ALLNEX SUPPLIER REQUIREMENTS

for deliveries to:
Allnex Germany GmbH
Kasteler Strasse 45
65203 Wiesbaden
Germany

General note

Due to Allnex safety regulations and for environmental protection as well as for personal safety, please take into account the following instructions and ensure that your carrier acts accordingly.
All goods and services need to be delivered in conformity with the applicable governmental laws and regulations in particular with respect to safety, health and environment.

VIOLATION OF THESE RULES WILL CAUSE EITHER DELAYS OR REFUSAL OF THE DELIVERY!

no additional site specifics

Attention

Given the high risk of contaminating resin and paint with silicones the ordered goods have to be free of aforementioned substances, in case of non-compliance we will hold you liable for all damages occurred.
no additional site specifics

Documents with goods/truck to be presented before unloading:

- Delivery note/Packing list:
  - the Purchase order number of allnex
  - vendor product name
  - Allnex product name & code (as on allnex Purchase order)
  - net weight & gross weight of delivered material
  - batch number
  - Packaging type & number of packages per batch (for packed goods only)
  - (Multimodal) Dangerous goods transport document (if applicable)

- Bulk: In case of combined shipments in one tank truck the freight document should state the various compartments and products contained.

- Import proof in case of imported products from outside EU (all EU plants) or NO (Lillsetroem) / RU (Belgorod)

Specifics for this site are:

weightbridge ticket for bulk

ALLNEX SUPPLIER REQUIREMENTS

Documents to send beforehand (email or fax - at least 24h prior to delivery):
Certificate of Analysis (CoA)

● Required data on the COA:
- Purchase order number
- Allnex product name & code
- Vendor batch
- Expiry date
- delivered quantity

● CoA must be sent ahead of delivery to the following email address:
COA.Wiesbaden@allnex.com

Safety Data Sheet:
Please send updated SDS in local language of the Allnex destination plant for any changes:
raw-material-sds@Allnex.com

no additional site specifics

Registration at the porter / guard:
● ALL haulers/suppliers entering Allnex Site Wiesbaden must register at the porter (gate house).
- Adhere to the safety instructions on the safety instruction folder which is given as a part of registration in the gate house as well and on-site by Allnex personnel.

Allnex Safety Instructions:
OBLIGATIONS:
● Follow instructions of Allnex personnel
● The general traffic regulations are applicable.
● Respect all the site procedures, instructions, sings and speed limits.
● All communication tools, except GPS must be switched off (GSM, 27MC, radio etc.) & left in the vehicle whilst on site.
● During offloading activities, the engine must be switched off, handbrake applied and chocks under wheels.
● While driving on the site, all the openings that stay in contact with the product room and also the man hole cover must remain closed

PROHIBITIONS:
● No naked flames – danger of explosion!
● No smoking on site and also not allowed in drivers cabin
● Do not film and/or take pictures either whilst parked or driving on the site
● Do not enter the site under the influence of drugs, medicine or alcohol or noticeably fatigued
● Do not bring onto site any alcohol, drugs or weapons
● It is forbidden to enter plants, warehouses, laboratories and any other premises/areas not relevant for loading/unloading activities
● No passengers on site
● No pets on site
● It is forbidden to carry out activities on the truck such as cleaning, maintenance, etc.

Additonal specifics for this site are:
● Adhere to the site speed limits and parking instructions

ALLNEX SUPPLIER REQUIREMENTS

Communication / Language truck driver:

Communication:
Drivers must be able to understand and communicate site relevant issues in local official language of the Allnex site or English.
no additional site specifics

Personal Protective Equipment truck driver:

The driver must have the following Personal Protective Equipment:
- to be worn upon entering the site:
  * Helmet
  * Safety glasses with side protection or chemical goggles
  * Safety shoes cat. S3
  * Overalls or similar clothes / NO shorts and/or short sleeves
- other:
  • Gloves, fit for purpose
  • All PPE mentioned in the transport emergency card (Tremcard) is mandatory
  • The driver must have own PPE available to access in safety conditions to the top of the truck, if needed/foreseen

