



Site logistic requirements

Legal entity: Hexatronic Österreich GmbH

Site	Hexatronic Österreich GmbH
Org.id.	FN 548181 z
VAT / USt-ID	ATU77184315

Legal entity	Hexatronic Österreich GmbH
address	Ebersbergerstraße 44 3040 Tausendblum Austria



1. Document

Document Owner

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Comments from documents owner:

This document is published on www.hexatronic.com/en/for-suppliers and is updated regularly. Contact Sladan Divkovic if you want to be included in a document distribution list and receive an update each time document is updated.

Changes in last revision:

N/A

2. Supplier Contacts:

Product group	Name	Phone	E-mail
Plastics	Julian Musser	+43 2772 52501 153	julian.musser@hexatronic.com
Duct accessories, enclosures	Julian Musser	+43 2772 52501 153	julian.musser@hexatronic.com
Packaging, transport	Sladan Divkovic	+43 2772 52501 203	Sladan.Divkovic@hexatronic.com

3. Site requirements

Electronic communication

N/A

Forecast

Forecast is generated quarterly and have a 12-month planning horizon. Forecasts is only for planning purpose and do not represent any commitment or obligation from Hexatronic Österreich GmbH.

LTWF concept

If applicable the supplier shall use “Lead Time with Forecast” (LTWF) in order to manage the order administration and logistics. LTWF is a concept where supplier provide reduced lead-time in exchange for more frequent forecast.

Purchase Order

Purchase orders are sent by e-mail. Suppliers are required to provide an e-mail address.

Order Acknowledgement

Seller shall within twenty-four (24) hours after having received the Purchase Order either confirm the Purchase Order or reject it.

Delivery

[Material, packaging and labelling requirements](#)

- Material requirements are described in document 10549-General material specification and the relevant TLE / TDS (REHAU Document)
- Packaging and labeling requirements are described in document HCI-0418 and the relevant TLE / TDS (REHAU Document)

[Delivery address and opening hours](#)

Hexatronic Österreich GmbH
Ebersbergerstraße 44
3040 Tausendblum
Austria

Opening hours for delivery is Monday-Thursday, 07.10-12.00

Contact number for questions, +43 2772 52501 146

Delivery of Certificates

Unless otherwise agreed, Certificates shall be delivered together with the goods.

The supplier shall on request supply a certificate with test results according to agreement with Hexatronic within 24 hours.

Supporting Traceability

Unless otherwise agreed, Traceability documents shall be delivered together with the goods (Traceability requirements is defined in product specification).

Discrepancies (Claims)

Confirmation of receipt of the complaint is requested within 24 hours and a complete investigation is to be performed within 10 working days. The investigation is to be reported in 8D format, preferably on the template sent by the Complaint Handler.

Invoice

Invoice must be sent to invoice_at@hexatronic.com

Each invoice must:

- Include the purchase order number and Hexatronic's product numbers.
 - Relate to one purchase order only.
 - e-invoicing : invoice_at@hexatronic.com

Measurement of delivery performance and targets

A delivery is considered complete when meeting specifications, delivered on agreed date (first acknowledged) to Hexatronic (delivery window is 1 day early and 0 days late), to the right quantity and including required documents.

Hexatronic target for delivery precision is 96% to support factory planning requirements.

Specific Logistic arrangements

Hexatronic support Consignment stock procedures and these are agreed separately.

Appendix

- Document 10549-General material specification.
- Document HCI-0418.