

# Trion Supplier Logistics Instructions

<b>Objectives:</b>	The purpose of this document is to provide WOODSIDE ENERGY suppliers with clear instructions for providing advance shipment information to support shipment planning and coordination for WOODSIDE ENERGY Projects
<b>Audience:</b>	TRION Project Team
<b>Document Owner:</b>	Trion Logistics Manager

### Revision History

Rev No.	Issue Date	Revision Description	Originator	Reviewer	Approver
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### Document Signatures

	Position Title	Name	Signature
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█	█	█	

### Change Log

Rev.	Section	Change Description

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## 1. PURPOSE

The purpose of this document is to provide WOODSIDE ENERGY suppliers with clear instructions for providing advance shipment information to support shipment planning and coordination for WOODSIDE ENERGY Projects.

## 2. SCOPE

These instructions apply to all Suppliers or subcontractors providing goods or equipment to any WOODSIDE ENERGY project. The instructions apply to all shipments irrespective of the Contract or PO delivery terms.

## 3. PRELIMINARY SHIPMENT INFORMATION AND PLANNING

### 3.1 Preliminary Shipment Details

Supplier shall provide preliminary shipment information to Company in advance of any shipment of Goods to the project, irrespective of Purchase Order delivery terms or shipping arrangement responsibility.

Supplier is responsible for providing reliable preliminary shipment details to Company. Significant variances between preliminary and final shipment details may negatively affect transport planning and costs, as well as the overall Project schedule. Preliminary shipment details should be within +/-10% of the final total cargo weight and volume for general cargo. For any single indivisible unit greater than 20,000 kilograms, variances should be within +/-5% from final piece weights and dimensions.

#### 3.1.1 Preliminary Packing Lists

Supplier shall provide a **Preliminary Packing List** to [TrionLogistics@Woodside.com](mailto:TrionLogistics@Woodside.com) **at least thirty (30) calendar days prior to any shipment**. Preliminary packing list details should include at a minimum the estimated total shipment piece count, including weights and dimensions for all individual packages, pallets, bundles, etc.

#### 3.1.2 Transport Drawings

Supplier shall provide a **Transport Drawing** to [TrionLogistics@Woodside.com](mailto:TrionLogistics@Woodside.com) **at least sixty (60) calendar days prior to shipment** for any shipments where a single indivisible shipping unit has a gross weight greater than 10,000 kilograms or dimensions greater than 12 meters long, 2.4 meters wide or 2.4 meters high.

Transport Drawing shall include at a minimum:

- Net and gross weights
- Plan, profile and end view with all dimensions
- Bottom footprint for calculating load spreading
- Saddle location and type of material
- Lifting and lashing point locations with engineering details
- Center of gravity (COG) including origin point measurements

#### 3.1.3 Lift Plans

Supplier shall provide a **Lift Plan** (in addition to a Transport Drawing) to [TrionLogistics@Woodside.com](mailto:TrionLogistics@Woodside.com) **at least sixty (60) days prior to shipment** for any shipments where a single indivisible shipping unit has a gross weight greater than 10,000 kilograms or dimensions greater than 12 meters long, 2.4 meters wide or 2.4 meters high.

Lift Plans shall include at a minimum:

- Plan, profile and end view with all dimensions
- Configuration and identification of proposed rigging equipment, including size and capacity [working load limit (WWL)]
- Hook weight of load and rigging equipment

Transport Drawings and Lift Plans shall be to scale and submitted in CAD or PDF format. PDF files must be printed directly from the CAD program (scanned copies are not allowed).

### 3.2 Weight Certification

When requested in writing by Company, Supplier shall provide an original weight or dimensional certification evidencing the certified weight or maximum dimensional envelope for single pieces that require special load/discharge or transport equipment.

### 3.3 Shipping Plans for Supplier Arranged Transportation

Supplier shall provide a **Shipping Plan** to [TrionLogistics@Woodside.com](mailto:TrionLogistics@Woodside.com) for shipments being arranged or managed directly by Supplier **at least sixty (60) calendar days prior to shipment** where a single indivisible shipping unit has a gross weight greater than 10,000 kilograms or dimensions greater than 12 meters long, 2.4 meters wide or 2.4 meters high.

