

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)

GENERAL INSTRUCTION MANUAL

GI NUMBER Approved

1183.005

ISSUING ORG. TRANSPORTATION DEPARTMENT

ISSUE DATE

01/21/2006

REPLACES

11/01/1997

SUBJECT

PROCEDURE FOR REQUESTING CARGO HAULING,
SAP TRANSACTION "ZTCV431A", TRUCK REQUEST

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CONTENT:

This instruction outlines the preparation and use of SAP Finance & Logistics (PRC) Transportation Cargo Vehicles (TCV) solution Transaction "ZTCV431A", "TRUCK REQUEST", for requesting the movement of land based Saudi Aramco cargo.

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1.0 PURPOSE:

The purpose of SAP transaction ZTCV431A TRUCK REQUEST is to request the movement of general cargo, liquids, explosives, and special equipment moves. This information will be used for the preparation of Transportation's SAP computer printed, Saudi Aramco form SA431, "SHIPMENT/WAYBILL".

2.0 RESPONSIBILITIES:

2.1 Originator/Shipper and Receiver

2.1.1 It is the originator/shipper's responsibility to:

- 2.1.1.1 Provide the information necessary to complete the sections designated "GENERAL", "LOAD INFORMATION", "PICK UP POINT and DELIVERY POINT" on the ZTCV431A, "TRUCK REQUEST".
- 2.1.1.2 Ensure that equipment (e.g. Crane/Forklift) and personnel are available to load the Cargo within ONE (1) hour of truck arrival or notify TD of the delay.
- 2.1.1.3 Ensure load is well secured with proper load securing devices before signing on generated Transportation Department shipment/waybill (SA-431), and the departure of the truck.

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2.1.2. It is the receiver's responsibility to:

2.1.2.1 Ensure that equipment (e.g. Crane/Forklift) and personnel are available to unload the Cargo within ONE (1) hour of truck arrival or notify TD of the delay.

2.1.2.2 Notify TD of damages or lost materials that may result in claims against the trucking contractor. Claims can only be processed if TD is notified within three days (3) of the date of the incident. Please see General Instruction 1245.001 for more details of claim processing procedures.

2.2 Transportation Department (TD)

It is the Transportation Department's responsibility to:

2.2.1 Meet the performance standards as specified in 3.0.

2.2.2 Select the appropriate trucking equipment, schedule and control Cargo Service Requests and trucking resources.

2.2.3 Produce a computer printed, Saudi Aramco form SA-431, "SHIPMENT/WAYBILL" to be carried with the cargo and to be signed by the shipper and the receiver.

2.2.4 Transmit the required information according to Accounting Policy Methods & Systems Dept. (APM&SD) procedures to reallocate transportation expenses to user organizations.

2.2.5 Obtain any permits required to transport the materials on public roads and absorb any fines that may be imposed by the authorities if the subject permits are not obtained or if any traffic regulations are violated. It takes approximately ten (10) days to obtain a permit.

2.2.6 Transportation and its contractors will strive to ensure that the cargo arrives on time safe and complete.

2.2.7 Provide the information necessary to complete the section designated "OTHERS" on the ZTCV431A, "TRUCK REQUEST".

3.0 TRUCK REQUESTS:

3.1 Submission of requests

3.1.1 After the user organization creates ZTCV431A, TRUCK REQUEST for Priority 1, 2 or 3 services, it must be submitted online to the TD cargo control center. For priority 1 the SAP transaction ZTCV431A will start an approval workflow to the proper approval level.

3.1.2 Requests are reviewed as soon as they are received online to ensure that priority work is handled promptly. All routine requests are handled on a first come first served basis and are scheduled as trucks become available. Organizations are requested to assist TD with the efficient scheduling of

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equipment by providing as much lead time as possible and loading and unloading trucks on time. All major Cargo Centers are operational 24 hours a day, seven days a week.

