

# A guideline for electronic reporting of sale of crudes and NGLs from the Norwegian Continental Shelf

Partially updated 30 Aug 2021

In line with the Royal Decree of June 25<sup>th</sup> 1976 <sup>1</sup>, all companies producing petroleum from the Norwegian Continental Shelf report their sales of petroleum to the Norwegian Ministry of Petroleum and Energy.

The Ministry has decided that reporting of sales volumes of natural gas, NGL and crude and related information in Q3 2011 and thereafter, shall be submitted to License2Share - the petroleum industry's own communication platform. A dedicated data room for this purpose is set up on License2Share for communications with the authorities. Necessary information regarding how to submit through this platform can be obtained through License2Share service desk: Phone: +47 51 22 26 22; email: servicedesk@l2s.no.

Submission of data through License2Share represents a safer and simpler process, both for the Ministry and the companies.

Many companies also submit letters with additional information related to the sales reports. These letters shall also be uploaded as electronic documents to License2Share and not sent by post or email to the Ministry.

The sales reports must be submitted in predefined excel templates found on License2Share. There are separate templates for crude and NGL. It is important that the names of the columns are not modified when templates are filled in. Do not insert any additional columns to the template. Please note also that the companies' submission of suggestions for norm prices shall be done in a separate excel template. This template can also be found on License2Share.

The sales report must be submitted before the 15<sup>th</sup> of the following month after the month of lifting. The reporting should only include one single spreadsheet containing all liftings within a calendar month. Information about each cargo shall be written horizontally with one row for each cargo.

If any questions related to the reporting, please contact:

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Each column in the excel template should contain the information and format as specified below.

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<sup>1</sup> Stipulation of Norm Prices §9

## Guide for Sales reports for crude

| Column name           | Description   | Format     | Status    |
|-----------------------|---|------------|-----------|
| Seller's reference ID | A <u>unique</u> code for this sale/volume (each row in the excel sheet). The code should exist of cargo number+company+blend. If a company reports many volumes for one cargo, indicate that by adding A, B etc. at the end of the code. The purpose of this code is for the database to be able to <u>uniquely</u> identify a sale (row) if a new corrected version of the sale (row) is sent by the reportingcompany. | Text       | Mandatory |
| Seller                | The Norwegian licensee. Use the correct legal company name.   | Text       | Mandatory |
| Blend                 | Several oil fields may contribute to one blend. In this column the blend shall be reported, <i>not</i> the name of the field. For example should Snorre be reported as Statfjord, and Vigdis and Tordis should be reported as Gullfaks.   | Text       | Mandatory |
| Cargo_No              | Number or code of the cargo as specified in the sales documents and/or the lifting program.   | Text       | Mandatory |
| Liftingwindow_start   | The first day of the planned lifting window. The date should be from the official lifting program announced on the 10 <sup>th</sup> in the month prior to the month of lifting.   | dd.mm.yyyy | Mandatory |
| Liftingwindow_end     | The last day of the planned lifting window. The date should be from the official lifting program announced around the 10 <sup>th</sup> in the month prior to the month of lifting.  | dd.mm.yyyy | Mandatory |
| Bill_of_lading        | The Bill of Lading date as specified in the sales documents.  | dd.mm.yyyy | Mandatory |
| Volume                | The volume in barrels of crude sold by the seller.  | Numerical  | Mandatory |
| Terminal              | For oil loaded from a land terminal, the name of the land terminal shall be specified here. Examples of land terminals are: Mongstad, Sture, Hound Point, Teeside. If the oil is loaded offshore, please indicate by writing "Offshore loading".  | Text       | Mandatory |

