

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

**March 2017**

## Revisions

|  | <b>Revision Date</b> | <b>Page</b> |
|--|----------------------|-------------|
| 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          |

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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 Corporation Coatings sites; [Windsor Ontario Canada](#), [Greenville Ohio](#) and [Tultitlan Mexico](#).

**Failure to comply with the outlined requirements will result in refusal of shipment or removal of BASF Raw Material agreement.**

All supplier requirements can be found at:  
[www.basf.com/coatings/supplier/supplier.html](http://www.basf.com/coatings/supplier/supplier.html)

## **Safety, Environmental and Transportation**

Suppliers and their distributors must comply with all applicable transportation, safety and environmental regulations.

## **Driver Validation and Vehicle Sealing Requirement**

BASF Corporation 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.

This procedure applies to all BASF Corporation - NAFTA region receiving sites of all domestic and cross-border truckloads and bulk modes shipments for hazardous and non-hazardous products. Suppliers 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, email or fax, is acceptable.

## Driver Validation and Vehicle Sealing Requirement

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. 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.

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

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

## Timeliness Requirement

1. One hundred percent 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, per receiving hours.
    - 1.2.1. For the **Tultitlan** site, all deliveries are assigned a delivery time slot. Carriers and/or suppliers must call no less than 24 hours in advance for an assigned delivery time. Failure to adhere to this requirement may result in a nonconformance issuance and last priority for sampling, testing and loading.
2. Early deliveries will be handled at the discretion of the site. [Sites must be notified for acceptance of early delivery.](#)
3. Late deliveries are subject to the nonconforming delivery policy.
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 Non-Bulk Shipments:

| Site              | Time             | Days            |
|-------------------|------------------|-----------------|
| Greenville, OH    | 6:00am – 3:00pm  | Monday – Friday |
| Tultitlan, Mexico | 6:00am – 7:00pm  | Monday – Friday |
| Windsor, ONT      | 11:30am – 7:00pm | Monday - Friday |

**Time exceptions may be granted with request to Site Logistics.**

## 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.

## Bulk Delivery

### **General:**

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

### **Documentation:**

The following documentation must accompany all bulk deliveries:

- Bill of lading
- Weight ticket
  - Computer-generated and listed in pounds.
- Proof of tankwagon vessel cleaning
  - Non-dedicated tankers only
  - Cleaning certificate must indicate last contained material
  - Prohibited prior materials to specifically exclude silicones, greases, oils, and lubricants.
- Certificate of Analysis (COA)
  - Please review Appendix A for the required data elements.
  - All BASF sites request that COA information is received prior to delivery. **The preferred method of receipt is via e-mail or where specified below.** If this is not possible, the site fax number is provided as an alternate option.

| Site              | E-mail Address   | Fax Number                   |
|-------------------|--|------------------------------|
| Southfield, MI    | Southfield_C_of_A@basf.com   |                              |
| Greenville, OH    | <a href="mailto:Greenville_cofa@basf.com">Greenville_cofa@basf.com</a> | 937-547-6778                 |
| Tultitlan, Mexico | <a href="mailto:tultitlan_cofa@basf.com">tultitlan_cofa@basf.com</a>   | 58-99-38-80<br>(Mexico City) |
| Windsor, ONT      | <a href="mailto:windsor_cofa@basf.com">windsor_cofa@basf.com</a>       | 519-256-9656                 |

## Bulk Delivery

- Certificate of Analysis (COA) continued....
  - **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 and lot number of material.**
  - 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
    - Purchase Orders submitted by Windsor require confirmation to [Windsor\\_Order\\_Confirmations@basf.com](mailto:Windsor_Order_Confirmations@basf.com) within 48 hours of PO receipt. Specify Date and quantity confirmed.
    - Purchase Orders submitted by Greenville require confirmation to [Supplier\\_Confirmations\\_Greenville@basf.com](mailto:Supplier_Confirmations_Greenville@basf.com)
  - BASF Product Code
  - Product description must exactly match the description in SAP.
- Drivers must show Commercial Driver’s License and where applicable a hazmat endorsement.

### 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 3 and page 4 of this document.
- If applicable, the tankwagon should have a vapor recovery system.
  - For monomers: Equipment must have back vent capability.
  - For fatty acids: Tankwagon must be equipped for pressurization.
- The preferred type of tankwagon vessel at the Windsor Site is centre-belly loader.

### 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.

### Bulk Delivery

- 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<br>(product specific) | Provided by<br>supplier |
| Tultitlan, Mexico | 2 or 3 inch Kamlox fittings<br>(product specific) | Provided by<br>supplier |
| Windsor, ONT      | 2 inch Kamlox fittings                            | Provided by<br>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.

