

Fact sheet

Commercial-logistic requirements

Klüber Lubrication GmbH Ibérica, S.en C

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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	Important Notes for Suppliers	Chemical Products	Packages
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</p> <p>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</p> <p>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.