



Equinor delivery follow-up

Information to suppliers



Equinor delivery follow-up

Why you have received this request:

- Equinor has not yet received your delivery, even if you shipped from your office on time
- We proactively follow up orders to confirm that everything is going according to plan.

Worth knowing:

- Anyone with this link may respond, so only forward this form to trusted recipients
- We have grouped all orders by vendor number and sent to the email address registered in our ERP system
- You may submit one or all items in one go, forward the same link to a colleague, or continue later
- When you have responded to an item, it will be removed from the report at the next refresh
- The URL will become inactive if no response is given within due time
- Contact the purchaser in the purchase order (PO) if your response do not fit in this format or you submitted the wrong data.

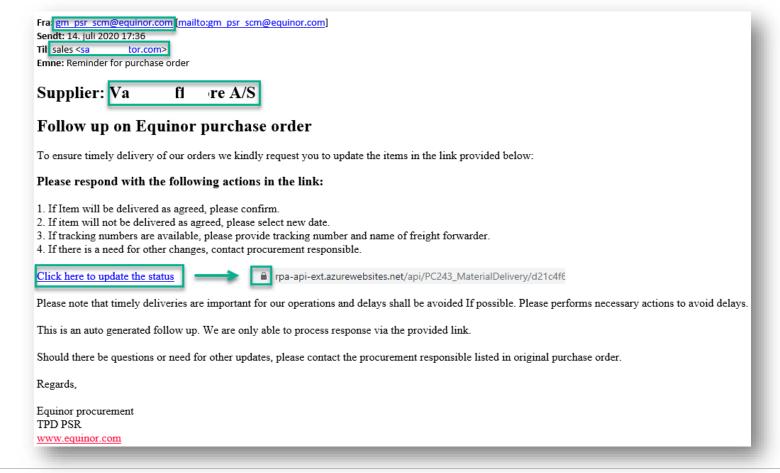
Need help? Call: +4751999222 and press 6

(State RPA PCO243.1 as reference if error with form.)



Why you can trust the emails you receive from us

- The sender is Equinor's official domain (equinor.com)
- We send to the official email from our ERP system
- The link to click is a secure https: URL
- The URL directs you to our Microsoft Azure web page



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How to respond to the form

"We have shipped as agreed"

Should we for some reason not have received the items, please inform that you delivered/shipped on the agreed date for agreed incoterms.



"We will be late"

If you are not able to deliver as agreed, please inform us when the goods can be expected and when actions have been taken to mitigate the delay.



"We will deliver on time"

For some critical items we may want to check if everything is going as scheduled with delivery/production.



"Form is not suitable"

If more details are needed or you do not know a new date.

Contact
Procurement
responsible

Vendor No	Vendor Name	PO	Item	Material	Short text	Order qty	Order unit	Delivery date	Deliver on agreed date?	New delivery date	Tracking nr	Freight forwarder	Submit
1078	S s A/S	459020	10		SPACER,CARBON,54843,T ERRY TURBINES	16	PC	3/19/2020	Yes No	mm/dd/yyyy	Type the value	Type the value	Submit
1078	S s A/S	45902	20		STEM,TRIP VALVE,89423C,TERRY TURBINES	1	PC	3/17/2020	Yes No	mm/dd/yyyy	Type the value	Type the value	Submit

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Equinor procurement

Information to suppliers version 1

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