

Specific delivery requirements: Leeds Plant

Ecolab Ltd, Lotherton Way, Garforth, Leeds, LS252JY

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.

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

- Long sleeved shirts
- Full leg trousers
- 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 following 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 to board the back of vehicles without prior consent by the site.
- 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.
- Drivers must understand at least the language of the country of delivery and/or English.
- Plant speed limit of 10 mph or 15 Km/H.
- Electronic devices must be switched off before entering site and at all times while on site other than when in the office.

2. Deliveries

Booking in:

All suppliers or hauliers handling goods in or out on behalf of suppliers need to contact Ecolab Goods In via email (goodsin.gbleeds@ecolab.com) or by exception, telephone (+44 (0)7867 141 284) at least 48 hours prior to

delivery/dispatch. We will aim to respond to all emails and telephone calls within one working day. Please note that the telephone is an unmanned line, therefore please leave a voicemail.

To schedule a goods in/out yard slot, Ecolab Goods In require the following:

- A specific delivery/dispatch time, where possible. Exceptionally, an open morning (8:00am-12 noon) or afternoon (12 noon-4:00pm Mon – Thurs) slot may be allocated.
- The supplier and/or haulier name.
- The Ecolab purchase order number.
- The number of pallets/IBCs being transported so that an allotted amount of unloading/loading time and appropriate warehouse space is allocated.
- The Ecolab product code or description of the product/goods being delivered/dispatched.

For deliveries, Ecolab will issue a booking in reference and time slots will be allocated as follows:

<10 pallets = 30-minute time slot

>10 pallets = 60-minute time slot

Warehouse office opening hours are 10:00am-4.00pm

Delivery/dispatch hours are Mon-Thu 8:00am-4:00pm; Fri 8:00am-12 noon

Late shipments:

Late shipments - must be communicated to Leeds Purchasing Antony.Fisher@ecolab.com and notify Leeds Goods In immediately that the delivery will be late.

3. 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

4. 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
- All containers should be sealed with tamper evident seals

5. Bulk shipments:

- Shipped quantity must be within 2% or 200kg (whichever is smaller) of quantity ordered. Actual weight accuracy must still be +/- 1% of weight on shipping papers.
- 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.
- Tankers of Bulk load must have the facility to be vented from the ground level to avoid top access

6. MSDS:

- At first shipment, and upon each revision, a copy of the Material Data Sheet (MSDS) must be mailed to: EURRawMaterialSpecifications@ecolab.com

7. 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.
- An authorized signature and telephone number (in case of problems with the shipment).
- Manufacturer name and address - Distributors must provide the name of the approved manufacturer and address on the 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 emailing requirements below: adams.qaoffice@ecolab.com

8. Site Access.

Failure to follow the booking-in procedure may result in a delay in off-loading or the vehicle being turned away preventing on time delivery.

9. Send goods to:

Leeds Plant: Ecolab Ltd, Lotherton Way, Garforth, Leeds, LS252JY

10. Payer (Legal Entity name)

Ecolab Ltd
PO Box 11
Winnington Avenue
Northwich

Cheshire
CW8 4DX

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

- Mailing address

Ecolab Limited
PO BOX 140122
65208 Wiesbaden, Germany

- Email address

AP-Documents.GB@ecolab.com

If sending invoices via email 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 5 mb

12. Invoice related queries

Name: Vendor Service Desk
Email : AP-Service.GB@ecolab.com
Phone: (+44) 02037888685