



Terms and Conditions for Delivery and Collection - General Cargo -

of Brenntag Group
Germany

Table of Contents

1. Registration and briefing.....	4
2. General guidelines.....	4
3. Safety guidelines.....	5
3.1 General.....	5
3.2 Rules for all drivers.....	6
3.3 Rules for vehicles and works traffic.....	7
4. General Cargo.....	8
4.1 General.....	8
4.2 Loading and unloading.....	8
4.3 Securing loads.....	9
5. Addresses, contact information and goods acceptance/issuing hours.....	10
5.1 Brenntag facilities.....	10
5.1.1 Duisburg.....	10
5.1.2 Frankfurt am Main.....	11
5.1.3 Glauchau.....	11
5.1.4 Hamburg.....	11
5.1.5 Heilbronn.....	12
5.1.6 Kaiserslautern.....	12
5.1.7 Lohfelden.....	12
5.1.8 München.....	12
5.1.9 Plochingen.....	13
5.1.10 Ramstein-Miesenbach.....	13
5.1.11 Ulm.....	13
5.2 External warehouses.....	14
5.2.1 Rhenus Port Logistics Rhein-Ruhr GmbH.....	14
5.2.2 Driessen United Blenders.....	14
5.2.3 Kautetzky Internationale Spedition GmbH & Co.KG.....	14
5.2.4 DEFRU Logistik GmbH.....	15
5.2.5 C. STEINWEG HANDELSVEEM BV.....	15
5.2.6 Green Enso Warehousing and Logistics GmbH.....	15

The terms and conditions outlined below (hereinafter referred to as "Terms and Conditions") are binding on all suppliers, customers, freight forwarders and other non-Brenntag personnel (hereinafter referred to as "Third Parties"), who enter the premises of own operational facilities or external warehouses (hereinafter referred to as "Premises") belonging to Brenntag GmbH or BCD Chemie GmbH (each hereinafter referred to as "Brenntag") on foot or in a vehicle for the purpose of e.g. delivering and/or collecting goods.

Any features that lead to deviations from the Terms and Conditions, require prior arrangement with and approval of Brenntag.

Brenntag reserves the right to refuse to permit the loading/unloading of containers, tankers or general cargo trucks on the Premises concerned if one or several of the requirements listed in these Terms & Conditions are not met.

Our General Terms and Conditions of Sale and Delivery and our General Terms and Conditions of Purchase as well as any additional individual agreements remain unaffected by these Terms & Conditions.

1. Registration and briefing

- Third Parties wishing to enter Brenntag Premises on foot or in a vehicle must sign in with standard personal protective equipment (full-body protective clothing, high-visibility vest, protective helmet, closed conductive safety footwear and safety goggles) at the gate/front desk , where they are briefed on the rules of conduct that apply throughout the facility.
- Attention is drawn to the fact that these Terms and Conditions apply. A written copy of the Terms and Conditions is available on request at the gate/front desk at all Brenntag Premises. Third parties are only permitted to enter the Premises if they agree to the Terms and Conditions.
- Each time it enters the Premises, every Third Party must complete and sign a permit application form with behaviour rules and safety information on the back of the permit, in which the Third Party agrees to comply with the behaviour rules and confirms to have taken note of the safety information. A copy of the permit must be carried at all times while on the Premises. The permit must be returned after the visit to enable Brenntag to check the presence and absence in case of an emergency.
- When collecting a consignment of hazardous goods, a valid ADR license (training condition ADR 8.2), a photo ID (Passport or Identity Card) and the valid driver's license must be presented and the ADR checklist (“Checkliste Fremdfahrzeuge”) must be completed.
- The equipment of every collecting vehicle is checked on arrival at the Premises. Brenntag or Brenntag's authorized representative reserves the right to reject the vehicle and refuse to load the consignment if the equipment required by law is incomplete, unsafe or not in good working order.
- Details of the order numbers (Brenntag/BCD Chemie pick-up numbers or purchase order numbers), the product, the quantity and the address of the customer must be indicated for every delivery/collection.

2. General guidelines

- Third Parties must adhere to contractually agreed dates/times for delivery and/or collection. Brenntag will not cover any demurrage or other supplementary costs incurred because of failure to adhere to such dates/times.
- Delivery and/or pick-up vehicles must sign in within the goods acceptance/issuing hours (refer to [section 5](#)).
- **Freight forwarders who collect goods on behalf of the customer must coordinate the loading times with the contact persons specified under section 5 at least two working days before the desired collection.**
- It is prohibited to park on the company Premises overnight or at weekends, to carry out cleaning and/or maintenance work on vehicles or to bring unannounced persons or animals onto the company Premises.

