

 Wallingford Plant	Shipping and Receiving SH-01-1	
Supplier Requirements for Raw Material Deliveries	Issued: 12/15/2024	Page 1 of 1

Notice to Suppliers

Scope

This document summarizes the general requirements for the deliveries of raw materials to the Wallingford Plant. Receiving hours are Monday through Friday, 8:15 AM – 3:00 PM

Refer to the Allnex Purchase Order for requirements specific to each material and delivery.

Safety

The Plant Safety Rules and Regulations must be followed. See Wallingford Plant Safety Instructions for Drivers, GH-01.

Packaged Raw Materials

1. The Allnex Purchase Order number, Material number and net weight per package must be on the paperwork.
2. A Certificate of Analysis (COA) or Certificate of Conformance (COC) which shows compliance with the Allnex Raw Material Specifications must be supplied 24 hours before the scheduled delivery:
Fax to (203) 284-4276
And email to : Coa.raws.WL@allnex.com
3. A COA or COC should also accompany the delivery.
4. Materials must arrive on pallets which can be double stacked.
5. The containers must be undamaged and appropriately labeled to indicate their contents.
6. The containers must be labeled with the Allnex Wallingford Product Code.

Bulk Raw Materials in Tank Wagons

1. The driver must have the appropriate Personal Protective Equipment (PPE) for unloading. The PPE may include a full-face respirator. For acid and caustic deliveries, an acid suit, acid hood, rubber gloves and rubber boots are required.
2. The Bill of Lading and the Product Identification tag on the discharge valve must indicate the contents.
3. Tank wagons must not be leaking or have damaged or worn fittings.
4. Additional equipment requirements on the Purchase Order notes must be followed.

The latest version of this file always available under this location: <https://allnex.com/en/info-hub/compliance>.

Please inform allnex GBS procurement team if changes to this document are required.

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