

# Fact sheet

## Commercial-logistic requirements

### Klüber Lubrication India Private Limited.

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Important notes for suppliers	Chemical products	Packages	Contract manufacturing/filling
<p><b>1. Designation of documents</b> The <b>Klüber order number</b> and <b>Klüber article number</b> must be entered into <b>every document</b>, e.g. confirmation of order, delivery note, invoice, etc.</p> <p>On <b>invoices in addition</b> is necessary to indicate</p> <ul style="list-style-type: none"> <li>• <b>first and last name</b>, or the <b>e-mail address of the person having placed the order</b></li> </ul>	X	X	X
<p><b>2. Delivery papers/delivery note</b> With every delivery the respective delivery note is required and to be presented. The delivery note shall include:</p> <ul style="list-style-type: none"> <li>• Klüber order- and article numbers</li> <li>• Product designation</li> <li>• Amount</li> <li>• Type and number of packaging units</li> <li>• Gross- , tare- and net weight (for Tanker shipments)</li> <li>• Batch number(s)</li> </ul> <p><b>Tank trucks</b> in addition:</p> <ul style="list-style-type: none"> <li>• Cleaning certificate</li> <li>• For delivery in multi-chamber tank trucks, the delivery note clearly has to state which product is loaded in which chamber.</li> </ul>	X X X X X X	X X X	X X X X X
<p><b>3. Certificate of analysis</b> We expect to be in receipt of an inspection certificate 3.1 acc. to DIN EN 10204 or an equivalent internationally accepted test report by delivery at the latest. Please send to <a href="mailto:devayani.jayaram@in.klueber.com">devayani.jayaram@in.klueber.com</a></p> <ul style="list-style-type: none"> <li>• <b>Hard copy of the COA to be accompanied along with the consignment</b></li> </ul>	X  X		
<p><b>4. Designation of packaging units for chemical products</b></p> <ul style="list-style-type: none"> <li>• Supplier's designation</li> <li>• Batch no.</li> <li>• Weight</li> </ul>	X X X		
<p><b>5. Unloading of the vehicle at Mysore site shall be done as per the First come First serve basis and depending on the workload and worktime of the company , hence the drivers have to wait patiently and no halting charges will be applicable.</b></p>	X	X	X
<p><b>6. Undamaged condition of goods</b> 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>	X	X	X

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<p><b>7. Safe loading</b> The goods must be loaded and transported according to legal regulations and the current statutory guidelines regarding freight units and safe loading. These guidelines are to be regarded as state-of-the-art.</p> <p>Solvents in drums shall not be loaded /stacked one above the other</p> <p>For Empty drums stacking inside the full container, the drums in the last row shall be secured or latched properly so that drums does not fall when the door is opened for unloading.</p> <p>The vehicle platform shall be flat without any damages/sharp edges and shall be free from uneven surface</p> <p>Open Top vehicle shall be properly covered with Tarpaulin or any proper cover so that the material inside does not come in contact with outside environment like rain and dust and other contamination.</p> <p>If the vehicle is carrying hazardous goods or solvents , then the supplier shall ensure that the driver of the vehicle collects and carries MSDS along with the material. Fire extinguisher and Spillage kit to be carried as required .</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>
<p><b>8. Delivery</b></p> <ul style="list-style-type: none"> <li>• Place and time of delivery as agreed must be adhered to.</li> <li>• The delivery address must be stated on all shipping documents.</li> </ul> <p><b>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 the respective buyers.</b></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>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>
<p><b>9. Tank trucks – equipment, loading</b></p> <p>1)All top and bottom valves of Tankers should be Properly sealed and seal nos should be mentioned in Invoice/packing list.</p> <p>2)Tanker Cleaning certificate before loading material is required.</p> <p>3)Tankers/Trailers should be in good condition to handle bulk material and should be leak Proof</p>	<p>X</p> <p>X</p> <p>X</p>		

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<p>4) Vehicles should carry copy of MSDS of Material along with consignment, if it is Harzardous material</p> <p>5) All imported ISO/FCL consignments should have Proper and complete labelling on ISO tank/holder and on FCL container. Required Mandatoriyly for Indian customs clearance Purpose</p> <p>6) Hoses from Klüber's inventory are used for unloading.</p> <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>	<p>X</p> <p>X</p>		
<p><b>10. Safety regulations</b> Drivers are required to observe the safety regulations of Klüber when unloading their goods. These are: wearing safety shoes and wearing safety glasses (safety glasses only in areas where mandatory; they can be provided on request).</p> <p><b>Tank trucks:</b></p> <ul style="list-style-type: none"> <li>• Drivers have to carry along their personal protective equipment and use it.</li> <li>• Drivers shall not be under the influence of Alcohol and drugs.</li> <li>• Drivers shall not carry the flammable materials inside the vehicle or inside the site/premises</li> <li>• Driver shall carry all the required and valid certificates /documents and licenses required for the vehicle as per statutory requirements.</li> <li>• Driver shall carry the valid Driving license without fail.</li> <li>• Driver shall be in a proper attire (loose clothing like Lungi/dhoti not allowed) while coming inside the site/premises.</li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>
<p><b>11. Invoices</b> Please address invoices to:</p> <p style="padding-left: 20px;">Klüber Lubrication India Private Limited # 347-A, Hebbal Industrial Area, P.O. Metagalli, Mysore 570 016, India. Phone number +91 0821 6647041</p>	<p>X</p>	<p>X</p>	<p>X</p>

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.