



NAM e-Cargo Booking Form – Vendor Manual

Instructions for vendors how to fill out the NAM e-Cargo Booking Form

What is the E-Cargo Booking Form

The NAM e-Cargo Booking Form is an Excel template to be used by vendors who need containers 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 are therefore required to provide the NAM Shipping Coordinators with the material details electronically through the use of the NAM e-Cargo Booking Form.

The E-Cargo Booking Form is divided in two sheets:

- **Cargo sheet** (page 1) for data related to the entire shipment and individual CCUs / loose lifts
- **Material sheet** (page 2), for detail of the individual items packed inside the containers and / or of the loose lifts

The Cargo sheet is further divided into a **Header section**, for information relevant for the entire shipment, and a **Units section** for details about individual units (containers or loose lifts).

How to use the E-Cargo Booking Form

If you wish to make a booking request, 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: NAM-EPE-SNS-cargologistics@shell.com

Drilling: NLK236-F@shell.com

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



Cargo sheet – Header section

Version template: 23/11/2015

BOOKING REQUEST FORM - CCU LEVEL

White Sections to be completed by Vendor

Please complete details below:

Company Name:

Vendor Code:

Vendor / Pickup location address:

Postal Code / City:

Country:

Vendor contact: (name / email):

Vendor contact: (telephone / fax):

Date of booking request:

Required pickup date:

Transportation planning point:

Changes to Cargo Booking Form:

(e.g. Change of number, Cancellations, Additions)

To: Peterson

Delivery address: PALEISKADE
Paleiskade 41
1781 AN Den Helder
The Netherlands

Telephone No: Production *31223686345
Drilling *31223686343

Email: Production NAM-ERE-SNS-cargo@logistics@shell.com
Drilling NLK238-F@shell.com

Destination location:

Revision Number:

Comments:

Create SAP upload content

For the mandatory fields in the Cargo Booking Form the column headers are highlighted in **red** and the missing mandatory data is highlighted as:

Field	Description	Restriction	Required / Optional
Company Name	Name of your company	Alphanumeric Validation against value from drop down list	Required
Vendor / Pickup location address	- Address of your company in case you deliver cargo to the Paleiskade or - Address pickup location in case Peterson will need to pick up the cargo. If you use more than one pick-up location, please make sure to indicate the correct pick-up address.	Alphanumeric 60 characters	Required
Postal Code / City	Postal Code / City of your company or of pickup location	Alphanumeric 60 characters	Required
Country	Country of your company or of pickup location	Alphanumeric 60 characters	Required
Vendor contact: (name / email)	Name and email address for the contact person within your company who is dealing with this particular shipment / request.	Alphanumeric 60 characters	Required
Vendor contact: (telephone / fax)	Telephone number and fax (if applicable) of the contact person within your company who is dealing with this particular shipment / request.	Alphanumeric 60 characters	Required
Date of booking request	Date the request is sent to the NAM Material Coordinator	Date (DD/MM/YYYY)	Required
Required Delivery / Pickup date	Date you will deliver the Cargo to the quayside (Paleiskade) or Date Cargo will need to be picked up by Peterson	Date (DD/MM/YYYY)	Required
Destination location	Offshore destination of the shipment (e.g. K14-FB-1). This destination will be applicable to all	Alphanumeric 20 characters Validation against value from	Required



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	items in the booking form.	drop down list	
Changes to the booking form	In case of changes to an already-sent booking form indicate here the reason for the change (e.g. container nr. removed, container added, quantity of loose lifts changed...).	Alphanumeric 360 characters	Depending <i>(required only in case of a changed form)</i>
Revision number	In case an updated form is sent, enter the number of the update here; leave the field blank if you are sending the booking form for the first time.	Numeric 2 characters	Depending <i>(required only in case of a changed form)</i>
Comments	Additional comments related to the booking request	Alphanumeric 230 characters	Optional



Cargo sheet – Units section

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 Cargo Booking Form the column headers are highlighted in red and the missing mandatory data is highlighted as:

Item No.	Material / Equipment description	Unit description / Container type	Container / Loose lift	(Container) Unit Owner	(Unique) Container No.	Current Test Date	Next Test Date	Length (mm)	Width (mm)	Height (mm)	Qty	Gross / Actual Unit Weight	Max gross weight (Kgs)	Tare weight (Kgs)	Payload	Container fill rate (ref. %)	Material value	D.G. UN No.	D.G. Class	D.G. Subsidary risk	Customs Status	Other References	Tracker ID GPS
1	Material description		C																				
2	Loose lift		L																				
3																							
4																							
5																							
6																							
7																							
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Field	Description	Restriction	Required / Optional
Material / Equipment description	Description of the material / equipment	Alphanumeric, 40 characters	Required
Unit description / Container type	Container type (e.g.10 FT. Container, 20' BASKET, IBC tank, ...) or Loose lift type	Alphanumeric, 40 characters	Required
Container / Loose lift	Select "C" if the unit is a Container, or "L" if the unit is Loose lift(s)	Only allowed values: 'C' or 'L'	Required
(Container) Unit owner	Name of the CCU owner / container provider.	Alphanumeric 40 characters Validation against value from drop down list	Required
(Unique) Container no.	Containers: exact container number as specified by the container's provider (e.g. AMB1099 for a Swire container); Loose lift: enter a unique identifier	Alphanumeric 20 characters	Required
Current test date	Current test date applicable to container units	Date (MM/DD/YYYY)	Required (for container)
Next test date	Next test date applicable to container units	Date (MM/DD/YYYY)	Required (for container)
Length (mm)	Length of CCU in mm	Numeric Value should be in MM	Required
Width (mm)	Width of CCU in mm	Numeric Value should be in MM	Required
Height (mm)	Height of CCU in mm	Numeric Value should be in MM	Required



