



Packaging and labeling instructions
for product deliveries to

Vår Energi ASA

1. **Multiple delivery addresses** may be specified on PO. The supplier is responsible for ensuring delivery to each individual delivery address as specified in the PO.
A delivery address consists of the installation or supply base name and its geographical address. The name of the installation or supply base shall be clearly indicated in documents and labeling
2. **Different POs** shall always be packaged and labeled separately, indicating the contents, delivery address, PO number, and Vår Energi material number. Documentation delivered with the goods shall be packaged in waterproof packaging.
3. **Items** belonging to the same delivery address and the same PO shall be packed in suitable packaging and labeled with the delivery address, PO number, and the number of packages.
4. **The general rule** is that each PO shall be delivered as a complete consolidated shipment of all item lines. Partial deliveries are only accepted in special cases and must always be agreed upon with Vår Energi in advance.
5. **Deliveries** shall always adhere to the delivery date specified in the PO. Extra costs incurred due to temporary storage and additional resource utilization resulting from early or late delivery may be charged to the supplier.
6. **Transportation** of goods ordered with the delivery terms EXW or FCA shall be carried out by Vår Energi's carrier, Jas Worldwide Norway AS. Transportation requests can be made via email to; no-varenergi@jas.no
7. **Freight documents** shall be issued for each individual delivery and must include references to the PO number and the supplier's packing slip. For deliveries to drilling and interventions, the document should be marked with references to Kabal ID and well.
A consolidated freight document shall be issued if there are multiple shipments to the same address. Freight documents shall, as a minimum, include a product description, the number of packages, weight, and dimensions.
8. **Packing slips** shall accompany the delivery, and the content must be clearly stated. The packing slip attached to the outside of the package shall be in waterproof packaging. Safety Data Sheets for chemicals and lifting certificates shall be included with the delivery.
9. **Packages** not shipped on pallets shall, if possible, not exceed 25 kg per unit. Packages on pallets shall, if possible, be packed on Euro pallets (80 cm x 120 cm) and not exceed 100 cm in height.
10. **Technical documentation** in accordance with Vår Energi's LCI requirements shall be sent to; drift@varenergi.no prior to the delivery. The submission shall always reference Vår Energi's PO.
11. **Expanded polystyrene** (EPS) type filling material shall not be used as packaging material.
12. **Hazardous goods** deliveries shall be labeled, packaged, and documented in accordance with ADR, IMDG, IATA, and CLP requirements (chemical classification and labeling).

This instruction pertains to packaging and labeling requirements for shipments of goods and rental equipment to Vår Energi. The instruction applies for deliveries to all Vår Energi installations and supply bases.

Shipments that do not comply with this instruction may be returned at the supplier's risk and expense.

"To succeed, we need your help!"

For goods delivered to Vår Energi's supply bases for use offshore on the Norwegian continental shelf, the following additional requirements apply:

1. **Shipments** must comply with the requirements specified in *Offshore Norway Guideline No. 116- Packing, Securing, and Transport of Cargo*, as well as *User Control of Cargo Carriers*.
2. **Suppliers** with a security agreement with the Norwegian Oil and Gas Association must ensure deliveries in accordance with *Norwegian Oil and Gas Guideline No. 091 - Guidelines for Securing Supplies and Materials in the Oil and Gas Industry*. Suppliers shall ensure the best possible utilization of all cargo carriers.
3. **Lifting equipment** shall be approved in accordance with the regulations in *DNV 2.7.1- 2-3 or NS-EN 12079*.
4. **Temporary equipment** shall be documented in accordance with the current requirements in *Norsok Z-015 Temporary equipment (2020)*. Please note that a fully completed checklist (Z-015) must be included with the freight documentation. To plan the receipt inspection, notification of Z-015 equipment must be made at least 3 working days before shipment. Details are described in Z-015.
5. **Customs status** should be indicated on the transport documents and packing slip. The shipment should be marked as either "*Free Circulating Goods*" (FCG) or "*Norske Varer*" (Norwegian Goods).

Information on the packing slip

- Installation or supply base name
- Delivery address
- Line number from the PO, Cable ID, AO
- PO and/or contract number
- Number of packages
- Weight
- IMDG information for hazardous goods
- Safety data sheets for chemicals
- Certificates
- Contact person information with supplier's or sender's phone and email adress
- Special handling requirements (e.g., this side up, hazardous materials, handle with care, etc.)

Delivery to Hammerfest Supply Base;

Vår Energi ASA
C/O Polarbase AS
Havneveien 50
9610 Rypefjord

Delivery to Stavanger/ Dusavik Supply Base;

Vår Energi ASA
C/O Norseia Logistics AS
Notberget 12
4029 Stavanger

For urgent deliveries contact;

goliat.onshore.warehouse@varenergi.no
Duty phone: 91667513

For urgent deliveries contact;

varenergiwarehouse@norseagroup.com
Duty phone : 400 00 188 (08.00 - 16.00)
: 932 87 187 (16.00 - 08.00)

