

Form  
**Commercial-logistic requirements**  
**KLÜBER LUBRICATION BENELUX SA**



3 Important notes for suppliers	Chemical products	Packages
<p><b>1. Designation of documents</b></p> <p>a. The Klüber order number and article number must be entered into every document, e.g. confirmation of order, delivery note, invoice, other documents.</p> <p>b. On invoices in addition is necessary to indicate</p> <ul style="list-style-type: none"> <li>- First and last name, or the e-mail address of the person having placed the order</li> </ul> <p>c. Please address invoices to:  <b>Klüber Lubrication Benelux SA/NV</b>  <b>Rue Cardinal Mercier 100</b>  <b>7711 Dottignies</b>  <b>Belgium</b>  or: <a href="mailto:klb-accounting@be.klueber.com">klb-accounting@be.klueber.com</a></p>	X	X
<p><b>2. Order confirmations</b></p> <p>As a rule, we expect written confirmation within three working days upon receipt of our order; the confirmation should be sent to the e-mail address <a href="mailto:klb-purchase@be.klueber.com">klb-purchase@be.klueber.com</a></p>	X	X
<p><b>3. Certificate of analysis</b></p> <p>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.</p> <p>Please send to <a href="mailto:labo-certif@be.klueber.com">labo-certif@be.klueber.com</a> .</p>	x	
<p><b>4. Delivery papers/ delivery note</b></p> <p>The delivery note, that the forwarder has to present, shall include at minimum:</p> <ul style="list-style-type: none"> <li>- Klüber order- and article number</li> <li>- Product designation</li> <li>- Amount</li> <li>- Type and number of packaging units</li> <li>- Gross- , tare- and net weight</li> <li>- Batch number(s)</li> </ul> <p><b>Tank trucks</b> in addition:</p> <ul style="list-style-type: none"> <li>- Cleaning certificate (European Cleaning Document) according to EFTCO (European Federation of Tank Cleaning Organisations) or Cefic (European Chemical Industry Council) for the tank truck, for each chamber of multichamber tank trucks, for the tubes and for air pipes</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
<p><b>5. Labelling of pallets for packaging materials</b></p> <p>Pallets must be labelled in sufficient size. One label each on the long and short side. Alternatively, each individual packing unit can be labelled.</p> <p>Information required:</p> <ul style="list-style-type: none"> <li>• Klüber designation</li> <li>• Klüber article number</li> <li>• Number of pallets / packing unit</li> <li>• Date of manufacture or shipment</li> <li>• If available : batch number(s)</li> </ul>		X

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Important notes for suppliers	Chemical products	Packages
<b>6. Designation of packaging units for chemical products</b> <ul style="list-style-type: none"> <li>• Supplier's designation</li> <li>• Batch no.</li> <li>• Weight</li> </ul>	X	
<b>7. Safe loading</b> The goods must be loaded and transported according to legal regulations regarding freight units and safe loading.	X	X
<b>8. Undamaged conditions 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.	X	X
<b>9. Delivery</b> <ul style="list-style-type: none"> <li>• We expect the quality of the delivery to comply with the specifications agreed with you.</li> <li>• Place and time of delivery are stated on the order and must be adhered to.</li> <li>• The delivery address must be stated on all shipping documents.</li> <li>• 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</li> </ul> <b>Tank trucks :</b> Deviation 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 email to <a href="mailto:klb-purchase@be.klueber.com">klb-purchase@be.klueber.com</a>	X  X X X	X  X X
<b>10. Tanktrucks – equipment, loading</b> <ul style="list-style-type: none"> <li>• All tank trucks have to be equipped with a fall arresting device (safety rail).</li> <li>• Hoses from Klüber's inventory are used for unloading.</li> <li>• In case of multi-chamber tank trucks: for every product as few chambers as possible are to be used</li> <li>• Every chamber has to be safed by a seal</li> </ul> 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.	X	
<b>11. 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 (only in areas where mandatory; they can be provided on request) Tank trucks : Drivers have to carry along their personal protective equipment and use it.	x	x

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.