

**SUPPLIER DELIVERY
REQUIREMENTS
For
BASF Coatings
North America Sites**

March 2024

Revisions

	Revision Date	Page
Drums must be NEW – no re-conditioned drums	April 2009	12
Attached Specifics of Bar Code Label Requirements	April 2009	14
Updated Shelf-life Requirement – must have 33% of shelf-life remaining	April 2009	7
45” pallets are acceptable for bags – Import deliveries	Aug 2010	16
Windsor submitted POs require confirmations	Aug 2010	8 & 10
Updated email addresses for the Greenville site	Oct 2010	7 & 10
Greenville submitted POs require confirmations	Oct 2010	8 & 10
Included new pallet requirement for import shipments	Feb 2011	17
Windsor Delivery Times modified	June 2011	6
Preferred tankwagon type at the Windsor Site added	June 2011	8
Windsor PO confirmation requirements	June 2011	8 & 11
Vendor Partnership Program for the Windsor Site	June 2011	12
No glass containers & Windsor Site non-bulk container weight restrictions		
Cleaning certificates must indicate last contained material	Sept 2011	7
All containers must be free of silicone, oil, grease, lubricants or other contaminants	Sept 2011	7
45” pallets are acceptable for bags - domestic deliveries	Sept 2011	17
Label Requirements update	April 2015	13
Add specifics for prohibition of prior contained in bulk	March 2017	7
Change Shelf Life requirements from minimum 33% to 50% reminding	September 2018	7
Non-bulk delivery - equipment	January 2021	12
Overall revision	March 2024	all

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Policy and Supplier Requirements Website

Conformance to BASF's delivery requirements is the supplier's (i.e. manufacturer of a raw material) responsibility. This expectation compels BASF suppliers to monitor and ensure conformance to BASF delivery requirements by their distributor(s), carrier(s) and representative(s). These requirements are applicable to suppliers of BASF Coatings sites and warehouses.

Sites: Windsor, Ontario, Canada, Greenville Ohio and Tultitlan Mexico.

Warehouses: Wyandotte, MI; Hearn's (Windsor), Ontario; Zuniga, Laredo, TX, Boasso, MI; Dana Cincinnati, OH

All supplier requirements: MOC, "Zero-crater", labeling/barcoding & delivery requirements - can be found at:

[North America Supplier Website \(basf-coatings.com\)](http://basf-coatings.com)

Failure to comply with the ALL outlined requirements will result in refusal of shipment, issue non-conformance report or removal of BASF Raw Material agreement.

Safety, Environmental and Transportation

Suppliers and their distributors must comply with all applicable transportation, safety, and environmental regulations. Drivers must be able to understand and communicate in commonly used local languages.

General Delivery Requirements

General:

All containers (tankwagons, etc) supplied to BASF shall be free of any silicones, greases, oils, lubricants, or other contaminants.

Order Confirmation:

Order confirmation requirements

- Purchase Orders submitted by Windsor and Tultitlan require confirmation to issuing planner (Requestor) within 48 hours of PO receipt. Specify Date and quantity confirmed.
- Purchase Orders submitted by Greenville require confirmation sent to Supplier_Confirmations_Greenville@basf.com within 48 hours of PO receipt
- Automated process for order confirmation with Elemica:

- Elimica Quicklink. A unique link is sent for each PO, containing buttons for the supplier to interact with the order (i.e. click to confirm, click to ship and click to invoice).



Elemica Quick
Link_Supplier Guide_C



QLEB Vendor guide
English.pdf

- Elimica EDI. To be updated

Documentation:

The following documentation must accompany all deliveries:

- Bill of lading
- Weight ticket – for bulk delivery only
 - Computer-generated and listed in pounds or kilograms.
- Proof of tankwagon vessel cleaning - for bulk delivery only
 - Non-dedicated tankers only
 - Cleaning certificate must indicate last contained material
 - Prohibited prior materials to specifically exclude silicones, greases, oils, and lubricants.
- Packing List – for non-bulk delivery only
 - Material description must match BASF SAP description
- Certificate of Analysis (COA)
 - Please review Appendix A for the required data elements
 - All COA product characteristics must be in spec as aligned in specification agreement unless BASF has approved / waived the out of spec condition prior to shipment
 - All BASF sites request that COA information is received prior to delivery. **The preferred method of receipt is via e-mail prior to delivery**

