



Equinor EPI UKI Delivery Instructions

Version No. 2 - July2025

About us

Equinor is an international energy company committed to long-term value creation in a low-carbon future.

Our purpose: Energy for people. Progress for society. Searching for better.

Equinor's portfolio of projects encompasses oil and gas, renewables and low-carbon solutions, with an ambition of becoming a net-zero energy company by 2050. Headquartered in Stavanger (Norway), Equinor is the leading operator on the Norwegian continental shelf. We have offices in over 20 countries worldwide.

Why we are changing



Creating value through the energy transition



Net-zero ambition gives new industry opportunities



Technology excellence and innovation define winners



Market dynamics set margins under pressure

Accelerating our transition



High value growth in renewables



Optimised oil and gas portfolio



New market opportunities in low carbon solutions

How we will get there - together



Safe and secure operations



Guided by our values



Building on competencies and capabilities



Together as one team – engaging partners and society

Our Purchase Order

Purchase Order 4590174218

80-20 Procurement Services Limited
37 Waterloo Quay
ABERDEEN
AB11 5BS

Equinor UK Limited

Purchase Order Date: 4590174218 / 13.09.2019	Print date: 07.11.2019
The above reference number must be given on all documents and in all correspondence	
Your reference / Salesperson:	
Terms of delivery according to INCOTERMS 2020: DDP - Ex Works Warehouse	
Delivery date: 17.09.2019	
Within 30 days of receipt of the invoice	

If not specified, please deliver to:
ASCOT Ltd
Pitt Street
South Base
Peterhead
AB42 2PF

Please invoice to:
Equinor UK Limited
c/o ASCOT Ltd
London
W2 6RD

Unless otherwise stated Equinor's "General conditions of purchase" and/or "General conditions for purchase of services" applies.

Terms and Conditions as per Contract 4600023346 between the Parties

Equinor UK Limited
1 London Street
LONDON
W2 6RD

VAT GB869062685
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Phone
Fax
E-Mail

(0203) 041230
0203 041230
0203 041230

Agreed contracted delivery date

Delivery address

Invoicing instructions

Purchase details will appear here and on subsequent pages

Buyer contact details

Delivery Address

Please address cargo as shown on the Equinor PO.

“Example:

Equinor UK Limited / Equinor Production UK Limited C/O
ASCOT UK
Shed 3
Peterhead Offshore Supply Base South
Base
Peterhead
AB42 2PF”

Documentation

Minimum requirements

- Delivery Note
- Certification
- Materials Safety Data Sheet (MSDS)
(Up to date copy no more than 5 years old)
- Dangerous Goods Declaration
- Customs Information

A delivery note must be issued for each delivery and must quote Equinor's PO number, PO item number(s) and our Material Number(s) and quantity. In addition, your VAT registration number together with the customs status, country of origin, Commodity Code for UK Imports as specified on www.gov.uk/trade-tariff and Export Control Classification Number (ECCN) must be included for each item.

All delivery documentation shall contain correct information concerning description of goods, number of packages, exact weight in Kg and measurement in cm.

Manufacturers documentation should include reference to CE marking and a copy of Declaration of Conformity (DoC) or Certificate of Conformity (CoC). Where applicable manufacturers documentation (General Arrangements (GAs), Datasheets, etc.) should include reference to UKCA marking and a copy of Declaration of Conformity/ATEX certificate made available.

If required by Equinor, all documentation shall be uploaded to a predefined URL-address upfront, before delivery.

Additional technical documentation requirements are explained on page 10.

Packaging

In the UK, Equinor enforces ASCO's Energy Industry Packaging Standard (Issue 1, 2019) and conformance to this standard will be measured at our warehouse facility upon receipt and inspection.

For information on this standard please contact packaging@ascoworld.com or purchase online (ISBN 978-1-5272-4384-2).

In line with Equinor's Low Carbon strategy supplier shall ensure packaging provided is environmentally friendly.

In addition to the ASCO packaging standard, the below supplemental instructions provide clear guidance for goods deliveries to Equinor. This relates to goods procured by Equinor, 3rd party deliveries and rental equipment to be used on Equinor's plants/installations. We would encourage that this instruction is reviewed and followed by your company in order to avoid deviation in your deliveries. Deliveries that are not in accordance with this instruction may be returned at supplier's risk and cost.

