

Packing and Labelling Guideline

Packing- and labelling guideline for deliveries to Statoil ASA and Statoil Petroleum AS



Statoil

Packing, marking and labelling are important!

Statoil's supply service receives large quantities of goods to our supply bases, offices and onshore plants from a large number of suppliers.

The deliveries vary in bulk, weight and content. In addition to storing materials, a great deal of the activity consists of receiving, registering and distributing the materials.

Statoil is working continuously to develop new work processes that will improve the flow of materials.

By following Statoil's guideline, we can be able to make progress in the improvement efforts.

We have therefore drawn up this guideline to clarify Statoil's packing and labelling requirements for materials. We would ask that relevant personnel in your enterprise study them carefully in order to prevent non-conforming deliveries in the future.

Our success depends on your help!

Guideline for delivery

Delivery address

A delivery may contain purchase order (PO) items for distribution to several delivery addresses. A delivery address consists of the name of the installation/plant/base and a geographical address.

Examples of delivery addresses:

Åsgard A prod.ship
c/o Statoil Forsyningsbase Kr.sund
Omagaten 122, bygg 9
6517 Kristiansund

Statoil Forsyningsbase Kristiansund
Heidrun
Omagaten 122, bygg 9
6517 Kristiansund

Statoil Forsyningsbase Kristiansund
Åsgard
Omagaten 122, bygg 9
6517 Kristiansund

Heidrun Platform
c/o Statoil Forsyningsbase Kr.sund
Omagaten 122, bygg 9
6517 Kristiansund

Organising the delivery

The supplier must organise the delivery by PO and by delivery address. If a PO has five delivery addresses, the delivery must be packed in at least five separate packages with five packing slips and a corresponding number of consignment notes.

Correspondence between our order and your delivery

It is important that your description of the goods corresponds to ours. 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.

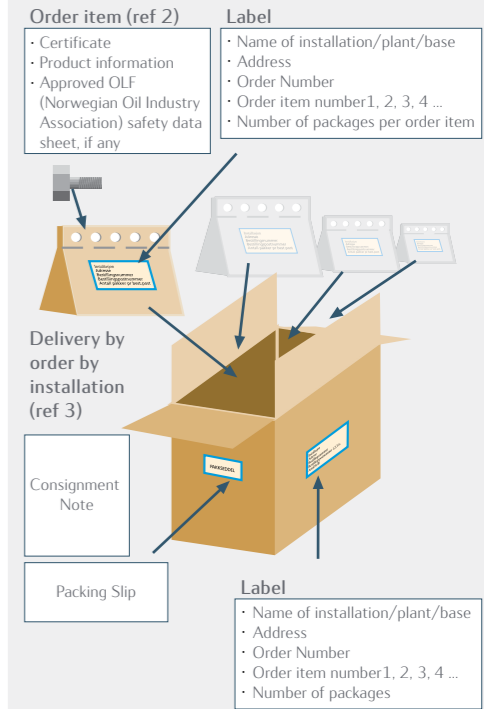
Packaging

Statoil wishes to be at the forefront environmentally. We would therefore ask suppliers to respect this when choosing packing materials. Materials such as packing chips (expanded polystyrene EPS) must not be used as filling.

Packing and labelling guideline

Guideline (consignment of goods):

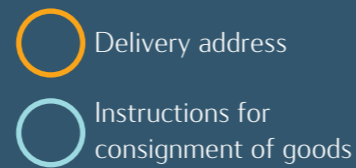
- The supplier must organise the delivery by delivery address and by PO. A PO may contain several delivery addresses.
- Each item of the PO must be packed separately and marked with the delivery address, PO number, PO item number and Statoil's material number where this is quoted. If material certificates is required, these shall be fastened onto the goods or shipped as separate item(s) together with the goods.
- 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.
- 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.
- A consignment note must be issued for each delivery and must quote our PO number and the supplier's packing slip number. A collective consignment note must be used if there are several deliveries to the same geographical address.
- Each PO will specify which forwarder to be used for transportation of materials.
- Consignments that do not conform with the above guideline may be returned at the supplier's risk and expense.
- A signed copy of PO, with possible amendments, to be used as order confirmation if requested.
- Invoice to be issued in exact compliance with the conditions of the Purchase Agreement and to be marked by PO number and PO item number.
- Shipments shall meet the industry requirements given in OLF Guideline NO. 116 Packing, securing and transportation, and user control of containers. For offshore use materials.
- All freight documents must contain correct information concerning, type of goods, number of packages, exact weight and measurement of shipment.