Site	E-mail Address
Southfield, MI	Southfield_C_of_A@basf.com
Greenville, OH	Greenville_cofa@basf.com
Tultitlan, Mexico	tultitlan_cofa@basf.com
Windsor, ONT	windsor_cofa@basf.com

- **Please note that the first word in the e-mail subject field MUST be “BASF”. The subject line must also include the BASF article number, lot number of material, BASF PO#.**
- A copy of the COAs should also accompany the Bill of Lading for the delivery.

- BASF Specific Information that must be included on the Bill of Lading, Freight Bill, COA and Packing Slip
 - Purchase order number
 - BASF Product Code
 - Product description must exactly match the description in BASF SAP.

 - If the shipment from the supplier is freight collect, it is the supplier' responsibility to contact Uber Freight for USA and Canada.
 - <https://tms.transplace.com/security/basfLogon.do>
 - Contact DSV Cinthia Avelar for freight collect shipments to Mexico
DSV cinthya.avelar@dsv.com
- Germany (Prefere vendor) - Leschaco - Lascurain,
Brenda Brenda.Lascurain@leschaco.com & Ruiz,
Rocio Rocio.Ruiz@leschaco.com

- Invoice requirements
 - Invoice Portal:
 - [Welcome to the BASF Supplier Invoice Portal - YouTube](#)
 - [Please refer to PO for invoicing instructions](#)
 - For Mexico only:
 - **National Vendor:**
 - 1.Send Physically - CoA+ Invoice
 - 2.Load invoice in Facturaxion Portal
 - **Import Vendor:**
 - 1.Send CoA + **Invoice** + PL/BL to
almacen-recibo@basf.com & fabiola.munoz@basf.com

Driver Validation and Vehicle Sealing Requirement

Driver Validation

BASF has instituted a policy for increased security that requires validation of all drivers and vehicle sealing of all truckloads and bulk deliveries. Vehicle sealing is intended to act as a deterrent to product or container tampering and to serve as an indication of tampering, if seals are found broken or missing. The intent of driver validation is to ensure that only recognized and approved drivers are given access onto our sites for delivery or pick up of BASF shipments. When picking up or delivering a shipment for BASF, non-employees of the carrier will not be permitted on the premises at any 3PL or BASF facility. Additionally, non-employees will not be permitted to remain at any security facility or gate while the carrier's employee picks up or delivers a shipment for BASF.

Non-employees include, for example, contractors, siblings, children, spouses, etc. This also includes any pets or animals. It does not, however, include spouses operating as a driver - team and employed by the carrier hauling the shipment for BASF. Any exceptions need to be approved with the site management prior to delivery.

Sealing Requirement

This procedure applies to all BASF Coatings sites NA region receiving sites of all domestic and cross-border truckloads and bulk modes shipments for hazardous and non-hazardous products. Suppliers and/or pick up carriers must seal all truckload and bulk shipments destined for BASF locations. Seal numbers must be recorded on the Bill of Lading or equivalent paperwork. Transmittal of seal numbers prior to delivery, using advance shipping notice or email is acceptable.

At the delivery location, truck drivers must present a valid commercial drivers license (CDL) and where applicable for hazardous material shipments the CDL must have a hazmat endorsement. If issues arise regarding driver validation or container seals, the truck will be temporarily quarantined until resolution of the problem. BASF will not bear detention demurrage cost incurred. If the issue cannot be resolved to the satisfaction of a BASF representative, BASF will refuse shipment.

All bulk delivery containers, including tank trailers, isotainers, railcars, hopper trucks and hopper railcars, must have all major apertures sealed. At a minimum, this includes all domes, outlet valves and inlet valves. Where possible and practical, other apertures, including induction pipes, washout caps, and pressure relief devices, must be sealed. If any aperture has an ability to be sealed, it should be sealed.

All package trucks and package ocean containers must be sealed at its back door or back gate lock. Additionally, any other access to the interior (e.g. side door) must be sealed at its door or gate lock.

