



## **Instructions to Vendors**

With respect to:  
Expediting, Documentation, Inspection,  
Packing, Marking, Shipping and Invoicing

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1. General

This document describes Wintershall Noordzee B.V. standard Expediting, Inspection, Documentation, Packing, Marking, Shipping and Invoicing requirements to Vendor, however specific Purchase Order requirements may prevail.

1.1 Language

All formal communication, reports, correspondence and technical documentation submitted to Wintershall Noordzee shall be in the English language.

1.2 Transmittals

Transmittals shall include as a minimum the requirements as specified in WINZ-PM-DC-0001 Instructions for Supplier Documentation.

1.3 Abbreviations

VDRL = Vendor Document Requirement List  
MRB = Manufacturing Record Book  
ITP = Inspection & Test Plan  
WINZ = Wintershall Noordzee B.V.  
PO = Purchase Order  
IOM = Installation and Operating Manual

2. Expediting

Kindly provide following information within 3 working days after receipt of our Purchase Order:

- Name of contact together with telephone- and fax numbers and e-mail address.
- Full address of manufacturing premises incl. contact details.
- Your reference for this Purchase Order.

2.1 Material Expediting

Please be advised that all expediting matters shall be addressed to the WINZ material expediting coordinator for all WINZ projects. All relevant matters shall be addressed for the attention of the expeditor.

Contact details WINZ expeditor Coordinator:

Phone: +31 (0)88 880 3201  
e-Mail: [roel.wolff@wintershall.com](mailto:roel.wolff@wintershall.com)

In case the Expeditor Coordinator is not available the responsible buyer shall be contacted.

Vendor shall perform all necessary expediting activities within his own and his Subcontractor's organization to ensure that the goods are delivered in accordance with the requirements of the Purchase Order. A plan for expediting major subcontractors shall be established and included in his regular reporting (see 2.4).

## 2.2 Document Expediting

Please be advised that documents and all relevant matters shall be addressed to the WINZ Document Controller / Expeditor for all WINZ projects.

Contact details WINZ Document Controller

Phone: +31 (0)88 880 3247

e-Mail: [Doccontrol.construction@wintershall.com](mailto:Doccontrol.construction@wintershall.com)

Submission of documentation shall be accompanied by a Transmittal as par. 1.2.

## 2.3 First issue of key documentation

As mentioned in the purchase order these are expected to be received on/or **10** working days after PO date.

Key Documentation consists of 1st issue of:

- Purchase Order confirmation
- G.A. drawings incl. footprints.
- Inspection and Test Plan (ITP), for content details see par. 2.4 F.
- Engineering, Procurement & Manufacturing Schedule (EPMS)
- WINZ VDRL (as per attached example) on/before **5** working days after PO date

## 2.4 Progress Report

- A) Heading: Wintershall Noordzee B.V.  
f.a.o.: Procurement (preferably via e-Mail, see Par. 2.1)  
Project Name : .....  
WINZ PO : .....  
Vendor name : .....  
Vendor ref. : ..... / date of issue  
WINZ.DOC.NR: .....
- B) General: Progress Report No.  
Order Acknowledgement copy return date  
Purchase Order contractual delivery date  
Current Purchase Order delivery date
- C) Engineering: Points of Interest  
Updated VDRL to be attached  
Outstanding Queries to be highlighted  
Areas of concern
- D) Procurement: Outstanding Queries to be highlighted  
Overview Extra / Less work  
Status of incoming materials  
Invoice status  
Areas of concern
- E) Fabrication : Updated Fabrication status to be attached  
Areas of concern

F) Inspection : Planned invitations in acc. with ITP  
Vendor to issue an updated ITP which highlights all relevant tests and inspections which are anticipated to take place on each component as well as on the completed units.  
In case of multiple fabrication locations an ITP shall be issued per location

G) Documentation: Document Approval Codes  
Documentation forwarded to Wintershall for approval shall be returned to Vendor within 10 working days of receipt date of said Documentation.  
Vendor shall resubmit "B" and "C" coded documents within 10 working days of transmittal date, unless specified otherwise.

Copies of relevant Expediting and Inspection reports to be attached to this progress report.

The following Wintershall approval codes will apply:

- A: Approved as issued; don't re-submit.\*
- B: Approved as noted; re-issue.
- C: Not approved; re-issue.
- D: Retained for info only.

3. Document Control

For detailed instructions see separate procedure WINZ-PM-DC-0001 Instructions for Supplier Documentation.

