

Supplier Shipping Instructions for deliveries of goods and preparation of documentation, transportation and custom clearance, for Baleine II to the Cote D'Ivoire (CDI)

Import and export of goods to and from Côte d'Ivoire is strictly controlled by the Ivorian Authorities, and the following instructions must be followed by the Supplier.

Altera will initially contact the supplier to plan and prepare for the shipment of goods. Our assigned Freight Forwarder will contact the supplier, in case arrangements for any special lifting requirements are needed, and to arrange collection of the equipment, according to our Purchase Order (PO).

SPECIAL REQUIREMENTS FOR IMPORT TO CDI:

Consumables, with HS codes from 25.00 to 39.16 must be packed separately and have a separate Commercial Invoice, from any Equipment with HS codes from 39.17

Commercial Invoices and Packing Lists must be in French and English, and require Supplier's signature and stamp.

The Supplier shall provide the following for deliveries of goods to CDI:

- Photos of unpacked goods, when packed with lid off, and when secured onto truck before departure.
- Commercial Invoice (see further requirements below)
- Packing Lists (see further requirements below)
- Ensure equipment or parts are packed to support storage and preservation for up to 6 months in storage in Côte d'Ivoire and provide preservation procedures according to instructions given in the PO
- Ensure suitable packing for sea- or air freight, as instructed, or as per PO.
- Include lifting drawings and any requirements for lifting gear that will be needed or provided for loading of the equipment
- Center of Gravity (COG) and lifting points shall be marked on the equipment or on crates and packages
- If cargo is Out of Gauge (OOG), include relevant drawings, and request a meeting with Freight Forwarder to discuss specific requirements
- If cargo contains any chemicals, liquids, or Dangerous goods (DG), include Safety Data Sheets (SDS)

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- If product is considered “Dual Use”, include export authorization
- If wooden packaging is used, Phyto sanitary certificates, and certificate of fumigation from origin, shall be enclosed (in accordance with NIMP15 standards)
 - Packing list shall refer to these certificates

Equipment Documentation:

For any equipment certificates- and documentation, such as lifting-, material- or test certificates, please follow instructions provided in the PO for where these shall be sent. For any hard copy of documentation and certificates, please ensure this is included inside any packing of the goods.

Shipping Documents, Communication, and Involvement of Freight Forwarder:

The Supplier is expected to provide estimated weights and dimensions to the best of their knowledge, no later than two (2) weeks before the agreed delivery time. For any large equipment, or OOG, this information needs to be provided four (4) weeks before the goods are ready to be shipped.

Final Shipping Documents shall be sent to the assigned Freight Forwarder contact person upon request, or when goods are ready for delivery from the Supplier. Assigned Freight Forwarder's contact person will be stated on the PO or provided by our assigned Expedito.

For heavy load transportation or OOG equipment, requiring intermodal transportation, the Supplier is requested to cooperate with Altera assigned Freight Forwarder in due time before planned delivery date, to enable the Freight Forwarder to plan for and coordinate efficient logistics solutions.

Note: The physical content of the shipment must exactly match the contents of the shipping documents, which must reflect the Contract Scope or PO.

No substitutions shall be made unless approved by Altera and reflected in a Contract Amendment, Variation Order, or PO.

Contact Details, assigned Freight Forwarder:

If the selected Freight Forward is not stated in the PO, Altera will provide the contact information for the nominated Freight Forwarder.

Contact Details, Altera:

Always keep the below email address copied in email communication related to logistics arrangement:

Adam.stewart@alterainfra.com
archie.gall@alterainfra.com
Venkatesan.balakrishnan@alterainfra.com
Ergun.yapicilar@external.eni.com
Reine.adiko@alterainfra.com
Frederic.adou@alterainfra.com

And:

Altera assigned Expeditor

Packing Instructions, general requirements:

Before packing starts, get confirmation with Altera, whether the shipment is intended for transport by sea or air.

