



Specific delivery requirements: 3PL Essers/Genk warehouse

Ecolab GmbH Henri Esserslaan 45-47, 3600 Genk

1. Safety

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

The following standards are established and maintained at all warehouses and apply strictly to all employees, contractors and visitors.

Late shipments - must notify immediately if the delivery will be late.

For warehouse entry at a minimum, the following Personal Protective Equipment must be worn:

- Full leg pants
- Safety glasses with side shields (norm EN 166)
- Safety chemical resistant shoes with toe protection
- High visibility clothing

All visitors must comply with the below safety requirements, according to the site Safety rules (please see "Safety rules for H. Essers on page 2).

- No alcohol, NO smoking, No animals are allowed on site.
- Vehicles must have adequate facilities to allow 'safe access' for all elements of the unloading/loading operation.
- Drivers are not allowed on the back of vehicles.
- All drivers must report to reception and sign in before locating vehicle in loading/unloading bay
- Driver must understand at least German/French or English.
- Plant speed limit of 29 Km/H is obliged.

2. Package labelling

All containers (drums, IBC's, boxes) must show:

- The FG material number, lot or batch number and must be align with all paperwork.
- Lot or batch numbers must be traceable to a manufacturing date.

3. Package Standards

Unless required: drums/IBC's / packaging must be clean, sealed and labelled properly as per general requirements, 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
- Containers must comply with current Packaging (Essential Requirements) Regulations.
- UN packages must be used for dangerous goods

- CLP-labels must have the Dutch language.

4. Site Access

All drivers need to report at the reception for loading/unloading goods.

Failure to follow the booking-in procedure may result in a delay in off-loading or the vehicle being turned away. For delivery over 7 pallets - Essers delivery slot needs to be booked.

(@wh11vrb@essers.com or via the Essers slot booking tool)

Please advise the following when you book in:

- Number of Pallets/boxes
- Supplier
- Order number (Ecolab PO-number / Ecolab STO-number / Ecolab OB-number)

A delivery note must be supplied with all deliveries, and display the following information:

- Booking reference
- Supplier
- Order number (Ecolab PO-number / Ecolab STO-number / Ecolab OB-number)

5. Non-Conforming Deliveries

Ecolab/Essers Warehouse reserves the right to refuse any deliveries that are deemed not to be conforming to the goods acceptance procedure and including:

- Goods that have not been booked in or late
- Goods that arrive without the appropriate documentation
- Goods that have been damaged in transit
- Any unsafe stacking or packing

Pallets that arrive at Ecolab/Essers warehouse which are damaged or in state which will need extra handling may be rejected.

6. Shipment requirements

- Product codes and/or order number must be visible on the outside of packaging, on a printed label, not handwritten with a marker
- No mixing of orders on the same pallet.
- No mixing of order for different warehouse on the same pallet
- If a delivery consists out of more than one pallet, the delivery documents must clearly indicate the content of each pallet.

7. Send goods to

Ecolab BE03/BE04/DE04GDP warehouse
Essers Hall11
Henri Esserslaan 45-47
3600 Genk

8. Payer (Legal Entity name)

Please follow the instruction on the PO/STO

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

- Mailing address
Iron Mountain
c/o Ecolab (BE04)
PO Box - 142 BE
SK-820 15 Bratislava

Iron Mountain
c/o Ecolab (BE03/DE04)
PO Box - 142 DE
SK-820 15 Bratislava

10. Invoice related queries:

BE04 :

Name: Vendor Service Desk
Email: AP-Service.BE@ecolab.com
Phone: (+32)24001637 or 24001638

BE03/DE04 :

Name: Vendor Service Desk
Email: AP-Service.DE@ecolab.com
Phone:

SITE & SAFETY RULES



EMERGENCY NUMBERS



112

Politie / Police / Police / Polizei



100

Brandweer / Fire department / Pompiers / Feuerwehr



+32 89 369 273

Portier / Guard / Agent de Sécurité / Portier



Ingangsdatum:

Possible)

Gedrukt document = ongecontroleerd document

Classification: 2 - Confidential (External Distribution