All shipments including, pick ups arranged by BASF or 3rd party (UberFreight or others), should comply with driver validation and vehicle sealing requirements. Seals on trailers must be broken in the presence of BASF site security before proceeding to the dock.

Seal provisions do not apply to less than truckload shipments (LTL), airfreight, package delivery service (PDS) or less than container loads shipments (LCL), but BASF reserves the right to inspection prior to receiving at the site. Ocean vessels, continental and intercontinental barges are sealed following the USCG and Capitania de Puerto requirements are exempt from this policy.

Failure to comply will result in equipment quarantine and potential refusal of shipment, as mentioned above

Shelf Life Requirement

Material being shipped into a BASF facility must have a minimum of **50%** of its total shelf life remaining. Exceptions to this requirement should be approved by the supplier contact at the affected BASF site prior to shipping.

OTIF Requirement

1. On-time delivery is defined as:
 - 1.1. **Bulk:** Time-specific per delivery appointment
 - 1.1.2. It is required that all bulk trucks arrive 30 minutes prior to actual set delivery time. This allows for additional security checks and completion of check-in procedures.
 - 1.2. **Non-Bulk:** Delivery on business day for non-bulk items, full truckloads, or LTL, including all items in PO, per receiving hours or/and per appointment, if required
2. Early deliveries will be handled at the discretion of the site. Sites must be notified for acceptance of early delivery in advance.
3. Late deliveries are subject to the nonconforming delivery policy and receiving capability of BASF site.
4. Demurrage will NOT be paid for extra time spent at a BASF site due to early or late delivery.
5. BASF pre-approved emergency deliveries are not subject to the same timing requirements.
6. Delivery Times for all Shipments:

Site	Time	Days
Greenville, OH	6:00am – 3:00pm	Monday – Friday
Tultitlan, Mexico	6:00am – 4:00pm	Monday – Friday
Windsor, ON	7:00am – 7:00pm	Monday - Friday
Windsor (Hearns), ON	7:00am – 3:00pm	Monday - Friday
Wyandotte, MI	8:00am – 10:00pm	Monday - Friday
Zuniga, TX	9:00am – 4:00pm	Monday - Friday

Time exceptions may be granted with request to Site Logistics BASF contact at the site.

Bulk Delivery Requirements

Tankwagon Vessel:

- The exterior of the tankwagon vessel must be free of:
 - Solvent
 - Resin
 - Lubricants or greases
 - Spills of any type (other than normally occurring vehicular dirt)
 - Leakage
 - Corrosion
- There may not be any damage to piping or fittings.
- Unloading valve and dome cover must be sealed and tagged with the correct BASF product code. Please refer to [Vehicle Sealing Requirements](#) on page 7 and page 8 of this document.
- If applicable, the tankwagon should have a vapor recovery system.
 - For monomers: Equipment must have back vent capability. (See additional requirements for monomers below)
 - For fatty acids: Tankwagon must be equipped for pressurization.
- The preferred type of tankwagon vessel at the Windsor Site is centre-belly loader for resins and rear-belly for solvents.

Hoses/Fittings:

- Hoses and fittings should be:
 - Free of any type of internal or external contamination
 - Covered at both ends (capped and bagged) and/or stored in an enclosed container.
 - Free of any defects or wear such as cracks, cuts, punctures, etc.
- The correct hoses/fittings must be available as required by specific BASF site.

Site	Fitting Type and Size	Additional Information
Greenville, OH	2 or 3 inch Kamlox fittings (product specific)	Provided by supplier
Tultitlan, Mexico	2 or 3 inch Kamlox fittings (product specific)	Provided by supplier
Windsor, ONT	2 inch Kamlox fittings	Provided by supplier

Pump Condition (if available and applicable):

- Pump should be:
 - Free of any leakage or corrosion.

- Free of piping or fittings leading to or from the pump.
- Free of any type of internal or external contamination.

Monomers Delivery Requirements:

The below products must meet the temperature requirements identified below.
Temperature will be measured prior to unloading.

