

Delivery Conditions for Suppliers

Note: Changes in this document must always also be made in document CHVI-8160 (german version)!

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1. Purpose

The present work instruction describes:
The delivery conditions for suppliers who deliver to the Visp site.

2. Scope

This SOP applies to the purchase of chemical goods for the Visp site. The scope covers deliveries of both goods and accompanying samples.

3. Definitions, Abbreviations

DMS: Document Management System
EPAL: Euro pallets
CP: Chemical pallets

4. Responsibilities

The respective purchasers are responsible for compliance with the delivery conditions outlined here.

5. Conditions

The following requirements must always be met for deliveries to Lonza AG Visp:

5.1 Pallets general

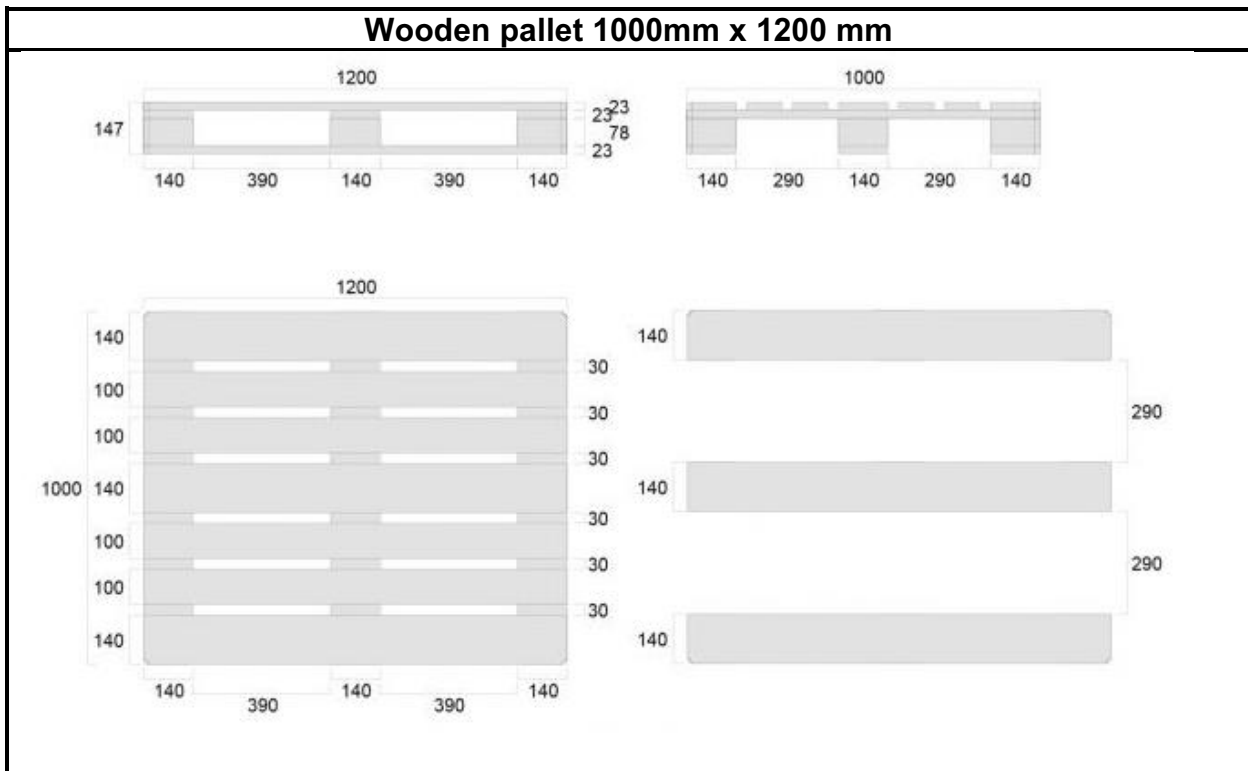
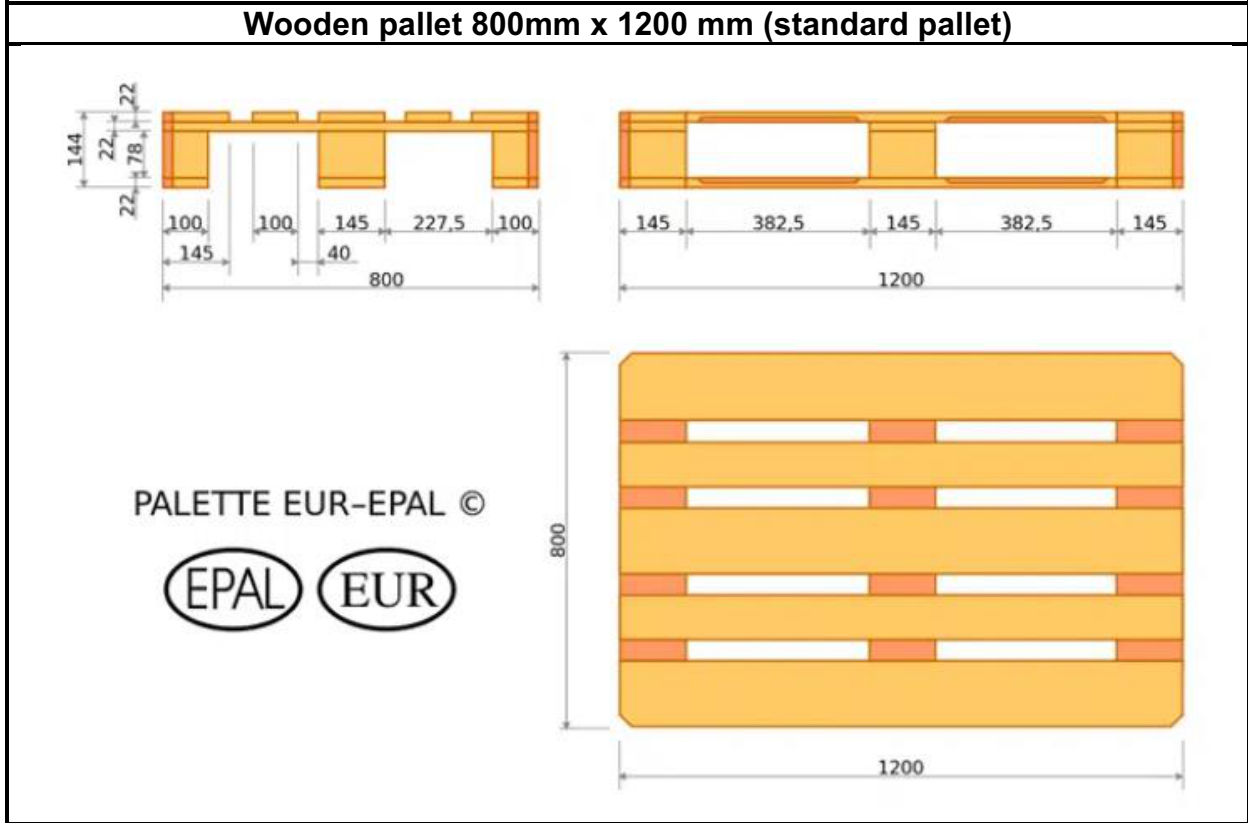
- The pallets must be made of clean, light-colored wood (analogous to EPAL technical regulations).
- The pallets must be made of sturdy wood suitable for the respective load.
- Only wooden pallets which have undergone heat treatment according to IPPC / ISPM 15 without the use of any chemical substances are permitted. The pallets must be free from the chemicals TBP and TBA. This treatment must be indicated by a stamp as shown in the picture below.



