



Specific Delivery requirements for Ecolab / GXO Trafford Park, UK.

ECOLAB c/o GXO Logistics, Euroterminal, Westinghouse Road,
Trafford Park, Manchester, M17 1EU

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 maintained at all warehousing facilities and apply strictly to all employees, contractors, and visitors.

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

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

- Long sleeved shirts
- Full leg pants
- Safety glasses with side shields
- Safety shoes with toe protection
- High visibility clothing

All visitors must comply with the below safety requirements:

- NO alcohol, NO smoking (including the use of Electronic or any other types of artificial cigarettes), NO passengers are allowed on site
- Vehicles must have adequate facilities to allow 'safe access' for all elements of the unloading operation. Drivers are not allowed on the back of vehicles.
- when loading or unloading a vehicle that is either on the bay or in the yard the trailer wheels are chocked, the engine is switched off, the brakes applied and all keys are handed in to the drivers reception.
- Please ensure all curtains are secured correctly and you only open trailer curtains if you have been trained to do so.
- Any vehicles passing though the yard to the rear of site must use the marked roadway. This should be kept clear at all times.

- Pedestrians should use the Pedestrian Crossing when in the front yard.
- Drivers must remain in their truck or in a safe area within the Plant during loading and unloading operations
- Drivers must remain with the cab during discharge. Drivers MUST NOT enter the warehouse without staff personnel authorization and correct PPE (safety hats)
- All drivers must report to reception and sign in before locating vehicle in loading/unloading bay
- The site speed limit is 5mph.

2. Package labelling:

All containers (drums, bulk, bags, etc.) must show:

- The raw material number, lot or batch number, weights, and must align with all paperwork
- Lot or batch numbers must be traceable to a manufacturing date. The word "lot" or "batch" must precede the number (e.g. Lot#-9999)
- Weights on all containers must have gross, net and tare weights clearly shown and must match all paperwork
- Labelling of hazardous goods must comply with current regulations
- Drums/IBCs 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.
- Containers must comply with current Packaging (Essential Requirements) Regulations
- UN packages must be used for dangerous goods

3. Site Access

Failure to follow the booking-in procedure may result in a delay in off-loading or the vehicle being turned away:

All delivery orders to be book in 48 hours prior to arrival by calling the customer service line on

+44(0)161 932 7501 between 9am and 5pm Monday to Friday or by Emailing the following:

- Chelsea Ward (Customer Service) 08:00 – 16:00 Chelsea.ward@gxo.com 0161 932 6970
- Elena Codreanu (Customer Service) 09:00 – 17:00 Elena.Codreanu@gxo.com : 0161 932 6970
- Jan Slovak – (Stock Control) 06:00 – 14:00 Jan Slovak@gxo.com 0161 932 6963

- Adrian Weeden (Stock Control) 10:00 – 18:00 Adrian.Weeden@gxo.com 0161 932 7514

Mandatory information required when booking in.

- Ecolab purchase order number(s) or Delivery number (s) or Loading Reference (s)
- Number of pallets
- Name and Contact details of person booking in.
- Products/origin
- Carrier
- Delivery paperwork via email
- You will be issued a timed booking slot, and a unique reference number that the driver must quote to the security office upon arrival in order to be admitted.
- The vehicle will be refused entry onto site until 30 minutes before the booking time.
- Any delivery arriving onto site over 30 minutes late after the booking time will be either tipped on the next available free booking time or could be refused and asked to rebook for a later date.
- All deliveries must arrive with the correct delivery documents presenting order numbers quoted on booking.

4. When sending your invoices to Ecolab please use the below methods:

Please ensure that any documents issued to this entity follow all applicable instructions, to facilitate their timely payment.

All invoices/credit notes relating to Ecolab Logistics UK must be addressed to Ecolab Europe GmbH, and its business address shown below. Invoices must meet all legal and VAT tax requirements set forth by law.

UK Shipment

SEND INVOICE TO BELOW POSTAL ADDRESS

Ecolab Europe GmbH
c/o Iron Mountain
PO Box 13
SK-820 15 Bratislava
Slovakia

LEGAL ADDRESS ON INVOICE

Ecolab Europe GmbH
Richtistrasse 7
8304 Wallisellen
Switzerland
GB923016264

Please send PDF copies of all UK invoices to the below addresses:

AP-Documents.GB@ecolab.com
LogisticsUKInvoicing@ecolab.com