Additonal specifics for this site are:

no additional site specifics

In case of emergency

The plant evacuation alarm is a loud siren. In the event of evacuation, the driver has to interrupt unloading immediately and has to go directly to the assembly area.
Please check the additional specifics per site

no additional site specifics

Unloading packed material

General:
* Allnex Sites prefers deliveries of packed goods with only one batch (absolute max. accepted 2 batches). Only one batch on each pallet.
* Allnex Sites prefers Taut-liners and Curtain-sided trailers, unloading from the side. Exemptions are temperature-controlled goods. The driver should be able to open curtains from the ground (no need for use of ladder or steps).
* Suppler needs to ensure adequate and safe packing & marking in line with the regulation applicable in the destination country.
*The driver must stay near the truck during unloading in presence of an ALLNEX operator
* Drums must have cap seals.
* Damaged goods and the thereby arising costs for the additional effort incl. cleaning in the case of a spill will be claimed at the vendor.
* For unloading, our goods must be located in a way that we do not have to move other materials. Allnex Warehouse employees will not re-arrange products collected and shipped on the same truck for other customers as well.

Packaging:
* Any drum/bag etc. must be labeled with the material name, batch number, weight and relevant GHS indication for handling;
*Big bags must be anti-static (type C) and when using an inner liner it must be well-fixed to the outer liner.
*Big bags on pallets
*Big bags/bags on pallets must not be stacked (exception if with an additional pallet liner in between to ensure stability)
*Small bags must be anti-static.

Materials must be on pallets :
- Drums: CP3 pallets which must be ISPM 15 conform for shipments from outside Europe.
- Big bags/Bags: CP1 pallet whichmust be ISPM 15 conform for shipments from outside Europe.
- Only one-way-CP-pallets / no Euro pallets / no pallets with particle board blocks!

Additonal specifics for this site are:
● Unloading larger quantities is only possible from the vehicle side or from the rear with assistance of a manual lift truck on the load bed/cargo area. An unloading ramp is not available. Exemptions are temperature-controlled goods.
● No damaged goods will be taken over.

Packaging:
● Each container/bag must be marked with batch number and chemical name in German
●Solid raw materials can only be delivered in conductive containers (FIBC, bags), with a specific resistance between 104 Ωm and 109 Ωm. Exceptions only with the written consent of Allnex Site Wiesbaden.

Unloading Bulks and tank containers

* One chamber vehicles or at least a chamber system with manifold to connect only one time the vehicle for the unloading process are required.
* No shared shipments with other materials on one vehicle.
* Required standard connections: outlet valve – 3 inch Elaflex (female), gas displacement – 2 inch Elaflex (male). Connections have to be mounted. Specific requirements for unloading of tank cars or tank container may be sent separately, as appropriate.
* For heated products isolated or encapsulated outlets have to be used.
* A handrail must be installed on tank cars and tank containers. Exceptions are ISO tank containers.
* The driver is not allowed to connect/disconnect any ancillary equipment to plant equipment.
* During unloading of bulk material drivers must stay close to the outlet valve supervising the unloading process. At any point in time they have to be prepared to stop unloading in case of an emergency.
* Drivers are not allowed to couple/decouple the offloading connection. This must be done by an Allnex employee.
* Do not de-gas the tank.
* The driver has to wear in monitoring the discharge at least the same personal protective equipment (product covered) as Allnex staff.
- Before setting foot on a transport tank without fall protection, the driver has to be equipped with safety harness and fall stop.
- Any cleaning of trucks and tanks and any disposal of waste/ rubbish and rest product are forbidden on the site. Tank entry is forbidden on the site. After unloading all connections and man way covers need to be closed.

Additonal specifics for this site are highlighted below and/or in a spearate document.

