

Fact sheet

Commercial-logistic requirements Klüber Lubrication Industries(Shanghai) Co., Ltd.

Important notes for suppliers	Chemical products	Packages	Contract manufacturing/ filling
1. Designation of documents The Klüber order number and Klüber article number must be entered into every document , e.g. confirmation of order, delivery note, invoice, etc.	X	X	X
2. Delivery papers/delivery note With every delivery the respective delivery note is required and to be presented. The delivery note shall include: <ul style="list-style-type: none"> • Klüber order- and article numbers • Product designation • Amount • Type and number of packaging units • Gross- , tare- and net weight • Batch number(s) Tank trucks in addition: <ul style="list-style-type: none"> • Cleaning certificate (European Cleaning Document) according to EFTCO or CEFIC for the tank truck, for each chamber of multi-chamber tank trucks, for the tubes and for air pipes 	X X X X X X X	X X X	X X X X X X
3. Certificate of analysis 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. It can be carried with the goods or sent to following mail: jiaping.dai@cn.klueber.com	X		
4. Designation of packaging units for chemical products <ul style="list-style-type: none"> • Supplier's designation • Batch no. • Weight 	X		
5. Pallets, labelling of pallets for packaging materials <ul style="list-style-type: none"> • Packaging materials have to be delivered on exchangeable pallets as long as no different agreement was made. • 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. Information required: <ul style="list-style-type: none"> ○ Klüber designation ○ Klüber article number ○ Number of units per pallet / packing sub-unit ○ Date of manufacture or shipment ○ If available: batch number(s) 		X	
6. Undamaged condition of goods 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	X

Fact sheet

Commercial-logistic requirements Klüber Lubrication Industries(Shanghai) Co., Ltd.

Important notes for suppliers	Chemical products	Packages	Contract manufacturing/filling
<p>7. Safe loading 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>	X	X	X
<p>8. Delivery</p> <ul style="list-style-type: none"> 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. <p>Tank trucks: 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 jjaping.dai@cn.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>X X</p> <p>X</p>	<p>X X</p>	<p>X X</p>
<p>9. Tank trucks – equipment, loading</p> <ul style="list-style-type: none"> All tank trucks have to be equipped with a fall arresting device (safety rail). Clean, dry 3" filling tubes neutral in odour, at least 10 m long are to be carried along. An air pressure system or compressor shall be available for unloading. The tank has to be safed by a seal. <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		
<p>10. Safety regulations 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>Tank trucks:</p> <ul style="list-style-type: none"> Drivers have to carry along their personal protective equipment and use it. 	<p>X</p> <p>X</p>	X	X
<p>11. Invoices Please address invoices to Mrs. Pennie Dai No.88 Tuo Qing Road Qingpu Industrial Zone Shanghai 201700, P.R. China</p>	X	X	X