

Instructions for GOODS DELIVERIES

to Equinor ASA and Equinor Petroleum AS

Version nr. 07 - August 2018:

- new brand related to change of company name - Equinor.
- point 6 is revised defining ordering and use of freight services.



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. 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.

ARRANGE DELIVERY PER. DELIVERY ADDRESS (ref. section 1)

If there is only one delivery address,
it will appear in the upper part of the order

The screenshot shows an Equinor order form. A red circle highlights the delivery address: Frydenløv og Søren AIS, PO BOX 1111, 1000 Solbakk. Another red circle highlights the instruction: "Viktig informasjon: Dette er et konsignment. Leveringsadresse: Frydenløv og Søren AIS, PO BOX 1111, 1000 Solbakk." The order table is as follows:

Post	Antall	Beskrivelse	Pris per enhet	Netto pris NOK
00010	1 ea	Sev.000FFR1 Besligning ring A020325		
00000	2 STK	O-RINGLØS32714,DAN.EUR.,3.214.VITON Vital material nr. 0000173		
00000	1 SETT	REPAIR KIT.O-RING.G21120023,DAN.EUR.		

- Delivery address
- Instruction for consignment of goods

If there are multiple delivery addresses,
these are listed below in the order.

This screenshot shows an Equinor order form with multiple delivery addresses listed in the order table, each circled in red:

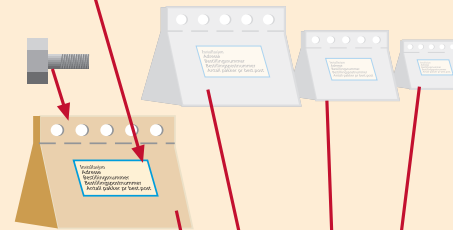
Post	Antall	Beskrivelse	Leveringsadresse:
00010	1 ea	Sev.000FFR1 Besligning ring A020325	Frydenløv og Søren AIS, PO BOX 1111, 1000 Solbakk
00000	2 STK	O-RINGLØS32714,DAN.EUR.,3.214.VITON	Frydenløv og Søren AIS, PO BOX 1111, 1000 Solbakk
00000	1 SETT	REPAIR KIT.O-RING.G21120023,DAN.EUR.	Frydenløv og Søren AIS, PO BOX 1111, 1000 Solbakk

ORDER ITEM (ref. section 2)

Certificates
Product Information
Approved NOG data sheets

Label

The unit name
Address
Ordering number
Ordering code 1, 2, 3, 4...
Number of packages pr. order



Delivery by
order per
installation

CONSIGN-
MENT NOTE

PACKING SLIP

Label

The unit name
Address
Ordering number
Ordering code 1, 2, 3, 4...
Number of colli

For goods to be delivered to Equinor's supply bases for usage offshore (NCS), the following additional requirements apply:

- Shipments shall meet the industry requirements given in NOG - Guideline NO. 116 - Packing, securing and transportation of cargo, and user control of containers.
- For suppliers with security agreement with NOG – the deliveries are to be secured in accordance with NOG091 Recommended guidelines for securing supplies and material in the oil and gas industry.
- For deliveries within O&M (not directly related to Equinor's drilling and well operations) according to security agreement NOG091, CCU shall be fully used unless deliveries are jeopardized due to delivery deadlines. If CCU are not fully used, can deliveries be forwarded as stand alone deliveries - up to 2 pallets which are secured and forwarded to supply base with freight documentation. For suppliers within Drilling and well, CCU shall be ensured utilized by consolidating deliveries with sub suppliers.
- All lifting equipment shall be approved in accordance with DNV2.7.1-2-3 or NSEN12079.
- If deliveries include temporary equipment, the supplier shall ensure compliance with NORSOK Z-015. Note! For Z-015 equipment, ensure that complete checklist (Z-015) documentation is attached to the freight documentation.
- The customs status (Norwegian goods/ non declared goods for free circulation) of the goods shall be defined in the consignment note/packing slip
- For deliveries such as for Z-015 equipment Equinor has developed deadlines for when Company shall be informed that goods are ready for inspection and delivery.
- Personnel modules shall be marked according to NOG-142.

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