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Qty	Quantity	Containers: Qty = 1 Loose lifts: Qty = quantity of identical loose lifts	Required
Gross / Actual Unit Weight (kg)	Actual weight of the loaded unit (tare weight + payload). If loose lifts with quantity greater than 1, enter the weight of one unit	Numeric, whole number only Value should be in KG	Required
Max gross weight (kg)	Total weight of fully loaded unit (maximum weight of the unit) Max. gross weight = Tare weight + Max. payload	Numeric, whole number only Value should be in KG	Required
Tare weight (kg)	Weight of empty unit	Numerical, whole number only Value should be in KG	Required
Payload (kg)	Weight of the cargo loaded inside the unit	Numeric, whole number only Value should be in KG	Required
Container fill rate	Volume utilisation of the container	Percentage, no decimals Allowed values: 25%, 50%, 75% or 100%	Dependant (Required in case of container)
Material value (EUR)	Value of the goods for customs declaration purposes	Numeric, whole number only Value should be in EUR	Required
D.G. UN no	UN number of dangerous goods	Alphanumerical 6 characters (should start with UN)	Dependant (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)
D.G. SubClass	IMO Subclass of dangerous goods	Numeric, 1 character	Dependant (Depends on value in IMO code)
Customs status	Customs status of the goods in CCU	Possible values: FCG = Free Circular Goods BOND = Bonded Goods	Required
Other References	Any other references related to the unit	Alphanumerical No maximum characters, for information purposes only	Optional
Tracker ID GPS	Identification number of GPS tracker placed on unit	Dependant on supplier GPS Trackers	Dependant (only if GPS tracker placed on unit)



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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 Cargo Booking Form the column headers are highlighted in **red** and the missing mandatory data is highlighted as:

BOOKING REQUEST FORM - MATERIAL LEVEL																								
White Sections to be completed by Vendor																								
Unit content:																								
Item No.	(Blanks) Container No.	Material description	Material number	Qty	Weight (kg)	UoM	Packaging type	Material value (EUR)	Country of Origin (ISO2)	Commodity Code (10 digit)	D.G. UN No.	D.G. Class	D.G. Subsidiary risk	D.G. Proper Shipping Name	D.G. Marine Pollution	D.G. Ltd Qty	D.G. Packing Group	Customs Status	Customs Document number	Customs Document date	PO number	Unique vendor identification number	Other references	
1	Container_test 01																	BOND						
2	Container_test 02																							
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								

Field	Description	Restriction	Required / Optional
(Unique) Container No.	Containers: exact container number as specified by the container's provider (e.g. AMB1099 for a Swire container); Loose lift: enter a unique identifier	Alphanumeric, 40 characters Must be identical to a container number on Cargo sheet.	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
Country of Origin	Country of origin as established by council regulation 2913/92	Alphanumeric, 2 characters Validation against value from drop down list (ISO2 code)	Required
Commodity code	Commodity code according to Dutch Customs regulations	Numeric, 10 characters	Required
Material value (EUR)	Value of the material in Euro	Numeric, 13 characters Value should be in EUR	Required
D.G. UN no	UN number of dangerous goods	Alphanumeric, 6 characters (should start with UN)	Dependant (Depends on value in IMO code)



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D.G. Class	IMO Hazard class of dangerous goods	Numeric, 1 character	Dependant <i>(required if IMO code is set)</i>
D.G. SubClass	IMO Subclass of dangerous goods	Numeric, 1 character	Dependant <i>(Depends on value in IMO code)</i>
D.G. Proper shipping name	Exact name of the material according to UN regulations	Alphanumeric, 250 characters	Dependant <i>(required if IMO code is set)</i>
D.G. Marine pollutant	Indication if the material is qualified as a marine 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
D.G. Packing group	Packing Group of dangerous goods	Possible values are: I, II or III	Dependant <i>(Depends on value in IMO code)</i>
Customs Status	Customs status of the material	Possible values: FCG = Free Circular Goods BOND = Bonded Goods	Required
Customs Document number	Customs document number for materials	Alphanumeric, 18 characters	Dependant <i>(required if customs status is Bonded)</i>
Customs document date	Date of customs document	Date (DD/MM/YYYY)	Dependant <i>(required if customs document is provided)</i>
PO number	NAM Purchase Order number	Numeric, 10 characters	Required
Unique vendor identification number	Unique vendor identification number of the material (e.g. Serial number)	Alphanumerical No maximum characters, for information purposes only	Optional
Other references	Any other references related to the material	Alphanumerical No maximum characters, for information purposes only	Optional