



April 4, 2023

Re: Kleen Test Policy regarding Shelf Life of Chemicals

KTP Supplier Partner,

Kleen Test Products continuously strives to improve our processes and procedures to better serve our customers. To support this goal, KTP requires that all chemical lots must deliver with 75% of their assigned shelf life remaining. This is outlined in the Terms & Conditions of all chemical Purchase Orders (Language from Purchase Orders are included below). If it is not possible to comply with this requirement due to the nature of its supply chain or the specifics of a particular situation, Supplier must reach out to KTP ahead of shipment with a COA. Supplier must receive written approval from KTP Buyer prior to shipment.

COA & SDS Must Accompany Shipment.

COA Must have Manufacture Date and Manufacturer Address.

All Chemicals must have at least 75% shelf life upon Delivery (unless otherwise authorized in writing by KTP Buyer)

Failure to comply with these requirements may result in an administrative charge invoice and/or rejection of the shipment. The Supplier will be responsible for any lost production, detention charges and any additional charges associated with this issue, including return transportation.

If you have any questions or concerns, please reach out to me or your current KTP Supply Chain Contact. Thank you for your assistance and conformance to this policy.

Regards,

A handwritten signature in blue ink, appearing to read 'Jason Mattison', is written over a light blue horizontal line.

Jason Mattison
Purchasing Manager
262 268 4761

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