

# EPIM JQS

## 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 EPIM JQS Service. For details refer to section 8.1.

## 2 Service

### 2.1 Description

EPIM JQS is a supplier register and a service for qualification used by purchasers in the Norwegian and Danish oil and gas sector. It manages supplier information and risk in the supply chain, and enables efficient purchasing in accordance with EU regulations, covering most procurement needs.

For more detailed descriptions of the service see [www.epim.no/jqs](http://www.epim.no/jqs).

### 2.2 Access management

Privileges and access rights are controlled by the Company Super user.

### 2.3 Support

Refer to description of the EPIM JQS Service's support at [www.epim.no/jqs](http://www.epim.no/jqs).

### 2.4 Service level

#### 2.4.1 Availability

EPIM'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 in EPIM JQS is populated and maintained by each individual company. EPIM JQS has functionality for extracting 3<sup>rd</sup> party information such as financial information from public business registries as well as detecting and collecting relevant company information from public websites that can be utilized as-is, not at all or in parts.

Sources for parsed information are specified within EPIM JQS user interface.

### 3 Service fees

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

- The yearly Service fee for EPIM JQS is NOK 4.500,-
- For Member organizations, the Service fee is included in the yearly Member fee.
- EPIM also collects a yearly Administration fee. Refer to [www.epim.no/fees](http://www.epim.no/fees) for details.

### 4 Security

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

- EPIM JQS 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.

### 5 Processing of personal data

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

The EPIM JQS Privacy Policy is available at [www.epim.no/privacy](http://www.epim.no/privacy).

### 6 Termination

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

- Companies can terminate the EPIM JQS service at any time. Company will then be offboarded, records deleted and will cease to be visible as a company in the EPIM JQS.

### 7 EPIM’s additional obligations

None

### 8 User organisation’s additional obligations

#### 8.1 Company Super User

Each User organisation must appoint and maintain a Company Super User, acting as the User organisation’s overall EPIM JQS administrator. These responsibilities include:

- Being responsible for the company's administration of users and content in EPIM JQS
- Having the authority to act as main contact towards EPIM concerning the User organisations use of the service.

#### 8.2 Verification

Each participating User organisation approves that it could be subject to external reviews and auditing processes, if requested by EPIM members. This includes, but is not limited to, verification or audits of Capability assessment, management systems, products and services.

### 9 Governance

All decisions concerning design, maintenance, operation and functionality are made by the EPIM JQS Reference group.