

Commercial-logistic requirements Klüber Lubrication München GmbH & Co. KG

Important notes for suppliers	Chemical products	Packages	Contract manu- facturing/ filling
<p>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.</p> <p>On invoices in addition 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	X
<p>2. Delivery papers/delivery note 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"> Klüber order- and article numbers Product designation Amount Type and number of packaging units Gross-, tare- and net weight Batch number(s) <p>Tank trucks in addition:</p> <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 For delivery in multi-chamber tank trucks, the delivery note clearly has to state which product is loaded in which chamber. 	X X X X X X	X X X X X X	X X X X X X
<p>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. Please send to gc-munich@klueber.com.</p>	X		
<p>4. Designation of packaging units for chemical products</p> <ul style="list-style-type: none"> Supplier's designation Batch no. Weight 	X		
<p>5. Pallets, labelling of pallets for packaging materials</p> <ul style="list-style-type: none"> Packaging materials have to be delivered on exchangeable euro-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	
<p>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.</p>	X	X	X

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7. Safe loading The goods must be loaded and transported according to legal regulations and the current guidelines of the Association of German Engineers (VDI) regarding freight units and safe loading. These guidelines are to be regarded as state-of-the-art.	X	X	X
8. Delivery <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. • At the Klüber Munich site we have to cope with constricted room. Please advise your forwarders that nevertheless maneuvering on neighbouring premises is unfortunately not allowed. • 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. <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 the following phone number/e-mail address without being explicitly asked to do so: +49-89-7876-456 (group); IM-RawMaterials@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>	X X X X	X X X	X X X
9. Tank trucks – equipment, loading <ul style="list-style-type: none"> • All tank trucks have to be equipped with a fall arresting device (safety rail). • Hoses from Klüber's inventory are used for unloading. • An air pressure system or 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. <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. 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).	X	X	X
Tank trucks: <ul style="list-style-type: none"> • Drivers have to carry along their personal protective equipment and use it. 	X		
11. Invoices Please address invoices to: Klüber Lubrication München GmbH & Co. KG FW-Rechnungsprüfung Geisenhausenerstrasse 7 81379 München, Germany e-mail: KLM-Invoice-Portal@klueber.com	X	X	X