- Required standard connections in Wiesbaden: outlet valve – 3 inch (DN 80) Roadtank connection EN 14420 MK-SS (stainless steel, female), gas displacement – 2 inch (DN 50) Roadtank connection EN 14420 MK-SS (stainless steel, female). Connections must be already fitted. Please note: gas displacement must be femele for Wiesbaden
- The outlet valve must be mounted on the right back or center back in direction of travel. The vapor return connection must be located at the bottom of the vehicle on the right side in the direction of travel if not stated otherwise in the additional delivery requirements at the end of the document.
- A pneumatic valve for opening the bottom outlet must be mounted on the side of the trailer.
- The tank container must be delivered flush with the rear end of the truck.
- Vehicles will be checked upon arrival for required technical equipment with regard to off-loading equipment.
- The driver is not allowed to connect/disconnect any ancillary equipment to plant equipment.
- During unloading of bulk material drivers must stay close to the outlet valve supervising the unloading process. At any point in time they have to be prepared to stop unloading in case of an emergency.
- The vehicle and its attachments must be in perfect condition in accordance with the ADR specifications.
- The driver must understand and speak German or English.

Unloading hours:

Delivery Packed Raw materials and Empties:
Mo - Fr 7:00 -13:00

Bulk Raw Materials:
Mo - Fr 7:00 - 11:00

Invoice (Payer)

Allnex Germany GmbH
Kasteler Strasse 45
65203 Wiesbaden
Germany
UST-ID: DE232443405

Invoice send to:

Allnex Latvia SIA
Attn: A/P Scanning
Gunars Astras str.1C, 5th floor
LV1084 Riga
LATVIA
Invoices can be sent electronically to following
Email: APInvoicesEU@allnex.com
Invoices must show Purchase order number or it will be returned unpaid!
All invoices inquiries please send e-mail to APInquiriesEU@allnex.com

Delivery address

Allnex Germany GmbH
Kasteler Strasse 45
65203 Wiesbaden
Germany
UST-ID: DE232443405

ALLNEX SUPPLIER REQUIREMENTS

IMPORT ONLY
Customs clearance agent

LESCHACO
Lexzau, Scharbau GmbH & Co. KG
Hammerbrookstraße 47b | 20097 Hamburg
Telephone (49) 40.23732 342 | Telefax (49) 40.23732 365
Christiane.Kraft@leschaco.com

IMPORT ONLY
Customs clearance documents
Required custom clearance documents.
* Invoice:
- Allnex Purchase order number
- your product name
- Allnex product name & code
- net weight & gross weight of delivered material
- batch number
- number of packages per batch (for packed goods only)
- country of origin
- customs tariff number/ HS-Code
- Incoterm & Place Incoterm

* Import under FTA (Free trade agreement)
- EUR1 certificate or Invoice/delivery note with preferential statement in line with the respective FTA.

* Certificate of Origin (if requested specificly from us - see instructions on our purchase order)

* Import's from Oversea:
- Express Bill of Lading
- Consignee = Allnex receiving plant as on the Purchase order
- Notify Party: = Customs Clearance agent as above + Consignee + name of the Allnex contact person as on PO

Documents must be sent immediately after shipping, before arrival to the person indicated in the Purchase order.
Please follow further instructions as on our Purchase order.
As a consequence of absence/ incomplete custom clearance documents we will deduct the import tax from the amount invoiced.

Additonal specifics for this site are:
EORI number DE7469969

contacts within allnex for all import related matters:
Sven Fugmann, Peter Koslowski

7 days free demurrage
10 days free detention needed (FCL/BULK)

Document version notes
The responsible allnex plant delivery requirements person must inform allnex GBS procurement team if changes to this document are required.
The latest version of this document always available under this location of allnex homepage:

https://allnex.com/en/info-hub/compliance

General requirements for tank trucks

- Roadtank with only one chamber or at least a chamber system with manifold is required to connect the vehicle only once for unloading process
- Required standard connections: Outlet valve 3” (DN 80) roadtank connection EN 14420 MK-SS (stainless steel, female); Gas displacement – 2” (DN 50) roadtank connection EN 14420 MK-SS (stainless steel, female). Connections must be already fitted.
- The outlet valve must be mounted the rear center or in the direction of travel at the rear right (not side).The gas displacement connection must be located at the bottom of the vehicle/ tank container on the right side in the direction of travel if not stated otherwise.
- The tank container must be delivered flush with the rear end of the truck. This means that we do not enter the chassis, all connections must be accessible by the employee with both feet standing on the road (max. 160 cm in height, max. 60 cm in depth)
- The vehicle and its attachments must be in perfect condition in accordance with the ADR specifications.
- The driver must understand and speak German or English.
- The driver must wear at least the same personal protective equipment (product dependent) as the Allnex personnel when monitoring the discharge.
- Delivery between 07:00 … 11:00 AM.

