

# ALLNEX SUPPLIER REQUIREMENTS

for deliveries to:  
Allnex Belgium sa/nv  
c/o H.Essers  
Terbekehofdreef 19  
2610 Wilrijk  
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:

no additional site specifics

## **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

**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.
- Minimum age 18: ID with picture should be presented; if no valid ID, no entrance.
- 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.

**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:

High Visibility clothing mandatory: Vest or Jacket

# ALLNEX SUPPLIER REQUIREMENTS

## **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:

no additional site specifics

## **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.

no additional site specifics



# ALLNEX SUPPLIER REQUIREMENTS

## **Unloading hours:**

Deliveries are possible from Monday to Friday, and excluding public holidays.

Timeslot should be booked online. For account creation, please contact: Sam.Vandermarliere@essers.com; werner.peeters@essers.com; allnexroad@Essers.Com.

Further instructions can be found in attached pdf 'H.ESSERS WILRIJK ONLINE SLOTBOOKING building 816'.

## **Invoice (Payer)**

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

## **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: APInvoicesEU@allnex.com.

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

For all invoice inquiries. please email APInquiriesEU@allnex.com.

## **Delivery address**

allnex Belgium sa/nv c/o H.Essers  
Terbekehofdreef 19  
2610 Wilrijk  
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

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

For imported materials, a copy of the shipping documents, including the ETA PORT, must be emailed immediately after shipment to:

- The person specified in the purchase order,
- IMPORTS.BE-NL@allnex.com,
- The respective clearing agent as mentioned above.

### **Document version notes**



# ALLNEX SUPPLIER REQUIREMENTS

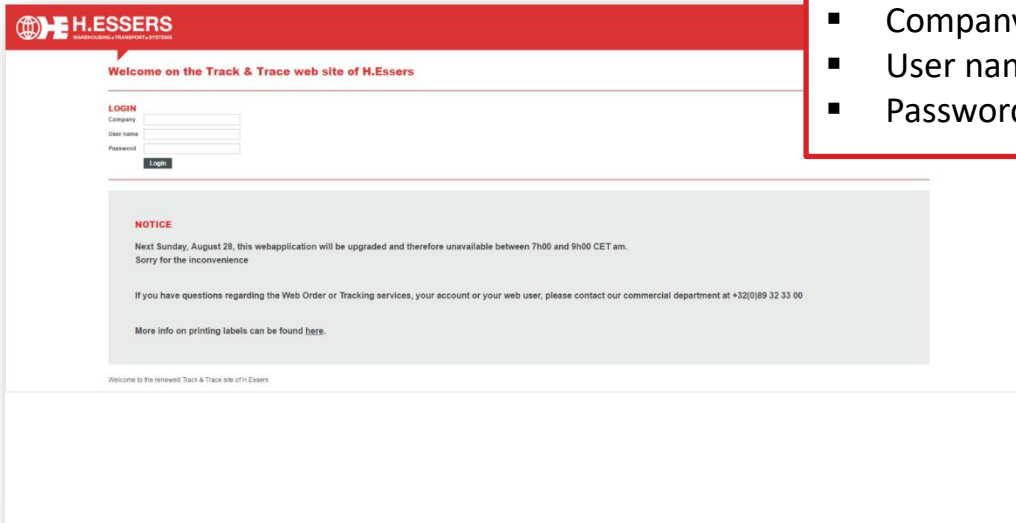
The latest version of this file always available under this location: <https://allnex.com/en/info-hub/compliance>.  
Please inform allnex GBS procurement team if changes to this document are required.



# Online Slotbooking

# General info – Log in

- Get login info from your contact at H.Essers
  - Go to website: <https://tracking.essers.com/B2B/>



The screenshot shows the H.Essers Track & Trace web site login page. The header is red with the H.Essers logo and text. Below the header, there is a welcome message. The login section includes fields for Company, User name, and Password, with a Login button. A notice section below the login fields states that the web application will be upgraded on Sunday, August 28, and is unavailable between 7h00 and 9h00 CET. It also provides contact information for the commercial department and a link for more information on printing labels.