- 3.1.3 For emergency requests, calls are acceptable with a follow up fax to be sent within 12 hours. The 24 hours cargo office fax numbers are:

Location	Fax No.	Location	Fax No.	Location	Fax No.	Location	Fax No.
Dhahran	876-4901	Tanajib	378-2812	Riyadh	427-2689	Rabigh	425-1345
Ras Tanura	673-2887	Udhayliah	577-9060	Jeddah	427-2689	NA	NA
Abqaiq	572-2310	Shaybah	285-2156	Yanbu	397-4848	NA	NA

3.2 Request Priorities.

3.2.1 Priority 1 (Emergency) requests.

- 3.2.1.1 All Priority 1 requests shall be approved by a Division head or above and the SAP ZTCV431A will start an approval workflow to the proper approval level. When Priority 1 requests are submitted by phone, the originator must provide the name and badge number of the individual approving Priority 1 handling. All such telephone requests must be supported within 12 hours by an email submittal bearing the statement "This is to confirm a telephoned emergency request". TD will dispatch Vehicles within one (1) hour of the receipt of a request associated with a verifiable emergency.

- 3.2.1.2 A cargo request is considered Priority 1 if the cargo is for the purpose of:

- 3.2.1.2.1 Preventing injury to personnel or damage to equipment.
- 3.2.1.2.2 Correcting extreme safety and fire hazards or extreme service failures.
- 3.2.1.2.3 Preventing actual loss of product in storage or in transit or actual loss of production of crude, gas condensate, water injection or other products which affect oil supply planning and scheduling targets.
- 3.2.1.2.4 Preventing losses of electrical power raw or sweet water or air conditioning.

3.2.2 Priority 2 (Taxi Hot/Rush) requests.

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3.2.2.1 All priority 2 requests must be approved by a Unit Head or above and the SAP TCV solution will not start an approval workflow. The ordered by should be a Unit Head level or above. TD will dispatch Vehicles within 24 hours of the receipt of a properly authorized Priority 2 request

3.2.2.2 A cargo request is considered Priority 2 if it is required to:

3.2.2.1 Haul equipment which can prevent a potential loss of production of such products as crude, gas condensate or interruptions to drilling, and water injection operations.

3.2.2.2 Haul equipment which can prevent a potential loss of electrical power, raw or sweet water or air conditioning

3.2.2.3 Haul equipment which can prevent contractor stand-by-charges.

3.2.2.4 Haul equipment that is required for a new plant start up.

3.2.2.5 Haul equipment such as T&I items that were not anticipated but are required to meet the start up dates.

3.2.3 Priority 3 (normal) requests.

These are requests for routine cargo hauling services and any one received by the Transportation Department with a minimum of 48 hours advanced notice will be dispatched to conform to the user's schedule.

4.0 SAP TCV SOLUTION TRANSACTION "ZTCV431A", DETAILED INSTRUCTIONS:

4.1 The SAP TCV Solution Transaction "ZTCV431A" Truck Request Form 431-A is divided into five sections. The originator/shipper prepares only the following sections namely; GENERAL, LOAD INFORMATION, PICK UP and DELIVERY POINT and submits the request on line. The last section "OTHERS" will be prepared by TD. The appropriate operating area Cargo Control Center will review and accept or reject the TRUCK REQUEST. The user can create multiple requests or group of requests and link them together by using the "create linked request" icon at the top of the transaction. For any request that is rejected; the TCV Solution will notify via SAP email the creator accordingly.

4.2 The following is a detailed explanation of the information items appearing on the SAP TCV Solution Transaction "ZTCV431A" Create Truck Request:

4.2.1 "Truck Request No." is the field that will have the number after the creator enters all the required data and submits the request.

4.2.2 "Status" is the field that will have the request status at any point in time and changes from initial to submitted to accepted by TD etc.

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4.2.3 "Initiator Ctrl. No" is the field that will be used by the initiator to internally reference his/her own requests.

