1 Scope
This Uhde Standard (UN) applies to the design and construction of industrial and chemical plants. It contains statements for layout and submission for material status report.

2 Abbreviated terms
MTL = Material Status Report (Materialterminliste)

3 General
The supplier of vessels, machinery and other equipment shall inform Uhde regularly about the delivery status of starting materials by furnishing a Material Status Report (MTL).

For critical equipment the MTL is part of the "Uhde Web Application" and has to be filled in in addition to the monthly status data and submitted to Uhde’s Inspection Department. For other equipment the MTL is not part of the "Uhde Web Application" but shall be prepared by means of form sheet UF V383-02 (example see Annex A). Own forms may be used by suppliers if the information content provided is in accordance with the attached sample sheets (see Annex A) and meets the requirements specified below.

4 Processing
The starting materials shall be ordered as early as possible and the main materials and accessories to be procured shall be listed in the MTL with all necessary details (in particular: "object", "shop number" and "delivery dates"). Detailed statements of stock on hand and bulk material are not required if these materials have been reserved/marked for the Uhde order in question.

A first MTL shall be submitted to Uhde 6 weeks after order placement at the latest. The MTL shall be drawn up even if the starting materials have not been ordered (or ordered partially only) at that time.

Updated MTL’s shall be submitted without special request to Uhde on a monthly basis until such time as all the material has been received by the supplier.

Updated MTL's also have to be presented to the Uhde Inspector during expediting visits for review either as a print out of the "Expediting Web Application" or by means of the form sheet (as mentioned above).

The Uhde Inspector will also check whether the information provided in the MTL is corresponding with the delivery dates mentioned in the order-acknowledgements of the sub-suppliers.

Any delays in the procurement of the starting materials shall be reported to Uhde as soon as they become apparent. The supplier must make every effort to avoid delays or to compensate them during manufacture. Uhde shall be informed about the results.

Uhde also reserves the right to contact sub-suppliers directly with respect to the punctual delivery. This does not however release the supplier from his obligation to ensure that delivery dates are met.

The observance of all the above mentioned points shall form part of each purchase order (in accordance with "Additional conditions of purchase").

Reference standards
Uhde forms:
UF V383-02 D/E : 2002-09 Materialterminliste / Material status report
### Material Status Report

<table>
<thead>
<tr>
<th>Nr. No.</th>
<th>Unterlieferant / Sub-suppl.</th>
<th>PLZ + Ort Postcode + City</th>
<th>Sachbearbeiter Specialist</th>
<th>Gegenstand / Designation</th>
<th>Bestell-Nr. des Lieferant Purchase Order No.</th>
<th>Bestelldatum Date of Order</th>
<th>Bestelltermin completed Delivery Date / Bestellung as per Order</th>
<th>Liefertermin Dispatch Date</th>
<th>Liefertermin / Dispatch Date confirmed for Delivery confirmed</th>
<th>geliefert am delivered on</th>
<th>Bemerkungen Remarks</th>
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<td>15.09.06</td>
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