

# ALLNEX SUPPLIER REQUIREMENTS

for deliveries to:  
Allnex Belgium sa/nv  
Anderlechtstraat 33  
1620 Drogenbos  
Belgium

## **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:

Copy COA WITH the driver for bulk deliveries.

## **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:

DRUFT-IR@allnex.com

# ALLNEX SUPPLIER REQUIREMENTS

## **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 hauliers/suppliers entering must register at the guard (entrance gate A).
- Minimum age 18: ID with picture should be presented; if no valid ID, no entrance.
- Drivers should be able to watch our safety video and answer to a questionnaire in Dutch, French, English or German. If successful, driver is allowed to enter the site. Driver will get a drivers-badge for site entry which is valid for 1 year. If not successful, driver is allowed to take the test a 2nd time. If still not successful: access to the site is denied for one year.
- In case of aggression or violation of our safety rules, access to the site is denied for the hauler/supplier forever.
- The guards can carry out random checks of trucks.

## **Allnex Safety Instructions:**

### **OBLIGATIONS:**

- Follow instructions of Allnex personnel
- The general traffic regulations are applicable.
- Respect all the site procedures, instructions, signs 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.

Additional specifics for this site are:

no additional site specifics

## **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.  
The driver must be able to understand and communicate in Dutch, French, English or German.

# ALLNEX SUPPLIER REQUIREMENTS

## **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

Additional specifics for this site are:

For bulk deliveries of toxic products, the availability of a full face mask must be demonstrated.

## **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).
- \* Supplier 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 which must be ISPM 15 conform for shipments from outside Europe.
- Only one-way-CP-pallets / no Euro pallets / no pallets with particle board blocks!

Additional specifics for this site are:

Delivery of packed material MUST take place in trucks that can be opened 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).

# ALLNEX SUPPLIER REQUIREMENTS

## Unloading Bunks 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.

Additional specifics for this site are highlighted below and/or in a separate document.

- Additional requirements specific per material are applicable. These requirements are listed in the allnex Drogenbos Road Tanker Technical Specification Sheets per material.
- The product name must be visible on the unloading valve.

## Unloading hours:

Deliveries are possible from Monday to Friday, unless otherwise agreed, and excluding public holidays, as follows:

- Packed: 07:30 until 12:00 and 12:30 until 14:00.

## Invoice (Payer)

allnex Belgium sa/nv  
Anderlechtstraat 33  
1620 Drogenbos  
BELGIUM  
VAT No.: BE0864542984



# ALLNEX SUPPLIER REQUIREMENTS

## **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 the following email: [APIInvoicesEU@allnex.com](mailto:APIInvoicesEU@allnex.com).

Invoices MUST include the allnex purchase order number; otherwise, they will be returned unpaid.

For all invoice inquiries, please email [APIInquiriesEU@allnex.com](mailto:APIInquiriesEU@allnex.com).

## **Delivery address**

allnex Belgium sa/nv  
Anderlechtstraat 33  
1620 Drogenbos  
BELGIUM

## **IMPORT ONLY**

### **Customs clearance agent**

IMPORT THRU BRUSSELS AIRPORT:  
KUEHNE+NAGEL N.V.  
Bedrijvenzone Machelen Cargo 758  
BE-1830 Machelen  
BELGIUM  
Sofie De Mol  
Air Logistics Customer Care Team Leader  
Phone +32 2 752 29 87  
[bebru.cssvai@kuehne-nagel.com](mailto:bebru.cssvai@kuehne-nagel.com)

IMPORT THRU ANTWERP SEAPORT:  
H.ESSERS FORWARDING & CUSTOMS  
Terbekehofdreef 19  
BE-2610 Wilrijk  
BELGIUM  
Jels Thijs  
Phone +32 89 369773  
[jels.thijs@essers.com](mailto:jels.thijs@essers.com)



# ALLNEX SUPPLIER REQUIREMENTS

## **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 specifically from us - see instructions on our purchase order)**

**\* Import's from Overseas:**

- 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.

Additional specifics for this site are:

7 days free demurrage

10 days free detention needed (FCL/BULK)