4.3 Data provided by the Originator/Shipper.

4.3.1 General

4.3.1.1 Requester Details

4.3.1.1.1 "Ordered By": Is the badge number of the person ordering the cargo service and not the person creating/entering the data. (In some cases they could be the same). For priority 2 (Taxi Hot/Rush) requests; this should be a Unit Head level or above

4.3.1.1.2 The TCV Solution will display the ordered by "SAP Organization Code and Title", the "Phone No" and "Fax No" if any is available under the ordered by profile. The system will allow the creator of the request to change the phone and fax numbers if required. The telephone, mobile & fax number of the originator /shipper should be provided.

4.3.1.2 Costing Information

4.3.1.2.1 "Costing Account Type": Is the type of account to be used for costing. There are three (3) different categories of SAP cost center/charge account types as stated below that could be used as per the originator requirement.

4.3.1.2.1.1 Cost Center which is a 10 digits code

4.3.1.2.1.2 PM Order MWO (Maintenance Work Order) is 12 digits code.

4.3.1.2.1.3 Project WBS (Project Account, Well Account, and Special Project Account) is 14 digits code.

4.3.1.2.2 "Costing Account No" Identifies the SAP cost center/account number to be charged for the service/order. It is a required field and the originators/creators are advised to verify their, account codes with their planning groups before submitting ZTCV431A.

4.3.1.2.3 If the SAP cost center/charge accounts is closed or became invalid within the reallocation of charges period under "SAP", the cargo charges will be applied to the ordered by cost center by TD.

4.3.1.3 Priority (Emergency, Taxi Hot/Rush or Normal)

4.3.1.3.1 The default priority is normal and the request creator can change this to Emergency or Taxi Hot/Rush. Refer to section 3.2 Request Priorities.

4.3.1.3.2 If priority 1 emergency is selected; the system will display the approver badge number (this can be changed if the requesting organization is different than the ordered by organization (Material Supply and MSSD)),

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network id and name as well as the approval date and time. The system will not start a workflow for any creator with delegation authority.

4.3.2 Load Information

4.3.2.1 "Trailer Type": This field represents the type of trailer (Air Rider, Bobtail Flat Bed, Wire Rack, Water Tanker, Fuel tanker, Low Bed, Pickup & Others) that is needed to move the load. The default is bobtail and the creator can select from a drop down list of other types.

4.3.2.2 "Commodity Code": This field represents the type of commodity to be hauled. (General Cargo, Drilling Pipes, Sulfur & Others) the creator can select from a drop down list that are relevant to the trailer type selected under 4.3.2.1.

4.3.2.3 "LOAD DESCRIPTION": A brief 20 characters description of the load. The key words such as "Heavy Load" should be included here when appropriate. A more detailed description of oversized and overweight loads must be written in long text area under the pencil& paper icon.

4.3.2.4 As of this date the Saudi Government Regulations for cargo haulage on public roads are:

4.3.2.4.1 The load, truck, and trailer cannot be more than 2.5 meters wide, 4 meters high and 18 meters long. The gross weight for load, truck, and trailer can not exceed 40 metric. Load dimensions are a must to be provided for critical loads as specify in paragraphs 4.3.2.4.2 & 4.3.2.7.

4.3.2.4.2 TD recommends that the user provide a photograph or sketch of overweight or the oversized load. The user should consult his Area Cargo Trucking Foreman if he is unsure whether or not his load is oversized or overweight. The following information is required to obtain Traffic Police Permits which takes approximately ten (10) days to obtain a permit. These data should include packing materials and any stand or pallets:

4.3.2.4.2.1 For Portable Buildings, Engines or Turbines please provide: Width, Height, Length & Weight.

4.3.2.4.2.2 For Equipment Loads please provide: Width, Height, Length & Weight, Make, Model/Year & Manufacturer Type.

4.3.2.4.2.3 For Pipes Loads please provide:
Diameter, Length & Weight

4.3.2.4.2.4 For Boilers and Heat Exchangers please provide:
Diameter, Height, Length & Weight

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4.3.2.4.2.5 Additional details of the shipment shall be provided by the shipper as requested by the Ministry of Transportation.

