

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

Last updated July 5 2011

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.

## Guide for Sales reports for crude

Column name	Description	Format	Status
Seller's reference ID	A unique 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,	Text	Mandatory

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

	<p>indicate that by adding A, B etc. at the end of the code.</p> <p>The purpose of this code is for the database to be able to uniquely identify a sale (row) if a new corrected version of the sale (row) is sent by the reporting company.</p>		
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	<p>Report the buyer of the volume sold by the seller specified in column "Seller" or sold by an associated company to the "Seller".</p> <p>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.</p>	Text	Mandatory

	<p>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.</p> <p>Use correct legal company name.</p>		
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	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	<p>Choose between the following codes:</p> <p><b>FOB30</b> (Free on board)  <b>CFR30</b> (Cost and freight)  <b>CIF30</b> (Cost, insurance and freight)  <b>DAP30</b> (Delivered at place)<sup>2</sup>  <b>FIP30</b> (Free in pipe)  <b>FIT30</b> (free in tank)</p> <p>The number 30 refers to the days of credit. Adjust the number if needed.</p>	Category	Mandatory
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	dd.mm.yyyy	Mandatory

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

	Dated Brent, please indicate in the “Notes” column.		
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	<p>Choose one of the following categories:</p> <p><b>Spot</b> – if the volume is sold on a arm length basis and the transaction only involves one single volume/cargo</p> <p><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.</p> <p><b>Internal</b> – sold to a company entity which is an associated company.</p> <p><b>Internal-spot</b> – volumes that are first sold between associated companies and then resold on arms length’s spot basis. For example 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 independant companies, for exampel swaps, exchanges of cargoes etc.</p>	Category	Mandatory

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	The date of the sales agreement between the seller and the buyer. This should be filled out also when it is a term contract	dd.mm.yyyy	Mandatory
Contractduration	Indicate which date the contract expires. This should only be filled in if the volume is 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 in the date when the report was sent to the authorities.	dd.mm.yyyy	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.	Text	Optional

## Guide for Sales reports for NGL

Column name	Description	Format	Status
Seller reference ID	A unique code for this sale/volume (each row in the excel sheet). The code should exist of cargo number+company+product. 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 uniquely 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 og Ormen), S-CONDENSATE (Sleipner) 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	Mandatory
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	Mandatory
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	May be applicable
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
Field	Name of the field from where the NGL originate. If several fields, name the major one.	Text	May be applicable
Terminal	Name of the processing plant for the NGL. Approved choices are: KÅRSTØ, MONGSTAD, STURE, KOLLSNES,	Text	Mandatory

	AUKRA, MELKØYA, TEESSIDE and ST. FERGUS.		
Ship	Name of the ship transporting the NGL product sold.	Text	Mandatory
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	May be applicable
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 Buyer" column. Three decimals. This column should be filled out for all NGLs (including condensates).	Numerical	Mandatory
Sales_terms	Choose between the following codes:  <b>FOB30</b> (Free on board) <b>CFR30</b> (Cost and freight) <b>CIF30</b> (Cost, insurance and freight) <b>DAP30</b> (Delivered at place) <sup>3</sup>	Category	Mandatory

<sup>3</sup> This category used to be called DES30, but this specific term has been changed.

	<p><b>FIP30</b> (Free in pipe)  <b>FIT30</b> (free in tank)  The number 30 refers to the days of credit. Adjust the number if needed.</p>		
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 or leave empty if sold on a norm price basis
Trans_type	<p>Choose one of the following categories:</p> <p><b>Spot</b> – if the volume is sold on a arm length basis and the transaction only involves one single volume/cargo.</p> <p><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.</p> <p><b>Internal</b> – sold to a company entity which is an associated company.</p> <p><b>Internal-spot</b> – volumes that are first sold between associated companies and then resold as a spot sale. For Example BIGOIL Norway sells its equity to BIGOIL Trading International which again sells the volume spot to an independent third party.</p> <p><b>Internal-term</b> – volumes that first transferred to between associated companies and then resold on arms lengths term basis. For Example OIL Norway sells its equity to BIGOIL Trading International, which again sells the volume to an independent third party on a term basis.</p>	Categorical	Mandatory

	<b>Other</b> – for non arms length’s transactions between independant companies, for exampel swaps, exchanges of cargoes etc.		
Price_concept	Indicate the price formula used to price the volume. Of particular interest will be the price differential compared to Petroleum Argus CIF Large Cargoes calculatd on a FOB Kaarstoe basis.  If norm price is the price concept, specify this including any premium or discount to norm price	Text	Mandatory if applicable (see description)
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.	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_car go	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 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.	Numerical	Only to be filled out for Internal-Spot or Internal-Term transactions (See column “Trans_type”
Sales_terms_resale	Choose between the following codes:  <b>FOB30</b> (Free on board) <b>CFR30</b> (Cost and freight included) <b>CIF30</b> (Cost, insurance and freight included)	Category	Only to be filled out for Internal-Spot or Internal-Term transactions (See column

	<p><b>DAP30</b> (Delivered at place)<sup>4</sup>  <b>FIP30</b> (Free in pipe)  <b>FIT30</b> (free in tank)  The number 30 refers to the days of credit. Adjust it if needed.</p>		“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. Three decimals.	Numerical	Only to be filled out for Internal-Spot or Internal-Term transactions (See column “Trans_type”)
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	Numerical	Mandatory if applicable (see description)

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

pricing against different markers or  
time structures.