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1 Subject of specification

This specification used in conjunction with other technical specifications of Lotos Group S.A., establishes minimal formal and commercial requirements regarding delivered documentation.

2 Scope of validity

This specification shall be used when preparing both quotations and Purchase Orders concerning planned LOTOS Group S.A. new investments and modernizations.

It shall also be a base for preparation other detailed specifications and inquiries relevant for deliveries and package units.

2.1 Deviations

All deviations from both this specification and specifications, standards and other relevant documents (together with proposals) which in bidder's opinion show more economical solutions, shall be presented in written form for LOTOS Group S.A. check and approval. Any deviations that have not been approved in written form by Lotos Group S.A. are impermissible.

A bidder shall present in written form each non-clear matter or contradiction between this standard and other LOTOS Group S.A standards or other quoted standards, and shall receive Lotos Group's written explanation.

3 Definitions and designations

- Bidder/Seller – a company offering delivery or package
- Orderer – LOTOS Group S.A.
- Transmittal – letter passing on of documentation
- Documentation – technical documentation regarding individual branches for newly planned investments and modernizations (including documentation for completed equipment deliveries)

4 Description

This specifications has been worked out in order to ensure proper preparation of inquiries, offers and contracts for newly planned investments and modernizations, according to codes, standards, regulations. It constitutes general instructions, which Bidder/Seller should take into account while preparing offer and contract.

Detailed conditions regarding method of elaboration, quality requirements, delivering of documentation, etc., are each time specified by contract and technical specifications being enclosures to contract.

General terms and requirements regarding delivered documentation are given below.

- Documentation should be carry out by Seller. In case when Seller intends to order its execution to third party, then written approval of Orderer is required, and Seller is not released from full responsibility for documentation quality, delivering it on time, etc.
- Documentation that is being elaborated in Poland subjects to tax and commercial regulations in force in Poland, irrespective of Seller headquarter location.

- For proper control of documentation delivery and delivery time, Seller shall supply list of documentation under the contract as well as schedule of its delivery, for Orderer approval.
- Method of documentation handing over is specified in contract each time; in case when appropriate contractual record is missing, LOTOS Group S.A. prefers courier shipment. Seller should notice LOTOS Group S.A. 3 day in advance about planned documentation shipping, giving also volume and method of the documentation shipment.
- In case of documentation delivery from outside of Poland and EU, for each shipment attachment of invoice specifying value of files, CD disks, etc. is required for custom clearance. This invoice should include number of commercial invoice issued by Seller for the documentation. Custom clearance is performed by courier company or customs agency appointed by LOTOS Group S.A. This description applies to delivery of documentation from country other than EU member, in case of documentation delivery from EU member country, then adequate EU regulations shall be applied that are given in Specification 7230 Commercial documents related to shipment.
- Handing over of documentation can be accomplished basing exclusively on so-called „transmittals" (letter of documentation hand-over), which have to be prepared in 2 (two) copies. LOTOS Group S.A. confirms receiving of documentation after checking of shipment contents against „the transmittal", then within 14 (fourteen) days from delivery date sends back 1 (one) copy of transmittal to Seller. Due to the fact that two types of documentation are sent, i.e. documentation for LOTOS Group revision and final documentation, such shipments should be sent separately and numeration of „transmittals" separate for each documentation.
- Opinions to documentation from LOTOS Group S.A. shall be adequately numbered, according to transmittal number accompanying documentation sent for revision.
- Payment for delivered documentation will follow as per stipulations of a contract, with transmittal confirmed by LOTOS Group S.A. constituting basic enclosure to invoice issued by Seller
- Requirements for delivered documentation should comply with contract stipulation and with application of Specification 6100: „General requirements for delivered documentation" and 7200: „General requirements for goods deliveries".

5 Related documents

- 6100 General requirements for delivered documentation
- 7200 General requirements for goods deliveries

6 Standards and regulations

Standards and regulations necessary for proper elaboration and delivery of documentation, are quoted in adequate technical specifications and inquiries.

7 Record of changes

No.	Date	Description	Introduced by
1		This specification entirely replaces the former LOTOS Group S.A. standard No. PR 07 710 with the same title	Z. Przybysz
-	31-08-2015	Page layout corrections, no contents changes.	T. Wróbel