|                   |   |           |  |
|-------------------|---|-----------|--|
| Ship              | Name of the ship transporting the volume sold.  | Text      | Mandatory  |
| Buyer             | Report the buyer of the volume sold by the seller specified in column "Seller" or sold by an associated company to the "Seller".<br>For example, if BIGOIL Norway sells to the associated company BIGOIL Trading International, which again sells to a third party buyer, the <i>third party buyer</i> should be reported here. If the volume is sold to an internal associated company and not resold to a third party buyer, then the internal associated company should be reported in this column.<br>Use correct legal company name. | Text      | Mandatory  |
| End_receiver      | All volumes being sold will have a final destination which is reported in the column "Place_of_delivery". In this column please specify the name of the company that is the end receiver of the volume at the place of delivery. Use correct legal company name. In many cases the end receiver will be equal to the buyer.   | Text      | Mandatory if known to the seller, otherwise optional |
| Place_of_delivery | The final destination port of the sold volume, as stated in the Bill of Lading documents. If known to the seller that the cargo is redirected to another port, report this port instead.  | Text      | Mandatory  |
| Price_FOB         | This column should contain the FOB price in dollar per barrel of the volume based on the price specified in the sale document (Brent-element + FOB differential). The price should refer to the sale from the seller to the buyer specified in the column "Buyer" column. If the sale is not done on a FOB basis, freight must be deducted to calculate a FOB price in this column. The price should in other words not include the freight element. Three decimals.  | Numerical | Mandatory  |
| Salesterms        | Choose between the following codes:<br><b>FOB30</b> (Free on board)<br><b>CFR30</b> (Cost and freight)<br><b>CIF30</b> (Cost, insurance and freight)  | Category  | Mandatory  |

|                     |  |            |  |
|---------------------|--|------------|--|
|                     | <p><b>DAP30</b> (Delivered at place)<sup>2</sup><br/> <b>FIP30</b> (Free in pipe)<br/> <b>FIT30</b> (free in tank)<br/> The number 30 refers to the days of credit. Adjust the number if needed.</p>   |            |  |
| Pricingperiod_start | Please specify in this column the start date for the pricing period used for the reference crude (Brent-element). This should also be filled in when the volume is sold on a norm price basis. If using a different reference crude than Dated Brent, please indicate in the “Notes” column.   | dd.mm.yyyy | Mandatory                                  |
| Pricingperiod_end   | Please specify in this column the end date for the pricing period for the Brent-element. This should also be filled in when the volume is sold on a norm price basis. If using a different reference crude than Dated Brent, please indicate in the “Notes” column.  | dd.mm.yyyy | Mandatory                                  |
| Freight             | Cost of freight to final destination per barrel in dollars. Three decimals   | Numerical  | May be applicable                          |
| Price_diff_FOB      | The price FOB differential to Dated Brent based on the sale contract. The price differential should refer to the sale from the seller to the buyer as specified in the “Buyer” column. The differential should not include the freight element.  | Numerical  | Mandatory if applicable (see description). |
| Trans_type          | Choose one of the following categories:<br><b>Spot</b> – if the volume is sold on a arm length basis and the transaction only involves one single volume/cargo<br><b>Term</b> – if the volume is sold on an arms length’s basis and part of a term contract which involves at least more than one trade.<br><b>Internal</b> – sold to a company entity which is an associated company.<br><b>Internal-spot</b> – volumes that are first sold between associated companies and then resold on arms length’s spot basis. For example | Category   | Mandatory                                  |

<sup>2</sup> This category used to be called DES30, but this specific term has been changed.

