

Unilever Procurement Delivery requirements



Production samples

On date of delivery some productions samples should be delivered at:

Unilever Benelux
Att. specific buyer
Nassaukade 5
3071 JL ROTTERDAM

Please consult with buyer to agree on number of samples.

Logistic information

If requested, Logistic information should be send by e-mail to buyer.

Order unit

Every order unit (piece, set, etc.) **needs** to be provided with the following information:

Clear description article, consisting of:

- a. SAP/MRDR code (9xxxxxx)*
 - b. Description article
-

Delivery note

The delivery note/bill of lading **should** include the following information:

1. Name supplier
2. Delivery address
3. Delivery date
4. Unilever buyer
5. Total number delivered
6. Quantity per outer carton
7. Purchase order number (DOxxxxxx) Unilever Benelux

8. Clear description article, consisting of:
 - a. SAP/MRDR code (9xxxxxx)*
 - b. Description article
 9. Signature and name of receiver
-

Label outer carton

The label on the outer carton **should** include the following information:

1. Purchase order number (DOxxxxxx) Unilever Benelux
 2. Quantity per outer carton
 3. Clear description article, consisting of:
 - a. SAP/MRDR code (9xxxxxx)*
 - b. Description article
-

Pallet label

The pallet label **should** include the following information:

1. Name supplier
2. Purchase order number (DOxxxxxx) Unilever Benelux
3. Clear description of quantities:
 - a. Quantity per outer carton
 - b. Number of outer cartons
 - c. Number of outer cartons per pallet
 - d. Total number of pallets
4. Unilever buyer
5. Clear description article, consisting of:
 - a. SAP/MRDR code (9xxxxxx)*
 - b. Description article

*** The 7 digit SAP/MRDR codes are **NECESSARY** for delivery at the Unilever Warehouses. If available, also for other delivery addresses.**



Unilever Procurement Delivery requirements



Points for attention

- Please note that warehouses and other delivery addresses **SHOULD BE** informed at least 48 hours upfront about the delivery!!!
- Is not allowed to deliver less than the order quantity!!!
- Deliveries are **REFUSED** if:
 - a) The data/specifications as stated on the previous page are incorrect!
 - b) The purchase order number and the article code are missing!
 - c) The warehouse was not informed upfront about the delivery!
 - d) The delivery does not correspond with the delivery requirements of the warehouse. See next page for information of various Unilever warehouses.

Contact- and delivery requirements warehouses

Below the delivery requirements per warehouse. As mentioned before all warehouses and other delivery addresses **SHOULD BE** informed at least 48 hours upfront about deliveries.

Kuehne+Nagel Tiel POSM

Hoekwei 6
4004 LX Tiel - NL

Confirm delivery:

- ! Tel: +31(0)344 677822
- ! e-mail: kntie.cs.ulpos@kuehne-nagel.com

PLEASE NOTE: all deliveries at K+N Tiel POSM should meet the following requirements.

Pallets

- ! Maximum size of a pallet is 120 x 100 x 180 (L x W x H), 750 kg. Maximum height (incl. pallet) 180cm
- ! Use of Euro (120 x 80) and industrial (100 x 120) pallet size
- ! Preferably Euro pallets
- ! The driver needs to sign in with a valid ID (Passport and/or ID card, **NO** driving license)
- ! Dangerous goods/Aerosols cannot be accepted
- ! If a truck cannot be placed in front of an unloading dock the driver needs to assist in unloading the goods
- ! When a driver wants to enter the warehouse they need to use safety shoes and a colored cardigan



Unilever Procurement Delivery requirements



Hageman Groep

Pascalstraat 3
3335 LS Zwijndrecht - NL
Tel: +31.786230518

PLEASE NOTE: all deliveries at Hageman should meet the following requirements.

Hageman should be informed upfront about the delivery at expeditie@hageman.nl

A pre-notification has at least the following dates:

- Name supplier
- Purchase order number (DOxxxxxx) Unilever Benelux
- Clear description of quantities:
 - Quantity per outer carton
 - Number of outer cartons
 - Number of outer cartons per pallet
 - Total number of pallets
- Unilever buyer
- Clear description article, consisting of:
 - SAP/MRDR code (9xxxxxx)*
 - Description article
- Bundle method (set a 25, box a 40) if these are also requested in orders per set.
- Expected delivery date

Kuehne & Nagel Tiel/ Flexipack [HPC]

De Diepert 5
NL – 4004 MA Tiel – NL
Tel: ++31.344745321

Roelof/Agnetha: knraa.receptie@kuehne-nagel.com

PLEASE NOTE: all deliveries at K&N Tiel HPC should meet the following requirements.

Pallets

- ! Delivery is only possible on pallets from the **CHEP pool**
- ! Maximum height (incl. pallet) 180cm
- ! Use of Euro and industrial pallet size
- ! All pallet labels should contain an article number + no. of items per pallet
- ! A pallet labels should be placed on both short as long side of the pallet (so 2 labels per pallet)
- ! It is not allowed to add orders numbers of the suppliers on the pallet labels

Confirm delivery:



Unilever Procurement

Delivery requirements



All deliveries (regardless the number of pallets) should be confirmed upfront via the system Transwide. The best chance for a delivery slot is when confirming 48 hours upfront. Exception -> Small courier deliveries:

- Please indicate the following details while confirming the delivery: DO- number, SAP/MRDR code, article description, number of boxes & pallets

If the above-mentioned requirements are not met, deliveries will be refused.

Kuehne & Nagel Veghel/ Flexipack [FOODS, repacker]

Marshallweg 1 - gebouw nr.2
5466 AH Veghel - NL
Tel: +31.413315605

Wim Geest: Wim.Geest@Kuehne-Nagel.com

Kuehne & Nagel Veghel/ Papierloods [warehouse for materials]

Marshallweg 1 - gebouw nr.7
5466 AH Veghel - NL
Tel: +31.413315589

PLEASE NOTE: all deliveries at K&N should meet the following requirements.

Pallets

- ! Delivery is only possible on pallets from the **CHEP pool**
- ! Maximum height (incl. pallet) 180cm
- ! Use of Euro en industrial pallet size
- ! All pallet labels should contain an article number + no of items per pallet
- ! A pallet labels should be placed on both short as long side of the pallet (so 2 labels per pallet)
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