



OFFSHORE NORGE

Collabor8

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

2 Service

2.1 Description

Collabor8 Virtual Inventory (hereafter called "Service") is a solution for exchange of equipment and capital spares between Operators. The Service 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 is available at www.collabor8.no/virtualinventory.

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.collabor8.no/virtualinventory

2.4 Service level

2.4.1 Availability

Offshore Norge'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 Operators.

3 Service fees

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

- The Service is financed by the Operators.

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.collabor8.no/privacy-terms.

5 Security

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

- The Service uses Collabor8 Hello to provide secure log-in and authentication services. Refer to Collabor8 Hello Special terms available at www.collabor8.no/terms-of-services and general information available at www.collabor8.no/help-centre.

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 Offshore Norge’s additional obligations

Terms in the General terms section 13 – “Offshore Norge’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) 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 Offshore Norge's Service Responsible and Service support.

9 Governance

The Service is governed in dialog with the Operators, using Offshore Norge's governance model.

10 Additional provisions

None