



Virtual Inventory

Special terms

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1 Definitions and Abbreviations

In addition to definitions and abbreviations in the General terms section 1, the following shall apply to the Agreement with regards to the Services covered by these Special terms:

Term	Definition
Company Super user	User from a given User organisation with extended privileges and duties related to the Virtual Inventory Service. For details refer to section 8.
Surplus Handling	Process for handling and re-selling of surplus material
Reference Group	The decision-making body governing the Virtual Inventory Service, consisting of one representative from each User organisation.

2 Service

2.1 Description

The Virtual Inventory Service is a solution for exchange of equipment and capital spares between Operators. The solution holds all relevant material data from all operating oil and gas companies and gives visibility of all material on stock on the whole Norwegian Continental Shelf.

The solution has functionalities to request material from other Operators and is set up with a governance for request handling and Surplus Handling.

More information about the service can be read at:

2.2 Access management

Privileges and access rights are controlled by the Company Super user. Company Super user rights are managed by the service management support group.

2.3 Support

Support information is available at: www.virtualinventory.no

2.4 Service level

2.4.1 Availability

NOROG's goal is that the service should be available at all times, except for during standard maintenance windows as described below.

2.4.2 Standard Maintenance window

Standard Maintenance Windows (planned maintenance) are used for carrying out technical and functional updates.

- Technical updates: Typically performed monthly, with the goal of not affecting the availability of the service.
- Functional updates: Performed in relation to releasing new functionality in the service. Maintenance notifications are published on the service login-page and/or in e-mail to the Users minimum 7 days in advance.

2.5 Data management

Data populated will be controlled and made available only for approved personnel from user organisation or by Service Management approved by the Reference Group. Each user organisation decides which material data to be shared in the solution and can at any time request deletion or removal of owned material data.

3 Service fees

Terms as stated in General terms section 4 – “Service fees” applies, with following additions:

3.1 Cost sharing model

The Virtual Inventory Service is categorized as a “non-basic” service in NOROG’s portfolio of services and solutions. This means that the User organisations are collectively and equally responsible for all Service cost as defined by the annual Virtual Inventory Service budget. New User organisations taking the Service into use within a calendar year will be charged the same annual fee as other User organisations but based on annual fee / 12 * Number of months remaining of the calendar year. Any surplus collected during the year (n) shall be used to offset the annual fee of the following year (n+1). Assessment and ancillary services are provided on a pay per use basis. The Virtual Inventory Service fees document will be handed out as part of onboarding process.

3.2 Invoicing

NOROG will invoice the User organisation equal share of approved annual Service budget (annual fee).

Other fees will be invoiced on a monthly basis upon completion of the work.

The User organisation shall pay the invoiced amount within 30 days of receiving the invoice.

4 Processing of personal data

Terms in the General terms section 5 – “Processing of personal data” applies.

The Virtual Inventory Privacy Policy is available at www.epim.no/privacy.

5 Security

Terms as stated in General terms section 6 – “Security” applies, with following additions:

- Virtual Inventory uses EPIM ID to provide secure log-in and authentication services. Refer to Special terms for EPIM ID available at www.epim.no/terms and the EPIM ID information page at www.epim.no/epim-id/ for details.

6 Termination

Terms in the General terms section 8 – “Termination” applies with following additions:

- Upon termination the User organisation will be set to an “Inactive” state
- With respect to clause 8.6 in the General terms (data deletion or retention) data will be retained as the Service acts as an archive solution.

7 NOROG’s additional obligations

Terms in the General terms section 13 – “NOROG’s general obligations” applies with following additions:

- None

8 User organisation's additional obligations

Terms in the General terms section 14 – “User organisation's general obligations” applies with following additions:

- 1) The User organisation is obliged to nominate a representative to the Virtual Inventory Reference group and to contribute to the work of the Reference group.
- 2) Each User organisation shall appoint at least one Company Super user, that is responsible for user administration and access provisioning limited to own internal company Users. The Company Super User(s) will also be the main contact towards NOROG Service Responsible and Virtual Inventory Support.

9 Governance

General governance of the Virtual Inventory service is managed by the Virtual Inventory Service Reference Group. Other relevant governance information will be available at www.virtualinventory.no

10 Additional provisions

None

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