



Delivery Instructions Norway

Delivery, Documentation & Packing

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Preamble:

This document describes the requirements for deliveries to Solstad and any of its subsidiaries with delivery address to any of Kuehne + Nagel warehouses in Norway.

Following these instructions will secure efficient delivery, documentation handling, storage and forwarding of Ship spares/goods ordered from your company.

Due to the many different import/export regimes worldwide, it is of the utmost importance that the below instructions with regards to delivery, documentation and packaging are followed accordingly. This to ensure smooth and correct supply chain for all our vessels.

Solstad uses Kuehne + Nagel Marine logistical solutions, where Kuehne + Nagel is handling most inbound deliveries, document control and creation, storage and forwarding to Solstad vessels globally.



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1. Instructions for delivery

Seller shall organize the delivery according to the delivery address stated on the Purchase Order.

2. Pre-alert

To secure a good and efficient flow of necessary and required documentation between the seller and Kuehne + Nagel, it is expected that the required and necessary documentation is sent in advance. The benefit will be reduced number of OS+D's and reduced time to resolve any OS+D's raised by either missing or wrongful documentation. This will again lead to an improved flow of goods to the designated vessel.

Pre-alerting the documents to Kuehne + Nagel

IMPORTANT: Pre-alert mail is ONLY for sending documents.

E-mail must be sent to: knnor.ml-documents@kuehne-nagel.com

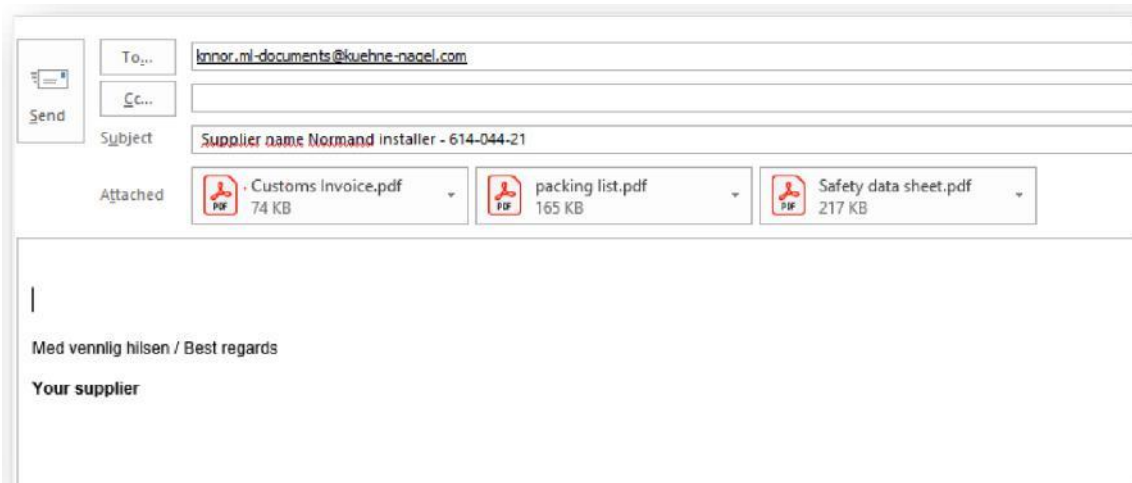
E-mail Subject must contain

- Full Vessel Name
- Solstad PO Number
- Supplier Name

Required documents to be included in the pre-alert:

- Commercial/Pro-Forma Invoice
- Packing List
- SDS Documentation (if applicable)

Example:



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3. Documentation:

It is clearly stated on the PO the requirements for documentation.

- (The description of contents section of the waybill & commercial invoice should state: "ship spares in transit" or "ship stores in transit"

The following documentation shall be included in all consignments:

MUST BE ATTACHED IN A PLASTIC/WATERPROOF POCKET ON THE OUTSIDE OF THE PACKAGE

- (English Proforma invoice and packing list including:
 - o corresponding customs tariff code (Ref: HS-Code),
 - o Country of Origin (COO) for each line item. (
- Safety Data Sheet (Ref: REACH-regulation / GHS / CLP)

The following documentation shall be included in all consignments when applicable:

- (Material Declaration and Supplier Declaration of Conformity (Ref: EU SRR / HKC)
- (For marine equipment bearing the wheel mark TM; EU Declaration of Conformity (Ref: MED)
- (Materials containing asbestos shall not be delivered (Ref: SOLAS 11-1/3-5)
- (Materials containing Ozone-depleting substances (CFC) shall not be delivered. (Ref: MARPOL VI/12)

4. Packing:

- (All deliveries shall be individually packed for each PO and clearly marked with the PO-number and vessel name.
- (All deliveries shall be compliant with the ISPS code and any other relevant regulations.
- (Packing Material: Any wood used (Pallet/Crates) must be according to ISPM 15.
- (Goods delivered on pallets should if possible be packed and strapped on 80x120 cm (EUR pallet) and total height should not be more than 100 cm.

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5. Dangerous Goods: IMPORTANT

Instructions for delivery:

ALL dangerous goods shall be **pre-alerted** prior to transportation and delivery.

Pre-alerting of dangerous goods:

The following correct information must be sent in advance:

- " English Proforma / Commercial Invoice
- " Packing List including corresponding customs tariff code (Red: HS-Code) "
- " Safety Data Sheet (Ref: REACH-Regulation/ GHS / CLP)
- " Copy of the ADR/transport document
- " For Lithium Batteries, Test certificate must be included

These documents must refer to the PO number and ship name.

The documents shall be sent to the following e-mail depending on the requested delivery address:

Bergen: Marinebgo@kvalitetstransport.no

Stavanger: kn.warehouse.svg@Kuehne-Nagel.com

Gardermoen: firmapost@ktlogistikk.no

Note: Dangerous goods transported to Kuehne + Nagel without pre-alert will be rejected upon arrival.

6. CLASS 1 Explosives: IMPORTANT

With regards to **Class 1 explosives (class 1.3 G and 1.4 S / G)** Kuehne + Nagel will only receive these at their terminal at Gardermoen. These goods require a pre-approval prior to delivery at our terminal. That means that by pre advising the volume/amount and dg class, one shall receive a **written confirmation from Kuehne + Nagel** informing that we may receive the goods, prior to delivery at our terminal.

E-mail shall be sent to: warehouse.osl@kuehne-nagel.com

Note: Dangerous goods transported to Kuehne + Nagel without pre-alert will be rejected upon arrival.

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7. Examples of Purchase Order (PO):

Solstad use Tero Marine (TM) as a purchasing system for the vessels, the company is also using ShipServ as an e-commerce tool to be efficient in its purchasing process with suppliers. This means that Solstad can issue Purchase Orders in two different formats. The information and content on the Purchase Orders are identical, just slightly different setup.

The Purchase Order has important and critical information for deliveries:

The below **important** information is found on both PO templates:

Please note the following:

- I All shipments and correspondence shall be clearly marked with ships name and PO-number.
- I Please note the Incoterms © 2020 stated on the PO and delivery accordingly.
- I VAT exemption applies for goods and services provided to seagoing vessels engaged in petroleum related operations.
- I The description of contents section of the packing list & pro-forma invoice shall state: "ship spares in transit" or "ship stores in transit".

The following documentation shall be included in all shipments when applicable:


- I English proforma invoice and packing list including corresponding custom tariff code (Ref: HS-Code).
- I Country of Origin (COO).
- I Safety Data Sheet (Ref: REACH-regulation / GHS / CLP).
- I Material Declaration and Suppliers Declaration of Conformity (Ref: EU SRR / HKC).
- I For marine equipment bearing the wheel markTM; EU Declaration of conformity (Ref: MED).

IMPORTANT: Inventory of Hazardous Material (IHM):