Must deliver 95 degrees Fahrenheit or below:

METHYL METHACRYLATE
N-BUTYL-METHACRYLATE
2-EHMA F
METHACRYLATE, HYDROXYETHYL (HEMA)
HYDROXYPROPYL METHACRYLATE (HPMA)
CHMA
ACRYLATE, HYDROXYETHYL (HEA)
2-ETHYLHEXYL ACRYLATE

Must deliver 86 degrees Fahrenheit or below:

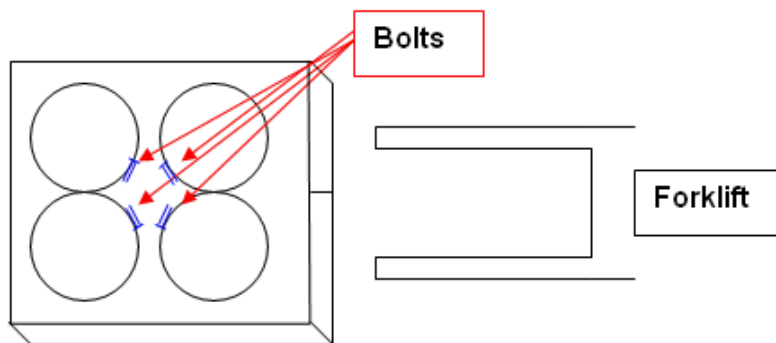
STYRENE MONOMER

Non-Bulk Delivery

Packaging:

- **Drums must be NEW – re-conditioned drums are not acceptable**
- Open top drums, for safety reasons, must be placed on pallets as indicated below.

When placing the drums on pallets, the bolts on the drum lids must face towards the open gap between the drums at the center of the pallet. The bolts must Never face to the sides, front, or back of the pallet, and they should not touch the adjacent drums.



- Materials must be secure during transit.
 - If used, stretch wrap must be static dissipating.
- Any Supersack bags used must be of the anti-static type (Supersack Type C).

Seals:

All shipping units must be completely sealed, intact and in good physical condition.

- There may be no breakage or damage of any type.
- Cap seals, preferably plastic, must be on all bungs on the top of each drum.
- Bung lids must be tightened until gasket is sealed.

Pallets

BASF considers safety to be a number one priority. Poorly constructed or nonconforming pallets can contribute to BASF's site safety performance.

- Materials must be on pallets unless otherwise specified
- Required Pallet size is 48" x 48" for drums, 45" x 45" for bags & supersacks.
- Materials must conform to prescribed warehouse rack height as follow:

BASF Site	Rack Height
Greenville, OH	54 inches
Windsor, ONT	48 inches
Tultitlan, MEX	48 inches

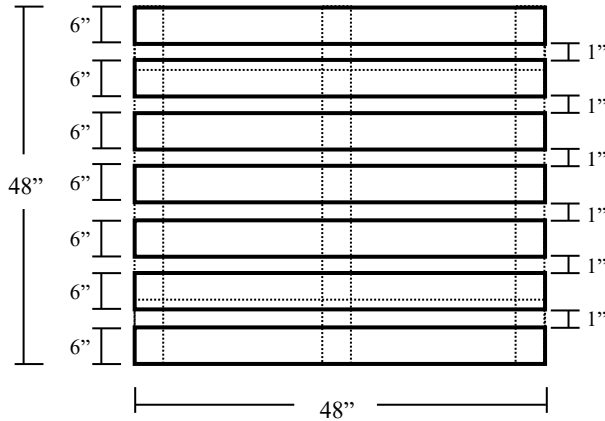
- Maximum weight capacity is 2500 lbs. per pallet

- Non-bulk containers must comply to the following weight restrictions for supply to the Greenville, USA, Tultitlan, MX and Windsor, CA Sites:
 - Maximum powder/pigments weight capacity is 25 kg per container (total box weight may exceed 25 kg if bags within the container are less than 25 kg)
 - Maximum weight capacity for a 5 gallon container is 25 kg.
 - Bags should be stack firmly and within the pallet surface (no protruding), sufficient layers of wrapping applied.

