

Advice and delivery

Upon each delivery there must be a notification at least three working days before delivery (see Contact for incoming goods). The following information must be transmitted with every notification:

- Supplier
- Carrier (with respective complete contact info)
- Time and date of intended delivery
- Number of pallets
- Total number of packages (number of packages on pallets plus additional packages)
- Delivery note in electronic form

If the announced date of delivery cannot be met, EWE Offshore Service & Solutions GmbH (see Contact for incoming goods) must be notified at least 24 hours before the delivery date. Should a delivery be delayed at short notice due to unforeseen circumstances EWE Offshore Service & Solutions GmbH must be notified before the allotted delivery date at the latest.

Delivery documents

Every shipment must contain a bill of lading and a delivery note. The freight carrier needs to have the bill of lading and a copy of the delivery note at the ready to present both upon delivery. The delivery note must be attached clearly visible on the outside of the package/pallet.

Content of the bill of lading

There can only be one bill of lading per shipment. Items handed over to the carrier from multiple delivery notes, intended for one delivery date are seen as one shipment.

The bill of lading must contain the following information:

- Time and date stamp of the day of dispatch from the manufacturer (for runtime control)
- Address information of supplier
- Address information of EWE Offshore Service & Solutions GmbH
- Address information of freight carrier
- Number of pallets
- Total number of packages (number of packages on pallets + additional packages)
- Shipment weight
- Volume of shipment in m³
- List of delivery note numbers included in the shipment
- List comprised of the package numbers



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Content of the delivery note

Items on one delivery note cannot be split up into multiple shipments.
The delivery note must contain the following information:

- Number and date of delivery note
- Address information of supplier
- Address information of EWE Offshore Service & Solutions GmbH
- Order number of EWE Offshore Service & Solutions GmbH
- Article number of EWE Offshore Service & Solutions GmbH (if provided by principal)
- Article description of manufacturer
- Article number of manufacturer
- Delivery quantity per article number
- Number of pallets
- Total number of packages (number of packages on pallets + additional packages)
- Country of origin per article number
- Customs tariff number per article number
- Weight per article number
- Packaging dimensions per article number
- Dual-use property per article number
- Additional information requested in the order

Labeling of shipments

Product labelling must be visible from the outside. In general, transparent foil has to be used. Sensitive goods (liquids, hazardous material, fragile goods, etc.) must be labeled clearly visible on the outside and in accordance to the appropriate laws.

Contact incoming goods

Central warehouse on Borkum Island: sitemanagement.offshoreservice@ewe.de
Procurement: ek-oss@ewe.de

Consequences for violating the current packaging- and shipping specifications

Are any of the aforementioned specifications infringed upon, the work is considered as not fully performed. The shipment can only be paid when all aforementioned requirements are met.

Date: 22/06/2020



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