



## PACKING AND LABELLING GUIDELINE FOR ODFJELL GROUP

This guideline covers the requirements for goods and deliveries to all Odfjell Group units. This includes Odfjell procured goods, 3<sup>rd</sup> party deliveries and rental equipment.

We ask that this guideline is reviewed and followed by you so that we avoid deviations in your deliveries. Non-compliant shipments may be rejected and returned at the supplier's risk and expense.

## Delivery address

A delivery address should consist of the name of the offshore unit and name of the base.

It is important to note that our units can move location, which means that the delivery address can change between well locations.

The destination will always be visible in the Purchase Order.

Examples of a correct delivery address:

- Northern Ocean Operations Ltd  
Deepsea Mira  
c/o CCB Varemottak L-27  
5347 Kystbasen Ågotnes  
NO – Norway
- Deep Sea Rig AS  
Deepsea Stavanger  
c/o CCB Mongstad Hall J  
Port 2, Dyrholten 8  
5954 Mongstad  
NO – Norway

## Correspondence between order and delivery

It is important that your description of the goods correspond with our PO. This also applies to units. If we order 100 bolts, the packing slip must also specify 100 bolts and not 1 pack of bolts. Items ordered in whole units, must not be delivered in any other units. Any deviations from this might cause delays in invoice handling.

## Packing and packaging

Goods must be packed to facilitate the safe loading, transport and unloading. Odfjell aims to lead the way in environmental responsibility. We would therefore ask suppliers to respect this when choosing packing materials. Materials such as packing chips (expanded polystyrene EPS) must not be used.

## Timely delivery

Timely execution is critical to Odfjell's operations as delays result in substantial costs. Goods are to be ready for collection on the agreed date, any deviations must be promptly communicated to the buyer to facilitate necessary adjustments

## Dangerous Goods

All consignments containing goods classified as Dangerous Goods must comply with ADR and/or IMDG requirements for packaging, labelling, and documentation. It is the responsibility of the consignor to ensure full compliance with these regulations prior to transport.

## Packing and labelling Guideline

1. The supplier shall ensure the consignment is packed and ready for collection. Always check the terms in the given PO. Our standard delivery term is FCA. Designated *Transporter* per area, see list on last page, should always be used unless otherwise is agreed with the Buyer responsible for the PO.

2. Booking is done through email to *Transporter*, include the responsible Buyer in CC. The booking email should include a Commercial Invoice, Packing List, Weight and Dimensions, Contact Person & Number.

3. The Commercial Invoice must include;

- Seller and Buyer details
- Invoice number, date, and our reference number
- Description of each item line, quantities, values, HS codes, Country of Origin.
- Total invoice cost, currency, freight costs.

4. The packing list must include;

- Shipment Information, PL number, our reference number, delivery address, Consignee name & contact, Shipper name & contact, Incoterms
- Package ID, Package number, type of package, dimensions, weights, Marks & labels if any special handling requirements are necessary.
- Contents of each package, Item number & Description per item line, Quantities, UoM, HS codes, Country of Origin, MSDS.
- Any additional information; Export License, DG classification, Special Instructions.

5. Once the documents are reviewed by *Transporter*, the supplier will receive a Waybill. The CI, PL, Waybill and any other relevant documentation must be attached to the consignments in transparent, waterproof packaging.

6. Invoices must be issued in exact compliance with the conditions of the Purchase Order, to avoid payment delays. The invoice must be marked with Buying company, PO number and PO item number.

#### Sea Freight

Packaging requirements do not apply to large equipment normally used in a seawater environment such as Marine Risers and associated equipment, BOP parts, Rig Thrusters, Anchors and Anchor chains, etc.

If in doubt if packaging is required, contact the Buyer.

#### Air Freight

Packaging for Airfreight shall be suitable to avoid damage to the parts during normal handling and shipment and shall comply with current IATA regulations.

#### Corrosion Protection Requirements

Packaging shall be designed to protect from all forms of moisture (salt spray, rain, and condensation) that can cause damage to Products that are susceptible to corrosion.

Typical packaging methods to be used to protect against corrosion are:

Preservatives or Oils - Direct application of a preservative or oil to the metal surface. Cover the Product(s) with a waterproof plastic material to keep the Product(s) clean and dry. Ensure that preservative or oil is compatible with the Product(s) and does not cause damage.

Volatile Corrosion Inhibitors (VCIs) - VCIs that can be used in various forms and Applications including VCI preservatives, VCI powders, VCI emitters, and VCI wrapping materials.

Desiccant - Adequate amounts of desiccant enclosed within a water vapor-vapor barrier material to absorb moisture. Desiccant should not be allowed to come in direct contact with the Product(s).

#### Wood Packaging Export Regulation Requirements

All wood packaging materials must be either heat treated or fumigated with methyl bromide in accordance with International Standards for Phytosanitary Measures (ISPM 15). The wood packaging materials must also be marked with an approved international mark certifying treatment. Import of non-compliant wood packaging materials will not be

allowed entry and are subject to re-exportation at the supplier's expense.

Note: Regulated wood packaging materials include dunnage, crating, pallets, packing blocks, drum cases, and skids. Non-manufactured woods, loose wood packing materials, and wood pieces less than 6 millimeters thick in any dimension are excluded. This definition explicitly excludes fiberboard, plywood, whiskey and wine barrels, and veneer.

#### Physical Protection Requirements

The packaging must be capable of protecting the Products from the rigors of an international shipment, including increased handling and greater distance traveled. Physical protection requirements include:

All shipping containers and pallets must have four-way forklift provisions.

Wood containers must be fully enclosed. Use of open style crates is prohibited without prior Buyer review and approval.

Containers made of fiberboard must be made of a heavy-duty weather-resistant fiberboard and have a gross weight of less than 250 lbs. Use of domestic grade board is unsatisfactory.

#### Physical Protection Requirements

for Oversized Breakbulk Shipments Shipping containers that are too large to fit within an ocean sea container (39' 6" x 7' 8" x 7' 6") will require additional physical and environmental protection:

The shipping container must be designed and constructed to be lifted by an overhead hoist if the container is too large to be loaded on an ocean flat rack for means of handling.

The interior of the shipping container needs to be completely lined with waterproof plastic, or the Products must be fully enclosed in a waterproof plastic bag.

Transporters by Area

Norway

Logitrans AS

[odfjell.no@logitrans.no](mailto:odfjell.no@logitrans.no)

+47 95050100

United Kingdom

CF Jennings

[scott@cfjennings.co.uk](mailto:scott@cfjennings.co.uk)

+44 1224 591181

Our mutual  
success  
depends on  
your help!

Following this  
guideline will improve  
operational efficiency  
by streamlining  
logistics, material  
flow, and invoice  
processing.