- I With reference to EU SRR, products sold to Solstad or any of its subsidiaries shall not contain any of the prohibited Annex I listed hazardous materials (Asbestos, Polychlorinated biphenyls (PCB), Ozone depleting substances, Organotin compounds, or Perfluoro octane sulfonic acid (PFOS).
 - I Regarding Annex II listed hazardous materials (Cadmium, hexavalent chromium, lead, mercury, polybrominated biphenyl (PBB), polybrominated diphenyl ethers (PBDE), polychlorinated naphthalenes, radioactive substances, shortchain chlorinated paraffins (Alkanes, C10-C13 chloro), and brominated flame retardant (HBCDD)), suppliers should avoid supplying products to Solstad or any of its subsidiaries containing these materials. Notwithstanding the above, if a product sold to Solstad or any of its subsidiaries contains any Annex II hazardous material above the specified threshold values, the supplier shall complete a Material Declaration (MD) and Supplier Declaration of conformity (SDoC) for the product by taking into account the guidelines in MEPC 269 (68).
 - I When relevant in respect of the above, the MD and SDoC shall be delivered together with the order confirmation. The absence of MD and SDoC will be regarded by Solstad and its subsidiaries as confirmation by the supplier that the product does not contain hazardous materials above relevant threshold values.
- Please confirm order as soon as possible and no later than two (2) working days after it is received.**

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**EXAMPLE OF PURCHASE ORDER FROM TERO
MARINE PURCHASING SYSTEM**

		Solstad Shipping AS Phone: +47 52 85 65 00 www.solstad.com Org.no: 977 228 476 Purchase order	
Ship: Normand Navigator		2 Page(s)	
Supplier 2 Supplier reference: _____ Our Customer No: _____ Supplier Phone: _____ Supplier e-mail: _____		Order Details Vessel Name: Normand Navigator IMO No: 9687356 Order No: 629-3000-21 Quote Ref: _____ Order date: 2021-01-11 Delivery Date: 2021-01-12 Our contact person: _____ Delivery Terms: DAP - 3 Forwarding by: _____	
Delivery Address Normand Navigator C/O: Kuehne + Nagel AS (Stvg.) Risavika Havnering 247 Section AY 4056 Tananger 4 Delivery Phone: +47 51 64 74 00 Delivery e-mail: knshipspares.svg@kuehne-nagel.com		Invoice Address Solstad Shipping AS P.O.BOX 13, N-4297 SKUDENESHAVN NORWAY 5 Business register number: 977 228 476 Invoice by e-mail: invoice@solstad.com	
Please note the following: ✓ All shipments and correspondence shall be clearly marked with ships name and PO-number. ✓ Please note the Incoterms ® 2020 stated on the PO and delivery accordingly. ✓ VAT exemption applies for goods and services provided to seagoing vessels engaged in petroleum related operations. ✓ The description of contents section of the packing list & pro-forma invoice shall state: "ship spares in transit" or "ship stores in transit". The following documentation shall be included in all shipments when applicable: ✓ English proforma invoice and packing list including corresponding custom tariff code (Ref: HS-Code). ✓ Country of Origin (COO). ✓ Material Safety Data Sheet (Ref: REACH-regulation / GHS / CLP). ✓ Material Declaration and Suppliers Declaration of Conformity (Ref: EU SRR / HKC). ✓ For marine equipment bearing the wheel mark™, EU Declaration of conformity (Ref: MED). IMPORTANT: Inventory of Hazardous Material (IHM): ✓ With reference to EU SRR, products sold to Solstad Offshore ASA or any of its subsidiaries shall not contain any of the prohibited Annex I listed hazardous materials (Asbestos, Polychlorinated biphenyls (PCB), Ozone depleting substances, Organotin compounds, or Perfluorooctane sulfonic acid (PFOS). ✓ Regarding Annex II listed hazardous materials (Cadmium, hexavalent chromium, lead, mercury, polybrominated biphenyl (PBB), polybrominated diphenyl ethers (PBDE), polychlorinated naphthalenes, radioactive substances, shortchain chlorinated paraffins (Alkanes, C10-C13 chloro), and brominated flame retardant (HBCDD)), suppliers should avoid supplying products to Solstad Offshore ASA or any of its subsidiaries containing these materials. Notwithstanding the above, if a product sold to Solstad Offshore ASA or any of its subsidiaries contains any Annex II hazardous material above the specified threshold values, the supplier shall complete a Material Declaration (MD) and Supplier Declaration of conformity (SDoC) for the product by taking into account the guidelines in MEPC 269 (88). ✓ When relevant in respect of the above, the MD and SDoC shall be delivered together with the order confirmation. The absence of MD and SDoC will be regarded by Solstad Offshore ASA and its subsidiaries as confirmation by the supplier that the product does not contain hazardous materials above relevant threshold values. Please confirm order as soon as possible and no later than two (2) working days after it is received.			
All goods are purchased according to Incoterms 2020			
Purchase Orders issued by Solstad Offshore ASA or any of its subsidiaries are at all times subject to the Solstad Offshore ASA Terms and Conditions, available at: https://www.solstad.com/procurement/standard-terms-and-conditions-for-supply-of-goods-and-services/			

