

**Commercial-Logistic Requirements
Klüber Lubrication NA LP**



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>As general rule, we expect written confirmation within 1 working days upon receipt of our order. The confirmation should be sent to the sender's order mail address or to purchasing@us.kluber.com.</p> <p>The confirmation of an order should bear the exact day of delivery. We <u>do not accept</u> delivery dates such as "arriving approx. on", "calendar week" etc.</p> <p>Date changes shall be advice as soon as possible.</p> <p>Deadlines for communication deviations are given in our "Information for Suppliers", section 11, "Meeting deadlines"</p> <p>Any deviation between the confirmed and goods receipt date, will affect your supplier assessment negatively, even it could be possible to issue a complaint if the late delivery would affect our productions..</p>	X	X
3	<p>Our internal delivery address and timetable (see order, top left) states on all our orders and must be adhered to.</p> <p>Goods delivered in tank truck must respect the downloading timetable (from 7 am to 14:00 pm). Expenses that happen due to download out of timetable will be responsible of the supplier.</p>	X	X
4	<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> at minimum:</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 Cleaning must be ensured for the tank as well as for all associated pipes and air lines. - Ticket with the weight - The tank must be sealed with a numbered seal (same number and documents) - Other specific measures you could see in the order 	X X X X X X X	X X X

Klüber Lubrication NA LP
Locations 603 647 4104 Londonderry
32 Industrial Drive, Londonderry, NH 03053
903 534 8021 Tyler
9010 County Road 2120 [PO Box 131359]
www.klueber.com
Tyler, TX 75713
info@us.kluber.com

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5	<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 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: purchasing@us.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	
6	<p>Designation of packaging units for chemical products</p> <ul style="list-style-type: none"> • Supplier's designation • Batch number • Weight 	X	
7	<p>Pallets, labelling of pallets for packaging materials Packaging materials have to be delivered on pallets .</p> <p>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:</p> <ul style="list-style-type: none"> • Klüber designation • Klüber article number • Number of units per pallet/packing sub-units • If available, batch number(s) 		X
8	<p>Undamaged conditions of goods We expect goods to be delivered in undamaged/unspoilt condition so that we can use the materials(s) without any risk. This applies for packaging units (no dents, no fissures, etc) as well as pallets and the like.</p>	X	X
9	<p>Safe Loading Goods must be loaded and transported according to legal regulations and the current guidelines of the FMCSA.</p>	X	X
10	<p>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) • In case of multi-chamber tank trucks: For every product as few chambers as possible are to be used • Every chamber has to be secured 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	

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11	<p>Safety Regulations Drivers are required to observe the safety regulations of Klüber when unloading their goods. These are: - Wearing safety glasses (in areas where mandatory) - Wearing safety shoes</p>	X	X
12	<p>Facturas Please, address invoices to: Klüber Lubrication NA LP PO BOX 131359 TYLER, TX 75713</p> <p>Or by e-mail: accounting@us.klueber.com</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.