

## **Specific delivery requirements: Dammam plant**

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### **Dammam 2nd Industrial City, 31952 Khobar**

#### **1. Safety:**

All drivers will be required to comply with Nalco Champion safety policy and procedures. Driver are requested to sign the Nalco Champion Security Procedure before unloading.

At a minimum, the following Personal Protective Equipment must be worn:

- Long sleeved shirts
- Full leg pants
- Hard hats
- Safety glasses with side shields (norm EN 166)
- Safety chemical resistant shoes with toe protection

All visitors must comply with the below safety requirements:

- NO alcohol, NO smoking, NO mobile phones.
- Vehicles must have adequate facilities to allow 'safe access' for all elements of the unloading operation.
- Drivers MUST remain with the cab or the security office during discharge. Drivers MUST NOT enter the production hall without staff personnel authorization.
- All drivers must check in at the security office before locating vehicle in loading/unloading bay.
- All trucks exiting the facility must be escorted by security
- Use of mobile phones is prohibited inside premises.
- Plant speed limit is 10 KM/H

#### **2. Package labeling**

- All containers (drums, bulk, and bags) must show the lot or batch number and weights.
- Weights on all containers must have net weights clearly shown and must be alignment with all paperwork.
- Labelling of hazardous goods must comply with current regulations.
- Labels have to contain manufacturing and expiry date and also batch/lot numbers
- Champion Arabia Ltd material number
- Chemical Name of the material, as requested in our PO, showing the statement: "Contains: ....." Hazardous Symbol and indication of the danger
- Risk and Safety phrase
- Batch Number
- Manufacturing date and Expiry date or Shelf life
- (DO NOT send any chemical with remaining shelf life less than 18 months)
- Supplier details
- Country of origin, mentioned clearly as "Country of Origin: ..." Net weight of the package
- Champion Arabia Ltd Purchase Order Number

#### **3. Package standard**

- Drums / IBCs must have no leaks or loose bungs and be in serviceable condition.
- Drums/pails/cans have to be stripped and palletized with layers separation if applicable
- Product labels must adhere to containers. Drums must be clean.
- Bags must be palletized and stacked straight interlocked and shrink-wrapped. No torn bags accepted.
- Pallets must be of adequate strength to support material.
- Containers must comply with current Packaging Regulations.

- UN packages must be used for dangerous goods.
- Product Labeling should follow either EU DIRECTIVE 1999/45/EC Or the Globally harmonized system.

#### 4. Bulk shipments

- Tankers should have handrails at either side. Vehicles not fitted with handrails may be subject to a delay in off-loading.
- Tank trucks must have proper unloading equipment, valves, fittings, adaptors, pumps, proper tank metallurgy, specified unloading (rear or belly), safety equipment, instructions for driver, and 40 ft of clean, dry chemical hose for product on the tank truck.

#### 5. Certificate of Analysis

COA IS MANDATORY FOR UNLOADING THE GOODS

- Company Raw Material Number (e.g. as "R-739")
- Trade name and/or chemical name
- Purchase order number
- Plant address of Q.A. Laboratory
- Lot or batch number (Preceded by the word "lot" or "batch") - ONLY ONE LOT OR BATCH PER SHIPMENT!! Prior approval is required from Purchasing if the supplier cannot meet this requirement.
- RM production date
- RM expiration date
- Analyst name and telephone number (in case of problems with the shipment)
- Supplier name and address - Distributors must provide the name of the approved manufacturer on each COA

Each COA must be attached to the shipping papers in an envelope marked "COA" and must accompany the shipment.

Please also follow plant specific CoA mailing requirements below:

[Mohammed.Yahya@ecolab.com](mailto:Mohammed.Yahya@ecolab.com)

#### 6. Shipping documents

Daft copies of the shipping documents should be sent to Champion Arabia Ltd prior to legalization for approval:

- Bill of lading: 3 originals and 3 copies
- Invoice: 1 original and 3 copies, original must be signed and stamped – legalized by Chamber of Commerce, original stamp only, e-stamp/signature is not acceptable
- Certificate of Origin: 1 original, and 3 copies, original must be signed and stamped – legalized by Chamber of Commerce, original stamp only, e-stamp is not acceptable
- No need to mention the HS Code in the certificate of origin
- Packing List: 1 original and 3 copies, original must be signed and stamped
- Certificate of Analysis: 1 copy for each batch/product mentioning manufacturing/expiry dates
- Clearly mention net/gross weights in kg on Invoice, B/L, COO and packing list
- The country of origin must be stenciled on each can/drum/IBC
- If material is shipped in ISO tank, it is must to mention country of origin on
- 3 sides of the ISO tank (we would need pictures of the ISOs with labels on it before shipping)
- Kindly mark the manufacturing and expiry dates on the labels/cans/drums/IBCs
- Invoice and COO must be attested from Chamber of Commerce and not from any Federation – Must have original sign/stamps – electronic sign/stamps not accepted
- On packages (cans/drums/IBCs/ISO), Invoice and COO, it is must to mention full name of the country of origin (Short names not acceptable)
- Original sign/stamps must be put on the invoice and certificate of origin
- Drums have to be stripped and palletized
- State the MFG and EXPIRY date on each material label with lot numbers
- Do not ship any material with less than 18 months remaining shelf life

#### 7. Nalco specifications

- The supplier certifies that he will supply to Champion Arabia Ltd the above listed products in accordance with Champion Arabia Ltd specifications already sent or obtainable on request.

- Supplier shall give sufficient prior notice to Champion Arabia Ltd of any change(s) in raw materials, specifications, manufacturing processes, manufacturing locations, or test methods for mutual assessment of the probable effect on Nalco's process or product performance.

#### **8. Site access**

Champion Arabia Ltd is to be notified immediately if the delivery will be late.  
All materials must have at least 18 months of shelf life when shipped.

Order Acknowledgment from Supplier to be received within  
48 hours of Placing of PO. It must include following information:

- Expected Date of shipment from Origin.
- Expected arrival of shipment at destination.

Delivery hours are:

Working days: (Sunday to Thursday)

Packaged goods: 07.00am - 3.00pm

Bulk goods: 07.00am - 3.00pm

#### **9. Send goods to:**

Champion Arabia Ltd  
Dammam  
2nd Industrial City  
31952 Khobar

#### **10. Payer (Legal Entity name)**

Champion Arabia Co Ltd  
31952 Dammam  
Saudi Arabia

#### **11. Addresses for sending invoices**

Invoice copies to be sent by email: [ChampionArabiaVendors@ecolab.com](mailto:ChampionArabiaVendors@ecolab.com)

Original invoice to be sent to this address:

Champion Arabia Limited  
2ND INDUSTRIAL CITY OF DAMMAM  
31952 Al-Khobar  
Saudi Arabia

Invoice must include:

- Legal entity name (name and address)
- Purchase order number, Nalco raw material number and chemical name
- Units of measure (e.g. kg, liter) and specify if priced on an active basis
- Net and gross weight that must match the shipping papers
- Price and freight terms that match the purchase order
- Discount terms (e.g. 2-10%, net 30 days, etc.)
- Freight terms, as per purchase order
- ALL FREIGHT BILLS must be attached or include the above information
- A signed copy of the statement of facts is required in the event of any demurrage claim.

Only applicable to companies registered in Saudi Arabia:

Make sure that all the invoices issued after 1 January 2018 are fully compliant with the Saudi Arabia VAT regulations, article 53.

From 1. January please ensure that the invoices you issue to Champion Arabia Limited include our VAT registration number 300453468900003