Supplier's Shipping Plan shall include the following:

- Estimated shipment date(s)
- Transportation mode(s) identified, including service provider and conveyance details
- Preliminary packing list (as defined in this section)
- Transport drawings (as defined in this section)
- Lift plans (as defined in this section)
- Stowage and securing plans
- Any specific lifting and handling instructions
- General arrangement drawings for any special lifting devices that are required that includes the following details:
  - Type and description of the lifting equipment
  - Working Load Limit (WLL) of lifting equipment
  - Rigging plan, profile and end view with all dimensions
  - Permits or right-of-way clearances, if required for road or rail transport
  - Route surveys, if required for road transport

### 3.4 Handling & Safety Requirements

Supplier is responsible for ensuring that there is no risk of personal injury attributable to the method of packing or loading of the Goods and for ensuring that Company is given written notification of any risks associated with such packing or loading which may affect the safe unloading or unpacking of the Goods.

#### 3.4.1 Special Handling Requirements

If there are any special handling requirements associated with the Goods, including special requirements relating to lifting, stacking, unloading, unpacking, or storage, Supplier shall provide written notification of such handling requirements to the [TrionLogistics@Woodside.com](mailto:TrionLogistics@Woodside.com) **at least thirty (30) days prior to shipment**.

#### 3.4.2 Container/Trailer Loading Method Statement

Supplier is similarly responsible for ensuring that trailers, vans, or sea containers/flat racks loaded by Supplier or Supplier's sub-supplier(s) are loaded in such a manner that facilitates ease of unloading and contemplates the safety of individuals that will be unloading or devanning trailers, vans or sea containers/flat racks at Company's jobsite or Company's designated interim destination. Supplier shall provide a method statement describing the process for safely unloading or devanning Goods loaded by Supplier or Supplier's sub-supplier(s) [TrionLogistics@Woodside.com](mailto:TrionLogistics@Woodside.com) **at least thirty (30) days prior to shipment**.

### 3.4.3 Stacking and Stowage Limitations

Supplier shall notify Company's representative of any limitations or specific requirements for stacking shipping units during transport or while in storage. Notification and related instructions shall be provided to [TrionLogistics@Woodside.com](mailto:TrionLogistics@Woodside.com) **at least thirty (30) days prior to shipment**.

For pipe and steel products, Supplier shall provide the following specific information:

- Any restrictions for carriage of pipe or steel regarding exposure to sea water on the deck of an ocean vessel.
- Specifications as follows for each type of pipe or steel supplied:
  - Pipe Outer Diameter (OD)
  - Wall Thickness (WT)
  - Minimum Yield Strength (PSI)
  - Weight of pipe (kg/m)
  - Pipe Schedule (ex. Std, XS, XXS)
  - Pipe Spec Number (ex. A53)
  - Type and Grade of Pipe (ex. A, B, C)
  - Type of Steel Bundle / Frame

### 3.5 Shipper-owned Sea Containers

When Supplier or Supplier's subcontractor provide shipper-owned containers (SOCs) for packing or transport of Goods, Supplier shall provide a SOC seaworthiness certificate to [TrionLogistics@Woodside.com](mailto:TrionLogistics@Woodside.com) **within 24 hours after shipment**.

A third-party certification is required to confirm "seaworthiness" and that the SOC meets all applicable regulations for rail, truck, and marine transport. All SOCs used for packing or transport of Goods must have a newly issued Convention for Safe Containers (CSC) Safety Approval Plate affixed in accordance with IMO International Convention of Safe Containers requirements. The CSC plate must have at least 180 days' validity remaining on it at the time of shipment from Supplier or Supplier's sub-supplier(s) facility.

## 4. HAZARDOUS MATERIALS

Supplier must pack, mark and document any dangerous or hazardous materials in accordance with all applicable local, state, national and international codes and regulations. Dangerous or hazardous materials must be separated from other materials and packed in separate shipping containers as required by the applicable codes and regulations.

