

## *Specific delivery requirements: Ecolab AT01 plant*

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### *Schenker warehouse, Freudenuer Hafenstrasse 16, 1020 Vienna, Austria*

#### **1. Safety**

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

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

At a minimum, the following Personal Protective Equipment must be worn:

- 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.
- Plant speed limit of 10 Km/H.
- The driver entering the plant must announce himself by the office "Anmeldung" 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:**

All containers (drum, porta-feeds, bulk, bags, 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 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:**

- Unless required: Porta-Feed units, Drums/IBCs 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.
- Packaging materials: pallets EPAL cm 80x120 used in good condition.
- Raw materials: pallets EPAL 80x120 or cm 100x120 both used and in good condition.

#### **4. MSDS**

At first shipment, and upon each revision, a copy of the Material Data Sheet (MSDS) must be mailed to:  
[EURRawMaterialSpecifications@ecolab.com](mailto:EURRawMaterialSpecifications@ecolab.com)

#### **5. Site Access**

Warehouse deliveries between 7:00-15:00  
Booking in advance not necessary.

#### **6. Send goods to:**

LSC Freudenau  
Freudenauer Hafenstrasse 16  
1020 Vienna  
Contact: Adem Bijeljina - Tel.: +43 5768 6211 754

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

Please follow the instruction from the PO

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

Mailing address:

Ecolab Europe GmbH  
c/o Iron Mountain  
PO Box 130 PR  
SK-820 15 BRATISLAVA  
SLOVAKIA

Email address:

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

By sending invoices, please make sure you adhere to the following requirements:

- Always provide valid reference number (PO or EIN number) on the invoice
- Only PDF (A4 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 legal entity allowed
- The text field of your e-mail will not be considered

#### **9. Invoice related queries:**

Name: Vendor Service Desk  
Email : [AP-Service.AT@ecolab.com](mailto:AP-Service.AT@ecolab.com)