All related cost are included in Vendor's price.

4. Inspection / Testing

Vendor to advise Wintershall at least 5 working days in advance of a planned witness or hold point.

In case of a witness point Vendor may proceed if no notice is received from Wintershall.

In case of a hold point Vendor may NOT proceed with the work unless waived by Wintershall in writing or attended by WINZ inspector / representative.

The final test procedure shall be agreed with the WINZ responsible engineer.

\* "A" approved documents may only be re-submitted in case modifications, raised by the Vendor, are approved in writing by Wintershall prior to re-submittal.

## 5. Packing-, Marking-, Customs- and Shipping instructions

### 5.1 General Notes on delivery:

- Where individual packages will exceed 10.000kgs. (per package) it will be vendors obligation to issue a preliminary detailed packing list showing overall dimensions L\*B\*H (in cm) and Gross Weight in kgs. of each individual package and ETA (Estimated Time of Arrival) at the nominated delivery address
- Delivery of pipe spools has to be pre-notified to the receiving yard at least 2 days prior to actual delivery.  
It will be the responsibility of the Vendor to deliver all necessary lifting devices such as slings, spreader beams etc. to offload and install the goods offshore.
- Vendor shall furnish all appropriate shipping certification and instructions for shipping, safety, handling, exposure and disposal in a form sufficiently specific to identify all actions, which user must take concerning the hazardous goods, in accordance with appropriate government and international transportation regulations for all shipments.
- Earlier delivery is subject to WINZ prior written approval.
- Other Party shall give notice of readiness for shipment to Wintershall at least five (5) working days prior to the delivery date by providing a detailed packing list.
- In case of delivery to Den Helder port the rules and regulations by the Nogepa / SNS-Pool are applicable. These are available at:

<https://www.onsaardgas.nl/downloads-standards-guidelines>

Go To: DOWNLOADS

Scroll down to: OTHER

- o [Algemene Transport Voorwaarden \(NL\)](#)
- o [Transport Terms for Marine Transport \(UK\)](#)

- Wintershall Noordzee B.V. expects from its suppliers that [www.wintershall-noordzee.nl/suppliers](http://www.wintershall-noordzee.nl/suppliers) *material information is provided* with the required detail as per pre-defined "list of content/template" format and send by E-mail to our material coordinators. This format can be found at [www.wintershall-noordzee.nl/suppliers](http://www.wintershall-noordzee.nl/suppliers) (subject "Offshore Transportation-Marine"). The liability of information will remain the responsibility of the supplier.
- Due to HSE requirements it is mandatory for all suppliers to ensure that all truck drivers are able to understand the English language in speech and writing
- At all times a detailed packing list and pro-forma invoice shall accompany the package.

### 5.2 Packing

The Goods shall be prepared for transport, suitably export packed for sea/ air/ road/transport, unless the PO indicates otherwise. Any damages due to poor packing are Vendor's responsibility

Packing list showing (as a minimum)

- Dimensions. in cm.
- Gross weight in kgs.
- WINZ PO number
- WINZ Platform Identification
- Vendor ref. number
- Custom Tariff number (HS code)

When possible Vendor to use the attached WINZ standard.

### 5.3 Marking

**EACH** package/crate/pallet etc. must be clearly marked as indicated hereafter:

- Platform / Project :
- WINZ PO number :
- Equip. or TAG number :
- Hazardous Goods : IMCO/IMDG/ICAO hazardous goods code UN number  
(when applicable)
- Package No. : 1 of .., 2 of .., etc.
- Gross weight : ..... kgs.

### 5.4 In case of Spare Parts

All Spare Parts shall be packed separately from the relevant equipment;

1- Commissioning spares have to be marked as such and shall accompany WINZ relevant equipment at all times. Package shall be clearly marked:

#### **COMMISSIONING SPARES**

2- Two-Year operational spares shall be packed separately and shall be shipped direct to the port of export as indicated in this Purchase Order. Package shall be clearly marked:

#### **2-YEAR OPERATIONAL SPARES**

### 5.5 NAME / TAG Plates

In order to make all supplied items fully traceable, supplier to ensure that, next to the standard identification in accordance with the MSS SP-25, each item has to be tagged.

The TAG-plates have to be permanently fixed to each item. The TAG-plate shall be riveted to each item. There where riveting is not possible supplier has to attach the TAG-plate / label with a band or wire. This wire or band shall be made of a durable corrosion resistant material, preferably Stainless Steel.

