Logistics Guidelines of Mankiewicz Coatings, LLC

Scope of application

The logistics guidelines are valid for all suppliers and supplies of production materials to the company of Mankiewicz Coatings, LLC (MCLLC). The guidelines are an integral part of each order and binding. Refer to www.mankiewicz.com for the updated version.

Orders, order changes

A formal order confirmation (OC), as stated on all orders is required within three working days after receipt of purchase order. Email OC to the buyer or through the oc-mcllc@mankiewicz.net.

Requests for change (regarding delivery date or quantity) are to be agreed upon with the responsible Mankiewicz 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 immediately, latest being five days prior to the scheduled supply date and coordinate alterations. Traffic-related delays have to be communicated to Mankiewicz immediately.

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 a delivery time of 10 working days is assumed. This applies to all products purchased within the last 24 months.

Shipping instructions

A bill of lading and packing list has to be enclosed with each delivery. If the order is a chemical, the corresponding certificate of analysis (COA) must be included. For international shipments, if the material is delivered "duty unpaid" the supplier has to inform Mankiewicz accordingly without further request and 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 is not specified 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, OC, 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 here from; the entitlement to discount remains unaffected.

Labeling 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. Regardless of freight terms Mankiewicz reserves the right to refuse damaged materials at delivery.

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, pail, etc.) must have identification marked with tags/labels/stamps containing the following information: material name, net weight, batch number, production/expiration date and consignor/recipient.

Analysis certificate/inspection certificate

A certificate of analysis and respective documents must be enclosed with each delivery. The documents have to be with the truck driver, attached to the goods or emailed to respective buyer or coa.mcllc@mankiewicz.net. The analysis certificate has to be issued according to either EN 10204 3.1, ISO 10474 3.1B or DIN 55350-18 4.2.2.

Arrival times/times of dispatch

All tank lorries, full truck load (FTL) and full container load (FCL) have to be supplied on the delivery date (precise to the day) confirmed by the supplier and appointment scheduled through Mankiewicz via emailing Tim Mertes at tim.mertes@mankiewicz.com or telephone 843-754-7755 ext. 206 during plant specified arrival times. Less than truckload (LTL) has to be supplied on the delivery date confirmed by supplier during regular plant receiving hours, but may be supplied one day earlier at most without prior notification.

Mankiewicz (MCLLC) – receiving hours
LTL/LCL: Monday through Friday 10 am - 3 pm.
Tank Lorries/FTL/FCL: by appointment only

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%; delivery after confirmed date: 0%; delivery earlier than 3 days: 0%. Delivery delays which are not communicated at least five working days in advance will be assessed as unreliable deliveries. We expect a minimum delivery reliability of 95% from our suppliers.

Mankiewicz Coatings LLC
1200 Charleston Regional Parkway
Charleston, SC 29492, USA

South Carolina Sales Tax Exempt
Certificate Number: 1957423-000

T +1 843 654 7755
www.mankiewicz.com