

GENERAL INSTRUCTIONS FOR SHIPPING DOCUMENTS, INVOICES AND DELIVERY OF GOODS.

1. SHIPPING DOCUMENTS AND INVOICES.

1.1 Supplier shall, on order award, advise and give purchaser all supporting documentation relevant to any commodity contained in the supply subject to governmental export/import license so that all necessary actions can be promptly taken in compliance with the related rules or regulations in force.

1.2 Within 20 days after receipt of order, supplier shall notify purchaser of the preliminary weights and overall dimensions of all packages exceeding the following limits:

- Weight : tons 24
- Length : M 12
- Width : M 2,3
- Height : M 2,3

Two (2) months before delivery supplier must notify purchaser, in writing and under his full responsibility of the final weight and overall dimensions which will be utilized in applying for transit permits. Supplier will be fully responsible for any consequences arising from imprecise weight/dimensions declaration.

1.3 In the shortest period from order, but not later than one month, supplier shall notify purchaser regarding packages containing hazardous/radioactive cargo subject to IMO/ADR/IATA regulations and shall issue the relevant shipper declaration required by the port/airport authorities at least 1 month before delivery.

The following specific details of hazardous goods shall be indicated in the Shipper Declaration:

- Trade name/chemical name/synonyms
- IMO (or equivalent) class No
- UN No/page No
- Flash point degree. C
- Kind of danger (i.e. flammable explosive)
- Effects of over-exposure
- Packing group
- Type of packing
- Number of packages
- Net and gross wt of each package (single package wt shall not exceed IMO/ADR/IATA limitations).

Regarding air shipment of radioactive cargo, IATA forms shall be filled in, indicating the following :

- UN classification
- classification of packing
- description
- color
- number of packages
- net and gross weight (single package weight shall not exceed IMO/ADR/IATA limitations).

One original + three copies of the said Declaration Form shall be produced all duly signed by supplier. Unavailability of the above mentioned " Shipper Declaration " shall be considered as a breach of contract. Supplier will be held liable for all consequences and costs arising from imprecise notification on any hazardous cargo contained in the supply. Radioactive material shall be packed and invoiced separately from main item and shall follow air shipment procedure.

1.4 In case of order for DDU/DDP delivery, above documentation shall be issued and delivered to Purchaser to the extent required for actions which must be taken by the Purchaser according to above mentioned incoterms.

1.5 All shipping documents (invoices, packing lists, FCR, B/L etc) unless otherwise agreed, shall be in English.

1.6 Delivered goods must accompanied by the following documents :

- invoice: two copies
- Packing list: one original + two copies
- Certificate of origin : original and two copies, if required.

Original invoice must be sent by courier to refinery attention Refinery general secretariat.

Should the dimensions and weights be found by ship master or port authorities not tallying with those indicated in the packing list, supplier will, in principle, be liable to pay extra cost demanded, including any fines.

1.6.1 Invoice requirements

Delivery invoices shall clearly state:

- purchase order number
- purchaser's MR number

- item nr
- description, quality and quantity of materials including number of packages, net/gross weight, with reference to purchase order item numbers
- whether the order is complete or not
- unit and total price for each purchase order item
- total value of the invoiced material
- reference to and deduction of any down-payment invoice
- total net amount of invoice
- bank through which payment shall be made
- customs tariff nr : Brussels convention, 1980
- Supplier's and Purchaser's VAT number

The description of goods shall always indicate the main heading of the purchase order followed by the material break-down, if any. Should any particular material description be required by import License or regulations, purchaser will instruct the supplier accordingly.

1.6.2 Packing list: general requirements

- items shall be listed accurately on the packing list to allow proper identification
- The packing list shall indicate details of the items packed, piece by piece, accessory by accessory.
- Indications of sets, lots or the like are not allowed.
- Whenever loose materials is stuffed into containers, details of their contents shall then be listed.
- Monetary value shall never be indicated on any packing list.
- One copy of the packing list shall be placed inside the box and two copies of it shall be fixed to the outside of the packing in a waterproof envelope protected by a plastic or aluminum cover, marked "packing list".

1.6.3 Certificate of origin general requirements

When required, supplier shall, for materials of non-Greek origin, make available together with the invoices the certificate of origin, duly certified by the local chamber of commerce of manufacturer country, and visaed, if requested, by the Consulate of the country of destination of the goods, or by an authorized foreign delegation.

1.6.4 Claim for application of double taxation

In case of services provided by the supplier to Purchaser, the invoice must be accompanied by an original "CLAIM FOR THE APPLICATION OF THE DOUBLE TAXATION CONVENTION BETWEEN GREECE AND (country of supplier's residence)", must be properly filled and stamped by the tax authorities of the supplier's country. This documents must be sent with the invoice. Neglecting to send it implies that the invoice can only be paid by holding a percentage of the invoice value, according to Greek law.

2. DELIVERY OF GOODS

2.1 At least 7 days prior to delivery, the supplier must give a binding fax-confirmation of the actual ex-works delivery date of the goods. Supplier shall be fully liable for any dead freight and demurrages caused by his failure to deliver the goods within the confirmed date.

2.2 Supplier shall deliver the goods only after receipt of purchaser/forwarders written instructions.

2.3 If requested, supplier shall provide free storage of the goods in a covered area, for a period previously agreed upon with the purchaser.

2.4 Supplier shall provide, free of charge, all handling devices (crane, fork lifts, etc.), labor and materials (i.e. wooden boards, struts, wedges, ropes, etc.) needed for loading, stowing and the equipment on conveyances or into containers, if this is foreseen by INCOTERMS 2000.

2.5 In principle, export formalities from the purchasers country, unless otherwise agreed upon shall be carried out by purchaser in his own name, care and expense. Drawbacks, if any, will be to purchaser's benefit.

2.6 Otherwise, export formalities from supplier's country, shall in principle be carried out by the supplier himself, in his own name and at his own charge, up to the border crossing, even if the material is purchased "EX WORKS".

2.7 The purchaser reserves the right to verify, by opening the packages at the erection site or delivery point, that the quantities indicated in the packing list correspond with those effectively contained in the packing.

2.8 If, according to the sole judgment of purchaser, the materials do not tally with the quantity and/or types specified in the purchase order and/or packing list, supplier shall, upon written notification of the irregular supply, provide for prompt replacement at his own care and charge up to delivery at site.

Important remark: Supplier shall be responsible for any cost arising from non-observance of these instructions.