidelines. Rather than imposing tariffs for the usage of the assigned frequencies, CITC imposes tariffs for each Marine and Aviation equipment.
- * 2.2 Organizations requiring communications equipment must submit a DCPR or ITSR through ITAMS. The purchase requisition is released to ITPG for review and the special review endorsement. Equipment that is determined to be frequency sensitive must conform to the following:
 - 2.2.1 List of frequencies
 - 2.2.2 Intended usage
 - 2.2.3 List and location of operating areas
 - 2.2.4 Prior to initiating a purchase requisition for communications equipment, the proponent must verify, through GCG that CITC approval has been obtained for the frequencies involved.
- * 2.3 GCG/RRC Secretary reviews all purchase requests for FSE submitted by ITPG before they are submitted to RRC for approval. The approval of RRC is mandatory before any FSE may be purchased.
- * 2.4 Purchase requisitions are not issued to OP&ICD until approved by RRC, thereby ensuring that no FSE will be purchased until all approvals have been secured.
- 2.5 It is important that invoices, and all shipping documents accompanying FSE, agree exactly with the PO to assist in clearance of equipment through Customs.

NOTE:

LSTK shipments can be CIF if coordinated by PM.

3.0 RESPONSIBILITIES OF THE REQUISITION ORIGINATOR:

- 3.1 Prior to initiating an ITSR or DCPR:
 - * 3.1.1 Determine if FSE is available on-hand within Saudi Aramco and can be used by contacting ITMMG to verify if the same equipment already exists in C&CW and can be released. If it can be released, then the originator prepares an ITSR and submits it through ITAMS where the custody is transferred to the user.
 - * 3.1.2 If FSE is not available at C&CW, then verify with GCG, if CITC approval has been obtained for the frequencies involved.
- * 3.2 For new or replacement of FSE requisition, prepares an ITSR and submits it through ITAMS, or generates a DCPR in SAP and sends it to ITPG for SAP functional review.
- * 3.3 Originator including PM sends their request for Customs clearance of FSE through ITPG.

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NOTES:

- *All requisition originators should work through CE&TSD to obtain RRC approval to purchase FSE.*
- *The requisition originator is responsible to obtain all necessary approvals and endorsements.*

- ** 3.4 Ensures that the purchase requisition includes the frequency range, site location and purpose of the usage.
- 3.5 Ensures that the purchase requisition has specific instructions to the purchasing office regarding the type of packaging and any required markings that will facilitate Customs clearance. Refer to Saudi Aramco Standard Packing Manual for additional packing/marketing instructions.
- 3.6 Ensures that the purchase requisition has the correct manufacturer's SIS ID entered in the PO. The manufacturer's full name and address must be included in all related documents, cables, etc. generated when FSE is released for shipment to Saudi Arabia. This is necessary to enable Saudi Aramco to clear the equipment through Customs.
- 3.7 Ensures that the vendor is instructed to include the manufacturer's full name and address on his invoice.

4.0 RESPONSIBILITIES OF ITPG:

- * 4.1 Receives the purchase requisition issued for requisitioning FSE through IT Functional Review process.
- ** 4.2 For purchase requisitions containing FSE created by ITSR or DCPR, ITPG reviews prior to releasing it to IT&CPU.
- ** 4.3 Enters the RRC approval number in the header as a proof of authorization to proceed with the procurements.
- * 4.4 Reviews and endorses requisitions NOT CONTAINING FSE, converts the purchase requisition to a PO.
- * 4.5 Reviews the purchase requisition CONTAINING FSE for accuracy and ensures:
- 4.5.1 That the proponent has coordinated with GCG in conjunction with 3.1.2.
- 4.5.2 All applicable requisition notes are included on the purchase requisition.
- 4.5.3 DPC for frequency sensitive equipment is DPC 945. (DPC 915 if PM originated)
- ** 4.5.4 ITPG will clear FSE arriving only at King Fahd Causeway, King Abdul Aziz Sea Port Authority and King Fahd International Airport in Dammam
- * 4.6 Sends copies of initially approved FSE purchase requisition, with copies of the equipment specifications and other documents, to RRC Secretary for RRC review.
- * 4.7 Receives a copy of the RRC approval/disapproval e-mail from GCG and proceeds as follows:
- 4.7.1 If approved:

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- a. Endorses the purchase requisition and adds (or requests the requisition originator to add) the appropriate "G/V" notes to reflect approval of importation including RRC approval date.
- b. Notifies the requisition originator of the approval. OOK purchasing offices are notified by e-mail, Fax or SAP user-to-user message.

