



# **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 relevant material data from Operators and gives visibility of 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: [www.virtualinventory.no](http://www.virtualinventory.no)

### 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](http://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

### 2.5.1 Data upload and deletion

The Operators on NCS will upload material data to the Service and is responsible for the quality of the provided data. The Operator can at any time request deletion or removal of material data uploaded to the Service.

### 2.5.2 Data sharing

Uploaded material data will be accessible for other Operators subscribing to the Service.

### 2.5.3 Third party use of data

Third parties may be granted access to the Service subject to approval by the Reference Group.

## 3 Service fees

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

The Virtual Inventory Service is funded as a Basic service.

## 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](http://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](http://www.epim.no/terms) and the EPIM ID information page at [www.epim.no/epim-id/](http://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](http://www.virtualinventory.no)

## 10 Additional provisions

None