



General Instruction for Supplier

To guide Kitron supplier to follow Kitron order and shipment handling rules, hereinafter standardize the process.

引导 Kitron 供应商标准化执行 Kitron 的订单和货物交付处理流程

1. PO Release & Confirmation (订单发行和确认) :

- I. Kitron Procurement to release PO as a weekly base by EDI /E-mail with PDF, “Delivery Date” on PO is arrival date for C/D term, ship date for E/F term.

采购通过 EDI 或者邮件 PDF 格式发送订单给供应商，订单上要求的交期，C/D 条款为到 Kitron 日期，E/F 条款为供应商发货日期。

- II. Supplier need to offer committed arrival date for C/D term, and delivery date for E/F term to Kitron within 3 days or weekly backlog. Supplier committed date should meet lead time. Kitron reject delivery date is later than lead time. Supplier need to inform Kitron Procurement and Sourcing timely if the lead time is extended when market changes. Supplier need to offer order acknowledgement by E-mail to confirm price, manufacturer part No., delivery term, payment term, etc., if any difference against Kitron order, that needs to point out and mark to Procurement by E-mail before releasing formal order confirmation, or supplier has to take the related responsibility and loss.

供应商需在收到订单三个工作日内回复确切交付日期，供应交期应在确认的交货期之内，Kitron 拒绝超过交货期的情形。如因市场原因导致交货期延长的，供应商需及时通知 Kitron 采购和供应商开发人员。价格 & 制造商料号 & 交付条款 & 付款条件等有异议，供应商需以邮件书面指出，否则供应商须承担由此引起的责任和费用。

- III. Supplier need to update the latest committed date to Procurement in time by E-mails when original committed date changed, included Kitron pull-in request or supplier delay, otherwise, supplier has to take the loss and extra cost caused by shipment suddenly de-commit.

供应商需及时更新最新交期给 Kitron 采购，包含 Kitron 的催货要求，供应商方面的交期延迟，否则供应商须承担相关损失及额外费用。

- IV. Supplier to make sure to meet the requirements by China AEO or EU AEO, Establish Trading Security System according AEO require which including Workplace Safety, Visitor’s Verification, Employee Qualification, Business Partner Management, Cargo Safety, Container Safety, Transportation Safety and Crisis Management.

供应商务必保证符合中国 AEO 或者欧洲 AEO 要求，并按照其要求建立贸易安全系统。其中包括经营场所安全，访客验证，工作人员安全，贸易伙伴安全，货物安全，装载工具的安全，运输安全以及危机管理。

2. PO Replan (订单需求交期变更):

- I. Every week, Procurement send “PO replan” list to supplier by E-mail to Pull in & Postpone & Cancel materials based on customer demand adjustment.



每周采购依据客户需求调整发“PO replan”给供应商，要求货物交期提前，延迟，取消。

- II. Supplier need to react to these requirements and update action results within 3 working days.

供应商需在三个工作日反馈相应结果。

3. Shipment Handling (货物交付) :

- I. Supplier should provide the goods with effective D/C. It's effective within 4 years. Supplier need to confirm with Kitron's Procurement and get approval in advance if the D/C is over than 4 years. Kitron will reject the material packing with bulk. Supplier need to confirm with Kitron's Procurement and get the approval in advance if the packing can't meet Kitron's request.

Bulk part definition as below:

- a. Cut tape/reel is greater than 1 segment
b. Package method does not match with the MPN defined.

供应商应提供有效的生产代码，Kitron 管控生产代码有效期为 4 年。如果生产代码超过 4 年，供应商需事先与 Kitron 采购确认并得到许可。Kitron 拒绝散料，如果供应商提供散料，需事先与 Kitron 采购确认并得到许可。

散料的定义如下

- a. 来料卷带不能大于 1 段。
b. 来料包装方式不能与需求的 MPN 包装方式相违背

- II. For the delivery term are EXW/FCA/FOB which need Kitron to take the freight cost, for every shipment supplier must follow below rules, Oppositely once Supplier appointed a forwarder without permission from Procurement, the supplier have to take the additional transportation cost and other related direct cost caused thereby.

针对贸易条款-- EXW & FCA & FOB 需要 Kitron 承担相关运费，一旦货物就绪，供应商需要按照如下规则发货。相反若供应商私自指定货代交付或者其他附加费用（包装，保险等），未得到采购允许，供应商须承担因此所产生的额外的运费及其它相关费用。

Table with 3 columns: Shipment weight, Shipping rules, Process. It details guidelines for Kitron Supplier forwarder selection based on weight and shipping rules.



