

Delivery conditions to the Lonza Ltd. Valais Plants

Delivery Conditions for Suppliers

Note: Changes in this document must always also be made in document CHVI-8160 (german version)!

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1 Purpose

The The present work instruction describes:

The delivery conditions for suppliers who deliver to the Visp site.

2 Scope

This SOP applies to the purchase of chemical goods for the Visp site. The scope covers deliveries of both goods and accompanying samples.

3 Definitions, Abbreviations

DMS: Document Management System

EPAL: Euro pallets

CP: Chemical pallets

4 Responsibilities

The respective purchasers are responsible for compliance with the delivery conditions outlined here.

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5 Conditions

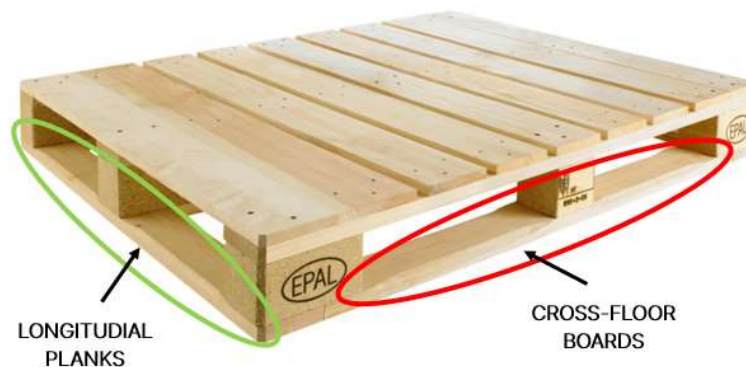
The following requirements must always be met for deliveries to Lonza AG Visp:

5.1 Pallets general

- The pallets must be made of clean, light-colored wood (analogous to EPAL technical regulations).
- The pallets must be made of sturdy wood suitable for the respective load.
- Only wooden pallets which have undergone heat treatment according to IPPC / ISPM 15 without the use of any chemical substances are permitted. The pallets must be free from the chemicals TBP and TBA. This treatment must be indicated by a stamp as shown in the picture below.



- Only four-way pallets may be supplied (can be picked up from all sides by forklift).
- Pallets must not have cross-bottom boards.



- Pallets must not be damaged, and they must be clean and dry.