Each individual Tag-plate / label shall be stamped with 6mm lettering and shall contain at least the following information:

WINZ PO: XXXXXXXX  
WINZ code (if applicable)  
Supplier name:  
Supplier ref.:  
Heat Number (if applicable)  
TAG. No.:  
WINZ Valve code  
Short description:

Minimum dimension TAG plate / label: 85\*50\*0.5mm.

All relevant TAG / Label data shall be part of the document approval cycle.

Pipe-spools / Flanges / Fittings etc. shall be hard stamped with same information as stated above.

## 5.6 Dangerous / Hazardous Goods

### Shipping, Packaging

“Contractor” shall package, label and ship hazardous products according to the applicable national and international laws and regulations.

### IMDG/ADR

“Contractor” shall comply with IMDG and ADR regulations.

### Compliance, REACH

“Contractor” complies with all obligations for suppliers (pursuant to Article 3 (32) Regulation (EC) No. 1907/2006/EC (hereinafter "REACH")) under REACH with respect to the delivery of Goods.

“Contractor” guarantees that all materials contained in the Goods have effectively been pre-registered, registered (or exempt from the obligation to register) and – if relevant – authorized in accordance with the applicable requirements of REACH for the uses disclosed by “Company”.

If the Goods classified as an article according to Article 7 REACH, the preceding sentence shall also apply to substances released from such Goods. Moreover “Contractor” shall forthwith notify “Company” if a component of the product contains a substance in a concentration exceeding 0.1 mass percent (W/W) if this substance fulfils the criteria of Article 57 and 59 REACH (so-called substances of very high concern). This also applies to packaging products.

“Contractor” shall be liable for and hereby indemnifies, saves, releases, defends and holds “Company” and its Affiliates harmless from and against any and all fines and damages asserted by such competent authorities in relation to REACH non-compliance of the Product(s) and any direct damages incurred by “Company” caused thereof.

If, due to any reason, the obligations of “Contractor” deriving from the REACH Regulations in relation to its manufacture of Product(s) are not fulfilled as set out in the REACH Regulation, “Company” shall be entitled to refuse the acceptance of the Product.



#### Safety Data Sheet

“Contractor” shall in particular provide “Company” with a safety data sheet (SDS) according to Article 31 REACH, compiled in accordance with Annex II of REACH, in the Dutch and English language in all cases stipulated in Article 31 (1) to (3) REACH. “Contractor” updates these without delay whenever the information in it is subject to change or when a new Product is supplied. The SDS is sent before or on the delivery date of the Product to [reachcompliance@wintershall.com](mailto:reachcompliance@wintershall.com). A hardcopy of the SDS is enclosed with the Product.

#### 5.7 Shipment via DHSS - Den Helder Support Services

For shipments to the WINZ offshore locations via the helicopter base at Den Helder the following different instructions are applicable:

Place of delivery address:

Den Helder Support Services  
Helicopter Freight  
Luchthavenweg 10F  
1786 PP Den Helder

E-mail Aviation Department:  
[aviation@wintershall.com](mailto:aviation@wintershall.com)

Tel. Aviation Production +31 88 880 3748  
Tel. Aviation Drilling +31 88 880 3759

Tel. Aviation after 17:00hrs and during the Weekend +31 88 880 3748

24 hrs. notification to our Aviation Department by mail with the following information:

- Offshore destination;
- Number of pieces and weight;
- Dimensions (Max. 65x70x100 cm);
- Detailed packing list (see 5.2);
- Copies of all relevant material- and test certificates;
- Pro-forma invoice (value);
- Copy of shipping documents to buyer;
- Material Safety Data Sheet (if applicable);
- In case of dangerous goods, please contact our Aviation department.

Packing list showing:

- Dimensions in cm.
- Gross weight in kgs. (Max. 23 kgs. per package)
- WINZ PO number
- WINZ Platform Identification
- Vendor ref. number
- Custom Tariff number (HS code)

Marking:

- Wintershall Noordzee B.V.
- WINZ PO number
- WINZ Platform Identification

Conditions for delivery at the airport:

- All goods must be clean, packed in strong and durable materials.

Customs formalities:

- Where the customs authorities stop goods shipment for further inspection, the goods will have to stay at the airport until all formalities are completed.

The Aviation Department will advise of the delivery time as well as flight details.

**“Unmentioned” freight or freight with no pro-forma, destination or above the allowed 23 Kg’s per package, will be refused.**

## 6. Invoicing and Payment

Payment will be effected upon receipt of correct original invoice within thirty (30) days net.

