



1. Purpose and scope

These Shipping Instructions outline the minimum mandatory documentation and packaging requirements 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. This document also includes a list of sanctioned countries whose products are prohibited from being supplied.

The objective is to:

- Coordinate with Höegh Evi's freight forwarder
- Ensure compliance with applicable trade and sanctions 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 documentation requirements

- Send the required documents as per below to Höegh Evi's freight forwarder and Höegh Evi's Purchaser **only when cargo is ready for collection.**
- **No shipment shall be sent to any warehouse prior reception of written delivery authorization from Höegh Evi's freight forwarder.**

3. Minimum mandatory documentation for European suppliers shipping cargo to a vessel located in the EU

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.

- Supplier name and address
- Höegh Evi invoice entity
- Purchase Order (PO) number
- Invoice number and date
- Detailed line-item description in English. For kits and sets: description must be at spare-parts level
- HS code (minimum 6 digits) per item matching each line-item description. Recommended TARIC website: https://ec.europa.eu/taxation_customs/dds2/taric
- Country of origin per line item
- Quantity and unit of measure per item
- Unit price
- Total value
- Currency

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.

- Supplier name
- Purchase Order (PO) number
- Packing list number and date
- Line description in English. For kits and sets: description must be at spare-parts level



- Quantity and unit of measure per item
- Number of pallets / boxes / pieces
- Net weight per item in metric system
- Gross weight per item in metric system
- Cargo dimensions (L × W × H) in metric system where relevant for transport planning

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.
- For EU export shipments handled through consolidation, Höegh Evi's freight forwarder may either use the supplier's Movement Reference Number (MRN) & EX-A document or issue an export declaration. In the latter case, Höegh Evi's freight forwarder will close the supplier MRN and will provide the supplier with the export declaration reference proving the exit of the goods from EU.
- If the supplier needs Höegh Evi's freight forwarder to use their MRN, this must be advised to Höegh Evi's freight forwarder prior to cargo ownership transfers from supplier to Höegh Evi.

4. Minimum mandatory documentation for shipping cargo to a vessel located outside the EU

4.1 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.

- Supplier name and address
- Höegh Evi invoice entity
- Purchase Order (PO) number
- Invoice number and date
- Incoterms
- Detailed line-item description in English. For kits and sets: description must be at item level
- HS Code (minimum 6 digits) per item matching each line-item description. Recommended TARIC website: https://ec.europa.eu/taxation_customs/dds2/taric
- Country of origin per line item
- Quantity and unit of measure per item
- Unit price per item
- Total value per item
- Total invoice value
- Currency
- Freight amount (if applicable, in line with the Incoterms)

4.2 Packing List

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

- Supplier name
- Purchase Order (PO) number
- Packing list number and date



- Line description in English. For kits and sets: description must be at item level
- Net weight per item in metric system
- Gross weight per item in metric system
- Quantity and unit of measure per item
- 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

5. Physical Attachment Requirement outside of the cargo

- ✓ A hard copy of the Packing List and Commercial Invoice 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.

6. 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 including those in kit or set, with UN code.
- Approvals and Battery Test Summaries (if applicable)

If the supplier delivers DG cargo to Höegh Evi's freight forwarder hub, the supplier must use a transport mode suitable for DG goods.

7. 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.

8. Additional mandatory documents when applicable

- Certificate as requested

9. Additional mandatory documents for goods exported from the USA

- Commodity codes / Schedule B codes
- ECCN (Export Control Classification Number) or confirmation that the item is EAR99
- The supplier is USPPI (US Principal Party in Interest): SLI (Shipper's Letter of Instruction), including:
 - All information required for the Commercial Invoice as listed above outside EU
 - Consignee entity/end user
 - Country of ultimate destination
 - Invoicing entity
 - Vessel/project reference where applicable
 - Full 10-digit Schedule B codes



10. 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

11. General packaging instructions

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

11.1 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
- Clearly separated PO packages may share one outer pallet if each PO remains identifiable. Pallet and PL must show which packages/quantities belong to each PO.
- Separate POs must not be mixed in one sealed inner package.

11.2 Dangerous Goods

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

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

11.3 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 sea freight

12. Recommended email format for notification to Höegh Evi's freight forwarder

"Subject: Pickup Request /[Supplier Name]/[Origin]/[Vessel Name]/[PO Number]/[GEN or DG]"

Dear Höegh Evi's freight forwarder,

Please arrange pickup of the shipment with the details below:

Fields	Details
PO Number(s)	
Pickup Site (Address & Contact Details)	



Pickup Reference(s)	
Cargo Type (GEN / DG) <i>where GEN = General Cargo and DG = Dangerous Goods</i>	
Number of Packages	
Dimensions (L × W × H) (cm)	
Total gross Weight (kg)	
Incoterm	
Cargo Ready for Pickup Date	
Commercial Invoice & Packing List (CIPL) Attached	Yes/No
MSDS (if applicable)	Yes/No
Dangerous Goods Declaration (DGD) (if applicable)	Yes/No
Comments/Special Instructions	

Please confirm receipt of this request and advise the pickup schedule and any further requirements."

13. List of sanctioned countries

13.1 Prohibited countries and territories

The supplier must comply with Höegh Evi's compliance policy which prohibits the supply of products originating from, route through or make payments involving one the following countries:

Country / territory	Main restrictions
Russia	Broad trade, finance, shipping and energy bans; listed ports and shadow-fleet vessels
Belarus	Trade and finance bans aligned with the Russia measures
Iran	Near-total US embargo with secondary sanctions, including the shipping sector
North Korea	Near-total embargo
Cuba	Applies to US-dollar payments, US persons and US-origin goods
Occupied regions of Ukraine: Crimea, Sevastopol, Donetsk, Luhansk, Zaporizhzhia, Kherson	Region-wide trade and investment bans



13.2 Restricted countries

The supplier must comply with Höegh Evi's compliance policy which prohibits the supply of products originating from, route through or make payments involving one the following countries:

Countries
Afghanistan
Burundi
Central African Republic
Democratic Republic of the Congo
Guinea
Guinea-Bissau
Haiti
Iraq
Lebanon
Libya
Mali
Moldova (Transnistria)
Myanmar
Nicaragua
Niger
Somalia
South Sudan
Sudan
Syria
Venezuela
Yemen
Zimbabwe