|                  |  |            |   |
|------------------|--|------------|---|
|                  | <p>BIGOIL Norway sells its equity to BIGOIL Trading International, which again sells the volume to an independent third party on a spot basis.</p> <p><b>Internal-term</b> – volumes that are first transferred between associated companies and then resold on arms length’s term basis. For example BIGOIL Norway sells its equity to BIGOIL Trading International, which again sells the volume to an independent third party on a term basis.</p> <p><b>Other</b> – for non arms length’s transactions between independent companies, for example swaps, exchanges of cargoes etc.</p> |            |   |
| Price_concept    | <p>Indicate the price formula used to price the volume. Of particular interest is how the differential is estimated and present the formula used if any. Note that the pricing period for Dated Brent is specified in separate columns does not need to be specified here.</p> <p>If several markers are used, the report should also include the weight of each marker in the price formula.</p> <p>If <b>norm price</b> is the price concept, specify this including any premium or discount to norm price.</p>  | Text       | Mandatory                                 |
| Dealdate         | <p>The date of the sales agreement between the seller and the buyer. This should be filled out also when it is a term contract</p>   | dd.mm.yyyy | Mandatory                                 |
| Contractduration | <p>Indicate which date the contract expires. This should only be filled in if the volume is part of a term contract</p>  | dd.mm.yyyy | Mandatory if applicable (see description) |
| Notes            | <p>Include comments to specific columns or include information you find relevant for the sale report.</p>  | Text       | Optional                                  |
| Report date      | <p>Fill in the date when the report was sent to the authorities.</p>   | dd.mm.yyyy | Mandatory                                 |
| Adjusted diff    | <p>Describe special adjustments of the contracted differential in the sale document that may be relevant for the Petroleum Price Board to consider. Please explain thoroughly.</p>   | Text       | Optional                                  |



## Guide for Sales reports for NGL

| Column name         | Description   | Format     | Status                          |
|---------------------|---|------------|---------------------------------|
| Seller reference ID | A <u>unique</u> code for this sale/volume (each row in the excel sheet). The code should exist of cargo or product number+company+product. If a company reports many volumes for one product, indicate that by adding A, B etc. at the end of the code. The purpose of this code is for the database to be able to <u>uniquely</u> identify a sale (row) if a new corrected version of the sale (row) is sent by the reporting company. | Text       | Mandatory                       |
| Seller              | The Norwegian licensee. Use the correct legal company name.   | Text       | Mandatory                       |
| Product             | Approved choices are: ETHANE, PROPANE, N-BUTANE, I-BUTANE, MIX-BUTANE, LPG-MIX, NAPHTHA (also used for natural gasoline or C5+ or light condensate), CONDENSATE (to be used for Snøhvitt and Ormen Lange) and T-CONDENSATE (Troll).   | Text       | Mandatory                       |
| Liftingwindow_start | The first day of the planned lifting window. The date should be from the official lifting program announced in the month prior to the month of lifting.   | dd.mm.yyyy | Optional                        |
| Liftingwindow_end   | The last day of the planned lifting window. The date should be from the official lifting program announced in the month prior to the actual lifting month.  | dd.mm.yyyy | Optional                        |
| Bill_of_lading      | The official Bill of Lading date as specified in the sale documents.  | dd.mm.yyyy | Mandatory                       |
| Volume_bbls         | The volume in barrels of condensate sold by the seller. No decimals. This column should only be filled out for the condensates.   | Numerical  | Only used for condensate        |
| Quantity_MTA        | The quantity expressed in metric tons in air (MTA) of the NGL product sold. Three decimals. This column should be filled out for all NGLs (including condensates).  | Numerical  | Mandatory (also for condensate) |
| Field               | Name of the field from where the  | Text       | May be                          |