NOTES:

* ***For Satellite Equipment:***

1. ***Endorses the purchase requisition and adds (or requests the requisition originator to add) the appropriate "G/V" notes to reflect approval of procurement (shipment is held pending STC approval).***
 2. ***Requests ASC/AOC Purchasing to provide Inmarsat Registration Number (IRN) and Equipment Serial Number (ESN) from the vendor upon placement and forwards them to GCG for STC approval and activation.***
 3. ***Receives /STC approval from GCG and requests ASC/AOC to proceed with the shipment.***
- 4.7.2 If disapproved:
- a. Notifies the requisition originator of the disapproval.
 - b. Keeps the file open until all attempts to negotiate approval have failed.
- ** c. Asks the purchase requisition originator to cancel the purchase requisition in SAP.

** 4.8 ITPG requires following documents from the end-user for Customs clearance:

- Vendor Name in English and Arabic
- Airway Bill/Bill of Lading, as applicable
- Customs Bill of Entry and Customs Inspection Form
- Copy of the Invoice
- PO/LSTK Contract Number
- The Vendor Broker Name and Contact Telephone No.

5.0 RESPONSIBILITIES OF CE&TSD GCG:

- * 5.1 Receives soft copies of purchase requisition with supporting documents from ITPG; then:
- 5.1.1 Ensures that the proposed purchase is in accordance with CITC regulations.
 - 5.1.2 Ensures that the frequencies upon which FSE will operate are authorized for use by Saudi Aramco and passes the requisition to RRC for approval.
 - 5.1.3 Advises ITPG of RRC decision.

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NOTES:

* ***For Satellite Equipment:***

- 1. Advises ITPG to proceed with procurement and requests the IRN and ESN.***
- 2. Receives the IRN and ESN from ITPG and applies to STC for approval and activation.***
- 3. Advises ITPG of STC approval and to proceed with the shipment.***

* 5.2 Should the proposed frequency for a project be beyond the scope of existing CITC approvals, GCG, at the direction of RRC, proceeds as follows:

- 5.2.1 Prepares an application letter to CITC proposing that the necessary permission be granted. A letter number will be obtained from SAASD.
- 5.2.2 If required, prepares a "Frequency Request Application" form.
- 5.2.3 Submits the application letter to SAASD for final processing by using e-Zajil Correspondence System. SAASD sends completed letter to Saudi Aramco Affairs - Eastern Province Manager for signature and submission to CITC.
- 5.2.4 Receives, from SAASD, copies of signed application letters after the originals have been submitted CITC.
- 5.2.5 Monitors the status of the application letters for FSE through periodic checks with SAASD.
- 5.2.6 SAASD provides GCG copies of CITC letters that approve or disapprove applications.
- 5.2.7 Upon obtaining CITC approval, notifies ITPG to arrange shipment of FSE to the Kingdom.
- 5.2.8 GCG is responsible for negotiating disapproval's through GAO in an attempt to obtain favorable results from CITC.

** 5.3 Upon arrival of the shipment:

5.3.1 Dispatched by ASC or AOC only; receives the following from MLD:

- Airway Bill/Bill of Lading, as applicable
- Copy of SAP FRR and the Invoice

5.3.2 Receives the following from ITPG:

- Vendor Name in English and Arabic
- Airway Bill/Bill of Lading, as applicable
- Customs Bill of Entry and Customs Inspection Form
- Copy of the Invoice
- PO/LSTK Contract Number
- Name and badge number of the Saudi Aramco employee who is responsible for receiving material imported by the vendor mentioned in the in Customs Clearance Letter

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- RRC approval reference number for FSE.

5.3.3 Requests to issue a letter to SAA thru e-Zajil Correspondence System advising Customs to release the shipment. Then MLD receives a signed letter from SAA requesting Customs to release the shipment. The letter is given to Customs to release the equipment.

