

## *Specific delivery requirements: Jabel Ali plant*

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### *Nalco Gulf Ltd Plant, Jabel Ali Free Zone Plot No: WWA132 &47, Dubai*

#### **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

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

- Drums / IBCs must have no leaks or loose bungs and be in serviceable condition.
- 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.
- All drum deliveries must be banded and palletized

#### **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:

[sudhanva.sonawane@nalco.com](mailto:sudhanva.sonawane@nalco.com) ; [sarfaraz.shaikh@nalco.com](mailto:sarfaraz.shaikh@nalco.com)

## 6. Shipping documents

- The Nalco Raw Material Number, purchase order number, address and date should appear on all documents.
- Invoice - 3 originals signed and stamped
- Packing List - 3 originals signed and stamped
- Certificate of Origin - 2 original from Chamber of Commerce
- Bill of Lading - Express BL / SEA WAY BL
- Certificate of Analysis - 1 original for each batch/product
- A draft copy of shipping document should be sent to the following email addresses for verification and confirmation.
- A copy of original shipping documents is also required to send to the following.  
[sudhanva.sonawane@nalco.com](mailto:sudhanva.sonawane@nalco.com) ; [sarfaraz.shaikh@nalco.com](mailto:sarfaraz.shaikh@nalco.com)

## 7. Shipping documents

- 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

Nalco should be notified immediately if the delivery will be late.

All goods must be accompanied by a Certificate of Analysis

Order Acknowledgment from Supplier to be received within 48 hours of Placing of PO.

Vehicles must book in 48 hours prior to delivery by telephoning +97148146977 (Mighin & Kumar)

A booking reference will be given which should be quoted on arrival. Failure to follow the booking-in procedure may result in a delay in off-loading or the vehicle being turned away.

Delivery hours are:

Working days: (Sunday to Thursday)

Packaged goods: 09.00am - 4.00pm (half hour slots, except full containers which are 1 hour)

Bulk goods: 09.00am - 3.00pm (2 hour slots)

**9. Send good to:**

Nalco Gulf Ltd Plant  
Jabel Ali Free Zone  
Plot No: WWA132 & 47  
Dubai

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

Nalco Gulf Ltd  
Near R/A no.10, Plot no. WWA132  
Jabel Ali

**United Arab Emirates**

**11. Addresses for sending invoices**

Invoice copies to be sent by email: [4224GV@invoices.nalco.com](mailto:4224GV@invoices.nalco.com)

Original invoice to be sent to this address:

NALCO GULF LIMITED  
OPPOSITE WEIR ENGINEERING  
NEAR ROUND 10 &  
CONTAINER TERMINAL 3  
P.O. BOX. BOX 17063  
JEBEL ALI FREE ZONE (North)  
United Arab Emirates  
Phone: +971 4 814 6800

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.

**12. Contact for questions**

| Name              | Phone         | Email  |
|-------------------|---------------|--|
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