|                   |   |           |  |
|-------------------|---|-----------|--|
|                   | NGL originate. If several fields, name the major one.   |           | applicable   |
| Terminal          | Name of the processing plant for the NGL. Approved choices are: KÅRSTØ, MONGSTAD, STURE, KOLLSNES, AUKRA, MELKØYA, TEESSIDE and ST. FERGUS.   | Text      | Mandatory  |
| Ship              | Name of the ship transporting the NGL product sold.   | Text      | May be applicable                                    |
| First_buyer       | Report the name of the first buyer of the volume sold by the Norwegian licensee specified in column "Seller" Use correct legal company name.  | Text      | Mandatory  |
| End_receiver      | All volumes being sold will have a final destination which is reported in the column "Place_of_delivery". In this column please specify the name of the company that is the end receiver of the volume at the place of of delivery. Use correct legal company name. In many cases the end receiver will be equal to the buyer.  | Text      | Mandatory if known to the seller, otherwise optional |
| Place_of_delivery | The final destination port of the sold volume, as stated in the Bill of Lading documents If known to the seller that the cargo is redirected to another port, report this port instead.   | Text      | Mandatory  |
| Price_FOB_bbls    | This column should contain the price in dollar per barrel of the volume condensate specified in the sale document. If the sale is not done on a FOB basis, freight must be deducted to calculate a FOB price in this column. The price should refer to the sale from the seller to the buyer specified in the column "First Buyer" column. Three decimals. This column should only be filled out for the condensates. | Numerical | Only for condensate                                  |
| Price_FOB_MTA     | This column should contain the price in dollar per metric tons in air (MTA) of the NGL volume specified in the sale document. If the sale is not done on a FOB basis, freight must be deducted to calculate a FOB price in this column. The price should refer to the sale from the seller to the buyer specified in the column "First  | Numerical | Mandatory (also for condensate)                      |

|                      |   |             |                   |
|----------------------|---|-------------|-------------------|
|                      | Buyer” column. Three decimals. This column should be filled out for all NGLs (including condensates).   |             |                   |
| Sales_terms          | Choose between the following codes:<br><b>FOB</b> (Free on board)<br><b>CFR</b> (Cost and freight)<br><b>CIF</b> (Cost, insurance and freight)<br><b>DAP</b> (Delivered at place) <sup>3</sup><br><b>FIP</b> (Free in pipe)<br><b>FIT</b> (free in tank)  | Category    | Mandatory         |
| Pricing_period_start | Please specify in this column the start date for the pricing period used. This should also be filled out if the volume is sold on a norm price basis.   | dd.mm.yyyy  | Mandatory         |
| Pricing_period_end   | Please specify in this column the end date for the pricing period. This should also be filled out if the volume is sold on a norm price basis.  | dd.mm.yyyy  | Mandatory         |
| Freight              | Cost of freight to final destination in dollars per barrel for condensates and in USD/mta for other NGLs. Three decimals  | Numerical   | May be applicable |
| Price_diff_FOB       | The price differential to the price marker as specified in the sale contract. The price differential should refer to the sale from the seller to the buyer as specified in the “First buyer” column . The differential must be on a FOB basis, i.e. it should not include the freight element.  | Numerical   | Mandatory         |
| Trans_type           | Choose one of the following categories:<br><b>Spot</b> – if the volume is sold on a arm length basis and the transaction only involves one single volume/cargo.<br><b>Term</b> – if the volume is sold on an arms length’s basis and part of a term contract which involves at least more than one trade.<br><b>Internal</b> – sold to a company entity which is an associated company.<br><b>Internal-spot</b> – volumes that are first sold between associated companies and then resold as a spot sale to a independent third party. For | Categorical | Mandatory         |

<sup>3</sup> This category used to be called DES, but this specific term has been changed.

