



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 PC0243.1 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

Fra: gm_psr_scm@equinor.com [mailto:gm_psr_scm@equinor.com]
 Sendt: 14. juli 2020 17:36
 Til: sales <sales@equinor.com>
 Emne: Reminder for purchase order



Supplier: [Vafire A/S](#)

Follow up on Equinor purchase order

To ensure timely delivery of our orders we kindly request you to update the items in the link provided below:

Please respond with the following actions in the link:

1. If Item will be delivered as agreed, please confirm.
2. If item will not be delivered as agreed, please select new date.
3. If tracking numbers are available, please provide tracking number and name of freight forwarder.
4. If there is a need for other changes, contact procurement responsible.

[Click here to update the status](#)   rpa-api-ext.azurewebsites.net/api/PC243_MaterialDelivery/d21c4f6

Please note that timely deliveries are important for our operations and delays shall be avoided If possible. Please performs necessary actions to avoid delays.

This is an auto generated follow up. We are only able to process response via the provided link.

Should there be questions or need for other updates, please contact the procurement responsible listed in original purchase order.

Regards,

Equinor procurement
 TPD PSR
www.equinor.com

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.

Deliver on agreed date?

Yes

No

+

Tracking nr

Type the value

+

Submit

“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.

Deliver on agreed date?

Yes

No

+

New delivery date

07 / 15 / 2020

+

Submit

“We will deliver on time”

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

Deliver on agreed date?

Yes

No

+

Submit

“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
107€	S... A/S	45902	10		SPACER,CARBON,54843,TERRY TURBINES	16	PC	3/19/2020	<input checked="" type="radio"/> Yes <input type="radio"/> No	mm / dd / yyyy	Type the value	Type the value	Submit
107€	S... A/S	45902	20		STEM,TRIP VALVE,89423C,TERRY TURBINES	1	PC	3/17/2020	<input checked="" type="radio"/> Yes <input type="radio"/> No	mm / dd / yyyy	Type the value	Type the value	Submit

Equinor procurement

Information to suppliers version 1

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