

Instructions for GOODS DELIVERIES

to Equinor ASA and Equinor Petroleum AS

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- Point 11 is revised in connection with dangerous goods information



Packing, marking and labelling is important!

This instruction provides requirements for goods deliveries to Equinor with delivery address in Norway.

This relates to goods procured by Equinor, but also 3rd part deliveries and rental equipment to be used at Equinor's plants and installations. Additional requirements for goods deliveries for use at NCS are provided.

We would encourage that this instruction is reviewed and followed by your company in order to avoid deviation in Your deliveries.

Delivery which is not in accordance with this instruction might be returned at supplier's risk and cost.

We need your help to succeed!

INSTRUCTIONS FOR DELIVERY

- 1 The supplier must organise the delivery by delivery address and by PO. A PO may contain several delivery addresses. A delivery address consists of name of plant/installation as well as geographical address. Pay attention to that the plant/installation name is in cases similar to other plant/installation. End destination is reflected.
- 2 Each item of the PO must be packed separately and marked with the delivery address, PO number, PO item number and Equinor's material number where this is quoted. If material certificates or other documentation are required, these shall be fastened to the packages in waterproof packing or in separate parcel together with the goods.
- 3 PO items belonging to the same delivery address and PO (one delivery) must be packed in suitable packaging and marked with the delivery address, PO number, PO item number and number of packages.
- 4 The packing slip must be included with the delivery and list the contents of the delivery with reference to our PO and PO item numbers. Packing slip on the package must be waterproof.
- 5 A consignment note must be issued for each delivery and must quote PO item/Equinor's PO number and the supplier's packing slip number. For deliveries related to drilling and interventions, note shall reflect references to well number (ex. GFB B&B B28, GFB INTV B28). A collective consignment note must be used if there are several deliveries.
- 6 Bring Cargo AS shall be used as speditor, unless otherwise agreed.
Ordering of freight services, as well as inclusion of needed documentation shall be performed by applying solutions EDI-compatible with Equinor's system or by use of Bring Cargo's portal: www.mybring.com. Contact: Bring Cargo AS on phone: +4755557203 or email: equinor@bring.com, if questions or need for guidance.
- 7 A signed copy of PO, with possible amendments, may be used as order confirmation if requested.
- 8 All freight documents must contain correct information concerning description of goods, number of packages, exact weight and measurement of shipment.
- 9 Individual items not shipped on a pallet should if possible not exceed 25 kg for each unit.
- 10 Goods for transport on pallet should if possible be packed on 80cmx120cm (EUR pallet). Total height shall not be more than 100cm.
- 11 If the delivery is defined as dangerous goods, the goods must be classified, marked, packed and documented in accordance with ADR, IMDG, IATA and CLP regulations. For deliveries to offshore installations, a Multimodal Dangerous Goods form must accompany the shipment from the sender to the final destination offshore. Notice that for containers and tanks containing dangerous goods, the marking shall be readable for operator (marking label of min. 25cmx25cm).
- 12 The delivery shall contain all goods defined for the delivery. Part deliveries is only allowed on Equinor's procurement responsible approval. The description of the goods shall corresponds to Equinor description. This also applies to units. If we order 100 bolts, the packing slip must also specify 100 bolts and not 1 packet of bolts. Items ordered in whole units (packets, boxes etc) must not be delivered in any other units.
- 13 Packing chips (expanded polystyrene EPS) must not be used as filling.
- 14 Delivery shall be performed in accordance to agreed delivery time. Increased costs related to storage and extra resource use, as well as risk of postponement of planned activities may be subject to the issuance of penalties.
- 15 If required by Equinor, all documentation related to a delivery as consignment note, package slip, certificates, declarations and safety sheets etc, is to be uploaded to a predefined URL-address upfront, before delivery.
- 16 If required by Equinor, the documentation for standardized equipment is to be delivered by use of the SEMI portal.

Examples of handling deliveries and issuing of freight documentation with different delivery addresses.