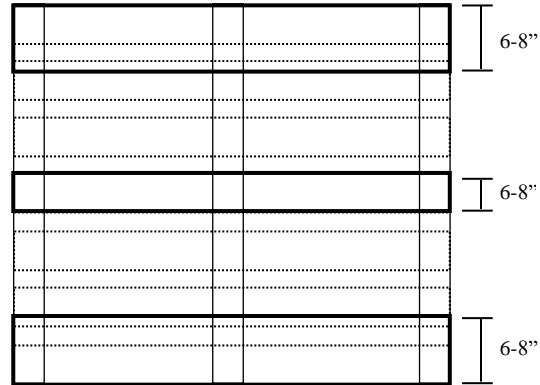
BASF Coatings Pallet Standard for domestic Shipments

Preferred Pallet Design:

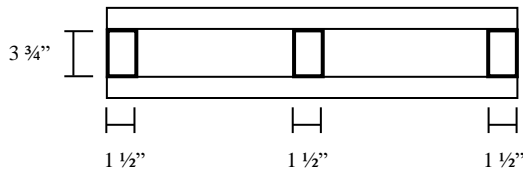
Top view



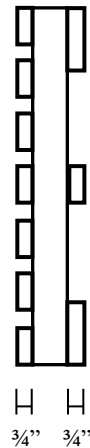
Bottom view



**Front view
(Stringers detail)**



Side view

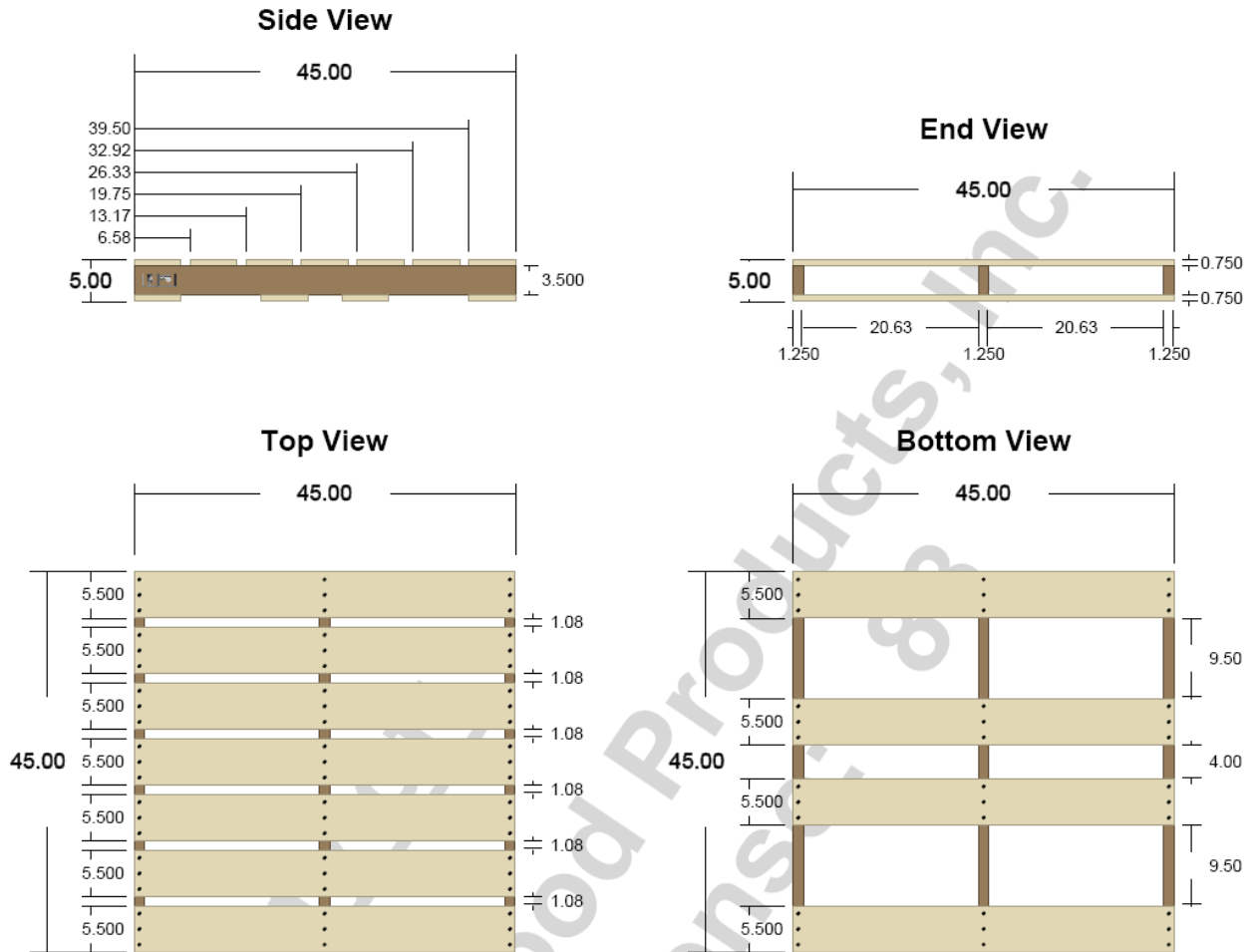


Minimum Pallet Requirements:

- **Top:** 5-7 deck Boards, gaps should average 1”- 2”.
- **Bottom:** Three deck boards
- **All boards:** Hardwood preferred, (particle board / MDF not accepted), must not have any breakage, damage or missing pieces, free of insects
- **Four-way pallets with blocks and solid bottom boards will not be accepted.**

Two-sided entry: Pallets must be accessible for use with a pallet-jack and forklift.

BASF Coatings Pallet Standard for Import Shipments



Additional Pallet Details:

- **Top:** 7 deck Boards (5.5” width), gaps should average 1”.
- **Bottom:** Four deck boards (5.5” width)
- **Stringers:** Three stringers – standard 3.5” height x 1.25” width

- **Four-way pallets with blocks and solid bottom boards will not be accepted.**
- Materials must be on pallets, unless otherwise specified.
- Required Pallet size is 45" x 45" for imported shipments.
 - Two-sided entry
 - Pallets must be accessible for use with a pallet-jack and forklift.

Bar Code Labeling Requirement Non-Bulk Delivery

- BASF Coatings requires all raw material and packaging suppliers to place barcode labels on each inbound shipment to the BASF Coatings manufacturing facilities; Windsor, Ontario, Canada; Greenville, Ohio, and Tultitlan, Mexico.
- Specifics of the Bar Code Label Requirements for Packaged Inbound Materials can be referenced below:



BASF Coatings North
America Raw Material

Nonconforming Deliveries

