

## ***Specific delivery requirements: Tessenderlo Equipment Center plant***

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### ***Ecolab Essenschotstraat 6033, 3980 Tessenderlo***

#### **1. Safety**

All drivers will be required to comply with Ecolab safety policy and procedures. Site rules must be obeyed at all times.

The following standards are established and maintained at all Manufacturing Plants and apply strictly to all employees, contractors, and visitors.

Late shipments - must notify immediately if the delivery will be late.

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

- Long sleeved shirts
- Full leg pants
- Safety glasses with side shields (norm EN 166)
- Safety chemical resistant shoes with toe protection and chemical resistance
- High visibility clothing

All visitors must comply with the below safety requirements:

- NO alcohol, NO smoking, NO passengers are allowed on site
- Vehicles must have adequate facilities to allow 'safe access' for all elements of the unloading operation. Drivers are not allowed on the back of vehicles.
- Drivers must remain in their truck or in a safe area within the Plant during loading and unloading operations. Drivers must remain with the cab during discharge. Drivers MUST NOT enter production hall without staff personnel authorization
- All drivers must report to reception and sign in before locating vehicle in loading/unloading bay
- Driver must understand at least French or English
- Plant speed limit of 10 mph or 15 Km/H

It is imperative that all goods inbound to Ecolab Equipment Center follow the instructions provided in this document.

Failure to follow the goods in procedure may result in a delivery being refused.

#### **2. Booking procedure**

All delivery orders to be book in 48 hours prior to arrival by calling +32(0)13612144 or by mail [beecinbound@ecolab.com](mailto:beecinbound@ecolab.com) between 9:00 and 16:00 Monday to Friday

Our warehouse is able to accept deliveries from 06:00 to 10:00 and from 10:30 to 17:30 Monday to Friday.

All deliveries must be booked in 48 hours prior to the anticipated delivery date. Any delivery which turn up outside this allocated delivery slot will be refused. Late arrival risk to end up in waiting hours not recoverable and/or necessity for rebooking to new time slot.

Please advise the following when you book in:

- Preferred delivery time
- Number of pallets/boxes
- Supplier
- Order number (Ecolab PO-number or Ecolab STO-number)

We will supply you with a booking in reference which must be logged on the delivery paperwork, failure to do this may result in your delivery being made to wait or possible refusal.

**A delivery note must be supplied with all deliveries, and display the following information:**

Booking Reference:

- Number of Pallets/boxes
- Supplier
- Order number (Ecolab PO-number or Ecolab STO-number)

### **Non Conforming Deliveries**

Ecolab Equipment Center reserves the right to refuse any deliveries that are deemed not to be conforming to the goods acceptance procedure and including:

- Goods that have not been booked in or late
- Goods that arrive without the appropriate documentation
- Goods that have been damaged in transit
- Any unsafe stacking or packing

Pallets arriving at Ecolab Equipment Center which are damaged or in a state which will need extra handling, may be rejected.

### **3. Shipment requirements**

- Damaged packaging/ delivery will no longer be accepted,
- our product code and our order number must be visible on the outside of packaging, on a printed label, not handwritten with a marker,
- no mixing of orders in the same packaging. Example, one full pallet with the same article but from different Purchase Orders -> not allowed,

- if a delivery consists out of more the one pallet, the delivery documents must clearly indicate the content of each pallet

**4. Send goods to:**

Ecolab Equipment Center  
Ravenshout Zone 6  
Essenschotstraat 6033  
3980 Tessenderlo, Belgium

**5. Payer (Legal Entity name):**

Please follow the instruction from the PO

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

- Mailing address

Iron Mountain  
c/o Ecolab  
PO Box- 142 BE  
SK-820 15 Bratislava

- Email address

[AP-documents.BE@ecolab.com](mailto:AP-documents.BE@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

**7. Purchase Order related queries**

Rudi Van den broeke  
Operations Manager Equipment Center  
ECOLAB ESSENSCHOTSTRAAT 6033, 3980 TESSENDERLO  
T 013612140 F 013612157 E [rudy.van.den.broeke@ecolab.com](mailto:rudy.van.den.broeke@ecolab.com)

**8. Invoice related queries:**

Name: Vendor Service Desk

Email : [AP-Service.BE@ecolab.com](mailto:AP-Service.BE@ecolab.com)

Phone: (+32) 24001637 or 24001638