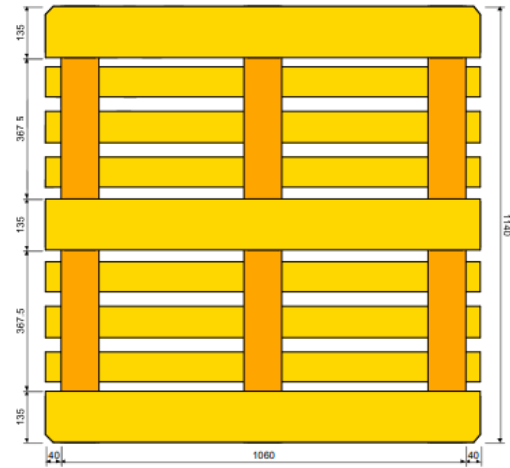
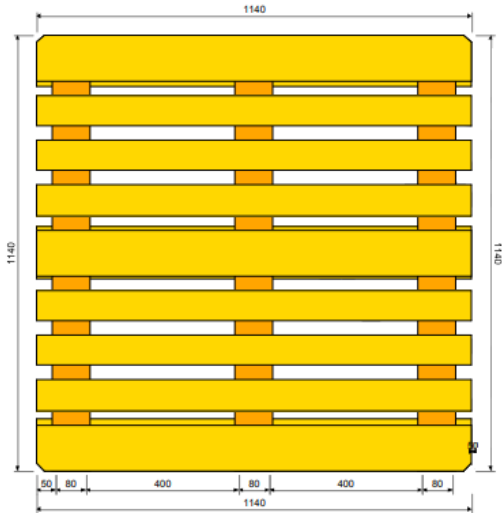
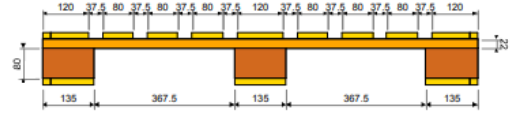
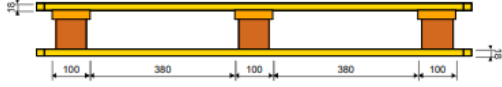
- Only four-way pallets may be supplied (can be picked up from all sides by forklift).
- Pallets must not have cross-bottom boards.
- Pallets must not be damaged and they must be clean and dry.