Additional Delivery Requirements

Mat. Nr	Raw material	Additional delivery requirements	Temp. at arrival
032034R01B01	Testbenzin 200 (White spirit 200)	-	-
032112R01B01	Xylol (xylene)	-	-
031584R01B01	Formaldehyd 37 % (formaldehyde)	-	>/= 40°C
031584R01B01	Formaldehyd 37 % (formaldehyde	Delivery in railtank wagon: - One chamber system - Bottom outlet centrally at side - Min. DN 32 lockable gas displacement connection on top center with shut-off device and tank lorry coupling DN 50 (male)	-
045123R01B01	Phenol (phenol)	Tank must be insulated, temperature display at the product chamber	>/= 55°C

054147R01B01	Natronlauge 45 % (caustic soda, sodium hydroxide 45 %)	Tank must be insulated, temperature display at the product chamber	>/= 30°C
031721R01B01	Formaldehyd 37% E Ware (formaldehyde)	-	>/= 40°C
033787R01B01	n-Butanol (n-butanole)	-	-
032903R02B01	Methoxypropylacetat (methoxypropyl acetate)	-	-
031850R02B01	p.t Butylphenol (p.t.-butylphenol)	- Insulated steam heated incl. bottom outlet - Temperature indicator on the product chamber - A sample (at least 100 ml) must be brought for analysis - The gas displacement connection for p-t butylphenol must be at the top of the front of the container	>/= 120°C
033113R02B01	Kolophonium (rosin)	- Insulated steam heated incl. bottom outlet - Temperature indicator on the product chamber - A sample (at least 250 ml) must be brought for analysis - The outlet valve must be mounted on the center in the back	>/= 120°C
033176R01B01	Methoxypropanol (methoxy propanol)	-	-
031403R01B01	Butylglykol (butyl glycole)	-	-
033009R01B01	Ammoniak 25 % (Ammonia solution)	-	-
031718R01B01	m-Kresol 99 (m-cresol)	- Tank must be insulated - Temperature indicator on the product chamber	>/= 25°C
031838R01B01	o-Kresol (o-cresol)	- Insulated steam heated incl. bottom outlet - Temperature indicator on the product chamber - For tank container the gas displacement line must be at rear right end of container and operable from bottom - Standard connections to be already mounted	>/= 45°C
031830R01B01	Nonylphenol	-	>/= 70°C

	(nonylphenol)		
033000R01B01	Isobutanol (Iso butanole)	-	-
031721R01B01	Kresol/Xylenol-Mischung m-Kresol 50/52 (Cresol/Xylenole mixture, cresol 50/52)	- Tank must be insulated - Temperature indicator on the product chamber	-
032310R01B01	p-Kresol (p-cresol)	- Insulated steam heated incl. bottom outlet - Temperature indicator on the product chamber - For tank container the gas displacement line must be at rear right end of container and operable from bottom - Standard connections to be already mounted	>/= 60°C
070388A01B01	CYMEL UI-22-I	There is no need for a downward-draining gas pendulum line	
032237R01B01	m-Kresol 70 – BULK (m-cresol)	- Tank must be insulated - Temperature indicator on the product chamber	>/= 20°C
031861R01B01	p-Formaldehyd 91% (formaldehyde)	- Outletvalve 3” (DN 80) (Storzkupplung) in driving direction rear right end or rear centered - Vehicle must be equipped with compressor (press. air) for pressurized storage tank Transfer to silo - A sample (at least 100 mL) must be brought for analysis	-

ATTENTION: All changes tob e communicated to MoC Procurement Spec (Daiga Strode, Daiga.Strode@allnex.com)

Changes of general requirements must be colored and sent to Raw Materials (RawMaterialsMOC@allnex.com)

Changes of raw material specifications must be colored and sent to GBS Procurement (gbsprocurementEU@allnex.com)