Grupa LOTOS S.A.	**TECHNICAL SPECIFICATION**	Spec. No.
	General requirements for deliveries of goods	7200

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1 Subject of specification

This specification used in conjunction with other technical specifications of LOTOS Group establishes general requirements for deliveries of goods.

2 Scope of validity

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

It shall also be a base for preparation other detailed specification and inquiries for deliveries of goods.

3 Definitions and designations

Bidder/Seller – the company offering delivery of goods

Orderer –LOTOS Group.

Goods – materials, equipment (including packages), tools, process apparatus, machines.

Order/contract – contract made between Seller and Orderer for a new investment or modernization, which includes also delivery of goods.

4 Description

This specification has been worked in order to ensure proper preparation of inquiries, offers and contracts for newly planned investments and modernizations, according to codes, standards, regulations. It provides general requirements for deliveries of goods, which Bidder/Seller shall meet in its offer and in delivery based on the order/contract.

Below are the general requirements for deliveries of goods:

- For the purpose of this specification, goods are materials, equipment (including packages), process apparatus, machinery purchased by LOTOS Group.
- Goods purchased by LOTOS Group must be new, unused and must comply with the technical requirements contained in the order/contract and technical specifications included in the order/contract as enclosures, and must include the latest technical solutions used by the Seller.
- Seller must ensure and guarantee that the goods purchased by Orderer are in their use free from any limitations connected with property rights or copyright and that they do not infringe third person's intellectual property.
- The base for terms of delivery of goods to LOTOS Group shall be the order or the contract, including the conditions and regulations for deliveries from Poland, EU countries or from outside this area.

Sformatowane: Punktory i numeracja

- For delivery from outside EU Seller shall be responsible for declaring the goods for customs clearance at the moment of crossing the border and for arranging transmission of the customs clearance to the Customs Office agreed with Orderer. Customs clearance shall be made in the competent Customs Office by the representative of the customs agency selected by Orderer.
- Date of delivery shall be defined by the parties in the order/contract and all changes shall require a written agreement by the parties.
- For contracts where deliveries are spread in time, Seller shall submit, in advance as defined in the order/contract, a detailed schedule with a specification of individual deliveries, based on the specification and technical documentation enclosed to the order/contract. These documents are the enclosures to the order/contract and shall be the base for checking of the prompt deliveries. Questions connected with delay of deliveries, if any, are regulated by stipulations included in the order/contract.
- All details concerning type of transport, for imported deliveries – the place of border crossing of Poland, including all demurrage, transport an other such charges will be paid in accordance with the order/contract by Seller.
- Detailed requirements concerning packing of goods and documents enclosed to delivery are included in specifications 7220 and 7230.
- The order/contract shall contain all details concerning taking over, unloading, preparation of the taking over protocol and the whole procedure involved, including description of type of possible defects, damage, missing quantities etc. found during taking over procedure, being base for claim letter.
- Terms of payment, insurance of the goods, shall be defined in the order/contract.
- Goods purchased by Orderer have to be free from defects and faults resulting from designing, materials used or manufacturing.
- All questions connected with guarantees, possible occurrence of faults, defects and failures of the delivered goods, as well as the methods for their elimination are included in the order/contract.

5 Relevant documents

The following LOTOS Group S.A. specifications:

- 6100 General requirements for delivered documentation
- 7100 Formal and commercial requirements for delivered documentation
- 7220 Packing and marking of shipments
- 7230 Commercial documents connected with a shipment.

6 Standards and regulations

Standards and regulations necessary for the proper realization of deliveries of goods are quoted in adequate documentation and technical specification, order/contract and applicable enclosures.

7 Record of changes

Item	Date	Description	Introduced by
1		This specification entirely replaces the former LOTOS Group standard No. PR 07 720 of the same title.	Z. Przybysz
-	31-08-2015	Page layout corrections, no contents changes.	T. Wróbel