

Unilever Procurement Delivery requirements



Production samples

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

Unilever Benelux
Att. specific buyer
Hofplein 19
3032 AC 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 (xxxxxxx)*
 - 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 (POxxxxxxx) Unilever Benelux
8. Clear description article, consisting of:

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

9. Signature and name of receiver
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Label outer carton

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

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

Pallet label

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

1. Name supplier
2. Purchase order number (POxxxxxxx) 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 (xxxxxxx)*
 - b. Description article

*** The 7 or 8 digit SAP/MRDR codes are NECESSARY for delivery at the Unilever Warehouses. If available, also for other delivery addresses.**



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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.

Delivery of packaging, stickers etc for repack or POSM and premiums at K&N Veghel

Kuehne & Nagel Veghel Packaging Warehouse (sign up by Transwide)

Packaging Warehouse 7

Eisenhowerweg 15

5466 AB Veghel

The Netherlands

Tel: +31.413315658

E-mail: Traffic Control à: KNVeg.TrafficControl.loads5-8@kuehne-nagel.com

Customer Service à : KNVeg.cs.marsrp@kuehne-nagel.com

Kuehne & Nagel Veghel POSM/Premiums (sign up by e-mail)

Kennedylaan 20 – gebouw 5

5466 AA Veghel - NL

Tel: +31.413315658

E-mail: Traffic Control à: KNVeg.TrafficControl.loads5-8@kuehne-nagel.com

Customer Service à : KNVeg.cs.ulpos@kuehne-nagel.com



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

Pallets

- ! Delivery is only possible on pallets from the **CHEP pool**
- ! 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
- ! 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
- ! 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

Confirm delivery:

All deliveries (regardless the number of pallets) should be confirmed upfront via the system Transwide (Packaging Warehousing) or by e-mail (POSM/Premiums). The best chance for a delivery slot is when confirming 48 hours upfront. Exception -> Small courier deliveries:

- o 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.

Delivery of Ice-Cream cabinets or Coolers

Hageman Group Head-Office

Pascalstraat 3
3335 LS Zwijndrecht - NL
Tel: +31.786230518

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

Delivery address NL

Hageman Groep NL

Zweth 24
2991 LH Barendrecht, The Netherlands
Contact Person Mr. Hans Bijl
Tel +31620951729, no answer then please try +31.786230518



Unilever Procurement

Delivery requirements



Delivery address BE

Hageman Groep BE

Ambachtsstraat 48

2390 Westmalle, Belgium

Contact Person Mr. Hans Bijl

Tel +31620951729, no answer then please try +31.786230518

All deliveries of cabinets and coolers need to be announced 48 hour upfront. This delivery pre-notification needs to contain:

- the destination NL of BE
- Reference number of truck or container
- Quantity per type per truck or container
- Date of delivery per truck or container

This pre-notification must be send to:

m.de.weert@hageman.nl

h.bijl@hageman.nl

Since there are limited docks and timeslots Hageman will, based on the announcement, come up with an approval for unloading or will suggest another timeslot which will be very near the requested timeslot. Be advised that Hageman could also request to unload on an alternative address, which will be in a 10 minute distance of the above mentioned addresses.

Delivery of Spare Parts or specific POSM to Hageman

Delivery address:

Hageman Group Head-Office

Pascalstraat 3

3335 LS Zwijndrecht - NL

Tel: +31.786230518

All deliveries of spare parts need to be announced 48 hour upfront. This delivery pre-notification must be send to:

expeditie@hageman.nl

The pre-notification has at least the following information:

- Name supplier
- Purchase order number (POxxxxxx) 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:



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- 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

Delivery of repack materials to K&N Tiel

Kuehne & Nagel Tiel/ Flexipack [HPC]

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

Roelof/Agnetha: kntie3.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:

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:

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

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