Supplier shall submit a current Safety Data Sheet (SDS) to [TrionLogistics@Woodside.com](mailto:TrionLogistics@Woodside.com) **at least thirty (30) days prior to shipment** of any dangerous or hazardous materials.

## 5. PACKAGING AND MARKING REQUIREMENTS

### 5.1 General Packaging Requirements

Supplier packaging shall be of a sound quality and workmanship, using only materials designed and intended for transportation packaging and protection.

Supplier packaging shall be appropriate for the transportation method and provide protection from environmental elements, theft and damage while in transit.

Supplier packaging shall be constructed in a manner to allow for safe handling, loading and unloading, and shall include appropriate access points for lifting by forklift or slinging.

Supplier packaging must comply with the ISPM 15 standard and any applicable origin/destination country regulations related to wood packaging materials (WPM) used for packaging or dunnage.

Supplier shall pack Goods in accordance with **Company's Packing Standard** if provided. Otherwise, Supplier shall pack Goods in accordance with acceptable industry standards and practices.

## 5.2 Shipment Marking Requirements

Supplier is responsible to ensure that packages are marked for shipment purposes as follows:

- All markings must be in the English language; safety-related markings should also be in the Spanish language
- Shipping marks must be applied on two opposite sides of the shipping unit (a shipping unit may be a box, carton, pallet, skid, bundle, crate, barrel, drum, loose item etc.) as appropriate.
- Lettering must be in weatherproof black ink and appropriately sized in relation to package sizes.
- Packages must be marked with industry standard cautionary symbols indicating center of gravity, slinging or lifting points, top-heavy packages, fragile and liquid contents, moisture sensitive contents, etc.
- All packages should be marked with one of the following storage condition codes:
  - Storage Condition 1 = Outside Storage
  - Storage Condition 2 = Outside Storage, Covered
  - Storage Condition 3 = Inside Storage
  - Storage Condition 4 = Inside Storage, Climate Controlled
- Package markings should include:
  - Project Name / Destination ID
  - Company Purchase Order Number
  - Supplier Order Number
  - Supplier Contact Details
  - Equipment description / tag # / part # / serial # (as applicable)
  - Company assigned Shipment Number (if applicable)
  - Package Number (i.e. package number 1 of 1, 1 of 10, etc.)
  - Gross Weight (kilograms)
  - Dimensions (centimeters)
  - Packing Date
  - Country of Origin
  - Stacking limitations
  - Storage Condition Code

## 6. EXPORT AND IMPORT COMPLIANCE REQUIREMENTS

Supplier may be required to provide specific documentation and information to support exportation and importation clearances and other related activities. Supplier may also be obligated to directly perform such activities as required by the terms of this Purchase Order.

Supplier is fully responsible for understanding export and import compliance obligations per the terms of this Purchase Order. Supplier should contact Company's Logistics representative with any questions related to export and import compliance requirements.

## 7. FINAL DOCUMENTATION AND SHIPMENT AUTHORIZATION

Regardless of Agreement/Purchase Order delivery terms Supplier must receive Company's shipment authorization prior to shipment of any Goods to allow Company an opportunity to review final shipment details, arrange transportation (if required) and to coordinate with the Project's receiving schedule at the end destination.

### 7.1 Final Documentation Requirements

Supplier shall provide the following documentation to [TrionLogistics@Woodside.com](mailto:TrionLogistics@Woodside.com) when requesting shipment authorization (refer to section 6.0 Document Submittal Schedule for general submittal timelines).

#### 7.1.1 Final Packing List

Supplier's Shipment Packing List shall contain the following information:

- Company's Service Order or Purchase Order Number

- Supplier's complete name, address, fax, and telephone numbers
- Consignee name and address (or alternate location, if designated)
- Description of equipment and materials
- Gross and net weight in kilograms, per package
- Total gross and net weight in kilograms, per shipment
- Stacking limitations
- Dimensions in centimeters and inches (L x W x H) and total volume in cubic meters per package
- Total volume of shipment

### **7.1.2 Proforma Invoice**

For international shipments, Supplier shall provide a Shipment Proforma Invoice on Supplier's letterhead that contains the following information:

