

Important Notes for Suppliers		Chemical Products	Packages
1	<p>Designation of documents The Klüber order number and the article number must be entered into every document, e.g. confirmation of order – delivery note – invoice – other documents</p> <p>On invoices in addition it is necessary to indicate</p> <ul style="list-style-type: none"> first and last name, or the e-mail address of the person having placed the order 	X	X
2	<p>Delivery papers / Delivery note With every delivery the respective delivery note is required and to be presented. <u>The delivery note shall include:</u></p> <ul style="list-style-type: none"> - Klüber order and article number - Product designation - Amount - Type and number of packaging units - Gross-, tare- and net weight - Batch Number(s) <p>In addition, for goods supplied in Tank Truck, it is required to present at unloading time:</p> <ul style="list-style-type: none"> - Cleaning Certificate, ECD (European Cleaning Document) according to EFTCO (European Federation of Tank Cleaning Organisations) or CEFIC (European Council of Chemical Manufacturer's Federations) for the tank truck, for each chamber of multi-chamber tank trucks, for the tubes and for the air pipes. <p>For delivery in multi-chamber tank trucks, the delivery note clearly has to state which product is loaded in which chamber.</p> <ul style="list-style-type: none"> - Ticket with the weight - Compressor mandatory (not pump) - The tank must be sealed with a numbered seal (same number and documents) - Other specific measures, as unloading slot, you will see in the order 	X X X X X X X X X X X	X X X
3	<p>Certificate of Analysis Shipment of goods must be unique batch, preferentially. Never more than two batches</p> <p>We expect to be in receipt of an inspection certificate 3.1. according to DIN EN 10204 or an equivalent internationally accepted test report by delivery at the latest.</p> <p>Please, send certificate of analysis to the following e-mail, you can do it in advance to the arrival: KLI-QC-LAB@es.klueber.com</p> <p>The lack of CoA at the reception of the goods, it is object to issue a complaint to the supplier.</p>	X	
4	<p>Designation of packaging units for chemical products</p> <ul style="list-style-type: none"> • Supplier's designation • Batch number • Weight 	X	

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5	<p>Pallets, labelling of pallets for packaging materials Packaging materials have to be delivered on exchangeable euro-pallets as long as no different agreement was made.</p> <p>Pallets must be labelled in sufficient size, one label each on the long and short side. Alternatively, each individual packing sub-unit can be labelled.</p> <p>Information required:</p> <ul style="list-style-type: none"> • Klüber designation • Klüber article number • Number of units per pallet/packing sub-units • Date of manufacture or shipment • If available, batch number(s) 		X
6	<p>Undamaged conditions of goods We expect goods to be delivered in undamaged/unspoilt condition so that we can use the materials(s) without any risk. This applies for packaging units (no dents, no fissures, etc) as well as pallets and the like.</p>	X	X
7	<p>Safe Loading Goods must be loaded and transported according to legal regulations and the current guidelines of the Association of German Engineers (VDI) regarding freight units and safe loading. These guidelines are to be regarded as state-of-the-art. If goods are dangerous must be transported following ADR rules</p>	X	X
8	<p>Delivery As general rule, we expect written confirmation within 3 working days upon receipt of our order. The confirmation should be sent to email address: compras@es.klueber.com . The confirmation of an order should bear the exact day of delivery. We do not accept delivery dates such as "arriving approx. on", "calendar week" etc.</p> <p>Place and time of delivery are stated on the order and must be adhered to. The delivery address must be stated on all shipping documents. At Klüber Ibérica site we have to cope with constricted room. Please advise your forwarders that nevertheless maneuvering on neighbouring premises is unfortunately not allowed.</p> <p>The remaining shelf life of the delivered goods shall still be at least 50% of the guaranteed shelf life when they are received by us.</p> <p>Tank Trucks Goods delivered in tank truck must respect the date and unloading slot agreed for each single order. Expenses that happen due to download out of agreed timetable will be responsible of the supplier Deviations from the agreed delivery dates or delivery volumes deviating from the order/confirmation as well as deliveries outside our delivery hours shall be communicated as soon as possible via phone or e-mail to the following phone number/e-mail address without being explicitly asked to do so Telf. +34 93 573 84 05 - compras@es.klueber.com .</p> <p>Deadlines for communication deviations are given in our "Information for Suppliers", section 11, "Meeting deadlines"</p> <p>Delivery changes may lead to waiting periods up to the next day or longer or even denial of acceptance; the costs for this shall be borne by the supplier/forwarding agent</p> <p>Any deviation between the confirmed and goods receipt date, will affect your supplier assessment negatively, even it could be possible to issue a complaint if the late delivery would affect our productions.</p>	 X X	 X X

Parets, 2022/11 (rev11)

Replaced rev8, 2021/08

Klüber Lubrication GmbH Ibérica, S. en C.
Ctra C-17 km 15,5
08150 Parets del Vallès (Barcelona)
Telf. 902 43 55 00
Telf. 93 573 84 00
www.klueber.com

Inscrita en el Reg.Merc.de Barcelona,
T.25.645, F.210,H.B-92396, I.1.ª, Fecha
25/05/93
NIF. ES D 60295417



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9	<p>Tank trucks-equipment, downloading</p> <ul style="list-style-type: none"> All tank trucks have to be equipped with a fall arresting device (safety rail) Compressor shall be available for unloading In case of multi-chamber tank trucks: For every product as few chambers as possible are to be used Every chamber has to be safed by a seal Hoses from Klüber's inventory are used for unloading. <p>Non-compliance with the regulations stipulated above can entail additional costs for the supplier, e.g. for cleaning, additional staff, postponing production as well as flat charge for complaint handling.</p>	X	
10	<p>Safety Regulations Drivers are required to observe the safety regulations of Klüber when unloading their goods. These are:</p> <ul style="list-style-type: none"> - Wearing safety glasses (in areas where mandatory) - Wearing safety shoes <p>Tank Trucks:</p> <ul style="list-style-type: none"> - Drivers have to carry along their personal protective equipment an use it. 	X X	X
11	<p>Invoices - Facturas Please, address invoices to: Klüber Lubrication GmbH Ibérica, S. en C. Ctra. C 17, km 15,5 08150 - Parets del Vallés - Barcelona Spain</p> <p>Or by e-mail to the NEW EMAIL Address: info-ES@ssc-fcs.eu</p>	X	X

Date of manufacture or expiry date can be informed also in the CoA, delivery note or any other document agreed with the supplier, too.

If you use an external company for deliveries to us, please make sure that these requirements are verifiably passed on to the service provider delivering to us.