



Specific delivery requirements: Tessenderlo plant

Ecolab Production Havenlaan 4, 3980 Tessenderlo

1. Safety

All drivers will be required to comply with Ecolab safety policy and procedures (please see "[Safety rules for contractors Tessenderlo](#)", "[Safety rules Ecolab Bulk deliveries March2018 Tessenderlo](#)"). 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 must remain 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 goods reception and sign in before locating vehicle in loading/unloading bay
- Driver must understand one of these languages: English, Dutch, French, German
- Plant speed limit of 15 Km/H
- mobile phones must be switched off before entering site and at all times while on site

2. Package labeling

All containers (drums, porta-feeds, 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: Porta-Feed units, 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
- 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
- CLP-labels must have the Dutch language.

4. Bulk shipments

- Tank trucks must have proper unloading equipment, valves, fittings, adaptors, pumps, proper tank metallurgy, specified unloading (rear or belly), safety equipment including harness, instructions for driver, and clean, dry chemical hose for product on the tank truck.
- must have a safety phone from goods reception
- must show their face shield and goggles at the goods reception

5. MSDS

Copy of the Material Data Sheet (MSDS) must be mailed to: BEOperQualityControl2@ecolab.com
MSDS should have the Dutch language

6. Certificate of Analysis

COA IS 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") - 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: BEOperQualityControl2@ecolab.com

7. Site Access

Failure to follow the booking-in procedure may result in a delay in off-loading or the vehicle being turned away:

Packaged material Monday-Friday: 7:30-15:30

Bulk shipment: until to 14.00 PM - Monday- Friday. Please look at the particular requested time indicated into the Purchase Order.

8. Send goods to

Ecolab production,

Havenlaan 4

3980 Tessenderlo

BELGIUM

If you have any questions please contact the local buyer mentioned on the purchase order.

9. Payer (Legal Entity name):

Please follow the instruction from the PO

10. 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

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

11. Invoice related queries:

Name: Vendor Service Desk

Email : AP-Service.BE@ecolab.com

Phone : (+32) 24001637 or 24001638