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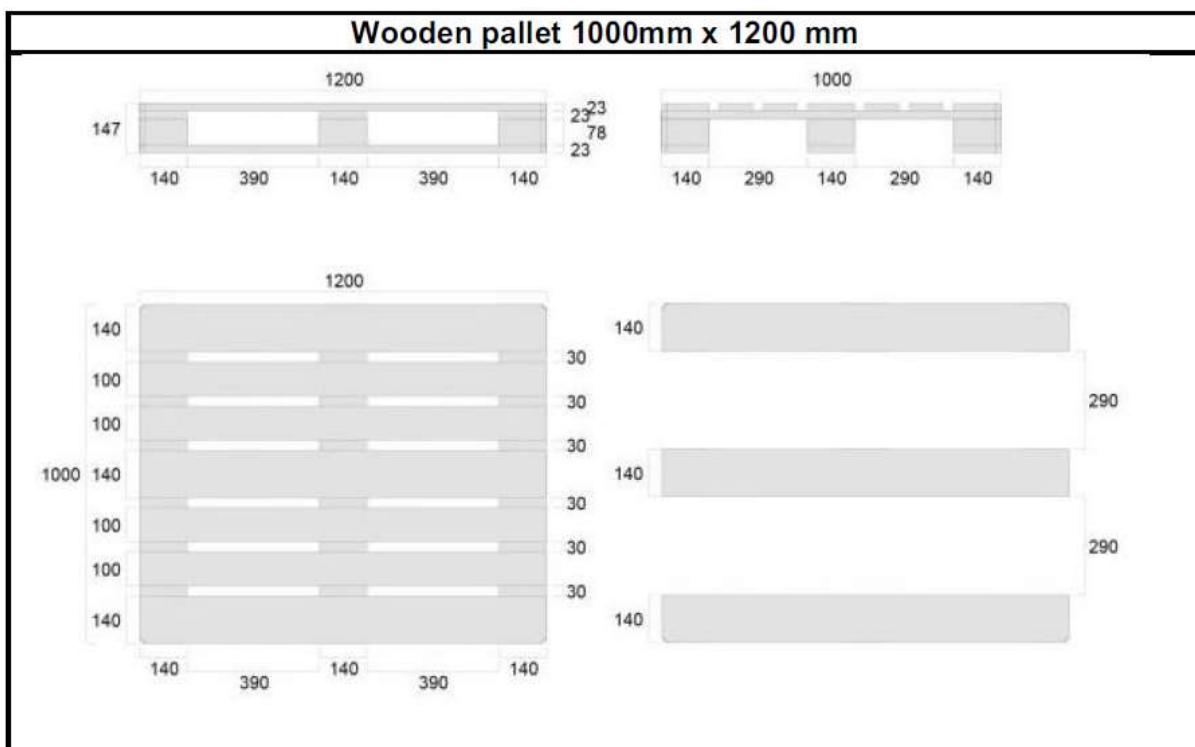
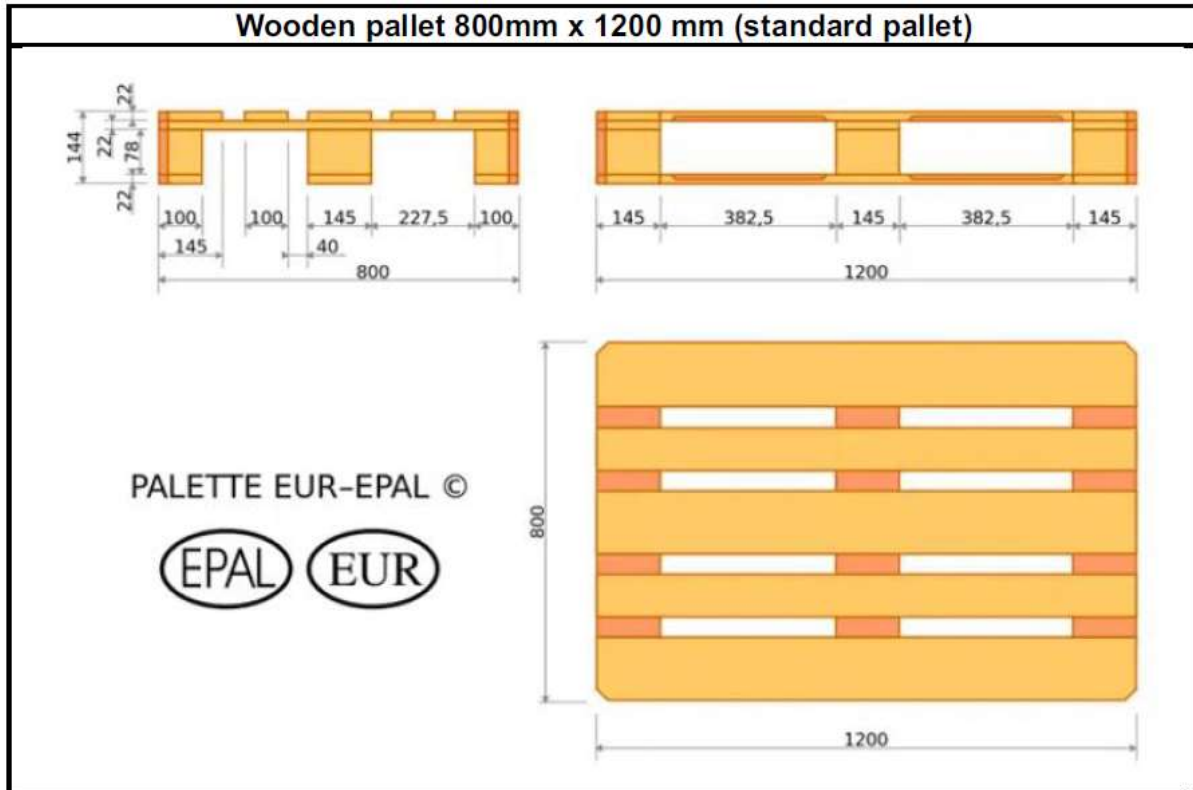
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5.2 Accepted pallets

