



Specific delivery requirements: Rozzano plant

Ecolab Europe GmbH gt VAT Rep. Ecolab Production Italy S.r.l., Via Grandi 9/11, 20089, Rozzano (MI), Italy

1. Safety

It is mandatory to follow the plant safety rules. Any deviation will cause a rejection of the delivery. Please refer to the procedure "Allegato 4 PRO-RZ-EHS-14-14 REV 01"

2. Package Labeling

All containers (drums, bulk, bags, etc.) must show:

- The raw material number, lot or batch number, weights, and must align with all paperwork
- Lot or batch numbers must be traceable to a manufacturing date. The word "lot" or "batch" must precede the number (e.g. Lot#-9999)
- Weights on all containers must have gross, net and tare weights clearly shown and must match all paperwork
- Labeling of hazardous goods must comply with current regulations
- Labels must have expiry dates

3. Package Standards

- Unless required: Drums/IBCs must be clean, sealed and labeled properly as per general requirements (paragraph 2), have no leaks, loose bungs, dents or use reconditioned sign, and be in serviceable condition
- Product labels must adhere to containers
- Bags must be palletized and stacked straight, interlocked and shrink wrapped
- Type of pallet accepted: CP1, CP2, CP3, CP9, EUR3, EPAL
- Pallet containing bags must be below than 125 cm high and below 800 kg weight
- Pallet must contain only one batch. No mixed batches on the same pallet will be accepted
- Pallet must be of adequate strength to support material. No torn bags accepted
- Containers must comply with current Packaging (Essential Requirements) Regulations
- UN packages must be used for dangerous goods

4. Bulk Shipments

- Shipped quantity must be within 2% or 200kg (whichever is greater) of quantity ordered. Actual weight accuracy must still be +/- 1% of weight on shipping papers.
- It is accepted bulk with a single chamber. It is also accepted multi-chamber bulk, but the chamber must be communicating.

5. MSDS

At first shipment, and upon each revision, a copy of the Material Safety Data Sheet (MSDS) must be mailed to:

- Fabio.comparini@ecolab.com
- Sarah.cialdella@ecolab.com

6. Certificate of Analysis and shipping papers

Both COA and shipping papers are MANDATORY FOR UNLOADING THE GOODS.

Each COA must include the following information:

- 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")
- Raw material production date
- Raw material 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 shipping papers (CMR and delivery notes) must include the following information:

- ECOLAB Purchase order number (starting with 55...)
- Company Raw Material Number (e.g. as "114047")
- Quantity shipped
- Lot or batch number
- Supplier name and address (in case of problems with the shipment)

Both COA and shipping papers must be showed off along with the shipment itself. Any other different request must be evaluated by Rozzano planning team.

7. Booking procedure

- Rozzano's Procurer sends an email at least three working days before the delivery date asking to deliver in a specific time slot
- The vendor has to answer within a working day.
- Rozzano's Procurer assigns the slot agreed upon.
- The booking is mandatory.
- The truck must show in Rozzano plant 15 minutes before the agreed time for unloading with all documents (delivery notes, CMR, COA) and safety equipment required. For further information, please see "Allegato 4 PRO-RZ-EHS-14-14 REV 01".
- In case of delay, the unloading truck will be shifted to the next available time slot according to the fulfillment of the daily priorities. This situation does not guarantee any time of unloading.
- Warehouse opening time for unloading trucks: from 08:00 to 12:30 and to 13:30 to 16:00

8. Site Access

Every visitor must register itself at the gate reception. If someone does not follow the booking-in procedure, it may result in a delay in unloading or the vehicle being turned away.

The opening hours are:

- Packaged material: Monday-Friday: 8.00 - 12.30 and 13:30 – 16:00
- Bulk material: Monday-Friday: 8.00 - 12.30 and 13:30 – 16:00. It is mandatory follow the booking time provided by the Rozzano team. Please refers to booking procedure.

The warehouse opening hours for materials (bulk and empty packaging) may vary according to production needs and seasonality. (please see Booking procedure for bulk material)

If you have any questions, please contact Lorenzo Liccardi.

9. Send goods to:

Ecolab Europe GmbH /c.to
p.a. Ecolab prod. Italy Srl. Rozzano
Via Grandi 9/11
IT-20089 Rozzano

10. Payer (Legal Entity name):

Please follow the instruction from the PO.

11. When sending your invoices to Ecolab please use ONE of the below methods:

- Mailing address

Iron Mountain
c/o Ecolab
PO Box- 140 IT
SK-820 15 Bratislava

- Email address

AP-documents.IT@ecolab.com

By sending invoices please make sure you adhere to the following requirements:

- Always indicate the PO number on the invoice.
- Only PDF/A format is accepted
- Invoices including attachments must be scanned and sent as 1 pdf

- One invoice = one pdf (no multiple invoices in one pdf allowed)
- Maximum 20 invoices in one e-mail
- In one e-mail only invoices for 1 Nalco\Ecolab legal entity allowed.
- The text field of your e-mail will not be considered.
- The email size cannot exceed 5mb

12. Invoice related queries:

Name: Vendor Service Desk

Email : AP-Service.IT@ecolab.com

Phone: (+39) 023 604 7031