**H.ESSERS**  
WATERBOROUGH TRANSPORT SYSTEM

Welcome on the Track & Trace web site of H.Essers

**LOGIN**

Company

User name

Password

**Login**

**NOTICE**

Next Sunday, August 28, this webapplication will be upgraded and therefore unavailable between 7h00 and 9h00 CET am.  
Sorry for the inconvenience

If you have questions regarding the Web Order or Tracking services, your account or your web user, please contact our commercial department at +32(0)89 32 33 00

More info on printing labels can be found [here](#).

Welcome to the renewed Track & Trace site of H.Essers

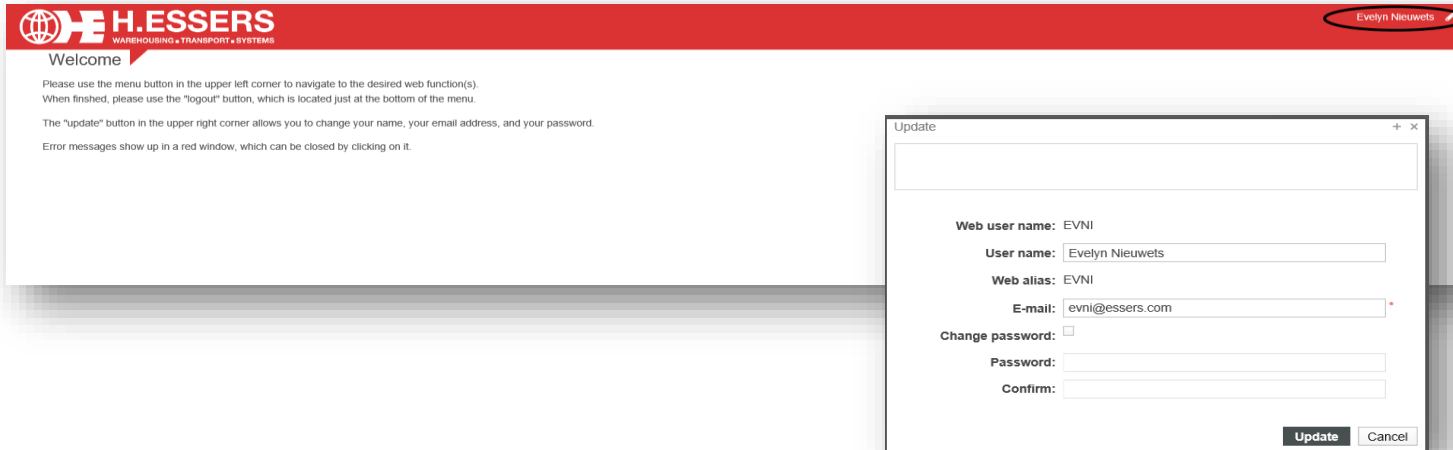
## LOGIN

- Company: JEF account
- User name: Username
- Password: Password



# General info – Log in

## ■ Adjust password



The screenshot displays the H.ESSERS web application interface. The top navigation bar is red and contains the H.ESSERS logo on the left and the user name 'Evelyn Nieuwets' on the right, which is circled in red. Below the navigation bar, the main content area has a 'Welcome' heading and three paragraphs of instructions. A modal dialog box titled 'Update' is open in the foreground, allowing the user to edit their profile information. The dialog box contains fields for 'Web user name', 'User name', 'Web alias', and 'E-mail', each with a corresponding value. There is also a 'Change password' section with 'Password' and 'Confirm' fields. The 'Update' button is highlighted in black, and a 'Cancel' button is also present.

**H.ESSERS**  
WAREHOUSING • TRANSPORT • SYSTEMS

Welcome

Please use the menu button in the upper left corner to navigate to the desired web function(s).  
When finished, please use the "logout" button, which is located just at the bottom of the menu.