Invoices (and related back-up) should be provided:

- only in electronic format as PDF files
- Each invoice should be sent in a separate email
- Any email should contain only one PDF file. If more than just the invoice has to be sent, Contractor shall merge invoice and other documents in one PDF file.
- Invoices should be exclusively sent to the following email address: [WINZ.AP@wintershall.com](mailto:WINZ.AP@wintershall.com); This special email address may exclusively be used for electronic invoices. Contractor shall not use the indicated email address for other correspondence, such as quotations, order confirmations, reminders, etc.

Side note: *Should the aforementioned conditions not be met, Company reserves the right to insist on the usual sending of the invoice as a hard copy by regular postal service.*

Following address shall be indicated on every invoice:

Wintershall Noordzee B.V.  
P.O. Box 1011  
2280 CA Rijswijk  
The Netherlands  
Attn.: Accounts Payable

Each Invoice shall:

- quote the Purchase Order number;
- reference to location (Worksite, installation name etc.), well number or such other information Company may require;
- specify items billable as listed and numbered, referenced and/or described in the relevant Quotation or in the Price Schedule of the Agreement;
- contain field tickets signed by a representative of Company at the Worksite
- contain such other information that may be reasonably required by Company including, without limitation, the project code number notified to Contractor by Company, Worksite, well number, PO item numbers etc.

Note:

- Unless otherwise agreed in the Purchase Order the payment conditions as indicated in the General Terms & Conditions are applicable
- Invoice not in accordance with (or without reference to) this Purchase Order will be rejected and returned and as such will be seen as not received
- Invoices related to services have to be accompanied by all relevant time- and expense sheets which have to be signed by an authorised WINZ representative.

# PACKING LIST

Final Destination	:	Date	:
Client	: <b>Wintershall Noordzee B.V.</b>	Packing List No.	:
Purchase Order No.	: Partial : Y/N Balance : Y/N Complete : Y/N	Revision No.	:
Supplier Name	:	Page	: 1 of 1
Location of Certificates	:		

Package No.	Type op Packing	Dimensions in Centimeters			Net Weight in Kgs	Gross Weight in Kgs	Description of Material	Custom Tariff No. (10 digits)	P.O. Item No.	Item value	Remarks
		Length X	Width X	Height X							
		Total			0.00	0.00	0.00				Country of Origin:

# Packing List Explanation

<b>Platform Identification</b>		Supplier to state: Company name			Supplier to indicate: If P.O. delivery status is either Partial, Balanced or Complete.			Supplier to state: The packing list number. 1 = for 1st shipment etc.		Supplier to state: Date of issue of Packing List	
Final Destination	:							Date	:		
Client	:	<b>Wintershall Noordzee B.V.</b>						Packing List No.	:		
Purchase Order No.	:	Partial : Y/N	Balance : Y/N	Complete	:	Y/N	Revision No.	:			
Supplier Name	:							Page	:	1 of .....	
Location of Certificates	:	Supplier to state: Wintershall Noordzee Purchase Order Number					Supplier to state: Revision number of Packing List		Supplier to state: list page number, 1/X to X/X = total no. of pages		
Package No.	Type of Packing	Dimensions in Centimeters Length X Width X Height X			Net Weight in Kgs	Gross Weight in Kgs	Description	Custom Tariff No. (10 digits)	P.O. Item No.	Item value	Remarks
		Supplier to indicate: location inside the package of the relevant certificates								Supplier to state: Item value	
		Supplier to state: Package numbers which are numbered from 1/X to X/X X = total no. of packages				Supplier to state: All weights in Kgs 1 tonne = 1000 kgs			Supplier to state: Wintershall Noordzee Purchase Order item number only		
		Supplier to state: All dimensions to be in Centimeters one meter = 100 cm					Supplier to state: General description to content in packing as per Wintershall Noordzee Purchase Order item number only				<b>HAZARDOUS CARGO:</b> Supplier to state: 1. - IMCO class and UN numbers - Official denomination of cargo and flash point Celsius degree (if applicable). 2. "This is to certify the name goods are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to any applicable transportation regulations"
		Supplier to state: The exact type of packing: - Case - bundle (containing x looses)					Supplier to state: Custom tariff number (Harmonized System Code)			Supplier to state: The manufacturing Country of Origin.	
		Total			0,00	0,00	0,00				Country of Origin: