



Forwarding instructions via Rotterdam

Valid from 22.10.2018

Sør-Norge Aluminium AS
Onarheimsvegen 190
N-5460 Husnes

Phone: +47 53 47 50 00
E-mail: innkjop.husnes@hydro.com

1. Shipping instruction

When the material is ready for shipment, please contact our shipping agent in Rotterdam:

Access World Rotterdam BV

Broekman Distriport bv

Mannheimsweg 3

Port number 5116

NL-3197 LR Rotterdam

Main contact e-mail address:

rtm.hydrodesk.northbound@accessworld.com

Contact persons:

Liesbeth Bisschops – Tel.: +31 108 200 817

Bradley Soedhoe – Tel.: +31 108 200 800

2. Forwarding from Seller

Cargo shall be pre-adviced (arrival noticed) at minimum one (1) days prior arrival to terminal in order to receive discharge number. Departures to Sør-Norge Aluminium AS will be on Tuesdays. All cargo for this sailing shall be delivered to the terminal at the **latest Thursday 14:30** prior departure.

The goods shall be properly packed and marked as follows (if nothing else is stated in Purchase Order):

- Purchaser's name, address and order number.
- Sellers name and product name.
- Number, gross and net weight in kos

3. Documents to be enclosed with each delivery

- Invoice for customs clearance (specified with customs code)
- Analysis certificate / Packing list.
- EUR-certificate or customs declaration on the invoice.
- Customs declaration form (SAD-document).
- Safety Data Sheet for harmful goods.

On the Bill of Lading please state our agents as notified parts.

4. Parcel Post

The following parcels shall be forwarded by parcels' post directly to Purchaser:

- Parcels less than 30 kos and length circumference less than 180 cm. If possible, please split parcels up to 90 kos into 3 packages.
- Forwarding by DHL:
Purchaser's customer no. 957964105, VAT reg. no. 916 574 894 and
Customs clearance no. 82407-56.

5. Air freight

Air-freight has to be ordered and approved by Purchaser. Purchaser will cover insurance.

E-mail information from Seller to Purchaser should include the following information:

- Purchasers order number.
- Time of dispatch, Flight number and Air-Way Bill number.
- Quantity, gross and net weight in kos.
- Time of arrival **Oslo Airport**. Please arrange shipment to our agent:
Bring Cargo as, Air department, 5500 Haugesund.
Phone: +47 52 73 36 20. E-mail: air.hau@bring.com
Customer no 2557759. Agent no 5500.