For Solstad Shipping AS

saikuan.low@solstad.com

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1. Name of the Solstad company issuing the Purchase Order (PO)
2. Name of the Supplier the Purchase Order (PO) is issued to
3. Purchase Order details:
 - a. Vessel Name
 - b. IMO number
 - c. Purchase Order Number
 - d. Order Date
 - e. Requested Delivery date
 - f. Solstad Contact person
 - g. Delivery/Incoterms
4. Delivery Address
 - a. Including contact phone + e-mail for deliveries
5. Invoicing Address
 - a. Including simple invoicing instructions
6. Important information about
 - a. Shipment & Deliveries
 - b. Documentation
 - c. Inventory of Hazardous Material
7. Incoterms @2020 and link to Solstad standard terms & conditions

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EXAMPLE OF PURCHASE ORDER
FROM SHIPSERVE PURCHASING



Purchase Order

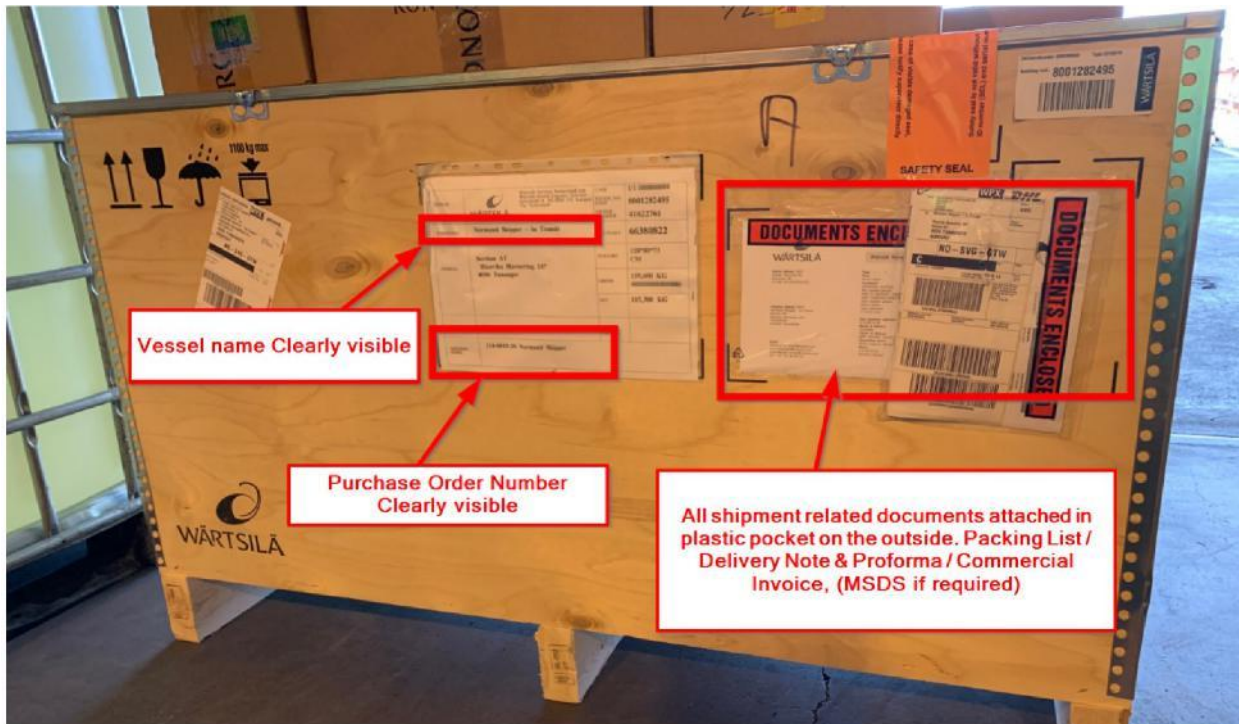
Ship/Serv. Supplier Record: Supplier Name 1 And Adress		Ship/Serv. Buyer Record: Farstad Shipping AS Nessvegen 29, PO BOX 13, Skudeneshamn 4200, Norway Contact: Purchase Department Tel: +4752200500 Email:	
Supplier Contact: Contact: Company contact person Email: ost.norway@sturn.no		Buyer Contact: Contact: Jo'ns Pedro Tel: +55 22 2105-1920 Email: joao.pedro@solstad.com	
PO Details: PO Ref: 615-0098-20 Subject: Jetun Part for Normand Vaion Vessel: Far Sentinel Vessel No.: 9707710		PO Date: 25 Mar 2020 11:30 (GMT)	
Billing Details: Address: Farstad Shipping AS PO Box 13 4227 Skudeneshamn Name: Invoice Company contact person Email: invoice@solstad.com		Delivery: Delivery/release to, or contact: Kuehne + Nagel AS (Oslo) Rosavika Havnings 247 Section AY 4050 Tangerang Tangerang 4050 NOR Phone: +47 51 54 74 00 Fax: +47 51 54 74 01 Email: knshipspares.ost@kuehne-nagel.com Requested Delivery: 30 Mar 2020 00:00	
Buyer Terms and Conditions: Payment Terms: 60 days General Terms & Conditions: (. Truncated please refer to attachment) : Purchase Orders issued by Solstad Offshore ASA or any of its subsidiaries are at all times subject to the Solstad Offshore ASA Terms and Conditions, available at: 6 http://www.solstad.com/procurement/solstad-terms-and-conditions-for-supply-of-goods-and-services/ Please note the following: <ul style="list-style-type: none"> All shipments and correspondence shall be clearly marked with ships name and PO-number. Please note the Incoterms ® 2020 as defined on the PO. Deliver accordingly. VAT