

Legal entity: **Hexatronic New Zealand Ltd**
Version: 0.1. Updated: 2022-09-08.

HEXATRONIC NEW ZEALAND

Site Logistic requirements

Site

Hexatronic New Zealand Ltd
VAT: 119-662-982

Legal Entity Address:
15 John Seddon Drive
Todd Park
Porirua

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 Paula Mant if you want to be included in a document distribution list and receive an update each time document is updated.

- **Supplier Contacts:**

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2. Site requirements

Forecasts

Forecasts will be generated by mutual agreement between Hexatronic and the Supplier in terms of frequency. Unless otherwise contractually agreed, Forecasts are only for planning purpose and do not represent any commitment or obligation from HNZ.

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 provides reduced lead-time in exchange for more frequent forecast.

Purchase Orders

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

Order Acknowledgements

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

Specifications

Material requirements as well as packaging & labelling are to be in accordance with Hexatronics' specifications.

Delivery of Certificates (Conformity / Analysis)

Unless otherwise agreed, required 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)

Supplier shall give a complaint response within 5 business days after receiving all relevant inquiry material from Hexatronic.

Tax Invoices

Invoice must be sent to invoiceshnz@hexatronic.com

Each invoice must:

- Include the purchase order number and Hexatronics' product numbers.
- Relate to one purchase order only.

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Measurement of delivery performance and targets

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

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

Specific Logistic Arrangements

HNZ support Consignment stock procedures and these are agreed separately.

Site Access / Deliveries

- All deliveries are to be made to Hexatronic Warehouse / **Inwards Goods**.
- Hexatronic NZ is a transitional facility therefore the timing of larger deliveries (ie: full truck loads) will require a pre-arranged timeslot.
- Hexatronic NZ is a Manufacturing site. Delivery drivers are required to remain within the confines of the Warehouse Area at all times.
- If rest room facilities are required, delivery drivers must use the designated foot traffic areas around the perimeter of the Warehouse only.