Collaborating to improve
safety and sustainability in
our supply chain



PLEASE NOTE:

- **Metal banding** shall not be used as a means of securing.
- **Packing chips**, both expanded polystyrene EPS and wooden chips must not be used as dunnage.
- All hazardous goods shall be supplied with a Material Safety Data Sheet (MSDS).
- If the delivery is defined as **dangerous goods**, the goods must be classified, marked, packaged and documented in accordance with the appropriate ADR, IMDG and IATA regulations. All materials classified as a dangerous good shall come with a Multimodal Dangerous Goods Declaration.
- If the materials are required to be sent via **Airfreight**, there may be a request to route the materials to Equinor's nominated Freight Forwarder. Such requirements will be discussed with Onshore Logistics Coordinator or Drilling Materials Coordinator at the time of requirement.

1

PACKAGE ITEM



The supplier must package each item separately based on the delivery address and installation. Please note, a PO may contain several delivery addresses. Ensure items are packaged to OEM requirements for best preservation in storage.

2

LABEL ITEM

PO NUMBER
PO ITEM NUMBER
Q U A N T I T Y
EQUINOR MATERIAL
NUMBER
OEM NAME
OEM PART NUMBER
EXPIRY DATE

Each item on the PO must be packed separately and labelled with the PO Number, PO Item Number, Quantity, Equinor Material Number, OEM Part Number, OEM Name and Expiry Date where applicable.

3

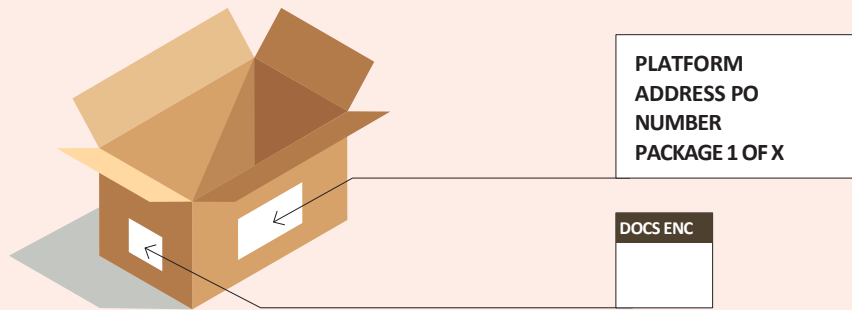
PROTECT ITEM



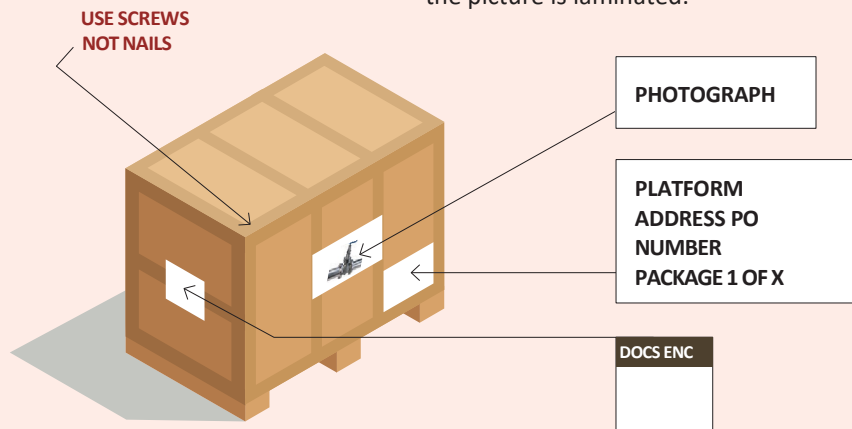
Place items in a padded envelope or packaging suitable for preservation of the contents.

4

PREPARE CONSIGNMENT



To maintain the preservation of goods contained within crates during receiving and stock counting activities, a picture of the contents shall be attached to the front of the consignment as shown. Please ensure the picture is laminated.



5

ENCLOSE CERTIFICATION AND PROTECT CONTENTS



DUNNAGE

- Bubble wrap
- Paper
- Airbags
- Corrugated insert

**DO NOT USE
POLYSTYRENE
OR WOODEN
CHIPS**

Please refer to minimum documentation on P5. This document shall be attached on the outside of the consignment in a documents enclosed envelope. The Documentation Pack requirements outlined on page 10 shall be enclosed within the consignment and visible upon opening.

6

FINALISE CONSIGNMENT

Seal consignment
& add required
markings

All box seams sealed using the "H"
Taping Method



Prior to dispatch ensure Delivery and Collection on P15 have been read and understood. Any questions on Delivery and Collection should be raised with the buyer immediately to avoid rework.

Please ensure the Purchase Order Number is quoted in the Email Subject.

