



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: 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!



NAM

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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:

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E-PACKING SLIP

White Sections to be completed by Vendor

Company Name:

Vendor / Pickup location address:

Postal Code / City:

Country:

Vendor contact: (name / e-mail):

Vendor contact: (telephone / fax):

Customs No:

Date of booking request:

Required pickup date:

To: **Peterson**

Delivery address: Paleislaan 41
1781AN Den Helder
The Netherlands

Telephone No: Production: +31223685345
Drilling: +31223685343

Email: Production: NAM-EPE-SNG-cargologistics@shell.com
Drilling: NLK236-FB@shell.com

Destination location:

Item No.	PO number	PO item	Material description	Material number	Qty	Weight (kg)	UoM	Packing type	Material value (EUR)	Country of Origin (ISO)	Commodity Code (10 digit)	D.G. UN No.	D.G. Class	D.G. Subsidy risk	D.G. Proper Shipping Name	D.G. Marine Pallets	D.G. Lid Qty	D.G. Packing Group	Customs Status	Customs Document number	Customs Document date	Unique vendor identification number	Other reference
1	4500000000																		BOND				
2	4500000001																						
3																							
4																							
5																							
6																							
7																							
8																							
9																							
10																							

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



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
D.G. UN no	UN number of dangerous goods	Alphanumeric, 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)
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 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 (Depends on value in IMO code)
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 (required if customs status is Bonded)
Customs document date	Date of customs document	Date (DD/MM/YYYY)	Dependant (required if customs document is provided)
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