



Site logistic requirements

Legal entity: Hexatronic Fiberoptic AB

Site	Hexatronic Fiberoptic AB (HFO)
Org.id.	556252-0352
VAT	SE556252035201

Legal entity address	Kaserngården 4 SE-703 65 Örebro Sweden
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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 Anders Wickström 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
Cable assemblies Others	Anders Wickström	+46 70 221 0487	anders.wickstrom@hexatronic.com
Mechanics, Cables	Lenny Löthman	+46 79 006 5614	lenny.lothman@hexatronic.com
Pre-terminated ODFs	Jenny Daniloff	+46 72 050 2298	jenny.daniloff@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 HFO.

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](#)

- Packaging and labeling requirements are described in document 10549 - Packing and marking instruction.
- For specific packaging requirements it is set out in the product specification.

[Delivery address and opening hours](#)

Hexatronic Fiberoptic AB
NÄT förrådet
Kabelvägen 1,
824 55 **Hudiksvall**
Sweden

Opening hours for delivery is Monday-Friday, 07.00-15.30, closed for lunch between 11.00-11.45.

Contact number for questions, +46 10 453 02 30



Hexatronic Fiberoptic AB
Skalholtsgatan 10
164 40 **Kista**
Sweden

Opening hours for delivery is Monday-Friday, 08.00-16.00. Contact number for questions, +46 79 585 82 91.

Hexatronic Fiberoptic AB
Kaserngården 4
SE-703 65 **Örebro**
Sweden

Opening hours for delivery is Monday-Friday, 07.00-16.00. Contact number for questions, +46 72 050 23 29.

[Packinglist](#)

Packing list should be included with each shipment. Each packing list must:

Include receiver and the Hexatronic's EORI number SE5562520352

- Purchase order number
- Part Number and HS code per item
- Quantity
- Box number stated for each item

The packing list should be structured and easy to read.

For active components/equipment that have individual serial numbers, the serial numbers should also be stated on the packing list.

The packaging list should be placed inside the box #1.

Box #1 should be clearly marked on several sides, so it's easily found within the shipment.

[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.hfo@hexatronic.com

Each invoice must:

- Include the purchase order number and Hexatronic's product numbers and HS number.
- Include the Hexatronic's EORI number SE5562520352
- Relate to one purchase order only.

Measurement of delivery performance and targets

A delivery is considered complete when meeting specifications, delivered on agreed date (first acknowledged) to HFO (delivery window is 3 days early and 0 days late), to the right quantity and including required documents.

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

Specific Logistic arrangements

HFO support Consignment stock procedures and these are agreed separately.

Supporting documents

- Document 10549-General material specification.