5.3.4 Reviews above documentation for accuracy to ensure that:

- The PO Number under which FSE were imported is the same PO Number converted by ITPG from the purchase requisition initially created through ITSR or DCPR, is approved by RRC.
- The imported quantities and frequencies of FSE are the same as those approved by the RRC.
- The frequency for FSE is approved by CITC for Saudi Aramco at the requested sites.

** 5.4 GCG provides copies of Customs Clearance Letter to SAA. SAA provides a copy to CITC for their records as required by CITC.

6.0 RESPONSIBILITIES OF RRC:

** 6.1 The RRC is chartered by Saudi Aramco Information Technology Management to ensure that any frequency request to the Government, or purchase requisition that will result in the importation of frequency sensitive equipment into the Kingdom of Saudi Arabia is appropriate, necessary, adequately justified and in accordance with existing rules and regulations. RRC also ensures that only equipment with Saudi Aramco approved frequencies are imported.

The RRC is composed of four members from CE&TSD:

- CE&TSD Manager as Chairman,
- GCG Supervisor as Secretary,
- Supervisor of Wireless Engineering Group, CIED as Advisor, and
- Supervisor of Transmission Engineering Group, CIED as Advisor.

The RRC Secretary is responsible for scheduling meetings, preparing agendas and brief descriptions of the requirements being presented to RRC. The Secretary coordinates with the requisition originator to ensure that information is adequate for the Committee to reach meaningful conclusions.

** 6.2 Refer to ITSI 304 for responsibilities of RRC, at the following link:

<http://itp.aramco.com.sa/html/documentation.asp>

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7.0 DELIVERY AND RECEIPT OF FSE:

- * 7.1 MLD and ITPG clear all FSE, requiring RRC approval, through Customs and GCG.
- * 7.2 FSE is then shipped to C&CWU at DPC 945 (DPC 915 for PM/LSTK shipments) where FSE is inspected by the proponent in coordination with the warehouse team, plant tagged and transferred to the user custody through ITAMS system.

NOTE:

LSTK shipments are to be escorted by Saudi Aramco personnel from Customs release point to DPC 915.

8.0 APPROVAL:

Date: _____

Recommended By: _____

**Manager,
Communications Engineering and Technical Support
Department**

Date: _____

Approved By: _____

**Executive Director,
Information Technology**

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**** EXHIBIT 1: SAP REQUISITION – FOR 9COM MATERIALS**

Action Requested (check box)		Requisition Number (provided after SAP requisitioning)	
<input checked="" type="checkbox"/>	Place Purchase Order		
<input type="checkbox"/>	Develop Only		
Brief Description of Material or Project:			
Account Number:		Number of Line Item:	
Delivery Code: <input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> B		Required Date:	
Delivery Point (DPC): Tower Bldg DPC		Special Handling Required: <input checked="" type="checkbox"/> No	
Single Source Purchase Required: <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> NO (Refer to: http://ms.aramco.com.sa/webhelp/scm_manual_csh.htm)			
Material Estimated Value: \$			
Air Freight Estimated Value:			
Total Requisition Estimated Value: \$			
REQUISITION ORIGINATOR:			
NAME:			
Originator Network Logon ID:			
Mail Address:			
Telephone #		Fax #	
REQUISITION APPROVAL:			
NAME:		Signature:	
Job Title:		Organization / Department / Division:	
Telephone #		Fax #	
SINGLE SOURCE APPROVAL: (Applicable for single sourced requisition with value over \$25M up to \$100M)			
NAME:		Signature:	
Job Title:		Department / Division	

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EXHIBIT 1 SAP REQUISITION - FOR 9COM MATERIALS (Continuation)

NOTES TO THE BUYER:

NOTES TO THE VENDOR:

RECOMMENDED VENDOR

NAME:	
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LINE ITEM DESCRIPTION:

L/I #	Description	Quantity	Issue Unit	Est. Unit Cost (\$)	Total L/I Cost (\$)
01			EA		
02			EA		
04			EA		
05			EA		
06			EA		
07			EA		
08			EA		
09			EA		
10			EA		
11			EA		
12			EA		
13			EA		
14			EA		
15			EA		
16			EA		
17			EA		
18			EA		
19			EA		
20			EA		
	Total Estimated Cost				

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