

# Instructions for goods deliveries

to Statoil ASA and Statoil Petroleum AS

Version nr. 04  
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This document replaces former document - Packing and marking guideline.



# Instructions for delivery

## Packing, marking and labelling is important!

This instruction provides requirements for goods deliveries to Statoil with delivery address in Norway. This relates to goods procured by Statoil, but also 3rd part deliveries and rental equipment to be used at Statoil'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!

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 in the first line of the of address.
2. 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 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/Statoil's 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
6. Each PO will specify which forwarder to be used for transportation of materials.
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 Statoil's procurement responsible approval. The description of the goods shall corresponds to Statoil descripton. 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 Statoil, 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 Statoil, the documentation for standardized equipment is to be delivered by use of the SEMI portal.

## Example 1

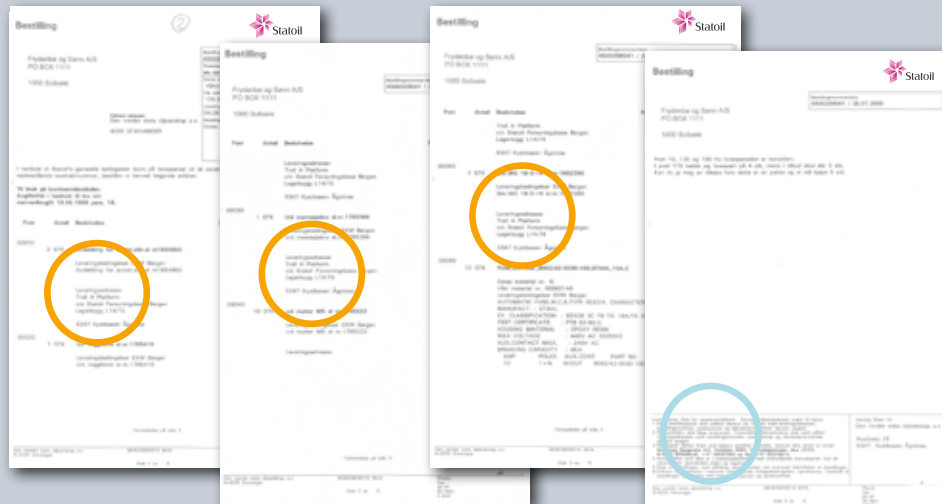
If there is only one delivery address, it will appear in the upper part of the order.



-  Delivery address
-  Instruction for consignment of goods

## Example 2

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

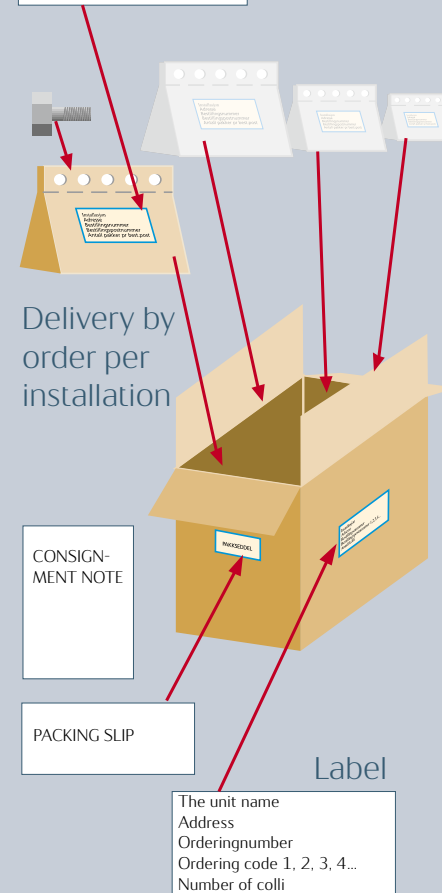


## Order item (ref. section 2)

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



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

1. Shipments shall meet the industry requirements given in NOG - Guideline NO. 116 - Packing, securing and transportation of cargo, and user control of containers.
2. 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.
3. All lifting equipment shall be approved in accordance with DNV2.7.1-2-3 or NS-EN12079.
4. 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.
5. The customs status (Norwegian goods/non declared goods for free circulation) of the goods shall be defined in the consignment note/packing slip
6. For deliveries such as for Z-015 equipment, Statoil has developed deadlines for when Company shall be informed that goods are ready for inspection and delivery.

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

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
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