Weight in KG and Dimensions
in CM

Documentation Pack

The documentation pack to accompany the equipment must include as a minimum:

1. Manufacturers' certificates detailing testing authority approval for all equipment certified for use in hazardous areas, or an ICP or other competent organisation report, which references the appropriate Codes and Standards.
 2. Evidence of maintenance history and inspection records. Note: All portable lifting equipment and accessories are to have a minimum period of 3 months valid certification.
 3. Operating Manuals.
 4. A completed PUWER assessment.
 5. Location, arrangement and specification of hook-up connections.
 6. Single line diagrams (voltage levels, power consumption, function description).
 7. Control and connection schematics.
 8. Layout drawings showing location of equipment in panels and container.
 9. Technical data for electrical components such as motors, circuit breakers (current/time curves) etc.
 10. Manufacturer, type, model, measurement range and recommended settings for all protective systems.
 11. Certification for all certified equipment, including Ex certified equipment.
 12. Schematic for intrinsically safe equipment showing intrinsically safe equipment and other connections in hazardous and non-hazardous areas.
 13. Schematic for instrument and utility air systems with requirements for pressure and air volume, and any purity requirements for instrument air (oil, water, dust content etc.).
 14. Layout drawings for ventilation systems with details of area classification, pressure over/below atmospheric pressure, dampers, air volumes fans, etc.
 15. All data for main components with part numbers.
 16. Test certificates.
 17. Trouble shooting documents.
 18. Start-up procedures (diesel engines, compressors etc.).
 19. Emergency stop procedures.
 20. Maintenance program and maintenance intervals.
- Should you have any technical clarifications or cannot provide the documentation required, please contact your Procurement Representative at Equinor. Such clarifications will be discussed with the Equinor Requisitioner and resolved.

Containerised and Bundled Cargo for Seafreight

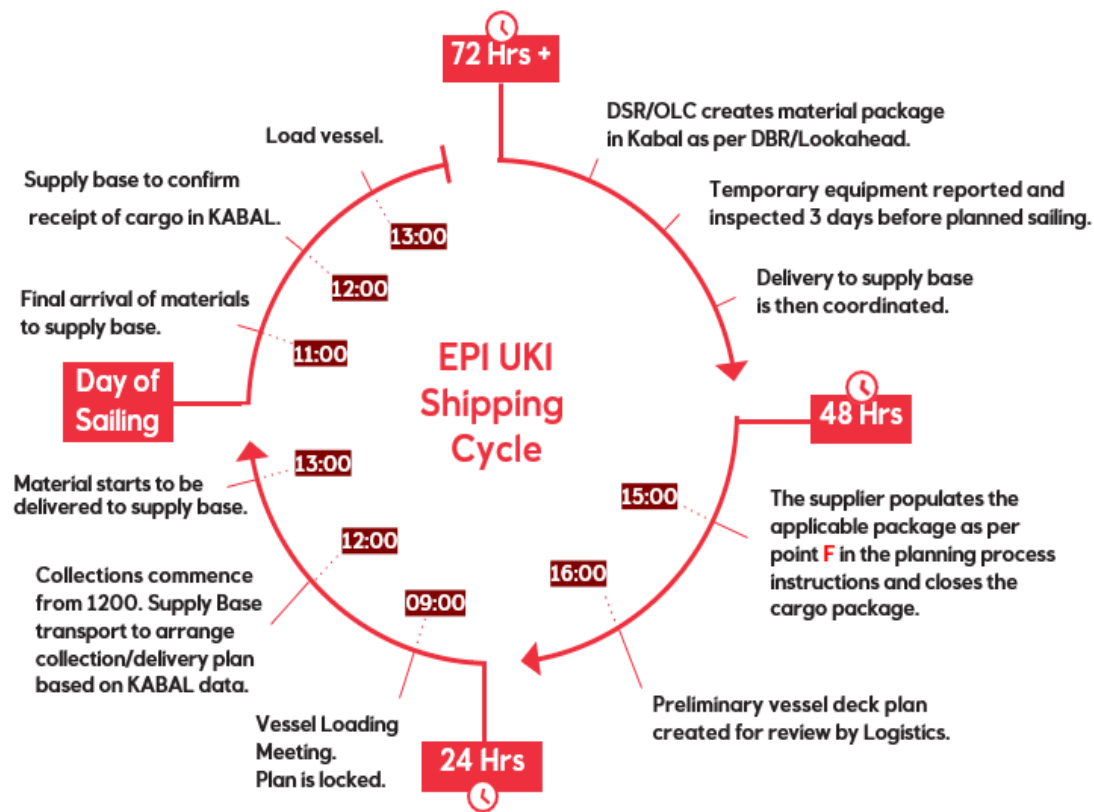
All cargo requests must be made via the DSR (Drilling Supply Responsible) and OLC (Onshore Logistics Coordinator). The Equinor requisitioner has the responsibility for requesting required cargo. The requisitor will liaise directly with suppliers in the first instance before the DSR/OLC take over the call off and coordination requirements for shipment.