exemption applies for goods and services provided to seagoing vessels engaged in petroleum related operations. The description of contents section of the packing list & pro-forma invoice shall state: "ship spares in transit" or "ship stores in transit". The following documentation shall be included in all shipments when applicable: <ul style="list-style-type: none"> English proforma invoice and packing list including corresponding custom tariff code (Ref: HS-Code). Country of Origin (COO). Material Safety Data Sheet (Ref: REACH-regulation / GHS / CLP). Material Declaration and Suppliers Declaration of Conformity (Ref: EU SRR / HKC). For marine equipment bearing the wheel mark™: EU Declaration of conformity (Ref: MED). IMPORTANT: Inventory of Hazardous Material (IHM): <ul style="list-style-type: none"> With reference to EU SRR, products sold to Solstad Offshore ASA or any of its subsidiaries shall not contain any of the prohibited Annex I listed hazardous materials (Asbestos, Polychlorinated biphenyls (PCB), Ozone depleting substances, Organotin compounds, or Perfluorooctane sulfonic acid (PFOS)). Regarding Annex II listed hazardous materials (Cadmium, hexavalent chromium, lead, mercury, polybrominated biphenyl (PBB), polybrominated diphenyl ethers (PBDE), polychlorina. 			

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- 1) Supplier the Purchase Order (PO) is issued to
- 2) Name of the company issuing the Purchase Order (PO)
- 3) Purchase Order (PO) details;
 - Supplier contact (name and e-mail)
 - Buyer contacts (name, phone and e-mail)
 - PO Details:
 - PO Number
 - Vessel Name
 - PO issue date
- 0) Invoicing Address
 - ✓ Including Invoicing instructions
- 5) Delivery Address
 - ✓ Including contact details for deliveries
- 6) Important Information and instructions
 - ✓ Solstad Terms and Conditions apply to all Purchase Orders
 - ✓ VAT exemption for seagoing vessels engaged in petroleum related operations
 - ✓ Information about waybill & commercial invoice
 - ✓ REQUIRED documentation to be included in all consignments
 - ✓ Materials not to be delivered (SOLAS 11-1/3-5 and MAPROL V1/12)

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8. Examples packing, marking & documentation: General Cargo Pallets



General cargo – smaller packages



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Dangerous Goods

Note that Dangerous goods classification sticker must be attached on 2 sides.

