

Fact sheet

Commercial-logistic requirements 商业物流要求
Klüber Lubrication Industries(Shanghai) Co., Ltd.
 克鲁勃润滑产品（上海）有限公司

<p align="center">Important notes for suppliers</p> <p align="center">给供应商的重要说明</p>	<p align="center">Chemical products</p> <p align="center">化学品</p>	<p align="center">Packages</p> <p align="center">包装</p>	<p align="center">Contract manufacturing/filling</p> <p align="center">合同商/灌装商</p>
<p>1. Designation of documents 文件要求 The Klüber order number and Klüber article number must be entered into every document, e.g. confirmation of order, delivery note, invoice, etc. 每个文件中必须体现克鲁勃订单号以及克鲁勃产品编号，如：订单确认函，送货单以及发票等。</p>	✓	✓	✓
<p>2. Delivery papers/delivery note 送货单 With every delivery the respective delivery note is required and to be presented. 每次交付，都应该提供送货单。 The delivery note shall include: 送货单应包含以下内容：</p> <ul style="list-style-type: none"> • Klüber order- and article numbers • 克鲁勃订单号以及产品编号 • Product designation • 产品牌号 • Amount • 数量 • Type and number of packaging units • 包装单位的类型和数量 • Gross-, tare- and net weight • 毛重，皮重和净重 • Batch number(s) • 批号 <p>Tank trucks in addition: 槽罐车</p> <ul style="list-style-type: none"> • Cleaning certificate for the tank truck • 槽罐车清洗证明 	✓	✓	✓
<p>3. Certificate of analysis 分析证明 We expect to be in receipt of an inspection certificate acc. to agreed specification. 我司期望在到货前收到根据约定的指标协议出具的检测报。 It can be carried with the goods or sent to following mail: jiaping.dai@cn.klueber.com 该报告可以随货携带或者发送到以下邮箱：jiaping.dai@cn.klueber.com</p>	✓		
<p>4. Designation of packaging units for chemical products 化学品的包装要求</p> <ul style="list-style-type: none"> • Supplier's designation • 供应商的产品名称 • Batch no. • 批号 • Weight • 重量 	✓		

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<p>5. Pallets, labelling of pallets for packaging materials 包装材料的托盘及标签要求</p> <ul style="list-style-type: none"> • Packaging materials have to be delivered on exchangeable pallets as long as no different agreement was made. • 包装材料都必须放在托盘上交付，除非另有协议。 • 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. • 货物托盘上必须张贴足够大的标签，长边和短边都需要张贴。或者每个单独的包装子包装都贴上标签。 <p>Information required: 要求信息如下：</p> <ul style="list-style-type: none"> ○ Klüber designation 克鲁勃牌号 ○ Klüber article number 克鲁勃产品编号 ○ Number of units per pallet / packing sub-unit 每托盘的数量/子包装数量 ○ Date of manufacture or shipment 生产日期或发货日期 ○ If available: batch number(s) 如可得：请提供批号 		✓	
<p>6. Undamaged condition of goods 货物完好无损</p> <p>We expect goods to be delivered in undamaged/unspoilt condition so that we can use the material(s) without any risk. This applies for packaging units (no dents, no fissures etc.) as well as pallets and the like.</p> <p>货物交付时应无破损，以便我司能够安全地使用。包装应无凹痕，无裂缝等缺陷。</p>	✓	✓	✓
<p>7. Safe loading 安全卸货</p> <p>The goods must be loaded and transported according to legal regulations regarding freight units and safe loading. These guidelines are to be regarded as state-of-the-art.</p> <p>货物必须按照不同的运输方式，遵循相关的法律法规安全运输及装卸。并注意要适用最新的相关规定和要求。</p>	✓	✓	✓

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<p>8. Delivery 交货</p> <ul style="list-style-type: none"> Place and time of delivery are stated on the order and must be adhered to. 必须遵守订单上的交付时间和地点。 The delivery address must be stated on all shipping documents. 必须在所有发货文件上注明收货地址。 <p>Tank trucks: 槽罐车: 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 one of the following phone numbers/e-mail address without being explicitly asked to do so: 021-69225666ext8295 or 8277 jiaping.dai@cn.klueber.com</p> <p>与订单或确认函产生的交付日期的偏差或者交付数量的偏差，也包括超出我们指定交付时间段的情况，应尽早通过电话或邮件沟通，请联系以下电话/邮箱进行沟通：021-69225666，分机：8295 或 8277，邮箱：jiaping.dai@cn.klueber.com</p> <p>Deadlines for communication deviations are given in our „Information for suppliers“, section 13, “Meeting deadlines”.</p> <p>在“克鲁勃给供应商的告知函”第13部分“满足截止日期”中已经给出关于偏差沟通的截止期限。</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. 交货变更可能导致等待期变长至第二天或更久，甚至遭到拒收；由此产生的费用应有供应商或货运代理承担。</p>	<p align="center">✓</p> <p align="center">✓</p> <p align="center">✓</p>	<p align="center">✓</p> <p align="center">✓</p> <p align="center">✓</p>	<p align="center">✓</p> <p align="center">✓</p> <p align="center">✓</p>
<p>9. Tank trucks – equipment, loading 槽罐车-设备、卸货</p> <ul style="list-style-type: none"> All tank trucks have to be equipped with a fall arresting device (safety rail). 所有槽罐车都必须配备防坠落装置（安全导轨）。 Hoses from Klüber's inventory are used for unloading. 使用克鲁勃的软管用于卸货 An air pressure system or compressor shall be available for unloading. 随车携带气压系统或压缩机以便卸货。 The tank has to be safed by a seal. 槽罐必须用铅封保护。 <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. 不符合以上规定可能会给供应商带来额外的费用，比如：清洁度，增加额外的人员，推迟生产以及增加投诉的处理的费用。</p>	<p align="center">✓</p>		

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10. Safety regulations 安全规定 Drivers are required to observe the safety regulations of Klüber when unloading their goods. These are: wearing safety shoes and wearing safety glasses (they can be provided on request). 驾驶员卸货时必须遵守克鲁勃的安全规定。诸如：穿安全鞋，戴安全眼镜（克鲁勃可应要求提供）。 Tank trucks: 槽罐车: <ul style="list-style-type: none">• Drivers have to carry along their personal protective equipment and use it. 驾驶员必须随身携带并使用个人防护设备。	✓ ✓	✓	✓
11. Invoices 发票 Please address invoices to Mrs. Pennie Dai 发票请寄送给戴佳萍女士。 No.88 Tuo Qing Road Qingpu Industrial Zone Shanghai 201700, P.R. China 上海市青浦区工业园区拓青路 88 号	✓	✓	✓

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.

如果贵司使用外部公司向我司送货，请确保将这些要求精确传达给向我司送货的服务提供商。