## Vendor Partnership Program

Suppliers that are a part of the Refinish Coatings Business Vendor Partnership program are required to meet the following pre-ship requirements according to their status within the program. These requirements only apply to the products that are defined as part of the Vendor Partnership program as communicated to the Suppliers:

### Certificate of Analysis (COA)

- COA must be submitted for pre-ship sample or pre-ship COA requirements a minimum of 14 days prior to delivery of the material.
- Lot approval is required from the BASF site prior to shipping material to the BASF Site. Previous lot approvals do not require re-submission.
  - Please review Appendix A for the required data elements.
  - All BASF sites request that COA information is received prior to delivery via e-mail.

| Site         | E-mail Address               |
|--------------|------------------------------|
| Windsor, ONT | <u>windsor_cofa@basf.com</u> |

- **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 and lot number of material and “VP COA” or “VP Sample” as appropriate.**
- A copy of the COAs should also accompany the pre-ship sample.

### Pre-ship Sample Requirements

- Samples must be submitted and lot approval received from the BASF site prior to shipping full order to the BASF Site. Previous lot approvals do not require re-submission.
- Vendor Partnership COA requirements above must be met
- Pre-ship sample packaging must be labeled as such: “Pre-Ship Sample” and the SAP Article number, Lot number and “Att’n Lab”.

## Non-Bulk Delivery

### Documentation:

The following documentation must accompany all non-bulk deliveries:

- Bill of lading
- Packing List
  - Material description must match BASF SAP description
- Certificate of Analysis (COA)
  - Please review Appendix A for the required data elements.
  - All BASF sites request that COA information is received prior to delivery. **The preferred method of receipt is via e-mail or where specified below.** If email is not possible, the site fax number is provided as an alternate option.

| Site              | E-mail Address                 | Fax Number                   |
|-------------------|--------------------------------|------------------------------|
| Southfield, MI    | Southfield_C_of_A@basf.com     |                              |
| Greenville, OH    | Greenville_cofa@basf.com       | 937-547-6778                 |
| Tultitlan, Mexico | <u>tultitlan_cofa@basf.com</u> | 58-99-38-80<br>(Mexico City) |
| Windsor, ONT      | <u>windsor_cofa@basf.com</u>   | 519-256-9656                 |

- Certificate of Analysis (COA) continued....
  - **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 and lot number of material.**
  - 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
    - Purchase Orders submitted by Windsor require confirmation to [Windsor\\_Order\\_Confirmations@basf.com](mailto:Windsor_Order_Confirmations@basf.com) within 48 hours of PO receipt. Specify Date and quantity confirmed.
    - Purchase Orders submitted by Greenville require confirmation to [Supplier\\_Confirmations\\_Greenville@basf.com](mailto:Supplier_Confirmations_Greenville@basf.com)
  - BASF Product Code
  - Product description must exactly match the description in SAP.
- Drivers must show Commercial Driver’s License and where appropriate a hazmat endorsement.
- If the shipment from the vendor is freight collect, it is the vendors’ responsibility to contact BASF Central Dispatch to request a carrier.

## Non-Bulk Delivery

### Equipment:

- All trailers containing “non-bulk” packaging will meet the height and distance requirements needed to safely engage a standard warehouse dock plate unloading system.
- If utilizing a sealand container with trailer the container MUST be attached to the very back bumper which will be needed to allow our docking plate to reach the floor of the container.....see picture below.



The sealand container needs to be attached to the very back bumper as you see in the picture.

## Non-Bulk Delivery

### Packaging:

- Non-bulk material trailers must be sealed. Please refer to [Vehicle Sealing Requirements](#) on page 3 and page 4 of this document as some exclusions apply.
  - Seals on trailers must be broken in the presence of BASF site security before proceeding to the dock.
- Non-bulk shipments must have a maximum of two lot numbers per shipment.
  - Approval for shipments with more than two lot numbers must be obtained by site Material Planner.
- Deposit drums must include label with “DEPOSIT” in 1-inch (minimum) letters on the side of the drum.
- Materials must be secure during transit.
  - If used, stretch wrap must be static dissipating.
- Any bags used must be of the anti-static type.
- Materials must conform to prescribed warehouse rack height as follows:

|                  |                    |
|------------------|--------------------|
| <b>BASF Site</b> | <b>Rack Height</b> |
|------------------|--------------------|

|                |           |
|----------------|-----------|
| 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 Windsor Ont. Site:
  - 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.
- 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.
- **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 bungs on the drum top must face towards the center of the pallet. The bungs must be secured to the pallet. The bungs must be secured to the pallet.



