

## **NOTIFICATION FOR THE SUPPLY OF (RENTAL) EQUIPMENT**

### **WHY ARE WE SENDING THIS NOTIFICATION?**

This message has been sent to you as you are a service provider working in the Dutch offshore industry. In order for your company to carry out these services your own (rental) equipment is in some instances sent to Dutch offshore installations.

### **WHAT HAS CHANGED?**

As from January 2016 new European customs legislation, UCC, has come into force regarding the flow of materials from and to Dutch offshore installations. Due to this new European legislation the Dutch Customs department has increased its monitoring intensity regarding Dutch offshore material flows. Some time ago the suppliers have received a notification letter from NAM regarding this subject stating the impact it will have on the Dutch offshore industry. In general, all goods being transported from and to Dutch offshore installations will need to be digitally registered with a higher level of detail. This especially applies to the returning flow of materials, so mainly for (rental) equipment.

### **WHAT IS REQUIRED FROM THE VENDOR?**

For sending (rental) equipment (and other materials) offshore it is important that the following forms are filled out correctly and submitted digitally in a timely manner:

**NAM e-Cargo Booking Form:** This form will need to be filled out correctly on both Cargo and Material level for all pre-packed containers that are delivered directly to the Paleiskade.

**NAM e-Packing Slip:** This form will need to be filled out correctly for all loose materials and (rental) equipment that is delivered at the Den Helder HUB.

**IMO documents:** For Dangerous Goods this form(s) must be dispatched also, if applicable.

The forms should be sent in advance to the email address below:

[NAM-EPE-SNS-cargologistics@shell.com](mailto:NAM-EPE-SNS-cargologistics@shell.com)

Please note that if these forms are missing or not filled out correctly this could lead to serious delays in the process of getting these materials delivered to the offshore destination. This could in turn result in a delay or even cancellation of the execution of the related job. Deliveries that are not accompanied with correctly filled out forms will be put in quarantine until the information above has been provided in a correct and complete manner. Any additional costs relating to the delay due to this are to be borne by the supplier.

### **WHAT TO DO IN CASE OF DANGEROUS GOODS?**

Dangerous Goods that are delivered to the Den Helder HUB or Paleiskade should follow the protocol that is currently already in place. Most of these goods are not allowed to be stored on the quayside for more than 48 hours. For these materials some additional columns should be filled out on the custom forms mentioned above, and the corresponding IMO documentation should be attached to the notification email.

### **DELIVERY OF HAND CARRIED EQUIPMENT (HELI FREIGHT)**

For hand carried equipment/materials it is also necessary to submit digital forms well in time before boarding. These hand carried equipment/materials should be adequately packed for transport and must be carried separately in the personal (offshore) bag. In addition, a hard-copy of the packing slip must be handed over at the check-in counter. Relatively expensive equipment/materials (with a value of >€5.000) must also be accompanied with a certificate of value/ownership including the related serial number/type. In addition the dimension (LxWxH) of equipment/materials should be added on the e-Packing as well. If materials are included in the PO, the packing slip should be signed at the location for financial settlement.

For equipment/material deliveries to the Airport a correctly filled out NAM e-Packing Slip should be sent to [helipassengerbooking@AJS-ISC.com](mailto:helipassengerbooking@AJS-ISC.com) at least three (3) days in advance.

Hand carried equipment that will be taken back will not be included in the Purchase Order. The vendors have their own responsibility for handling all customs related administration for these equipment/material flows.

- Delivery of goods as Heli freight without guidance only takes place i.a.w. the work preparator. In this case also the **NAM e-Packing Slip** used.

## **REGISTRATION**

Customs requires that all offshore shipments are registered in SAP. The vendors are informed of the shipments via the purchase order/PO. In all rental orders, a line item is added which clearly shows the delivery of the (Rental) equipment. Such an item is known as a 'Logistic Component' and consists of a short description and a delivery date. This item is used primarily to monitor the delivery and does not have any further financial (purchase) value. It is therefore important for customs that the description of the (rental) equipment mentioned in vendors e-Packing Slip is in line with the SAP PO text.

The contents of one (1) case, box or cabinet with one (1) PO item can be manifested / listed by the supplier on one (1) line in the e-Packing Slip if:

- The value of each individual item in one (1) case, box or cabinet is less than €5.000,-. Individual items which have a value higher than €5.000,- must be listed as a separate line item.
- The specific case, box or cabinet cannot be lifted independently.
- The vendor agrees to let the import and export to be done in the name of and at the expenses of NAM.

It is important that the vendor lists the total value of the case, box or cabinet on the NAM e-Packing Slip, including the corresponding Country of Origin (usually NL) and correct 10-digit commodity code. The same PO item number may be used in the NAM e-Packing Slip if an additional line is required for expensive item. In addition, an extra copy of the NAM e-Packing Slip must be enclosed in the case, box or cabinet. Furthermore, each case, box or cabinet should also contain a (standard) specification listing of the contents and value. This can be re-used each (new) delivery. For expensive equipment (with a value of more than (€5.000,-), a declaration of value / ownership with serial number / type, etc. must be enclosed.

## **PO CONFIRMATION AND QUANTITY OF PACKAGES**

According to standard procedure the vendor confirms the receipt of all PO's with the buyer. If there is any discrepancy between the vendor delivery and the PO (e.g. delivery format, price or date) then the vendor should report this in their order confirmation. It is required that the PO is amended according to the order confirmation, unless otherwise agreed upon with the buyer. This is also applicable if the quantity of (rental) equipment packages does not match the quantity of the PO line items. The PO must then be amended to ensure that it is fully in line with the actual delivery. This process continues until both parties are satisfied with the outcome.

## **PLANNING AND PAYMENT**

To ensure that the delivery and notification of (rental) equipment/materials are on time, the suppliers are informed of a date on the purchase order. The aim is to optimally plan the delivery in order to minimise the total rental costs. For the settlement of the total rental time, the PO date serves as reference date, with either one (1) or two (2) days prior to the date of sailing.

## **DELIVERY**

Delivery is as per PO date: For both loose goods and pre-packed containers the delivery must be as per the PO date and absolutely no later! The PO date for loose materials is set to two (2) days prior to sailing date, pre-packed containers go for one (1) day prior to sailing date. Pre-packed containers must be ready for transport to the Paleiskade one (1) day (16:00) prior to the day of sailing.

Transport is based on the agreed Incoterms®

Delivery notification: The vendor must ensure that the correct documents are available on time by sending a delivery notification by e-mail five (5) days prior to the PO date with a copy (cc) to the Buyer.

## **ADDITIONAL INFORMATION**

**NAM digital booking forms (including manuals) & additional NAM Notifications & Delivery Requirements**

<http://www.nam.nl/algemeen/nam-zakelijk/logistiek-en-inkoop.html>

**NOGEPA Transport Terms for Marine Transport – Version 2015**

<https://www.snspool.com/Marine/Library/MarineTransport/MarineTransport.aspx>