NORTRANS

SUPPLIER INVOICING GUIDELINES

Dear Supplier,

Please read through our supplier invoicing guidelines. Our guidelines will be used in processing all invoice payment requests. Please note that non-compliance may result in delayed or non-processing of your invoices.

A. SUBMISSION OF INVOICES

- Supplier shall send invoices within 30 days from delivery of spare parts, machinery, consumables, goods and services unless agreed otherwise in writing.
- All invoices are to be submitted by email to accounts@nortrans.com with copy to your NORTRANS contact person.
- Each invoice must be accompanied by a single PDF attachment containing a copy of the NORTRANS Purchase Order and all relevant supporting documents (e.g. proof of delivery, service report, signed timesheets), where applicable. Invoices received without the required supporting documentation will be rejected.

B. MANDATORY INVOICE DETAILS

Suppliers MUST provide invoices which contain the following information to ensure smooth processing:

- Supplier name and address.
- Supplier contact details. Details should include name, email and telephone number. This will be the point of contact for any invoice clarification or payment issues.
- NORTRANS contact person. The person who requested the service/goods or who sent the Purchase Order.
- Purchase Order number clearly stated on the invoice.
- Invoice number and Invoice date.
- The invoice must clearly state the total amount and currency, including any amounts paid in advance.
- If payment cannot be made in the invoiced currency, we may request the invoice to be reissued in a major currency such as EUR, USD, SGD or NOK. The exchange rate used shall be fixed based on the monthly average rate published on https://fxds-hcc.oanda.com for the month in which the Purchase Order is issued.
- Description of goods/services purchased. If more than one goods/service purchased, please provide itemized breakdown.
- Payment terms. Any prepayment or instalment payment plan is to be clearly indicated.
- Billing Entity and Address. This is the company which is paying for the purchase.

For Invoice charged to Vessel, billing entity and address should be:
Master and Owner of [insert Vessel & Company Name here]
C/O [depending on the ship/vessel manager]

Allowed Ship Manager/Vessel Owners are as follows:
> N8 Ship Management Pte Ltd (Ship Manager)
> Nor Temis Pte Ltd (Vessel Owner Temis)
> Nortrans Accommodation Pte Ltd (Vessel Owner Belait CSS1)
> NOR Spirit Pte Ltd (Vessel Owner NOR Spirit)
> N8 Ltd (Vessel Owner NOR Naomi)

C. ADDITIONAL REQUIREMENTS FOR INVOICES WITH PURCHASE ORDER (PO)

- One invoice is to be issued for one PO with the exception of instalment payments.
- The Invoice(s) and Purchase Order must match exactly on currency, item description, period, unit price and unit of measure.
- The line numbers on the Invoice must match those on the Purchase Order (i.e. line item two on the invoice must correspond to line item two on the Purchase Order).
- The Invoice may not include charges that have not been included on the Quotation and/or Purchase Order.
- The following supporting documents must be included:
    - ✓ Copy of the Purchase Order
    - ✓ Proof of delivery

D. PROOF OF DELIVERY

D.1 For Goods Delivered:

- An original or scanned copy of the signed Delivery Order must be provided, clearly indicating the items and quantities received and not received.
- The Delivery Order must be signed by the receiving party.
    - For delivery onboard, a delivery receipt signed and stamped by the ship.
    - For delivery to a warehouse, a delivery receipt signed and stamped by the warehouse.
    - For delivery to office, a delivery receipt signed and stamped by the authorized office personnel.
    - If a NORTRANS freight forwarder picks up the goods, a signed pick-up receipt by the forwarder.

D.2 For Services Completed:

- An original or scanned copy of the signed Service Report or preliminary Service Report must be submitted, clearly indicating the scope of services completed and not completed.
- The Service Report must be signed by the Chief Engineer, Master, or attending Superintendent.
- For services billed based on quoted hourly rates, the Service Report must be accompanied by original or scanned copies of signed timesheets.
- Timesheets must also be signed by the Chief Engineer, Master, or attending Superintendent.

D.3 Invoice Value and Documentation Requirements:

- The value stated on every invoice must correspond exactly to the value of the goods and/or services as documented in the accompanying Proof of Delivery.
- Any variance from the original Purchase Order must be supported by a separate Purchase Order or written confirmation via email.

E. PAYMENT INFORMATION

Payments will be made through bank transfers and may be paid by the ship manager or directly by the vessel owner.

Please make sure the following bank details are clearly provided in your invoice.

- Beneficiary Name
- Account Number / IBAN Number (where applicable)
- Beneficiary Bank
- SWIFT code
- Beneficiary Address (town/ city and country)

F. OTHERS

- ALL INVOICES WITH INCORRECT OR INCOMPLETE DATA MAY NOT BE PROCESSED UNTIL CORRECTED AND COMPLETED.
- Do not submit duplicate or multiple copies of the same invoice. These duplicates can result in delay of invoice processing or rejection.
- Unless payment terms are agreed in writing, NORTRANS pays invoices 60 days net (i.e. within 60 days) after the approved invoice has been received by accounts@nortrans.com.
- An approved invoice is one that has been reviewed and accepted by the relevant NORTRANS department and confirmed as compliant with these guidelines.
- The date when the final approved invoice is received by NORTRANS will be when payment terms will begin.
- For any payment related inquiries, please contact us at accounts@nortrans.com.