## 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](#):



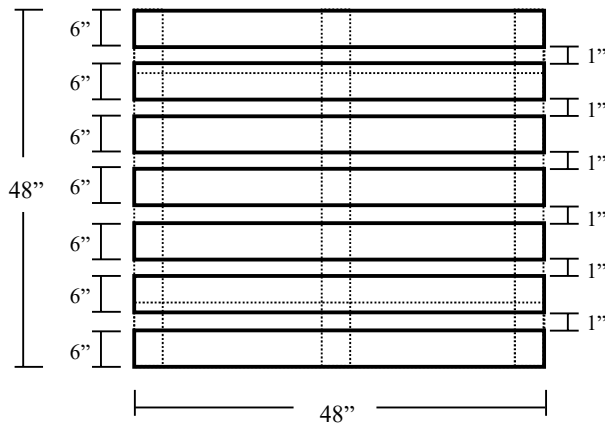
LabelRequirements  
\_04292015.doc

**Pallets:**

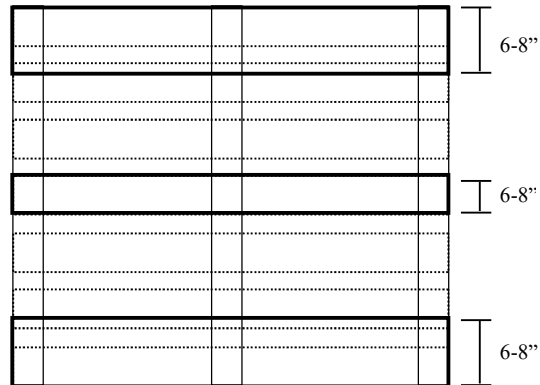
BASF considers safety to be a number one priority. Poorly constructed or nonconforming pallets can contribute to BASF's site safety performance.