A nonconformance to any BASF delivery requirement could result in rejection of the shipment and return to the supplier at supplier's cost. Any supplier making a nonconforming delivery will be required to institute "corrective action" to ensure that the problem does not reoccur. The corrective action must determine and eliminate the "root cause" of the nonconformance.

Nonconformance could be communicated to supplier in one of three ways.

- Supplier Complaint Report – requires supplier to review and implement corrective actions to prevent reoccurrence
- Notice of Non-Conformance - requires supplier's acknowledgement & corrective actions to prevent reoccurrence
- 8D report request - requires formal response using 8D template, to be provided to BASF in writing, within ten days.

It should be noted that the supplier's response will be reviewed by the site, procurement, and the division supplier quality department, prior to approval. All non-conforming reports will be used to calculate monthly supplier performance rating, which will be monitored for further supplier development. Supplier will be expected to compensate any costs incurred by BASF as a result of a non-conformance

Appendix A

Certificate of Analysis Data Elements

1. Title referencing: Certificate of Analysis
2. Header with : Attention: Quality Assurance Laboratory
3. Product/Code
4. Customer Code / BASF article number
5. Lot Number
6. Customer Purchase Order Number
7. Test Parameter
8. Shipment Value
9. Unit of Measure
10. Specification
11. Test Method
12. Date of Manufacture or Shelf Life Expiry (if utilizing Shipping Date)

Appendix B

BASF Locations

Michigan

Southfield

Application Laboratory & Research Center

26701 Telegraph Rd.

Southfield, MI 48033

Ohio

Greenville

1175 Martin Street

Greenville, OH 45331

Canada

Windsor

845 Wyandotte Street West

Windsor, Ontario

Canada N9A 5Y1

Mexico

Tultitlan

Av. Uno #9

Parque Ind. Cartagena