

# Delivery Conditions for Suppliers to Lonza Visp, Switzerland

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# Delivery Conditions for Suppliers to Lonza Visp, Switzerland

## 1 Purpose

The present work instruction describes: The delivery instructions for suppliers who deliver to the Lonza Visp, Switzerland.

## 2 Process / Procedure

The following requirements are to be respected compulsory for all deliveries to Lonza Visp, Switzerland.

### 2.1 Pallets

- Pallets must be constructed from clean, light-coloured wood (according to the technical set of rules EPAL)
- Pallets must be constructed with stable wood respecting the total load
- Allowed are only wooden pallets with heat treatment according to IPPC / ISPM 15, also without use of any chemical substance.
- Pallets are free of the chemicals TBP and TBA. Please indicate this treatment by using a stamp according picture below.



- Only four-way pallets must be delivered (accessible to the fork-lift truck on all sides).
- Pallets must be furnished without cross base boards.
- Pallets must be in a proper condition, dry and clean.
- Plastic pallets are not allowed
- Dimension "h" must lie between 100 and 125 mm for all pallets.
- Dimension "h" is the clearance for lifting the pallet.
- Dimension "b" (corner block) must lie between 100 and 130 mm for all pallets.
- Dimension "c" (middle block) must lie between 120 and 145 mm for any pallet.

(See the following pictures)

# Delivery Conditions for Suppliers to Lonza Visp, Switzerland

Only the pallets described as follows can be accepted:



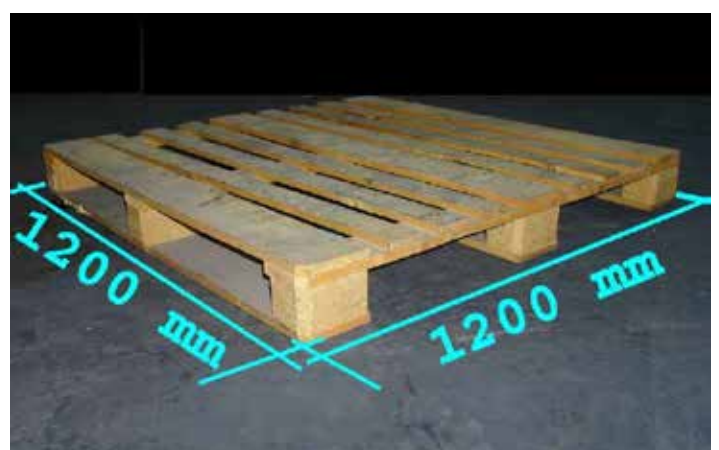
Pallet – 800 × 1 200 mm, i.e. EPAL



Chemical Pallet Typ CP 3 – 1 140 × 1 140 mm  
Oversize of the boards over the blocks on the long side is allowed for this type of pallets



Pallet – 1 000 × 1 200 mm



Chemical Pallet – 1 200 × 1 200 mm

# Delivery Conditions for Suppliers to Lonza Visp, Switzerland

## 2.2 Non-conforming Pallets

The pallets described as follows can be not accepted:



Non-conforming pallet due to cross base board.  
Two opposite sides need to be accessible right from the bottom.



Non-conforming pallets are not allowed to be used as additional load securing.



Non-conforming pallet, because not all sides are accessible to the fork-lift truck.



Chemical Pallet Typ CP 1 – 1 000 × 1 200 mm  
Oversize of the boards over the blocks on the long side is not allowed. This would lead to problems in our conveying system. The stability of this pallet is not sufficient.

# Delivery Conditions for Suppliers to Lonza Visp, Switzerland



Pallet Typ CP 2 – 800 × 1 200 mm

Oversize of the boards over the blocks on the long side is not allowed. This would lead to problems in our conveying system. The stability of this pallet is not sufficient.

## 2.3 Pallet Loading

- The load should be distributed on the pallet uniformly and no over-size is allowed
- The height of the load including the pallet need to be less than 1 700 mm.
- Ideal heights of the loaded units are:
  - 970 mm
  - 1 370 mm
- The net weight of the goods is to be max. 1 000 kg. The gross weight of the goods and the pallet is to be max. 1 050 kg.
- The material on each pallet should consist of one batch only.
- If applicable, the delivery should contain one batch only.
- Detailed labelling on the pallet is a must, if more than one batch is on one pallet.
- Remaining quantity of not full loaded pallets is to be labelled accordingly.
- Drums must not be stacked on top of each other without pallets.
- The goods must be secured (i.e. picture 1 below). The pallets are not to be wrapped in any case, unless it is a must from the security point of view (i.e. protection during transportation).
- For lorries: Please respect the opening hours of the gate in Visp  
Monday to Friday: 07.00 – 11.30 h a.m. and 13.00 – 16.00 h p.m.  
Refrigerated products: Monday to Friday: 07.00 – 11.30 h a.m.
- Goods with special temperature conditions must be visibly marked on each drum and all shipping documents, i.e.:





# Delivery Conditions for Suppliers to Lonza Visp, Switzerland

Examples of correctly delivered pallets:



Correctly stacked



Good transportation protection



Good transportation protection



Good transportation protection

# Delivery Conditions for Suppliers to Lonza Visp, Switzerland

Examples of poorly delivered pallets:



Good transportation protection



Good transportation protection (Ty-Gard)

# Delivery Conditions for Suppliers to Lonza Visp, Switzerland

## 2.4 Documents

Each delivery requests the following documents

- Packing List with the Lonza PO and line number [i.e. 45...line 10]
- Certificate of Analysis mentioning manufacturing date and date of expiry of material
- Delivery Note with PO and line number

## 2.5 Labelling/ Identification

The delivered units or packing drums have to be labelled with the statutory prescribed labels according to the EU guidelines EU RL67/748-EWG and the valid transport rights.

In order to clearly identify the goods upon receipt, the loading units must also be labelled with the following information:

- Lonza purchase order and line number.
- Manufacturer's batch number and line number
- Net weight of each batch per pallet/packing drum

Sample of Container label:

Packaging	1	SAP-Mat.	10001
<b>Aceton</b>			
<b>Batch: 0000123456</b>			
Manufacturing date:	16-FEB-2011		
Expiry date:	16-FEB-2012		
Net:	100.0 kg		
Storage Condition:	-15 to 35°C		
418305 879191000 / L100_N_010 / 1 / LABO+ V1 PROD_01_0011 / 01			