5.2 Accepted pallets

Only pallets described below are accepted:



Chemical pallet CP3 1140mm x 1140mm (standard pallet)



5.3 Loading the pallets

- The weight on loaded pallets must be evenly distributed and the pallets must not be overloaded.
- The loading unit incl. pallet must not exceed a height of 1700mm. The ideal height of the loading units is < 1370mm.
- The net weight of the palletized goods must not exceed 1000kg. The gross weight of the palletized goods must not exceed 1050kg.
- Only one batch number of a material may be delivered per loading unit.

Exceptions are only allowed for small batch quantities and residual batch quantities. However, these must be clearly and unambiguously marked as a pallet with mixed batches.

- Containers with residual weights must be clearly marked.
- Drums > 100 liters and BigBags must not be stacked on top of each other unpalletized. The 2 BigBag layers stacked on top of each other must be separated with a stable board that is at least 2cm thick.
- A base (e.g. cardboard) must be placed between the BigBag and the pallet. If possible, use non-slip products.
- Containers must be secured (see good transportation securing, Figure 1). Pallets do not have to be wrapped unless it is absolutely necessary as protection against external influences.
- Opening hours for truck deliveries at the Visp/Lalden site are as follows:

Monday to Friday:	Morning, 07:00 to 11:30
Monday to Friday:	Afternoon, 13:00 to 16:00
Refrigerated goods Monday to Friday:	07:00 to 11:30

- Goods with special temperature conditions must be clearly marked, both on the containers and on the delivery documents.



Examples of correctly delivered pallets:



Correct stacking pattern



Good transportation securing



Good transportation securing (figure 1)



Good transportation securing



Good load securing



Good load securing
(Ty-Gard)

Examples of poorly delivered pallets:



Top layer of the load not secured



Stacked BigBags without stable board of approx. 2 cm width

5.4 Documents

Each delivery must be accompanied by at least the following documents:

- Packlist
 - with Lonza order number,
 - List of data loggers (if available)
 - Supplier material no.
 - Supplier batch number
- Certificates of analysis with date of manufacture and expiry date of the goods

5.5 Labeling

All delivered materials must be labeled in accordance with applicable legal requirements: the CLP (Classification, Labeling and Packaging) Regulation (EC) No. 1272/2008, including amendments for technical progress (ATPs: 790/2009, 286/2011, 618/2012), relevant transport regulations (ADR, RID, IMDG, IATA), as well as national Swiss requirements such as the Chemical Risk Reduction Ordinance (ORRChem) and REACH.

These requirements apply to all incoming load units, containers, and packaging that contain hazardous substances, regulated transport goods, or materials subject to EHS documentation. Compliance is mandatory for all deliveries to Lonza Visp.

To meet internal standards and ensure regulatory clarity, **all labels must be written in German**. Additionally, French, Italian, and English may be used where relevant. All hazard and safety statements must use the official CLP wording and be correctly translated into the required languages.

Labels must be complete, durable, and clearly legible, and must include both CLP and transport-specific elements. These include product identifiers, signal words, hazard and precautionary statements, pictograms, UN numbers, hazard class labels, and packaging markings. The label content must match the attached Safety Data Sheet (SDS).

5.6 Identification

For clear identification of the received goods, the loading units must be marked with the following information:

- Lonza order number.
- Supplier batch number from manufacturer
- Net weight of each container per pallet

5.7 Sealing

All delivered goods shipments must be sealed with single-use seals, which cannot be tampered with.

For rail tank wagons and bulk containers, all filling and draining nozzles must be provided with numbered seals according to ISO 17712. The seal numbers must be clearly referenced on the accompanying documents.