- Company's Service Order or Purchase Order Number
- Consignee name and address (or alternate location as designated by Company)
- Supplier's complete name, address, fax, and telephone numbers
- Supplier's Tax ID#
- Manufacturer's complete name, address, fax, and telephone numbers (if different than Supplier)
- Country of origin of the Goods
- Country of shipment of the Goods (if different than country of origin of the goods)
- Description of the Goods
- Quantity and unit prices
- Freight cost (if provided by Supplier)
- Insurance cost (if provided by Supplier)
- Port/airport of origin (if known by Supplier)
- Harmonized System Classification Code(s) for each line item
- Export Control Classification number (ECCN) if controlled under U.S. Export Regulations
- Incoterms® version, name and place

### **7.1.3 Certificates of Origin (CO)**

For international shipments, Supplier shall provide valid Certificate(s) of Origin to Company when required to support importing country requirements. Certificates of Origin must be generated and certified according to governing body requirements, such as official issuance and certification by the exporting country's Chamber of Commerce and if subject to any relative Trade Agreements. Supplier is responsible for understanding the requirements for issuing Certificates of Origin.

#### **Mill Test Reports and Mill Certificates**

Where applicable, Supplier shall provide mill test reports or certificates to Company with the following minimum information:

- Standards compliance (i.e. ASTM and/or ASME)
- Specific size, shape, and/or diameter specifications
- Chemical and physical properties specifications
- Country of manufacture
- Heat number(s)

### **7.1.4 Other Documentation and Information**

When applicable, Supplier shall provide any other documentation or information to support shipment planning and coordination, including final revisions to any information or documentation referred to in this Instruction.

## **7.2 Shipment Request and Authorization**

Upon acceptance of final shipment documentation and satisfaction of any additional Project shipment requirements, Company's Logistics Representative will provide instructions for shipment based on the PO delivery terms:

### **7.2.1 "F" Incoterms® 2020**

Under "F" Incoterms® 2020, Company's logistics representative will instruct the appropriate logistics service provider to coordinate directly with Supplier for collection.

### **7.2.2 "C" or "D" Incoterms® 2020**

Under "C" or "D" Incoterms® 2020, Company's logistics representative will provide Supplier with delivery instructions as well as consignee and notify party details for international shipment documentation.

In return, Supplier shall provide Company with the following information prior to or immediately following shipment dispatch:

- Shipment departure and arrival schedule
- Electronic copies of all shipment documentation, including Bills of Lading and/or Airway Bills
- Supplier representative name, telephone number and email for shipment tracking updates

**Note:** Supplier-arranged transportation should not include above deck ocean shipments or transshipment without Company's consent and authorization.



## 8. DOCUMENT SUBMITTAL SCHEDULE

Document Description	Submittal Schedule		Remarks
	INITIAL	SUBSEQUENT	
Preliminary Packing List	30 calendar days prior to shipment	Updates as available	
Transport Drawings	60 calendar days prior to shipment	Updates as available	Only if >10,000 kgs or 12.0m long, 2.4m wide, 2.4m high
Lift Plans	60 calendar days prior to shipment	Updates as available	Only if >10,000 kgs or 12.0m long, 2.4m wide, 2.4m high
Supplier Shipping Plans	60 calendar days prior to shipment	Updates as available	
Special Handling Requirements	30 calendar days prior to shipment	Include with Shipment	Special Handling Requirements are required in advance of shipment and with shipment
Stacking Limitations	30 calendar days prior to shipment	Include with shipment	Stacking requirements are required in advance of shipment and with shipment
Safety Data Sheets	30 calendar days prior to shipment	Include with shipment	SDS is required in advance of shipment and with shipment
Container/Trailer Loading Method Statement	Within 24 Hrs. after shipment		
SOC CSC/Seaworthiness Certificate	Within 24 Hrs. after shipment		
Weight and Dimensional Certification	Upon Request		
Final Packing List	Upon material readiness		
Proforma Invoice	Upon material readiness		
Certificate of Origin	Upon material readiness		
Material Test Reports	Upon material readiness		
Bill of Lading or Waybill	Within 24 Hrs. after shipment		