In order to ensure timely delivery to installation, a structured planning process to ensure vessels planned for turnaround at multi-client supply base is required. The diagram below outlines the timeline for requirements to be submitted.

- A. Items of cargo for delivery direct to the Equinor nominated quayside shall be consigned in accordance with the most recent publication of the Safe Packing and Handling Industry Guidelines and available from [Best Practice for the Safe Packing & Handling of Cargo to & from Offshore Locations - Issue 6 \(oeuk.org.uk\)](https://www.oieuk.org.uk/best-practice-for-the-safe-packing-and-handling-of-cargo-to-and-from-offshore-locations-issue-6)
- B. If the delivery is defined as dangerous goods, the goods must be classified, marked, packaged and documented in accordance with ADR and IMDG regulations. Cargo Carrying Units (CCUs including tanks) containing dangerous goods shall be placarded and consigned in line with the regulations. All materials classified as a dangerous good shall come with a Multimodal Dangerous Goods Declaration.

Containerised and Bundled Cargo for Seafreight cont.

- C. Chain slings are not generally accepted by Equinor UK. Wire slings shall be used in all lifting arrangements
- D. When Equinor have a firm requirement for vendor cargo, the DSR/OLC shall raise a package in KABAL. This package shall be updated by the vendor at agreed intervals. Please access KABAL via this link: <https://account01.kabal.com/>
- E. For assistance with this system and associated cargo processes please contact gm_aberdeenolc@equinor.com
- F. Upon receiving the cargo package number from the DSR/OLC, the supplier shall ensure a copy of the Delivery Note, Cargo Summary Ticket (CST), PE001 form & Inspection Release Certificate (where temporary equipment (WR9559) is being mobilised), Material Safety Data Sheets (MSDS), Dangerous Goods Declarations and any applicable lifting certification for any containers and accessories are uploaded to the cargo package in KABAL.
Supplier to update "Logistics comment" field in Kabal at cargo line item with either G-form number or full import / export details at least 24 hours prior to vessel loading
- G. Prior to the mobilisation of the cargo, the Equinor Job Sponsor will inform the Supplier of the requirements necessary for delivery to our supply base.



Advance notification

Abnormal / special lifts – vary dependent on preparation as required.
Should you not be able to meet the requirements above, please discuss with your Equinor contact and request further instructions.

Delivery and Collection

Delivery shall be performed in accordance with contractual delivery date.

Unless otherwise agreed in writing with buyer, all purchases from international suppliers shall be FCA (Incoterms 2020) and all purchases from domestic suppliers shall be DDP (Incoterms 2020).

International suppliers shall not arrange transportation or customs clearance on behalf of Equinor unless agreement is reached with the Equinor Buyer named on the Purchase Order.

Supplier is requested to complete the below template and send to the below email address. The request will be picked up and actioned by our nominated Freight Forwarder.

Email: fg_ukifreight@equinor.com

TRANSPORT REQUEST	
Purchase Order Number*:	
Purchase order incoterms*:	
Supplier Reference Number*:	
PO Delivery Date*:	
Available to Collect Date*:	
Weights and Dimensions*:	
Consignor/Collection Address*:	
Consignee (inc.asset)/Destination Address*:	
Special Instructions:	

All freight documentation must contain correct information concerning description of goods, number of packages, exact weight and dimensions of shipment.

Commodity Code, Country of Origin and Export Control Classification Number is also a requirement and shall be provided on delivery documentation for Freight Forwarding and Customs purposes.

Glossary

ADR	Road Dangerous Goods Regulations
CCU	Cargo Carrying Unit
CoC	Certificate of Conformity
CST	Cargo Summary Ticket
DDP	Delivered Duty Paid (Incoterms 2020)
DoC	Declaration of Conformity
DSR	Drilling Supply Responsible
ECCN	Export Control Classification Number
FCA	Free Carrier (Incoterms 2020)
GA	General Arrangement
IATA	Air Dangerous Goods Regulations
IMDG	Sea Dangerous Goods Regulations
MSDS	Materials Safety Data Sheet
OLC	Onshore Logistics Coordinator
PO	Purchase Order



equinor