

GENERAL INSTRUCTION

In order to achieve efficient planning, supervision, and to follow up deliveries and shipments to Norsk Stål, please follow the instructions below.

The purchasing department in Norsk Stål is responsible for purchasing, following up, supervising, custom clearance and controlling the flow of goods.

1. TIME OF DELIVERY

Required time of delivery is stated in Norsk Stål orders as "Del. week" and refers to the week the goods are available at named point of delivery.

2. ACKNOWLEDGEMENT OF ORDER

All Norsk Stål orders have to be confirmed not later than 14 days after receipt of order. Immediate deliveries have to be confirmed by mail.

3. DEVIATION DELIVERY TIME

Norsk Stål has to be informed immediately of any deviation from confirmed delivery time.

4. MARKING

In addition to marking instructions in the order, the materials have to be marked as follows:

Packed goods:

- Norsk Stål
- Destination as stated in the order
- Norsk Stål order number
- Type of goods and dimension
- Weight gross/net and nos. of pieces

Unpacked goods:

- Norsk Stål
- Destination as stated in the order
- Norsk Stål order number

5. ADVICE

- Norsk Stål order number
- Date of despatch
- Type of goods and dimension
- Quantity and weight
- Point of despatch
- Means of transport and name of carrier
- Destination

Identical information has to be given to all forwarding agents involved.

6. DOCUMENTATION

Following documents have to be sent at the latest on the day of despatch:

Invoice in 1 original and 1 copy stating the following, in addition to standard information:

- Norsk Stål order number
- Terms of delivery
- Name of carrier
- Total weight, gross and net (kilos)
- Country of origin

Inspection documents/certificates in 1 original and 1 copy, stating Norsk Stål order number, and sent by mail.

NB! The order is not considered as fully delivered until inspection documents have been received.

7. PIs. note:

All loading and unloading at Norsk Stål's site in Nedre vei 8 – Horten Industripark – is done with overhead crane.

8. DEVIATION FROM INSTRUCTIONS

If Norsk Stål incur any expenses or suffer financial loss as a result of deviation from these instructions, the supplier will be held responsible.