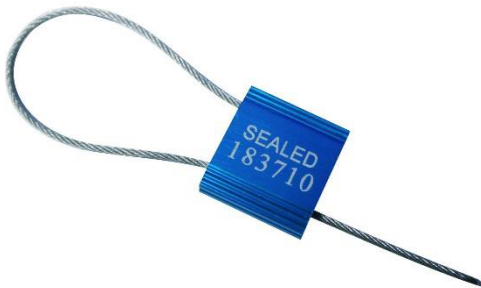
Customs-Trade Partnership Against Terrorism

Excerpt from C-TPAT Bulletin - Compliance with ISO's 17712 Standards for High Security Seals - April 2014

ISO 17712 defines three types of classes:

- "I" for indicative
- "S" for safety
- "H" for high safety

C-TPAT requires the use of class "H" seals.



6. Preregistration for delivery in Visp

To avoid waiting times, delays and misunderstandings, all forwarders and suppliers should make an appointment before delivery. Suppliers and freight forwarders who arrive in Visp without a slot booking will be allocated the next available slot, which can lead to considerable waiting times. This only applies to deliveries with a Lonza order number 450XXXXXXX

Please note the following instructions:

1. Pre-registration: Please contact us as early as possible (recommendation at least 1 week) before the planned delivery at the following e-mail address:
koordi.slotanmeldung.g06.visp@lonza.com
2. Mandatory information:
 - All order numbers of the delivery per truck (450XXXXXXX)
 - Date of delivery
 - Planned unloading time taking into account the mandatory entry test
 - Transport temperature
3. Optional information:
 - Number of pallets
4. Confirmation of appointment: You will be informed of the definitive delivery date by e-mail.

If there are delays or delays in delivery, please inform us immediately to arrange a new delivery date. Such delays/delays can lead to considerable waiting times!

7. Advance notification of delivery to our 3P

Please remember to use the slot systems of the respective 3PL locations. To ensure smooth unloading, please book a slot in advance.

Kühne and Nagel (Möhlin)

Opening hours: 07:30 - 17:00

Address: K&N Transit, c/o Lonza AG,
Bäumlimattstrasse 12,
4313 Möhlin

Slot Registration → www.cargoclix.com/timeslot

Planzer (Pratteln)

Opening hours: 07:00 - 17:00

Address: Planzer Pratteln, Planzer Transport AG,
Salinenstrasse 63,
4133 Pratteln

Slot Registration → <https://central.syncro.supply/gui/#/registration/info>

1. Pre-registration: Please register with the above-mentioned slot systems as early as possible (we recommend at least 48 hours) before the planned delivery:
2. Mandatory information:
 - All order numbers of the delivery per truck (450XXXXXXX)
 - - Date of delivery
 - Transporttemperatur
 - Number of pallets
 - All documents, delivery bills, certificates etc. must be uploaded as attachments

8. Related Documents

Doc. – No.	Designation
CHVI-8160	Anlieferungsbedingungen für Lieferanten
CHVI-8072	Work Instruction Chemical Goods Receipt in G06

9. Change log

Version	Change
12.0	Change log 8 & 9 deleted. Chapter 5.2 CP3 Pallet drawing renewed Chapter 5.4 Addendum Data logger, supplier material & batch number must be listed on the packing list Chapter 6 Pre-registration for delivery in Visp added Chapter 7 Column name doc. no. added
13.0	Change log 10 deleted Chapter 6 When booking in advance, it is now recommended to book a slot one week before delivery in order to better organize waiting times or route planning. Chapter 7 NEW 3PL locations added incl. link to the slot system.
14.0	Change log 11.0 deleted Chapter 5.5 completely adapted: Labeling requirements for delivered materials in accordance with CLP, transport regulations and Swiss legislation (ORRChem, REACH) added; labeling now mandatory in German with optional additional languages. Chapter 8 deleted, this was a formatting error. Chapter 8 of version 8 belongs as the last point of chapter 7 - «All documents, delivery bills, certificates etc. must be uploaded as attachments»

Electronic Signatures

User	Date/Time (GMT)	Justification
Deb Progno lg18673	24-Sep-2025 08:44:10	Workflow Signoff Approval
Aufdenblatten Alain aaufdenbla	24-Sep-2025 12:31:38	Workflow Signoff Approval
Simpson Dermot dsimpson4	25-Sep-2025 14:03:30	Workflow Signoff Approval
Wicks Delisle Italo iwicksdeli	25-Sep-2025 15:07:36	Workflow Signoff Approval
Theler Lars ltheler	26-Sep-2025 05:50:40	Workflow Signoff Approval
Basinos Ioannis kv41094	29-Sep-2025 07:29:34	Workflow Signoff Approval
Pflieger Isabelle ipflieger	01-Oct-2025 08:14:40	Workflow Signoff Approval
Jossen Rainer rjossen2	02-Oct-2025 11:12:38	Workflow Signoff Approval

Morelli Alessandro amorelli	02-Oct-2025 15:32:43	Workflow Signoff Last Approval
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