Grupa LOTOS S.A.	**TECHNICAL SPECIFICATION**	Spec. No. 7230
	Commercial documents connected with a shipment	

Contents

1 Subject of specification 2
2 Scope of validity 2
3 Definitions and designations 2
4 Description 2
4.1 Obligations of Supplier/Seller 2
4.2 Documents related to the shipment 2
4.3 Requirements regarding to the invoice 3
4.4 Requirements relating to the packing list 3
4.5 Certificate of origin 4
4.6 Hazardous material 4
5 Related documents 4
6 Standards and regulations 4
7 Record of changes 5

This document is the property of Grupa LOTOS SA.. Coping and giving it to other are forbidden without express written authority by Grupa LOTOS SA

1 Subject of specification

This specification used in conjunction with other technical specifications of LOTOS Group S.A., establishes minimal requirements for commercial documents relating to a shipment which the subject of the order.

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 modernization.

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

3 Definitions and designations

Supplier/Seller – the company offering delivery

Orderer – LOTOS Group S.A.

4 Description

This specification has been elaborated in order to prepare the required commercial documents relating to shipment.

4.1 Obligations of Supplier/Seller

Supplier/Seller is obliged at least seven (7) days prior to the planned shipment notify Orderer in writing or the entity indicated by Orderer. The notification shall include the following data:

- number of order
- place and address of delivery
- date of shipment
- quantity and type of the goods
- number and type of the means of transport

4.2 Documents related to the shipment

Supplier/Seller shall send to Orderer or the entity indicated by Orderer the following documents relating to the shipment:

- invoice (as per 4.3)
- packing list (as per 4.4)
- list of spare parts with prices
- bill of lading (issued by the carrier)
- technical passport of the equipment (if applicable)
- certificate of origin (for deliveries from outside of EU) – as per 4.5
- other documents according to contract stipulation (if applicable).

4.3 Requirements regarding to the invoice.

The invoice shall be issued on the letterhead or affixed with the company seal of the Supplier/Seller, in compliance with the currently valid regulations and it shall contain the following data:

- name and address of Orderer
- name and address of Supplier's/Seller's bank and the number of its bank account
- statement whether the invoice concerns the whole of Order or whether is a partial invoice
- terms of payment
- number of order
- description of goods with item numbers as per Order
- quantity of delivered goods and the units of measure
- prices per items (equipment and spare parts) and the total value
- net weight of individual items
- gross weight of the whole delivery
- quantity and type of packing
- place of delivery
- terms of delivery as per Order
- country of origin, country of destination.

Foreign invoices shall contain the following data:

- VAT UE identification number of Supplier/Seller (for inside of community transactions)
- VAT UE identification number of Employer (for inside of community transactions)
- definition of currency (the same for all items of the invoice)
- item number in the customs tariff, defining the goods (for imported deliveries).

4.4 Requirements relating to the packing list

The packing list shall contain the following data:

- name and address of Supplier/Seller
- name and address of Orderer
- number of order
- destination
- description of goods with item numbers as per Order
- quantity of delivered goods and the units of measure
- quantity and type of packing
- marking and numbers of packing
- net and gross weight of the goods per individual packing

- net and gross weight of the whole shipment
- dimensions of individual packing
- dimensions and volume of the whole shipment
- marking according to IMCO/ICAO standard for hazardous goods, with the ignition point in degrees Celsius (if applicable)
- conditions concerning unloading and storage.

4.5 Certificate of origin

Certificate of origin shall be issued by a foreign Supplier/Seller (Exporter), with its signature and date of issue, on an original form and it should contain the following:

- name and address (including the name of the country) of Supplier/Seller (Exporter),
- name and address of Orderer
- shipment data i.e. marking, type and number of packing , dimensions and weight of the shipment
- country of origin
- country of destination.

All data contained in the Certificate of Origin must be certified by an original seal and the signature of an officer of Supplier's/Seller's (Exporter's) Customs Office.

4.6 Hazardous material

For delivery of hazardous materials Supplier/Seller shall:

- provide all certificates required for transport
- prepare a handling manual for the time of transport, unloading, erection
- properly marking

5 Related documents

Each shipment should be accompanied with set of necessary documents described in Grupa LOTOS S.A. specification:

- No 7200 General requirements for deliveries of goods.

6 Standards and regulations

All commercial documents connected with shipment should be made in compliance with the currently valid standards and regulations and on the base of the adequate technical specifications.

7 Record of changes

No.	Date	Description	Introduced by
1		This specification entirely replaces the former LOTOS Group S.A. standard No. PR 07 723 with the same title.	
-	31-08-2015	Page layout corrections, no contents changes.	T. Wróbel