Only pallets described below are accepted:

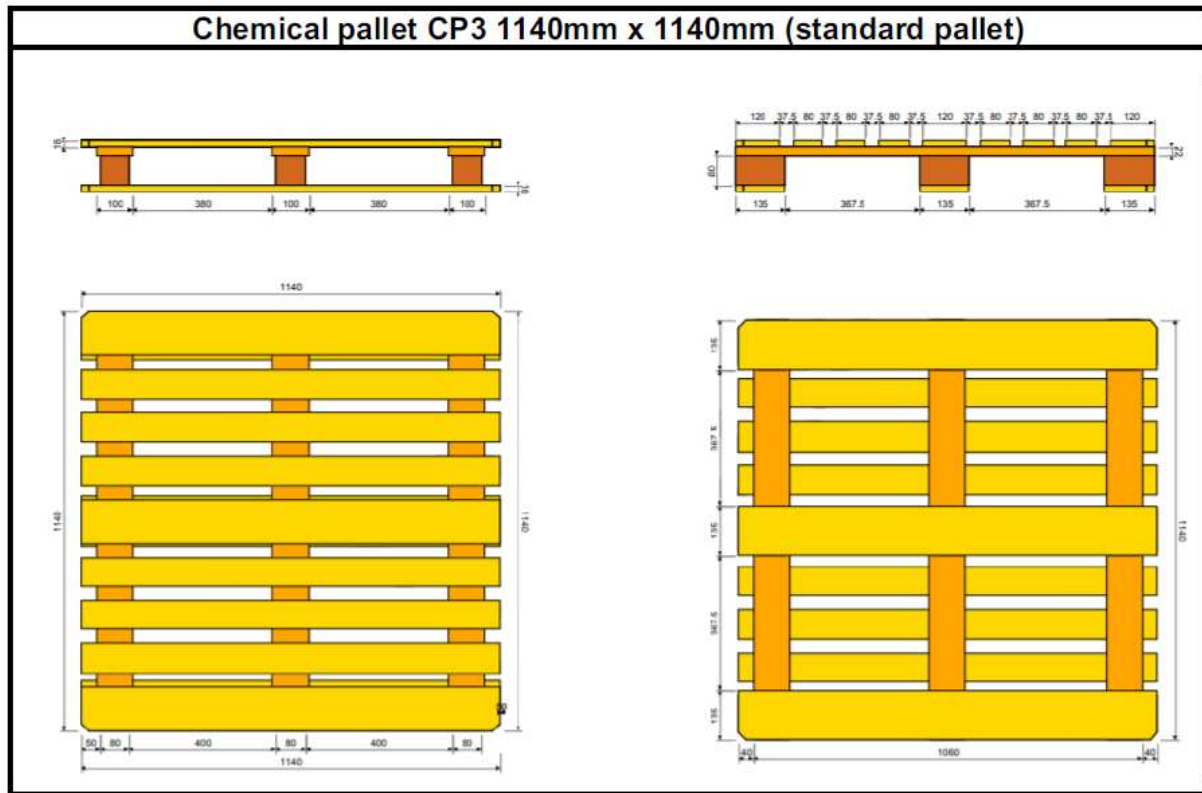


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5.3 Loading the pallets

- The weight on loaded pallets must be evenly distributed and the pallets must not be overloaded.
- The loading unit incl. pallet must not exceed a height of 1700mm.
The ideal height of the loading units is < 1370mm.
- The net weight of the palletized goods must not exceed 1000kg. The gross weight of the palletized goods must not exceed 1050kg.
- Only one batch number of a material may be delivered per loading unit.
Exceptions are only allowed for small batch quantities and residual batch quantities. However, these must be clearly and unambiguously marked as a pallet with mixed batches.
- Containers with residual weights must be clearly marked.
- Drums > 100 liters and BigBags must not be stacked on top of each other unpalletized. The 2 BigBag layers stacked on top of each other must be separated with a stable board that is at least 2cm thick.
- A base (e.g. cardboard) must be placed between the BigBag and the pallet. If possible, use non-slip products.
- Containers must be secured (see good transportation securing, Figure 1).
Pallets do not have to be wrapped unless it is absolutely necessary as protection against external influences.
- Opening hours for truck deliveries at the Visp/Lalden site are as follows:
Monday to Friday: Morning, 07:00 to 11:30
Monday to Friday: Afternoon, 13:00 to 16:00
Refrigerated goods Monday to Friday: 07:00 to 11:30
- Goods with special temperature conditions must be clearly marked, both on the containers and on the delivery documents.



