



1. Purpose and scope

These Shipping Instructions outline the minimum mandatory documentation and packaging for goods dispatched to Höegh Evi or its consignee, based on the destination country irrespective of transport mode. Additional information may be required depending on port calls.

The objective is to:

- Coordinate with Höegh Evi's freight forwarder
- Ensure compliance with trade regulations, export and import customs clearance
- Prevent delays, customs penalties, rejections, or damage

Failure to comply with these instructions may result in delays, additional costs, customs hold, penalties for which the supplier may be held responsible.

2. General shipping documents requirements

- Prepare documents as per the requirements below. No shipment shall be dispatched without complete and compliant documentation.
- Documents must reflect the same information across all paperwork: Commercial Invoice, Packing List, HS code and item description. It is the supplier's responsibility to provide the correct item description with the relevant HS code.
- Send the required documents to Höegh Evi's freight forwarder and Höegh Evi's Purchaser.

3. Minimum mandatory shipping documents for all cargo

3.1 Commercial Invoice

The Commercial Invoice must be issued in English and contain complete, accurate, and itemized information as listed below. One CIPL per PO is expected.

- Purchase Order (PO) number
- Incoterms
- Detailed line-item description in English. For kits and sets: description must be at spare-parts level
- HS Code (minimum 8 digits) per item matching each line-item description. Please use TARIC website: https://ec.europa.eu/taxation_customs/dds2/taric
- Exact net weight per line item in metric system
- Exact gross weight per line item in metric system
- Country of origin per line item
- Quantity per item
- Unit value per item
- Total value per item
- Total value
- Currency
- Total net weight of the PO
- Total gross weight of the PO
- Number of pallets / boxes / pieces
- Cargo dimensions (L × W × H) per pallet or package in metric system
- Freight amount (if applicable, in line with the Incoterms)



3.2 Packing List

The Packing List must be issued in English and correspond exactly to the Commercial Invoice. One Packing List per PO is expected.

- Purchase Order (PO) number
- Incoterms
- Line description in English. For kits and sets: description must be at spare-parts level
- HS Code (minimum 8 digits) per item matching each line-item description. Please use TARIC website: https://ec.europa.eu/taxation_customs/dds2/taric
- Exact net weight per item in metric system
- Exact gross weight per item in metric system
- Country of origin per line item
- Quantity per item
- Unit value per item
- Total value per item
- Total value
- Currency
- Total net weight of the PO
- Total gross weight of the PO
- Number of pallets / boxes / pieces
- Cargo dimensions (L × W × H) in metric system

Physical Attachment Requirement outside of the cargo

- ✓ A hard copy of the Packing List must be physically attached to the outside of the cargo.
- ✓ A hard copy of T1 document when applicable must be physically attached to the outside of the cargo.
- ✗ Those documents must NOT be placed inside boxes or crates.

4. Dangerous Goods (DG)

The supplier must send full documentation to Höegh Evi's freight forwarder 5 days in advance and clearly state in the email subject and email body that the cargo is classified as DG: "*DG / PO number / Origin / Vessel / Estimated pickup date.*"

- Material Safety Data Sheet (MSDS) for all dangerous goods with the correct UN code.
- Battery Test Summary (if applicable)

5. Temperature-regulated goods

The supplier must notify Höegh Evi's freight forwarder 5 days in advance with full details, including, but not limited to, information about the nature and characteristics of the goods, together with information about the appropriate manner and method of handling, carriage and storage of the goods, e.g., the temperature and/or atmosphere to be set.

6. Additional mandatory documents when applicable

- Certificate as requested

7. Additional mandatory documents for goods exported from the USA

- Commodity codes / Schedule B codes



- ECCN (Export Control Classification Number)
- The vendor is USPP (US Principal Party in Interest) (FCA & FOB incoterms): SLI (Shipper's Letter of Instruction), including:
 - All information required for the Commercial Invoice as listed above
 - Consignee entity
 - Invoicing entity
 - Full 10-digit HS codes

8. For all European suppliers regardless of the end country destination

- If the cargo is under T1 status, the supplier must inform Höegh Evi's freight forwarder of the status to ensure proper process.

9. Additional end destination country specific import requirements

Brazil

Preference for goods of EU origin. The supplier must state the following declaration in the Commercial Invoice: "As the seller, we hereby declare that the country of origin of these products is the European Union"

Specificities in the Commercial Invoice and Packing List:

- Part number / serial number
- Manufacturer's address

Specificities in packaging:

- All wooden packaging stamped in compliance with the ISPM 15 (International Standards for Phytosanitary Measures No. 15) and the HT code for Heat Treatment
- Heat treatment certificate confirming compliance with ISPM 15
- Required stamp engraved or branded mark on the pallet as per the ISPM 15 regulation

Colombia

- Technical information, technical data sheets, pictures or product catalogs
- The MSDS must cover 100% of composition if the item is a chemical or has any kind of chemical as part of its composition
- All wooden packaging stamped in compliance with the ISPM 15 (International Standards for Phytosanitary Measures No. 15) and the HT code for Heat Treatment
- Heat treatment certificate confirming compliance with ISPM 15
- Required stamp engraved or branded mark on the pallet as per the ISPM 15 regulation

Egypt

- The MSDS must cover 100% of composition if the item is a chemical or has any kind of chemical as part of its composition
- All wooden packaging stamped in compliance with the ISPM 15 (International Standards for Phytosanitary Measures No. 15) and the HT code for Heat Treatment
- Heat treatment certificate confirming compliance with ISPM 15

Germany

- HS codes required at 11-digit level, where available

Indonesia

Specificities in the Commercial Invoice:



- HS codes required at 11-digit level, where available
- Dimensions provided at both individual package and total package levels
- Net weight provided at both individual package and total package levels
- Gross weight provided at both individual package and total package levels Individual packages

Specificities in the Packing List:

- HS codes required at 11-digit level, where available
- Dimensions provided at both individual package and total package levels
- Net weight provided at both individual package and total package levels
- Gross weight provided at both individual package and total package levels

Other specificities:

- Packaging description: carton box, wooden box, pallets, etc.
- Technical information, technical data sheets, pictures or product catalogs in English for each item
- Certificate Of Analysis (COA) for any dangerous goods including chemicals product

Jamaica

- All wooden packaging stamped in compliance with the ISPM 15 (International Standards for Phytosanitary Measures No. 15) and the HT code for Heat Treatment
- Heat treatment certificate confirming compliance with ISPM 15

10. General packaging instructions

The supplier is responsible for always ensuring that goods are packed, prepared, and declared in full compliance with the applicable regulations.

10.1 General packaging requirements

- Packaging must be adequate for the selected transport mode
- Goods must be protected against moisture, corrosion, shock and vibration, stack pressure
- All packages must be clearly labeled with PO number, vessel name, package number (e.g. 1 of 5), gross weight and handling marks
- When there are several POs on the same pallet, this must be clearly marked on the pallet and on the Packing List
- It is not allowed to pack several POs in the same inner packaging

10.2 Dangerous Goods

Dangerous Goods must be packaged, labeled and declared in accordance with:

- IATA (air)
- IMDG (sea)
- ADR (road)

10.3 Guidelines for packaging requirements

- **Supplier in Europe or Norway, vessel within Europe**
→ Packing suitable for road freight / courier
- **Supplier in Europe, Norway or Asia, and vessel not in the same country as the supplier (or not in Europe for Norwegian and EU suppliers)**
→ Packing suitable for seafreight