

NAM e-Packing Slip- Vendor Manual

Instructions for vendors how to fill out the NAM e-Packing Slip

What is the E-Packing Slip

The NAM e-Packing Slip is an Excel template to be used by vendors who need materials to be shipped to NAM Offshore locations. Due to changed Customs regulations all goods need to be declared in a digital manner as per 1st January 2016. Vendors who provide loose materials (indirectly) to the Hub in Den Helder are therefore required to provide the NAM Shipping Coordinators with the material details electronically through the use of the NAM e-Packing Slip.

How to use the E-Packing Slip

Please fill in the fields in the form according to instructions listed below, then send it by e-mail as an attachment to the NAM Material Coordinator:

Production: <u>NAM-EPE-SNS-cargologistics@shell.com</u>

Drilling: <u>NLK236-F@shell.com</u>

IMPORTANT: Do not alter the form structure and do not delete any rows/columns in it!

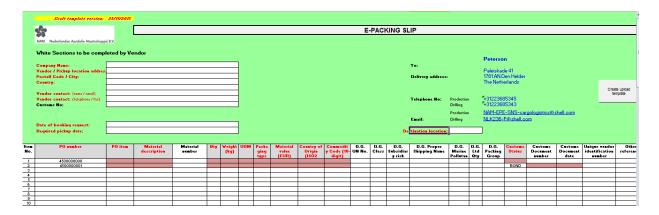


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Material sheet

IMPORTANT: Do not add, delete or change order of the columns in the table! You can only add new rows if you need to enter more items.

For the mandatory fields in the e-Packing Slip the column headers are highlighted in **red** and the missing mandatory data is highlighted as:



Field	Description	Restriction	Required / Optional
PO number	NAM Purchase Order number	Numeric, 10 characters	Required
PO item	NAM Purchase Order item number	Numeric, 3 characters	Required
Material description	Description of the material in the packing unit	Alphanumeric, 40 characters	Required
Material number	NAM SAP Material Number	Numeric, 10 characters	Dependant (required only in case of NAM stock materials)
Qty	Quantity of identical materials	Numeric, 10 characters	Required
Weight (kg)	Weight (in kg) of the material	Numeric, whole number only Value should be in KG	Required
UoM	Unit of measure of the material (e.g. EA for pieces, M for metres).	Alphanumeric, 3 characters Validation against value from drop down list	Required
Packaging Type	Packaging Type of material	Value should be: PACKAGE	Required
Material value (EUR)	Value of the material in Euro	Numeric, 13 characters Value should be in EUR	Required

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	Country of origin as established by council	Alphanumeric, 2 characters Validation against value from	
Country of Origin	regulation 2913/92	drop down list (ISO2 code)	Required
Commodity code	Commodity code according to Dutch Customs regulations	Numeric, 10 characters	Required
,			Dependant
D.G. UN no	UN number of dangerous goods	Alphanumeric, 6 characters (should start with UN)	(Depends on value in IMO code)
D.G. Class	IMO Hazard class of dangerous goods	Numeric, 1 character	Dependant (required if IMO code is set)
		,	Dependant
D.G. SubClass	IMO Subclass of dangerous goods	Numeric, 1 character	(Depends on value in IMO code)
D.G. Proper shipping name	Exact name of the material according to UN regulations	Alphanumeric, 250 characters	Dependant (required if IMO code is set)
D.G. Marine	Indication if the material is qualified as a marine	,	,
pollutant	pollutant or not	Possible values: 'Y' or 'N'	Optional
D.G. Ltd Qty	Indication if the quantity of dangerous material is considered limited	Possible values: 'Y' or 'N'	Dependant
			Dependant (Depends on
D.G. Packing group	Packing Group of dangerous goods	Possible values are: I, II or III	value in IMO code)
Customs Status	Customs status of the material	Possible values: FCG = Free Circular Goods BOND = Bonded Goods	Required
castoms status	customs status of the material	DOING BOILDER GOODS	
Customs Document number	Customs document number for materials	Alphanumeric, 18 characters	Dependant (required if customs status is Bonded)
			Dependant (required if customs
Customs document date	Date of customs document	Date (DD/MM/YYYY)	document is provided)
Unique vendor identification	Unique vendor identification number of the	Alphanumerical No maximum characters, for	,
number	material (e.g. Serial number)	information purposes only	Optional
		Alphanumerical No maximum characters, for	
Other references	Any other references related to the material	information purposes only	Optional

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