

# Delivery Instructions

Equipment and Supplies  
Onshore and Offshore



# Delivery Instructions

Equipment and supplies | Onshore and offshore

## Deliveries to PGS (or a freight forwarder) must follow these instructions.

Please read and comply with these instructions. Failure to comply may result in the delivery being returned at the supplier's risk and cost.

*We need your help to succeed.*

### Guidelines for delivery

1. The supplier must deliver in accordance with the instructions in the PGS purchase order (PO). Our PO will specify either a pick up instruction or a delivery address, dependent on agreed delivery terms. Deliveries to a PGS vessel in transit must specify the vessel name as this is the end destination.

2. The shipment should contain all goods defined in the PO for that delivery. Part delivery is only allowed on approval by PGS procurement.

3. The goods delivered, and all delivery documentation, should correspond exactly to PGS' purchase order description.

- If the PO specifies 100 bolts, then the order confirmation, packing slip and invoice must also specify 100 bolts (not 1 packet of bolts).
- Items ordered in whole units (packets, boxes etc.) must be delivered in those units.
- Item numbers on packing slip/invoice shall be the same as given on the PO.

4. PO items must be packed according to industry standard, clearly marked with the PO reference, vessel name and department. Wooden packaging must follow ISPM15 regulations. The delivery must include two copies of the commercial invoice/invoice/packing slip – one inside the package and one outside, plus a list of contents of the delivery identical to our PO / item numbers. The external packing slip must be waterproof.

5. Commercial invoice and packing slip should, at a minimum, include:

- Manufacturer name
- Address
- Phone number
- Part description in English
- Quantity, value, gross weight and net weight per line item
- ECCN
- EIN#
- COO (country of origin)
- Signature
- Schedule B/HTS code.

6. A copy of all documentation related to a delivery should be included inside each package included in the delivery. This may include consignment note, pick-up address, number of packages (including weight of each), and packing slip specifying the total value, certificates, declarations and safety sheets.

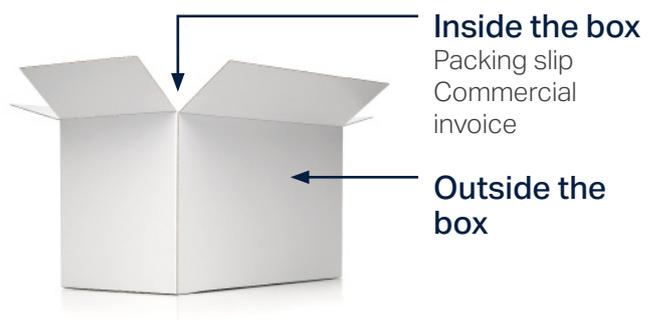
***All documentation should be in English.***

7. The supplier shall provide the freight forwarder with all relevant shipping documentation necessary for collection: e.g. commercial invoice, invoice, weight and dimension of the shipment, number of packages and collection address.

8. Dangerous goods must be packed separately and marked as such. A copy of the Material Safety Data Sheet (MSDS) must be enclosed.

9. Delivery shall take place at the agreed delivery time. Failure to deliver at the agreed delivery time may result in penalties related to increased costs of storage, extra resource use, or postponement of planned activities.

### How to label and mark your



# Mark deliveries according to PGS

## 1. Vessel name

## 2. Freight forwarder or delivery address

## 3. PO reference

## 4. Invoice address



**PGS Geophysical AS**

**Order**

**1** Site  
TET - Ramform Tethys

Revision  
0

Order No  
XXXXX **3**

Supplier:

Invoice To: **4**  
 PGS Geophysical AS  
 P.O. Box 251 Lilleaker  
 Lilleakerveien 4C  
 N0126  
 Oslo  
 NO - NORWAY  
  
 Attention: Accounts Payable  
 E-mail: oslo.invoice@pgs.com

**2** Delivery Address:

Purchase Info:  
 Delivery Terms :  
 Payment Terms:  
 Date of Order:  
 Other:  
 PGS Reference:  
 Email:

Object Info: Object ID, Description, Serial No							
Line No	PGS Part No	PGS Part Description	Manufacturer	Delivery Date	Qty	Price	Net Amount
Release No	Supplier Part No	Contract Reference	Manufacturer Part No		UoM	Discount %	
		Ordered for					
<b>Comments</b>							
1		Product A		05/23/2019	1	10,000.00	10,000.00
					pcs	0.00	
						<b>Sub Total Net Amount</b>	<b>NOK 10,000.00</b>
						<b>Charges:</b>	<b>0.00</b>
						<b>Total Amount</b>	<b>NOK 10,000.00</b>

World Wide Operating - No VAT

Information to suppliers: <https://www.pgs.com/suppliers/>

Invoice must include PGS purchase order number or it cannot be paid.

**Invoice address:**  
 PGS Geophysical AS  
 P.O. Box 251 Lilleaker  
 N0216 OSLO

**Visit Address:**  
 PGS Geophysical AS  
 Lilleakerveien 4C  
 N0216 OSLO

**PGS Phone:**  
 +47 67 52 64 00

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