

Commercial-Logistic Requirements
Klüber Lubricación Mexicana S.A DE C.V



Important Notes for Suppliers	Chemical Products	Packages	Contract manufacturing/ filling
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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 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
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 compras@kluber.com.mx The confirmation of an order should bear the exact day of delivery. We do not accept delivery dates such as "arriving approx. on", "calendar week" etc. Date changes shall be advice as soon as possible.</p>	X	X	X
3	<p>Delivery papers / Delivery note/invoice With every delivery the respective invoice /delivery note is required and to be presented. The delivery note shall include at minimum:</p> <ul style="list-style-type: none"> - Klüber order and article number - Amount - Type and number of packaging units - Gross-, tare- and net weight 	X X X	X X	X X

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CANACINTRA 8537



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	<p>- Batch Number(s)</p> <p>In addition, for goods supplied in tank truck, it is required to present at unloading time:</p> <p>- Cleaning Certificate Compulsory if it is request by purchasing or for special requests ask to your purchasing contact.</p> <p>- Ticket with the weight</p> <p>- The tank must be sealed with a numbered seal (same number and documents)</p> <p>- Other specific measures you could see in the order</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>		
4	<p>Certificate of Analysis Shipment of goods must be unique batch, preferentially. Never more than two batches.</p> <p>Send COA once the material is load if you are a supplier outside Mexico if you a Mexican supplier one day before the load.</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 certificate of analysis to the following e-mail, you can do it in advance to the arrival: laboratorio@kluber.com.mx</p> <p>The lack of CoA at the reception of the goods, it is object to issue a complaint to the supplier.</p>	<p>X</p>		

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5	Designation of packaging units for chemical products <ul style="list-style-type: none"> • Supplier's designation • Batch no. • Weight 	X		
6	Pallets, labelling of pallets for packaging materials Packaging materials have to be delivered on pallets . 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 article number • Klüber designation. • Number of units per pallet/packing sub-units • If available, batch number(s) • Date of manufacture or shipment 		X X X X X	
6	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.	X	X	X
7	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. • Please advise your forwarders that nevertheless maneuvering on neighbouring premises is unfortunately not allowed. 	X X X X	X X X	X X X

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	<ul style="list-style-type: none"> 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 your direct contact in purchasing.</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		
8	<p>Tank trucks-equipment, loading:</p> <ul style="list-style-type: none"> In case of multi-chamber tank trucks: For every product as few chambers as possible are to be used Every chamber must be secured 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		

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9	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 -Wearing safety vest	X	X	X
12	Invoices Please send electronic invoice to: info-US-KL@ssc-fcs.eu and your purchasing contact	X	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.

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