- Pack Consumables separately, ref. “note” above!
- Minimise use of plastic and do not use polystyrene chips/foam
- Keep volume to a minimum, consolidate to the extent possible without increasing risk of damage.
- Ensure the distribution of weight is equal when goods are packed
- Ensure tight packing of crates and ensure bracing or cushion as necessary to avoid damage from movement, shock or vibration during transit
- Ensure waterproof crates and boxes are used for delicate equipment, such as electrical items
- If vacuum sealing is required, tbc by Altera, use transparent film for goods that could be damaged by exposure to humidity
- Tag with securely attached metal small parts and connections for such purpose as instrumentation to facilitate identification and re-assembly.
- For flange protection, use a minimum of 20 mm thick marine plywood to cover and secure by using bolts (Do not use plastic flange covers)
- Protect threaded connections by galvanized steel plugs or caps (Plastic plugs or caps are not acceptable)
- Ensure adequately protection to prevent damage and exposure to sand, dust and moisture for components of skid mounted packages shipped unassembled
- Secure large or heavy items bolted or affixed to appropriated skid for shipping
- Provide temporary supports for components exposed to damage and tag the supports as temporary
- Use nails, staples, fasteners and hardware that is generally used in the industry, for

- construction of crates, or tie down of items on skids, etc. Do not use lag screw and nails for mounting
- Hold-down hardware require washers and counter sinking into bottom of runners or deck board as applicable
- Ensure marking and handling instructions, are waterproof, clear and visible and securely attached to, or painted, outside of all packages
- Ensure marking according to IMDG and IATA regulations

Commercial Invoice and Packing Lists, requirements for import to CDI:

Rental equipment: Equipment and tools that shall be re-exported after use must have: "For Temporary Importation in Cote D'Ivoire", stated on the Commercial Invoice

Commercial Invoice (CI); requires detailed information, including:

1. Use English or French language for headers and general information
2. Reference to PO-number and the name of the Vessel (one PO reference per CI)
3. Separate CI for Consumables (HS code 25.00-39.16) (see Note above)
4. Name of the document must be **Commercial Invoice** or **Facture Commerciale**.
5. Header needs to include Supplier Logo, Company buyer address, contact references and VAT number of Buyer
6. Contractual Incoterm®
7. Shipper and Consignee (i.e. Supplier and Receiver)
8. Use English and French language for complete and detailed description of each item, with Part Numbers whenever applicable
 - Do not use abbreviations!
 - Ensure attention to correct translation and full description of the items (this is to avoid a situation where the goods will not be exonerated from significant import duties)
 - If sets or kits are included, the details of each item in such must be described
9. HS Code, Country of Origin and Condition (new or used), per item
10. Unit selling price and units of measure per item (i.e. each, cm, liters, drum, etc.)
11. Total Value and Currency
12. Ensure stamp and signature, and include the following statement: "I hereby confirm on behalf of the Seller/Exporter that all information presented in this document is correct"

Packing List (PL); requires detailed information, including:

1. Use English or French languages for headers and general information on the PL
2. Number of each package type
3. Weight and dimensions of each package (Length x Width x Height)
 - Use only dimensions in centimeters (cm) and kilograms (Kg)

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4. Package type, i.e. wooden box, carton, wooden pallet, basket, loose items (Break bulk)
5. Total Number of packages or pieces
6. Total Weight (Kg)
7. If items are packed in shipping containers, packing list must have a breakdown of contents for each container.
8. Ensure stamp and signature (See "Note" above)
 - For pallet wrapped in transparent film, and the number of packages can be counted, the number of pieces on the pallet must be indicated on the Packing List
 - Pallets wrapped in non-transparent film are considered as one package
 - For goods packed in bundles, the number of pieces of equipment must be stated on the packing list

Required Documents, need to be consigned to address below:

Use Buyer company and buyer address as stated on PO

Use the following Consignee address on AWB, CI and PL:

Altera Infrastructure Voyageur As
c/o Eni Cote D'ivoire
Immeuble Palm Tower
6ieme Etage Boulevard De Marseille Zone 4c
Company No. Ci-Abj-03-2023-B21-00086
Marcory Abidjan, Cote D'Ivoire

Email: reine.adiko@alterainfra.com and Frederic.adou@alterainfra.com