Dangerous goods
If the delivery contains dangerous goods, this must be indicated in accordance with ADR, IMDG or IATA regulations.

Example 1
If there is only one delivery address, it will appear in the upper part of the order.

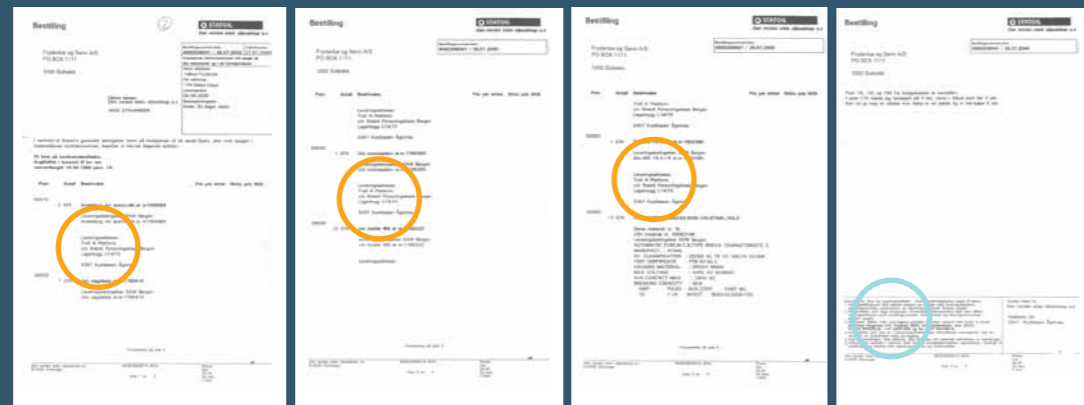
Example 2
If there are several delivery addresses they will appear below the items on the order.



Example 1:



Example 2:

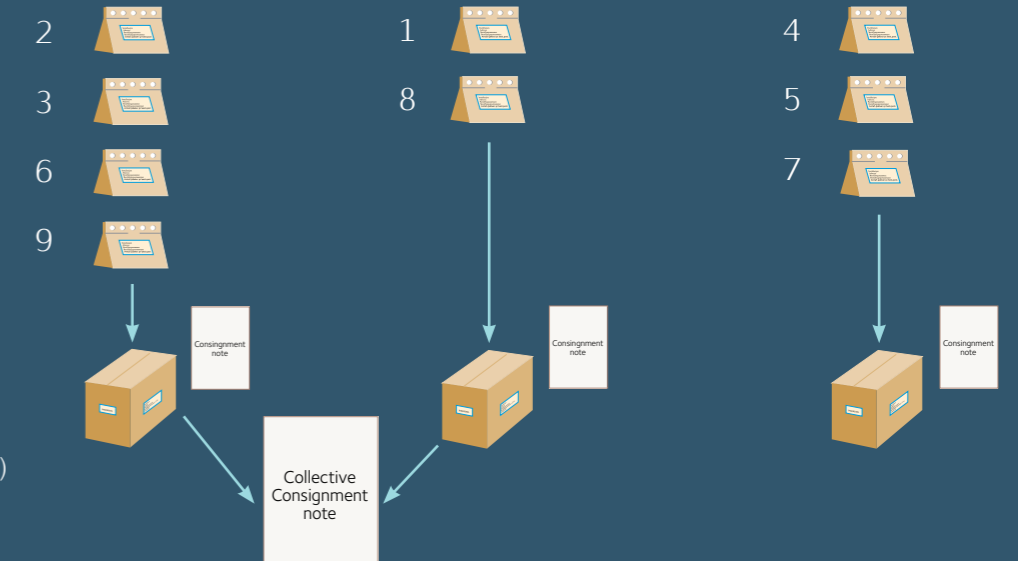


Åsgard A production ship
c/o Statoil supply base
Kr.Sund
Omagaten 122, building 9
N-6517 Kristiansund

Statoil Forsyningsbase
Kristiansund
Heidrun
Omagaten 122, building 9
N-6517 Kristiansund

Statoil
Helgelandsbase A/S
Norne
Holmen
N-8805 Sandnessjøen

Order items
(ref 2.)



Delivery with packing slip and consignment note (ref 3.)

Collective consignment note (ref 5.) in the case of several deliveries to the same geographical address

Deliveries to Statoil

Packing, marking and labelling are important!

