



**CAHIER DES CHARGES LIVRAISON MATIERES PREMIERES / RAW MATERIALS DELIVERY SPECIFICATION**

\*\*\*\*\* **ENGLISH VERSION** \*\*\*\*\*

**1 – DELIVERY DATE**

Delivery date that is indicated on the purchase order must be met. The Seller must send a written e-mail acknowledgement to Multibase within 2 working days after posting of this purchase order to the following address:

[STPHelpdesk.EMEA@dowcorning.com](mailto:STPHelpdesk.EMEA@dowcorning.com)

Every modification requested by the Seller must be notified to Multibase within a reasonable time compared to the required delivery date and approved by Multibase before implementation. Every modification is subject to an amendment that must be sent to Multibase once approval is granted.

**2 – DELIVERY HOURS**

Delivery hours are shown on the purchase order header.

**3 – AUTHORIZED TRUCK TYPES**

Authorized truck types on site are:

- Tankers
- Truck container with plastic bag
- Sea freight container trucks
- Curtain sided trailers

Refrigerated trucks or vans are prohibited. Any other type of trailer/truck will be refused in the truck unloading area.

**4 - PALLETIZING**

- Pallets must be of good quality. US pallets are not accepted on site: authorized types are CP1, CP2, CP3, CP7, CP9 and 800 mm x 1200 mm providing they allow handling with forklift with minimum 120 mm between forks
- If not CP type, distance between upper deck and lower deck of the pallet must be at least 95mm to allow handling by a pallet truck
- Stability of goods on pallets is essential
- Maximum height per pallet (including pallet dimensions) is 1.90 m (height of the elevator in production used to bring raw materials to the point of use)
- There must be only one batch number per pallet
- Our SAP item code contains the number of packaging units (bags, big bags, drums, etc..) per full pallet, and the weight of a single packaging unit. Both unit weight and number of units per pallet must be the same for each delivery. This information is provided by the Seller.



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### 5 – ON SITE SECURITY RULES

Carriers chosen by the Seller must comply to the most current Safety Protocol: this protocol must be reviewed prior to entering on site.

**Unloading is done in arrival time order for the trucks (first arrived, first unloaded), according to the resources available at that time. Multibase will do its utmost to limit waiting time.** Politeness and mutual respect are highly recommended to ensure an efficient unloading process. Any infringement to these rules, as well as any rule mentioned in the Safety Protocol, will be reported on the CMR and may lead to a formal complaint to the Seller.

### 6 - DOCUMENTATION / PACKAGING

For each delivery, the following documents are required: dated delivery slip indicating Seller name, Multibase PO reference, detailed reference of the goods being delivered, net and gross weight, transportation mode, delivery date, truck registration number and whether it is a partial delivery or not.

- Delivery slip must mention detailed quantity by batch number – if the split of batch quantities is missing, there will be no receipt recorded in our system which can lead to delayed payment of the associated invoice. Multibase shall not be liable for any payment delay directly linked to this lack of information from the Seller.
- For each delivery, a batch-specific certificate of analysis must be provided either with the goods or sent by e-mail at least 48 h BEFORE the delivery date to the following address: [coa.multibase@dowcorning.com](mailto:coa.multibase@dowcorning.com).
- A Material Safety Data Sheet IN FRENCH must be provided in the following situation :
  - ✓ Upon first delivery of a raw material to our site
  - ✓ Upon any subsequent modification of the MSDS
  - ✓ Every 3 years, if no modification was made in between
- Packaging must be clean and of good quality
- Labelling of each packaging unit must mention product name, batch number, expiry date and regulatory risk symbols
- Pallets must be labelled on all 4 sides



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**7 – RAW MATERIAL REMAINING SHELF LIFE**

Every raw material delivered to our site must have at least 12 months of remaining shelf-life from the date of delivery.

On behalf of Multibase SA

Frédéric RUEL

Signature :

Date: November 25<sup>th</sup> 2013

Company stamp:

**MULTIBASE**  
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