



## Logistics guidelines of the Mankiewicz group

### - **Scope of application**

The logistics guidelines are valid for all suppliers and supplies of production materials to the companies of the Mankiewicz group. The Mankiewicz group comprises the companies Finalin GmbH, Norix Lackfabrik GmbH & Co. KG, Rüdt Industrielacke GmbH & Co. KG and Mankiewicz Resins GmbH & Co. KG. The guidelines are an integral part of each order and binding. Refer to [www.Mankiewicz.com](http://www.Mankiewicz.com) for the update version.

### - **Orders, order changes**

Orders are considered binding unless the supplier rejects them within 5 days. No order confirmation is required, because Mankiewicz assumes that the ordered quantities and delivery dates will be observed. Requests for change (regarding delivery date or quantity) are to be agreed upon with the responsible Mankiewicz employee.

If we receive an order confirmation we will only accept exact dates. Order confirmations are to be sent by e-mail to the buyer.

### - **Supply difficulties**

If the supplier foresees problems regarding production, material supply, compliance with the delivery date or similar which may prevent on-time delivery or delivery of immaculate material, the supplier will inform Mankiewicz three work days prior to the scheduled supply date and coordinate alterations. Traffic-related delays have to be communicated to Mankiewicz immediately.

Overdeliveries, partial deliveries and deliveries in advance are not accepted unless Mankiewicz has agreed to them beforehand. If this is not the case Mankiewicz reserves the right to refuse acceptance of the deliveries or to return them.

### - **Delivery times**

The supplier has to communicate (without further request) the delivery time (including transport time) for each individual product regularly. If no delivery time is specified Mankiewicz assumes a delivery time of 10 work days. This applies to all products purchased within the last 24 months. The Mankiewicz item numbers have to be specified in the table of delivery times.



**- Shipping instructions**

A delivery note has to be enclosed to the delivery. If the material is delivered “duty unpaid” the supplier has to inform Mankiewicz accordingly without further request and to hand over all documents necessary for payment of duty. The following has to be specified in all shipping papers: order number, gross and net weight, number of goods, type of packaging, consignee.

If the above data are not specified in the shipping documents or packaging units Mankiewicz has the right to refuse acceptance of the delivery. If the goods are accepted anyway Mankiewicz will not be liable for processing delays.

In all corresponding documents (invoices, order confirmations, delivery notes, etc.) the order number has to be stated. The supplier is aware that invoices which are not properly identified and/or not verifiable will not be accepted. Mankiewicz is not liable for payment delays resulting herefrom; the entitlement to discount remains unaffected.

**- Labelling and packaging**

The supplier is responsible for protecting the supplied goods from damage during transport. The supplier has to pack and temper the products properly to avoid damages and quality degradation (e.g. by chemical reaction, corrosion, contamination, freezing) during internal and external handling.

All deliveries have to be labelled in such a way that all products can be clearly identified at any time. Each packaging unit (IBC, pallet, drum, tin, etc.) has to be identification marked with tags, labels or stamps containing the following information:

- material name
- net weight
- batch number
- production / expiry date
- consignor

– **Analysis certificate / inspection certificate**

An inspection certificate and the respective documents have to be enclosed to each delivery. Otherwise acceptance will be refused. The documents have to be with the truck driver, attached to the goods or e-mailed (transmission by telefax is not admissible) to the below addresses, depending on the plant the material is intended for:

- [coa.finalin@mankiewicz.com](mailto:coa.finalin@mankiewicz.com)
- [coa.norix@mankiewicz.com](mailto:coa.norix@mankiewicz.com)
- [coa.ruedt@mankiewicz.com](mailto:coa.ruedt@mankiewicz.com)
- [coa.resins@mankiewicz.com](mailto:coa.resins@mankiewicz.com)

The analysis certificate has to issued be according to EN 10204 3.1 (or similar, e.g. ISO 10474 3.1B or DIN 55350-18 4.2.2.) Alternatively, a written document by Mankiewicz may replace these norms (to be agreed upon prior to delivery).

– **Arrival times / times of dispatch**

All tank lorries, full lorries (FTL) and part loads from 3 tons minimum have to be supplied on the delivery date (precise to the day) confirmed by the supplier during the plant-specific arrival times.

Small cargo up to 3 tons has to be supplied on the delivery date confirmed by the supplier during the plant-specific arrival times. However, the material may also be supplied without prior notice **one day earlier at the most** during the plant-specific arrival times.

We reserve the right to refuse acceptance of deliveries arriving out of hours. If confirmed delivery dates are not observed and we are not informed accordingly beforehand, we will charge you EUR 200.00 flat for delayed delivery. This also applies in case of missing shipping documents (e.g. delivery note, CoA).



Finalin and Mankiewicz Resins (Hamburg)

Monday to Friday : 06.00 a.m. to 02.00 p.m.

Tank lorries : 07.00 a.m. to 01.00 p.m.

Norix (Scheeßel)

Monday to Thursday : 06.00 a.m. to 02.00 p.m.

Friday : 06.00 a.m. to 01.00 p.m.

Tank lorries

Monday to Thursday : 06.00 a.m. to 12.00 noon

Friday : 06.00 a.m. to 11.00 a.m.

Rüdt (Dettingen)

Monday to Thursday : 07.00 a.m. to 02.00 p.m.

Friday : no receipt of incoming goods

- **Assessment of delivery reliability**

Assessment of delivery reliability is done for the past 12 months, rolling at item level for each order. Delivery at the confirmed date: 100 %; delays or early deliveries: 0 %. Delivery delays which are not communicated at least three working days in advance will be assessed as unreliable deliveries.

We expect a minimum delivery reliability of 95 % from our suppliers.

- **Material safety data sheets, specifications**

According to § 31 of the REACH regulation, sections 8 and 9, changes in the material safety data sheets (e.g. altered identification markings, CLP regulation, etc.) have to be communicated immediately and without further request. The new version of the document, bearing the statement "updated on ... (date)", is made available to Mankiewicz free of charge (hardcopy or e-mail). The same applies to changes in the product specification or the technical data sheet.

Rene Volkwein, purchasing manager

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