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Examples of correctly delivered pallets:



Correct stacking pattern



Good transportation securing



Good transportation securing (figure 1)



Good transportation securing



Good load securing



Good load securing
(Ty-Gard)

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Examples of poorly delivered pallets:



Top layer of the load not secured



Stacked BigBags without stable board of approx. 2 cm width

5.4 Documents

Each delivery must be accompanied by at least the following documents:

- Packlist
 - with Arxada order number,
 - List of data loggers (if available)
 - Supplier material no.
 - Supplier batch number
- Certificates of analysis with date of manufacture and expiry date of the goods

5.5 Labeling

The delivered loading units or containers must be labeled with the legally required labels according to EU REGULATION (EC) No. 1272/2008 (taking into account all corrections, in particular regulation (EC) No. 790/2009 (1. ATP), Regulation (EU) No. 286/2011 (2. ATP), Regulation (EU) No. 618/2012 (3. ATP)) and the applicable transportation regulations (ADR/RID, IMDG, IATA).

5.6 Identification

For clear identification of the received goods, the loading units must be marked with the following information:

- Arxada order number.
- Supplier batch number from manufacturer
- Net weight of each container per pallet

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5.7 Sealing

All delivered goods shipments must be sealed with single-use seals, which cannot be tampered with.

For rail tank wagons and bulk containers, all filling and draining nozzles must be provided with numbered seals according to ISO 17712. The seal numbers must be clearly referenced on the accompanying documents.

Customs-Trade Partnership Against Terrorism

Excerpt from C-TPAT Bulletin - Compliance with ISO's 17712 Standards for High Security Seals - April 2014

ISO 17712 defines three types of classes:

- o "I" for indicative
- o "S" for safety
- o "H" for high safety

C-TPAT requires the use of class "H" seals.



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6 Preregistration for delivery in Visp

To prevent waiting times, delays, and misunderstandings, all suppliers and freight forwarders delivering **packaged materials directly to Visp** must schedule an unloading appointment no later than two weeks before the delivery date specified in the Purchase Order.

Deliveries arriving without a confirmed appointment will be rescheduled to the next available slot, which may result in significant waiting times. **Bulk shipments AND packaged materials delivered to European ports are excluded.**

Please send your delivery request to the following email-address **koordi.slotanmeldung.g06.visp@lonza.com** and include the following information:

- Purchase Order
- Date of delivery
- Planned unloading time taking into account the mandatory entry test
- Number of pallets

If the delivery is delayed, the new delivery date must be forwarded to **koordi.slotanmeldung.g06.visp@lonza.com** in order to book a new delivery appointment.

For urgent matters contact our warehouse directly at **+41 27 948 6286**.

7 Advance notification of delivery to other 3PL

Not applicable for Arxada suppliers

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8 Related Documents

Doc. – No.	Designation
CHVI-8160	Anlieferungsbedingungen für Lieferanten
CHVI-8072	Work Instruction Chemical Goods Receipt in G06

9 Change Log

Version	Change
11.0	Chapter 5.3 Unaccepted pallets removed.
12.0	Change log 8 & 9 deleted. Chapter 5.2 CP3 Pallet drawing renewed Chapter 5.4 Addendum Data logger, supplier material & batch number must be listed on the packing list Chapter 6 Pre-registration for delivery in Visp added Chapter 7 Column name doc. no. added
13.0	Change log 10 deleted Chapter 6 When booking in advance, it is now recommended to book a slot one week before delivery in order to better organize waiting times or route planning. Chapter 7 NEW 3PL locations added incl. link to the slot system.

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