**BASF Coatings Pallet Standard for domestic Shipments**

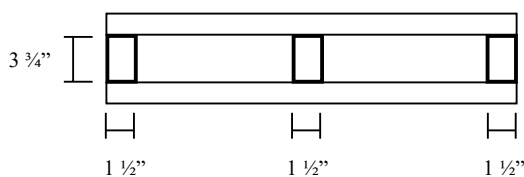
**Top view**



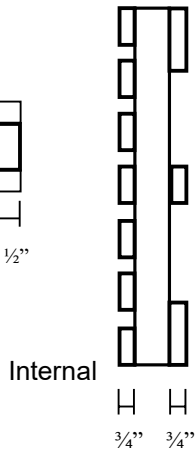
**Bottom view**



**Front view  
(Stringers detail)**



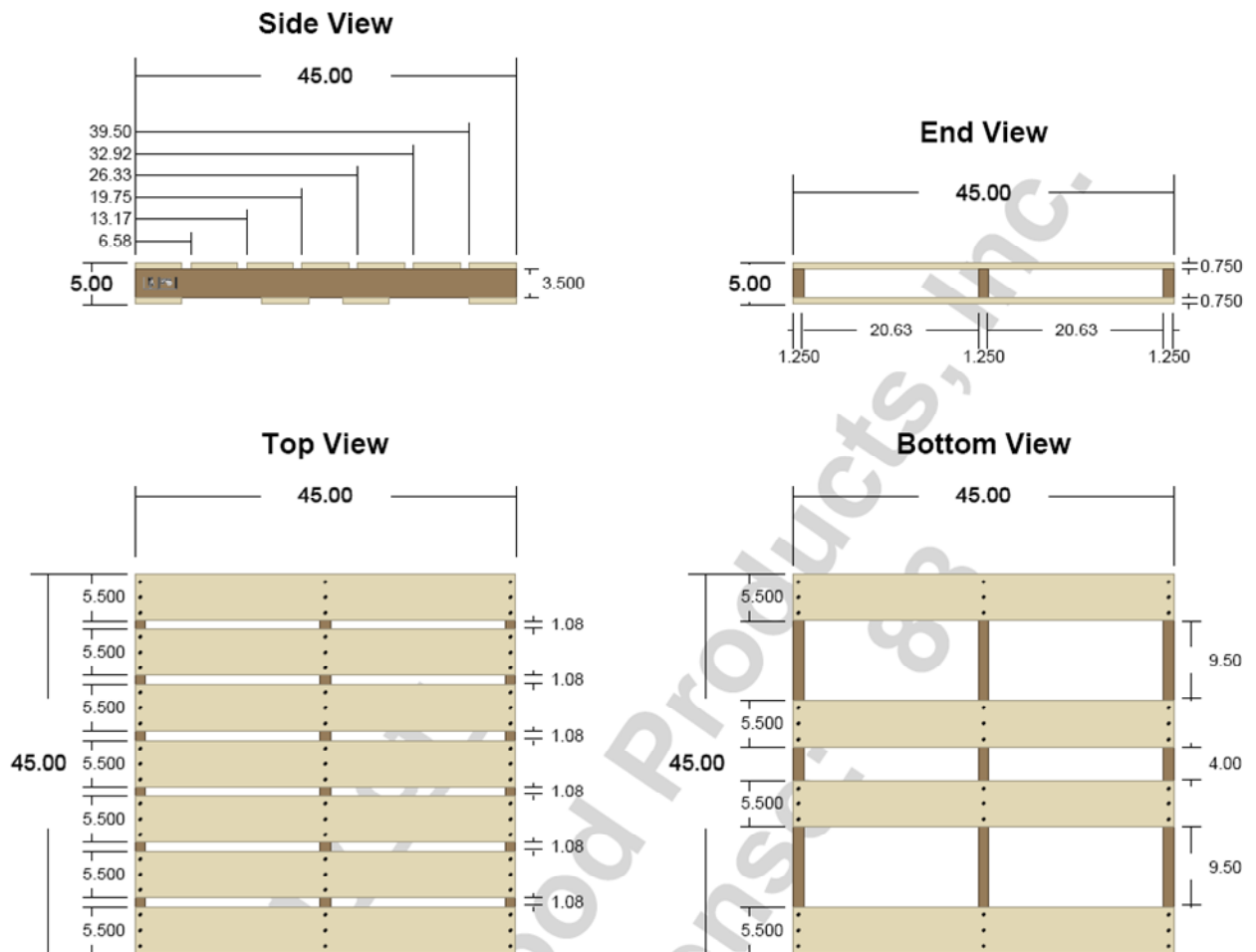
**Side view**



Additional Pallet Details:

- **Top:** 7 deck Boards, gaps should average 1" - 2".
- **Bottom:** Three deck boards (6" – 8")
- **Stringers:** Mixed hardwood stringers – standard 2 x 4 board as a minimum
- **All boards:** Must be hardwood, with no breakage, damage or missing pieces
- **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 48" x 48" for drums, 45" x 45" for bags & supersacks.
  - 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
- **All boards:** Must be hardwood, with no breakage, damage or missing pieces
- **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.

## Nonconforming Deliveries

### Policy:

A nonconformance to any BASF delivery requirement could result in rejection of the shipment. Any supplier making a nonconforming delivery will be required to institute "corrective action" to ensure that the problem does not recur. The corrective action must determine and eliminate the "root cause" of the nonconformance. Results of the investigation or an update of the current status (interim update) must be reported to the receiving site, in writing, within ten days.

### **Supplier Response to "Request for Corrective Action"**

The supplier should forward any responses to the designated site contact listed on the "Request for Corrective Action". The supplier should respond within ten days. The preferred method of response is through electronic mail.

It should be noted that the supplier's response will be reviewed by the site and the division Supplier Quality department, prior to approval. Response to "Requests for Corrective Action" is an element of the annual BASF Coatings Supplier Quality Report Card.



## 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
5. Lot Number
6. Customer Purchase Order Number
7. Amount Shipped
8. Carrier
9. Ship Date
10. Tank Car Number
11. Test Parameter
12. Shipment Value
13. Unit of Measure
14. Specification
15. Test Method
16. Date of Manufacture or Shelf Life Expiry (if utilizing Shipping Date)

## Appendix B

### BASF Locations

#### **Michigan**

Southfield (Application Laboratory)  
24600 West 11 Mile Road  
Southfield, MI 48033

Mailing Address  
26701 Telegraph Rd.  
Southfield, MI 48033

248-827-4670  
FAX: 248-827-1391

Southfield (Research Center)  
26701 Telegraph Rd.  
Southfield, MI 48033

248-827-4670  
FAX: 248-827-2727

#### **Canada**

Windsor  
845 Wyandotte Street West

Windsor, Ontario  
Canada N9A 5Y1

519-256-3155  
FAX: 519-258-7815

#### **Ohio**

Greenville  
1175 Martin Street  
Greenville, OH 45331

937-547-6700  
FAX: 937-547-6780

#### **Mexico**

Tultitlan  
Av. Uno #9  
Parque Ind. Cartagena

(52) 55 58 99 38 31  
FAX: (52) 55 58 993880