The "update" button in the upper right corner allows you to change your name, your email address, and your password.

Error messages show up in a red window, which can be closed by clicking on it.

**Update**

Web user name: EVNI

User name: Evelyn Nieuwets

Web alias: EVNI

E-mail: evni@essers.com

Change password: ☐

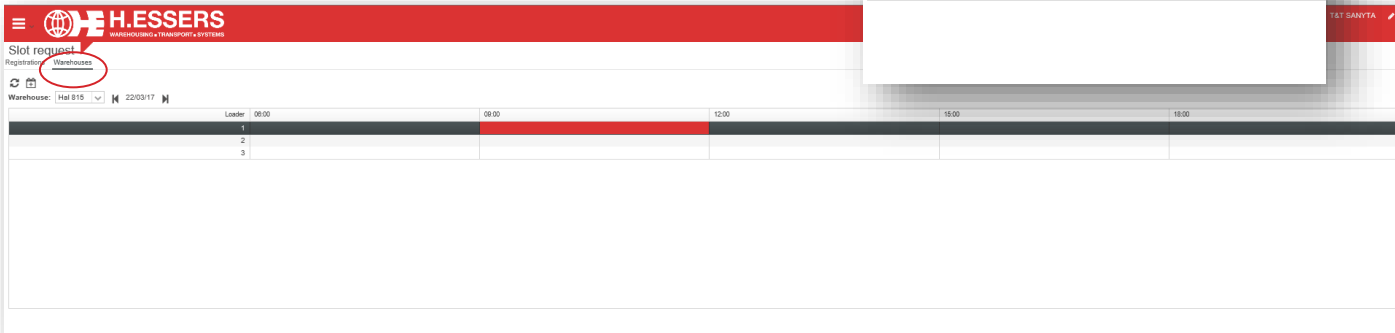
Password:

Confirm:

**Update** Cancel

# Online slotbooking

- 2 views
  - Warehouse
    - Select warehouse (hal 816!) for specific day
      - Warehouse will show which slots are still available
      - Slot = red → no longer free



The screenshot displays the H.ESSERS online slotbooking interface. The top navigation bar is red with the H.ESSERS logo and the text 'WAREHOUSING & TRANSPORT SYSTEMS'. Below the navigation bar, the page title is 'Slot request' with a sub-tab 'Warehouses'. A dropdown menu for 'Warehouse:' is open, showing a list of warehouses: Hal 801, Hal 802, Hal 803, Hal 804, Hal 805, Hal 806, Hal 807, Hal 808, Hal 809, Hal 810, Hal 811, Hal 812, Hal 813, Hal 814, Hal 815, and Hal 816. The 'Warehouses' tab is selected, and the 'Warehouse:' dropdown is set to 'Hal 815'. The main content area shows a table with columns for 'Loader', '06:00', '08:00', '10:00', '12:00', '14:00', and '16:00'. The table contains three rows of data, with the first row showing a red slot at 08:00. The second row shows a red slot at 10:00. The third row shows a red slot at 12:00. The red color indicates that the slot is no longer free.

# Online slotbooking

## ■ Book slot for new registration



- Carrier will be obliged to add:
  - Type (Inbound/Outbound)
  - Customer → will be linked to a warehouse
  - Reference
  - Commodity code
  - Qty (# pallets)
  - Vehicle
  - Vehicle ID (if not known = TBD)

Customer Relations

Relation ID:

Relation ID	Relation name
087391	ALLNEX BELGIUM SANV

OK Cancel

Book slot

Carrier: SANYTRANS NV

Slot date/time:

Type:

Customer:

Warehouse:

Reference:

Commodity code:

Vehicle:

Vehicle ID:

Qty:

Packaging:

Truck ID:

Trailer ID:

Driver info: ☐

First name:

Last name:

Nationality:

Passport nr:

Send Cancel


# Online slotbooking

- **Slot is not free**
  - If chosen slot hour is not free, the slot closest to the asked time will be appointed
- **Booking of the slot has to be at least 12h in the future**






# Online slotbooking

## ■ Book slot for new registration

- Also available on warehouse view
- Carrier will receive a confirmation or cancellation if the registration has been reviewed by H.Essers
- Mail will contain:
  - Slot date/time and warehouse
  - Carrier reference
  - Reference which should be used at the gatekeeper of the H.Essers site

Slot request 

Registrations Warehouses

Warehouse:   HAL 816  05/10/19  

Loader	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00
1								
2								
3								
4								

# Online slotbooking

## ■ Default functionalities

- Refresh        

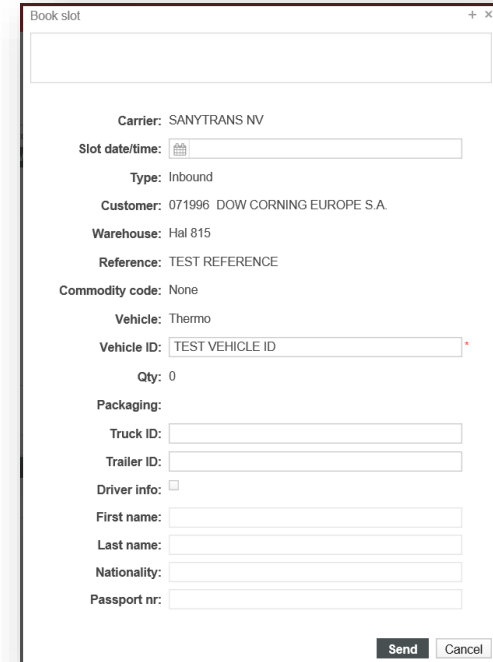
- To refresh the data in the list
- Also available on Warehouse view

- Load        

- To retrieve more records. By default, 50 records will be shown

# Online slotbooking

- **Book slot for selected registration**
  - Carrier can add/change some data:
    - Vehicle ID
    - Truck ID
    - Trailer ID
    - Driver info

A screenshot of a web application window titled "Book slot". The form contains the following fields and values:

- Carrier: SANYTRANS NV
- Slot date/time:
- Type: Inbound
- Customer: 071996 DOW CORNING EUROPE S.A.
- Warehouse: Hal 815
- Reference: TEST REFERENCE
- Commodity code: None
- Vehicle: Thermo
- Vehicle ID:
- Qty: 0
- Packaging:
  - Truck ID:
  - Trailer ID:
- Driver info: ☐
- First name:
- Last name:
- Nationality:
- Passport nr:

At the bottom right, there are "Send" and "Cancel" buttons.

# Online slotbooking

- **Book slot for selected registration**
  - When slot has been booked, carrier will receive an mail
    - Mail will contain
      - Slot date/time and warehouse
      - Carrier reference
      - Reference which should be used at the gatekeeper of the H.Essers site



# Online slotbooking

## ■ Update registration



- Carrier can only update booked registrations with a slotbooking in the future
- Other items can be adjusted until slot has passed
  - Vehicle ID
  - Truck ID
  - Trailer ID
  - Driver info

Update

Carrier: SANYTRANS NV

Slot date/time: 22/03/17 09:00

Type: Outbound

Customer: 071996 DOW CORNING EUROPE S.A.

Warehouse: Hal 815

Reference: 125ref

Commodity code: Customs

Vehicle: Container

Vehicle ID: 161

Qty: 0

Packaging:

Truck ID:

Trailer ID:

Driver info: ☐

First name:

Last name:

Nationality:

Passport nr:

Send Cancel

# Online slotbooking

- **Update shipments up to 5 pal**
  - We intend to load shipments up to 5 pal within 1h after reporting to desk within agreed timeslot
  - All shipments above 5 pal will remain under a free time of 2h



**H.ESSERS**

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**IT'S TRANSPOSSIBLE.**