



## Specific delivery requirements: CH99\_Radziejowice\_PL02

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### Ecolab Europe GmbH PL / Przemysłowa 1a / PL-96-325 Radziejowice, Poland

#### **1. Safety**

All drivers are required to comply with Ecolab safety policy and procedures. Site rules must be obeyed at all times.

The following standards are established and maintained in all buildings of the central warehouse in Radziejowice 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 pants
- Hard hats
- 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 below safety requirements:

- NO alcohol
- NO smoking
- NO passengers are allowed on site
- Driver must understand at least the language of the country of delivery and/or English
- Speed limit within the warehouse to 5 km/h
- The driver entering to the warehouse area must announce himself by the intercom on the main gate and follows the instructions of the assigned personnel
- The truck must safely be placed in the unloading area, the driver has to give the delivery documentation to the warehouse desk office and the key of the vehicle must be left in deposit

#### **2. Package labeling and delivery documentation:**

- Each delivery should have documents corresponding to the transported goods (delivery note, CMR, and SENT doc - if the delivery has sensitive products specified in the act).

All containers (DPPLs, drums, cartons, bags, buckets, packaging materials, etc.) must show:

- The raw/packaging material number, vendor lot or batch number, weights must be aligned with the delivery note. The delivery note must show all the previous mentioned information and the ECOLAB material code
- Lot or batch numbers must be traceable to a manufacturing date
- 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

### **3. Package Standards:**

- All DPPLs, drums, cartons, bags, buckets 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 or broken pallet.
- Containers must comply with current Packaging (Essential Requirements) Regulations
- UN packages must be used for dangerous goods.
- Acceptable pallets: EPAL 80x120 cm or (Industrial pallets) 100x120 cm both usable and in good condition.

### **4. Slot booking rules (delivery notifications);**

**I)** All deliveries should be made to the central warehouse;

**Ecolab Europe GmbH PL**

**EKONIP SPÓŁKA Z O.O.**

ul. Przemysłowa 1a

96-325 Radziejowice

POLAND

**II)** Each delivery have to be notified at least **24 hours in advance** (but the sooner the better - a larger selection of time-slots) to the below e-mail addresses:

[artur.grenda@ekonip.com.pl](mailto:artur.grenda@ekonip.com.pl)

[marek.niewola@ekonip.com.pl](mailto:marek.niewola@ekonip.com.pl)

[marcin.sulkowski@ekonip.com.pl](mailto:marcin.sulkowski@ekonip.com.pl)

[pawel.labuz@ecolab.com](mailto:pawel.labuz@ecolab.com)

[sebastian.tylenda@ecolab.com](mailto:sebastian.tylenda@ecolab.com)

[krzysztof.kaminski@ecolab.com](mailto:krzysztof.kaminski@ecolab.com)

[krzysztof.kaminski@ecolab.com](mailto:krzysztof.kaminski@ecolab.com)

**III) In case of delay in arriving at unloading,** it is necessary to send information on ASAP to the above e-mail addresses.

**IV) Possible unloading days (unloading slots);**

From Monday to Friday (between 7:00 a.m. - 01:00 p.m.)

**V) Unloadings are made on the ramp ONLY at the back of the semi-trailer (there is not possible to unload the goods from the side of the semi-trailer).**

**VI) In the case of unloading deliveries with less than 10 pallets, we book a delivery in accordance with the above rules for a specific day (without specifying the hour). Such deliveries are unloaded following the order in the queue.**

**VII) The content of the notification should include;**

- a) Date and hour of planned unloading
- b) Driver details and truck/trailer plates
- c) Number of pallets in delivery
- d) If it possible: **delivery number or PO number**/documents from delivery

## 5. MSDS

Ecolab Suppliers/Plants before shipping the goods to PL02, should make sure that the current MSDS of the sent products is available (in Polish language) at <https://safetydata.ecolab.eu>

## 6. Certificate of Analysis

Product certificates should be sent upon specific request of Ecolab Divisions.

Each COA must include the following information:

- Company Raw Material Number
- 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.

- Analyst name and the telephone number (in case of problems with the products)
- Supplier name and address
- Distributors must provide the name of the approved manufacturer on each COA.

## **7. Site Access**

Unloadings possible only from Monday to Friday (between 7:00 a.m. - 01:00 p.m.). **There is no possibility of unloading during the weekend.**

## **8. Payer (Legal Entity name):**

Please follow the instruction from the PO

## **9. When sending your invoices to Ecolab please use ONE of the below methods:**

- Mailing address;

Iron Mountain

c/o Ecolab Europe GMBH

PO Box 139 PL

SK-820 15 BRATISLAVA

SLOVAKIA

- Email address;

[AP-Documents.PL@ecolab.com](mailto:AP-Documents.PL@ecolab.com)

**By sending invoices 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 5mb

## **10. Invoice related queries:**

Name: Vendor Service Desk

Email : [AP-service.PL@ecolab.com](mailto:AP-service.PL@ecolab.com)

Phone: (+48) 122 976 859