

Instructions for suppliers

K2 Instruction

General instruction

In order to achieve efficient planning, supervision, and to follow up deliveries and shipments to Astrup AS please follow the instructions below. The purchasing department in Astrup AS is responsible for purchasing, following up, supervising and controlling the flow of goods.

1. Time of delivery

Required time of delivery or date of despatch is stated in Astrup AS orders as "Delivery time" and refers to the day the goods are available at named point of delivery or ready for collection.

2. Acknowledgement of order

All Astrup AS orders have to be confirmed to the responsible purchaser by email not later than 2 days after receipt of order.

3. Deviation of delivery time

Astrup has to be informed immediately of any deviation from confirmed delivery time.

4. Packing

Each order must be packed separately. It is important that shim paper does not stick out between the sheets.

5. Certificate

All certificate must be according to the existing standard based on which certificate is ordered. It can only be one certificate per charge. It is important that Astrup AS order number is in the e-mail heading if the certificate is sent by e-mail.

6. Marking

In addition to marking instructions, or as agreed upon, the package/bundle/material has to be marked as follows:

- Astrup AS order number
- Type of goods and dimension
- Weight gross/net and number of pieces
- Heat/charge number (on the material if specified)

7. Advice

- Astrup AS order number
- Country of origin
- Date of dispatch
- Point of dispatch
- Type of goods and dimension
- Quantity and weight
- Means of transport and name of carrier
- Destination
- Heat/charge number
- Identical information has to be given to all forwarding agents involved.

8. Documentation

Invoice has to be sent to okonomi@astrup.no

Certificate has to be sent to certificate@astrup.no

Packing list has to be sent to innkjop@astrup.no

Both invoice and packing list has to contain the following, in addition to standard information:

- Astrup AS order number
- Terms of delivery – Incoterms 2010
- Country of origin.

All documents must be of good readable quality.

NB! The order is not considered as fully delivered until inspection documents have been received.

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9. Delivery directly to customer of Astrup AS

It is essential that no invoice following the materials is delivered to other locations than Astrup AS warehouse.

The sender name must be Astrup AS

10. Deviation from instructions

If Astrup AS incur any expenses or suffer financial loss as a result of deviation from these instructions, the supplier will be held responsible.

Marking

Document		Marking
External label		<ul style="list-style-type: none"> • Astrup AS ordre number • Product description • Heat/Charge number
Packing list	Separate packing list for each order	<ul style="list-style-type: none"> • Astrup AS order number • Heat/Charge number • County of origin
Invoice	Separate invoice for each order	<ul style="list-style-type: none"> • Astrup AS order number

All certificate must have Astrup AS order number

- Each order must have separate packing list and invoices
- Weight allowance +/- 10%

Weight / packaging

Product	Max brutto weight pr packaging	Packaging
Sheets		
Aluminium	1 300 kg	Wooden boxes / frame
Stainless	1 300 kg	Wooden boxes / frame
Metals	600 kg	Wooden boxes / frame
Plastic	1 000 kg	Wooden boxes / frame
Steel		
Bars		
Aluminium	600 kg	
Stainless	3 000 kg	Wooden boxes if h9 materials
Metals	600 kg	
Steel	3 000 kg	Wooden boxes if h9-h6 materials
Plastic	600 kg	