

Klimor

Instructions for Suppliers

The document contains information on the requirements of Klimor Sp. z o.o. with its registered office in Gdynia at 5 Krzywoustego Street, registered in the District Court in Gdańsk, 13th Commercial Division of the National Court Register, in the Register of Entrepreneurs KRS No: 0000747239, VAT No: 586-000-64-24, REGON No: 190065160

klimor.com





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Introduction

Klimor Sp. z o.o. is the Polish company and a brand with a long-standing tradition of providing top-class air conditioning and ventilation solutions. Our aim as the manufacturer is perfection of the offered devices and innovative technologies to ensure Customer satisfaction.

Klimor Suppliers and Subcontractors play an important role in creating the company image and its business development. The set of information contained herein is dedicated to the local and global Suppliers. It conveys our conviction that the modern business must be guided by the clear and transparent values and principles.



Sustainability and environment protection



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Our contracts are transparent and in accordance with our internal regulations and health and safety rules. We expect our Suppliers to comply with legal and ethical standards. We ensure a complete security of Customers and Partners information and data protection within the SAP integrated information management system. We take care of personal data protection responsibly and systematically by implementing the EU/ODO recommendations.



Application

In order to enable Klimor Sp. z o.o. to plan deliveries, receptions and control of delivered goods, all Suppliers are obliged to follow the following Instructions. Orders signed by both Parties may provide additional information regarding the Instructions. The order execution means acceptance of the Instructions for Suppliers.

Non-compliance in orders, contracts, instructions

If any of the information provided in the Order contradicts the Instructions, please contact the purchasing department to determine the further actions; e-mail: **zakupy@klimor.com**

Order confirmation

Each order received from Klimor Sp. z o.o. should be confirmed by e-mail within 48 hours from the order date and have the following note in the email title: confirming the order with the SAP number. An order with a request for urgent delivery must be confirmed by e-mail within 24 hours of receipt of the order. The order confirmation should be sent to the purchasing department; e-mail: **zakupy@klimor.com**

Transport

The goods must be arranged and secured in accordance with the general rules for each category of goods, and must be transported in such a way as to prevent their damage or destruction. The means of transport must be adapted to the unloading capacity in Klimor warehouses.

Information to be found on the goods and their packaging

The information should be permanent; depending on the goods delivered it should include:

- » name of the Supplier
- » Klimor Sp. z o.o. SAP order number
- » material index compliant with the Klimor order dimensions
- » material marked individually according to the Klimor standard
- » material grade
- » quantity

If a delivery consists of more than one package, each package should be labelled with an index label of the raw material.

Delivery notification

Delivery notification should include:

- » name of the Supplier
- » Klimor Sp. z o.o. SAP order number
- » delivery address: Klimor 1, 2 or 3 plant
- » delivery date
- » total quantity
- » material type, dimensions name of ordered goods
- » quantity in units, kg, liters, square meters, cubic meters

Each delivery to Klimor Sp. z o.o. should be notified by e-mail no later than 48 hours before shipment. Contact for notification: zakupy@klimor.com



Shipping documentation

On the day of sending the goods to Klimor Sp. z o.o. you should notify the Company by e-mail to: zakupy@klimor.com and provide the following data: bill of lading number, WZ document and the scanned invoice.

Each FV invoice must include the Order number and the name of the person ordering.

VAT invoices should be sent to: **faktury@klimor.com**

Invoicing data are specified in Point 10.

The WZ document should be attached to the delivery and include the following data:

- » Klimor Sp. z o.o. Order number
- » material index compliant with the Klimor order
- » quantity

Do not specify prices on the WZ document

Quantitative incompatibility of materials

The Supplier will be notified by Klimor Sp. z o.o. in case of any discrepancies in the delivered goods. The Supplier must acknowledge receipt of the notification within 24 hours. The Supplier should inform Klimor Sp. z o.o. about the Corrective Action Plan within 48 hours from the date of reporting the non-conformity, unless otherwise specified.

Update

The current version of the Instructions is available on the website **www.klimor.com** in Contact Details - For Suppliers. Any changes to the Instructions will be communicated by e-mail.

Contact details

Company's data:

Klimor Sp. z o.o. Order number

Ul. Bolesława Krzywoustego 5,
81-035 Gdynia
Phone: +48 58 783 9 990; fax +48 58 783 9 888

Invoicing data:

Klimor Sp. z o.o. Order number

81-035 Gdynia,
ul. B. Krzywoustego 5
VAT No: 586-000-64-24

Delivery addresses for materials ordered for the Klimor plants:

Klimor Production Plant No 1

81-035 Gdynia,
ul. B. Krzywoustego 5

Klimor Production Plant No 2

83-032 Pszczółki,
ul. Żuławska 6

Klimor Production Plant No 3

83-032 Skowarcz,
ul. Klimatyczna 4

Please send your enquiries to the address: zakupy@klimor.com

VAT No: 5860006424; REGON No: 190065160; District Court in Gdańsk, XIII Commercial Department of the National Court Register KRS No. 0000747239, amount of share capital: 5,000,000.00 PLN, All paid in full



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