- III. To improve efficiency and reduce freight & Customs Clearance cost, Supplier shall consolidate the shipment, at most arrange one shipment with one air waybill per day or per week, without permission, supplier need to take the extra cost.
为提高效率和降低清关相关费用，供应商应整合发货且一天的出货应避免多个快递单号产生，如果没有采购同意，供应商应承担相关的额外费用。
- IV. Supplier need to send Commercial Invoice to Kitron Finance and Procurement for Customs Clearance & payment once shipment has been dispatched. Kitron Finance E-mailbox: **yngbint1@Kitron.com**. Otherwise, it will delay Customs Clearance and payment arrangement.
货物一旦发出，供应商需提供正式发票给 Kitron 财务和采购用于清关和财务付款，否则会导致清关延误或付款延迟。
- V. For shipment deference: actual goods against shipping invoice, supplier has to take charge of the loss of Kitron, included but not limited to Customs Duty, VAT, Penalty from China Customs.
对于实际货物和发票数量差异，供应商须承担 Kitron 损失，包括但不限于货物进口造成的关税，增值税和中国海关罚款。
- VI. Special Material Handling 特殊物料出货
Switch, Fuse, Inlet, others without CCC certification.
Supplier need to ship by separated delivery. Otherwise, the supplier will take all costs if the shipment returns.
特殊物料：开关/保险丝/插头/插座, 其他没有 CCC 证书的物料。
供应商需要单独出货。否则，供应商将承担因退运而产生的所有额外费用

4. Goods Packing (货物包装)

- I. Supplier to ensure goods thoroughly packed to meet transportation conditions. Supplier need to mark Kitron part No., quantity, manufacturer, manufacturer part No., Country of Origin(COO) on the physical goods package and ensure these information same with the shipping documents (invoice & packing list) & Purchase order, attach the delivery note (packing list) on the carton.
供应商需确保包装合格，符合运输条件。供应商需在实物包装上标识 Kitron 料号，数量，制造商名称，制造商料号，原产国信息，并确保这些信息与出货资料（发票箱单）和订单一致，并贴附送货单或箱单在货箱上。
- II. For the good COO is Taiwan, China. **Supplier must indicate “Taiwan, China”** on the invoice and label outer package instead of “Taiwan”. Otherwise, the shipment will be returned according to China Customs’ requirement, extra cost need to charge to supplier
如果原产地是台湾的，**必须在发票上显示“台湾，中国”**在发票和外包装的标签上，而不是“台湾”。否则，这票货将被中国海关退回，所造成的额外费用需要供应商承担。

- III. For shipment packed by pallet, Clear “IPPC” need to be marked on wooden pallet, picture “Good” only indicate the clear stamp, not related to the IPPC specific template, or Kitron will be amerced RMB1000.00 by China Customs, instead supplier will be charged accordingly.

针对进口货物是木托打包的，栈板需有清晰“IPPC”标志，下图所示合格图片仅表示“IPPC”标识要清晰，和 IPPC 具体内容无关。否则 Kitron 会被中国海关罚款 RMB1000，由此供应商将承担 Kitron 损失。



5. Shipping Paperwork (出货资料)

- I. Invoice should include the following info:

发票需包含以下信息:

- Kitron full name and address 奇隆电子公司全称及地址
- Invoice No. 发票号
- Kitron PO No. 奇隆订单号
- Kitron part No., manufacturer, manufacturer part No., part description 奇隆料号，制造商名称，制造商料号，物料描述
- Quantity, unit price, currency and total amount 数量，单价，币种，总金额
- Country of Origin 原产国

- II. Packing list should include the following info:

箱单需包含以下信息:

- Kitron full name and address 奇隆电子公司全称及地址
- Kitron part No., Quantity 奇隆料号，数量
- Net weight of every component, total gross weight of the shipment, volume of the shipment 每个物料净重，货物总毛重，总体积
- The quantity of the package (pallet & carton) 包装件数

6. Free sample shipment guideline(免费样品出货注意事项)

- I. Free Sample scope (NPI free sample, supplier resend for short or unqualified quantity). Free Sample shipment needs to be approved by Kitron Sourcing (NPI) or Procurement (others).

免费样品范围包含打样所需的免费样品，供应商因缺数或质量问题的补货。供应商免费样品出货需要获得供应商开发或者采购的批准



- II. Supplier provide proforma invoice with real price, price in “0” or false price are not acceptable. China Customs will charge Kitron duty &VAT based on the real value of the goods. Otherwise, the Customs Clearance will be pending until resubmit the correct proforma invoice.

供应商需提供显示真实价格的形式发票，显示价格“0”或者不真实的价格是不能被接受的，中国海关依据真实货值向奇隆征收关税和增值税，否则，需等待重新提交正确的形式发票后才能完成清关。

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