

Statnett's instructions for packaging, labelling and shipping

The requirements and guidelines in this document apply unless otherwise specified in the contract.

The purpose of this document is to provide suppliers with necessary information regarding packaging, labelling and communication related to shipments and deliveries to Statnett SF. Correct packaging and labelling along with documentation and information flow, is intended to contribute to a smooth flow of goods. It is the supplier's responsibility to ensure that the goods are properly packed and labelled.

The supplier must notify Statnett at least three working days prior to delivery of the goods by submitting information about the shipment to the specified contact person and delivery@statnett.no, with the subject field containing the purchase order number (PO). Unless otherwise agreed, deliveries shall take place on working days between 08:00 and 15:00 CET. The carrier must notify the specified contact person at least one hour before the expected arrival.

1. Packaging

If there are multiple purchase orders in the same shipment, each order must be packed separately. Packaging must be done in a suitable manner, allowing easy identification of different articles. Material suitable for pallet transport shall, if possible, be packed on Euro pallets (80 cm x 120 cm and according to the European standard NS-EN 13698-1). All wood and wood packaging must comply with ISPM No. 15 - Regulation of wood packaging material in international trade. Goods that do not fit on a pallet must be packed in suitable disposable packaging. The pallet/packaging must be of such quality that it is suitable for long-term storage in pallet racks. If the contents of the delivery, or parts of the delivery, are hazardous goods or consists of dangerous substances, they must be classified, labelled, packed, and documented in accordance with the applicable regulations for ADR, RID, IMDG, IATA, and CLP.

2. Labelling

Each package must be labelled for easy identification. The following information shall be provided on the package:

- Purchase order
- Article number
- Article description
- Quantity, weight, and dimensions
- Charge, batch, heat, or serial number

A list of the contents shall be found on the short side of each pallet:

- Contact person
- Purchase order
- Article numbers
- Article descriptions
- Quantity, weight, and dimensions

3. Shipment Documents and Supplier Documentation

3.1. Packing Slip

The packing slip shall give information about the contents of a shipment, including:

- Purchase order
- Article numbers
- Article descriptions
- Quantity

The packing slip shall be placed visibly and securely fastened to the outside of the goods in a packing slip pocket.

3.2. Bill of Lading / Waybill

The Bill of Lading or Waybill shall contain information about:

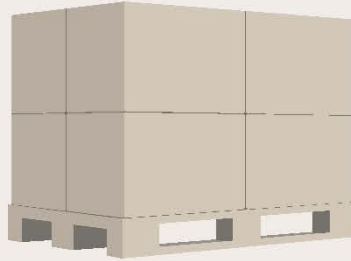
- Sender/Shipper
- Receiver/Consignee
- Reference to the purchase order
- Product description
- Number of packages
- Weight and dimensions per package

3.3. Supplier documentation to be delivered electronically

If required by Statnett, all documentation related to the goods, such as shipping documents, packaging slips, certificates, declarations, data sheets, drawings, etc., must be electronically transferred in advance of the delivery to email address delivery@statnett.no, with the subject field containing the purchase order number (PO). Certificates shall specify the article it concerns and any charge, batch, heat, or serial number.

Instructions for packaging, labelling and shipping

1. Packaging



If there are multiple purchase orders in the same shipment, each order must be packed separately.



Hazardous goods must be classified, labeled, packaged, and documented in accordance with regulations.

Material suitable for pallet transport should, if possible, be packed on Euro pallets (80 cm x 120 cm).

2. Labelling

Each package must be labelled for quick and easy identification.

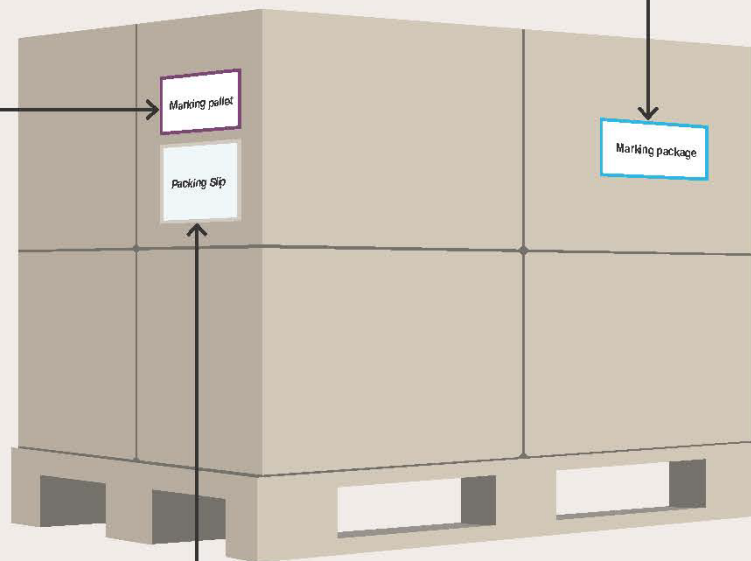
Labelling of package:

- Purchase order
- Article number
- Article description
- Quantity, weight, and dimensions
- Charge, batch, heat, or serial number

Labelling of pallet:

- Contact person
- Purchase order
- Article numbers
- Article descriptions
- Quantity, weight, and dimensions

A list of the contents shall be found on the short side of each pallet.



3. Shipment Documents and Supplier Documentation

Supplier documentation

All documentation related to the goods must be electronically transferred in advance of delivery to email address delivery@statnett.no.

Packing Slip:

- Purchase order
- Article numbers
- Article descriptions
- Quantity

The packing slip shall be placed visibly and securely fastened to the outside of the goods in a packing slip pocket.

Bill of Lading / Waybill:

- Sender/Shipper
- Receiver/Consignee
- Reference to the purchase order
- Product description
- Number of packages
- Weight and dimensions per package