|                           |  |            |  |
|---------------------------|--|------------|--|
|                           | <p>example BIGOIL Norway sells its equity to BIGOIL Trading International which again sells the volume spot to INDEPENDENT OIL.</p> <p><b>Internal-term</b> – volumes that first transferred to between associated companies and then resold on arms lengths term basis. For example BIGOIL OIL Norway sells its equity to BIGOIL Trading International, which again sells the volume to INDEPENDENT OIL on a term basis.</p> <p><b>Other</b> – for non arms length’s transactions between independant companies, for exampel swaps, exchanges of cargoes etc.</p> |            |  |
| Price_concept             | Indicate the price formula used to price the volume.   | Text       | Mandatory  |
| Deal date                 | The date the sales agreement between the seller and the first buyer was established. This should be filled out also when it is a term contract.  | dd.mm.yyyy | Mandatory  |
| Contract duration         | Indicate which date the contract expire. This should only be filled out if the volume is a part of a term contract   | dd.mm.yyyy | Mandatory if applicable (see description)  |
| Notes                     | Include comments to specific columns or include information you find relevant for the sale report.   | Text       | Optional   |
| Report date               | Fill out the date when the report was made. Remember to update if making a correction of a previously reported sale  | Text       | Mandatory  |
| Adjusted_diff             | Describe special adjustments of the contracted differential in the sale document that may be relevant for the Petroleum Price Board to consider. Please explain thoroughly.  | dd.mm.yyyy | Optional   |
| Buyer_of_the_resold_cargo | If the NGL volume is first transferred internally to one or several associated companies of the licensee, which resells the volume to a third party buyer, then the first <i>third party buyer</i> should be reported here.  | Text       | Only to be filled out for Internal-Spot or Internal-Term transactions (See column “Trans_type” |
| Price_resale_FOB          | The resale price to the first third party buyer. Report the price as   | Numerical  | Only to be filled out for Internal-  |

|                            |  |            |   |
|----------------------------|--|------------|---|
|                            | USD/bbl for condensate and USD/MTA for all other NGLs. If the sale is not done on a FOB basis, freight must be deducted to calculate a FOB price in this column. Three decimals.   |            | Spot or Internal-Term transactions (See column "Trans_type")                                    |
| Sales_terms_resale         | Choose between the following codes:<br><br><b>FOB</b> (Free on board)<br><b>CFR</b> (Cost and freight included)<br><b>CIF</b> (Cost, insurance and freight included)<br><b>DAP</b> (Delivered at place) <sup>4</sup><br><b>FIP</b> (Free in pipe)<br><b>FIT</b> (free in tank)     | Category   | Only to be filled out for Internal-Spot or Internal-Term transactions (See column "Trans_type") |
| Pricingperiod_start_resale | Please specify in this column the start date for the pricing period used with the first third party buyer. This should also be filled out if the volume is sold on a norm price basis.   | dd.mm.yyyy | Only to be filled out for Internal-Spot or Internal-Term transactions (See column "Trans_type") |
| Pricingperiod_end_resale   | Please specify in this column the end date for the resale pricing period. This should also be filled out if the volume is sold on a norm price basis.  | dd.mm.yyyy | Only to be filled out for Internal-Spot or Internal-Term transactions (See column "Trans_type") |
| Freight_resale             | Cost of freight to final destination in dollars per barrel for condensates and in USD/MTA for other NGLs. Three decimals.  | Numerical  | Only to be filled out for Internal-Spot or Internal-Term transactions (See column "Trans_type") |
| Price_diff_resale_FOB      | The price differential to the price marker as specified in the sale contract with the first third party buyer. The differential must be on a FOB basis, i.e. it should not include the freight element. Report the price as USD/bbl for condensate and USD/MTA for all other NGLs. | Numerical  | Only to be filled out for Internal-Spot or Internal-Term transactions (See column "Trans_type") |

<sup>4</sup> This category used to be called DES30, but this specific term has been changed.

|                       |  |            |   |
|-----------------------|--|------------|---|
|                       | Three decimals.  |            |   |
| Price_concept_resale  | Indicate the price formula and the price marker used to price the volume. If several markers are used, report the weighting of each marker in the price formula.           | Text       | Only to be filled out for Internal-Spot or Internal-Term transactions (See column "Trans_type") |
| Deal_date_resale      | The date the sales agreement between the seller and the first third party buyer was established. This should be filled out also when it is a term contract.                | dd.mm.yyyy | Only to be filled out for Internal-Spot or Internal-Term transactions (See column "Trans_type") |
| Structural adjustment | Result from calculations in separate spreadsheet to be filled out when the differential is subject to adjustment for pricing against different markers or time structures. | Numerical  | Mandatory if applicable (see description)   |