4.3.2.5 "NO. Of Loads/Pallets" This field specifies the number of pallets or the quantity of the load.

4.3.2.6 "NO. Of TRUCKS": In this field the number of required trucks is specified for scheduling purposes. The default is one truck request for one truck.

4.3.2.7 Load Dimensions "Load Length", "Load Width" and "Load Height" in centimeters are mandatory fields for some commodity codes. TD asks everyone to utilize these fields for all commodity codes to move the load safely.

4.3.2.8 "Weight Per Truck" represents the weight per load or the weight for the quantity as a whole. All loads of 1 ton or less are entered in the system as 1 ton. It is a mandatory field.

4.3.3 Pickup Point

There are different types of pickup points and could be selected from a drop down menu such as Delivery Point Code (DPC) Wells, Vendor Locations & others.

4.3.3.1 "PICKUP" the creator will enter the pickup point name and PICKUP fields will show the pickup point description, the pickup address1, 2 and 3 and the operating hours. The pickup date and time must be entered by the creator. The creator could enter any loading comment in the comments field.

4.3.3.2 For new pick up and delivery point locations, fax the following information to 872-2641 or 876-4901 and follow up on phone number 876-6291

a. Pick-Up/Delivery Point Name

b. Pick-Up/Delivery Address 1

c. Pick-Up/Delivery Address 2

d. Pick-Up/Delivery Address 3

e. Operating Hours: From To:

f. Contact Name

g. Contact Phone

h. Contact Fax

i. Comments: For wells, pipeline and other locations, please include in the comments the nearest landmark location (GOSP, existing Well, or major highway) and the distance to the nearest Saudi Aramco Main Gate

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4.3.3.3 "Contact" the system will display the stored contact name, the mobile/telephone number and the contact fax. The creator could edit these fields and can enter contact comments in the comments filed.

4.3.4 Delivery Point

There are different types of delivery points and could be selected by the creator from the drop down menu (DPC's Wells, Vendor Locations & others).

4.3.4.1 "Delivery" the creator will enter the delivery point name and delivery fields will show the delivery point description, the delivery address1, 2 and 3 and the operating hours.

The delivery date and time must be entered by the creator. The creator could enter any delivery comment in the comments field.

For new delivery locations, please send information as required under 4.3.3.2 above.

4.3.4.2 "Contact" the system will display the stored contact name, the mobile/telephone number and the contact fax. The creator could edit these fields and can enter any delivery contact comments in the comments filed.

4.3.5 OTHERS

"Administration Data": This section provides up to date administration data about the request creator and who last changed it. The cargo dispatchers will use this section for scheduling and selecting contracted vehicle types.

5. Copying and Creating Linked Truck Requests

5.1 Copying Requests

The creator can use the copy icon to copy the existing request to another. These functions will save the creator some time when creating many similar requests.

5.2 Creating Linked Requests

The request creator can create linked requests using the create linked requests icon to link more than one request so that TD will treat these requests as a group. This is done to enhance the scheduling and tracking of request between TD dispatchers and the request creators.

6. SAP E-Training

Request creators can access the one hour SAP e-Training course under the SAP Training Catalog named "TFM TR-01 Request Cargo Services & Track Delivery" <http://sapcc.aramco.com.sa/sapeto/courses.asp?id=389>. For further inquiries, please contact the nearest Cargo Control Center in your area.

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Location	Phone No.	Location	Phone No.	Location	Phone No.	Location	Phone No.
Dhahran	876-4900	Tanajib	378-3431	Riyadh	285-2649	Rabigh	425-2790
Ras Tanura	673-5116	Udhayliah	577-7975	Jeddah	427-2687	NA	NA
Abqaiq	572-5244	Shaybah	577-9054	Yanbu	397-4805	NA	NA

Approved By:

N. S. Al-Dossary, Manager
Transportation Department

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