3. Safety guidelines

3.1 General

It is prohibited

- to park the vehicle blocking railway crossings, entrances to and roads on the Premises. These roads must be passable at all times, especially to ensure access for emergency vehicles.
- to bring additional persons (excluding co-drivers) to the Brenntag Premises.
- to spend more time on the company Premises than is necessary for the execution of work (e.g. for driving breaks).
- to deviate from the specified access routes to the designated loading and unloading points. Especially deviation from one-way-roads rules is prohibited.
- Drive to tank, mixing and filling facilities by external persons without guidance and instruction from Brenntag employees.
- to grant access to tank, mixing and filling facilities to external persons unaccompanied by Brenntag employees.
- Reversing without instructions.
- to leave the designated areas inside the storage facilities.
- to enter facilities, storage rooms, laboratories and other rooms/areas that are not related to the loading/unloading work without the express request of a company employee. This does not apply to appropriately indicated canteen and sanitary areas or areas expressly mentioned by the gatekeeper (registration).
- to connect devices of any kind to Brenntag systems, connections or energy sources without written authorization or to modify or remove any (sub-)systems, devices or accessories on the Premises without explicit prior permission.
- to smoke anywhere on the Premises (not even inside vehicles). The only exceptions are the designated smoking areas.
- to consume any food or drinks outside specially designated and appropriately signposted areas.
- to use electronic devices (e.g. mobile phone, CB radio, etc.) on the Premises.
- to leave the parking heater on.
- to film or take photographs on the Premises. Any other type of recording is only permitted with the prior written authorization of Brenntag's management.
- to go anywhere other than the designated assembly points in the event of a fire alarm or any other technical alarm. Any orders or instructions given by the plant or warehouse personnel must be obeyed.
- to enter the Premises without wearing the required personal protective equipment (PPE).
- to enter the Premises under the influence of alcohol or drugs or carrying alcohol or drugs.

3.2 Rules for all drivers

- Vehicles may only be driven by reliable, appropriately trained drivers with a valid driving license.
- Driving personnel must be trained to be capable of reading and understanding the safety instructions in German or English given by Brenntag personnel or authorized representatives on-site. As a minimum, driving personnel shall be able to communicate in the terminology of Transperanto (www.transperanto.org). In particular, this includes communication regarding emergency procedures, taking samples and the handling of tank vehicles.
- If sufficient communication of the safety requirements is not possible, even with the aid of other (technical) measures available on site, Brenntag reserves the right to reject the vehicle. Any costs resulting from the rejection will not be borne by Brenntag.
- **Driving personnel must remain in the immediate vicinity of their vehicles during loading/unloading unless instructions are given to the contrary.**
- **Damage to equipment in the operating area or road accidents must be reported immediately - in any case before leaving the premises - to the operations or site manager.**

Drivers must be wearing the following items of personal protective equipment (PPE)* when entering the Premises:

- 1) Safety goggles (DIN EN 166)
- 2) Working gloves, in case of adhesions or leaks: chemical-resistant protective gloves
- 3) Closed safety footwear (conductive for flammable liquids and solvents) (according to DIN EN 61340-4-3)
- 4) Full-body work clothing (polyester cotton overall (overall or jacket and trousers)
- 5) High-visibility vest or working clothes with high visibility features
- 6) Protective working helmet (according to DIN EN 397)
- 7) Access to Brenntag PREVIN

3.3 Rules for vehicles and works traffic

- Vehicles and loading units must comply with German legislation and must therefore meet specific requirements including those laid down by the current versions of the German Road Traffic Licensing Regulations (*Straßenverkehrs-Zulassungs-Ordnung, StVZO*) and DGUV 70 (*Berufsgenossenschaftliche Vorschriften*), i.e. the occupational health and safety regulation issued by the employers' liability insurance association.
- Vehicles may only be loaded if the vehicle is qualified for the intended load in terms of its equipment, condition and carrying capacity, is duly registered, in proper condition and in good technical and visual condition.
- According to the ADR, vehicles used for the transport of hazardous goods must carry the following equipment in addition to the personal protective equipment (PPE) required for the vehicle crew:
 - 1) Written instructions according to section 5.4.3 of ADR
 - 2) Orange hazchem warning panels, signs and labels permanently attached to the vehicle
 - 3) At least one wheel chock respectively two chocks for vehicles with three or more axles
 - 4) One self-standing warning sign and one orange hazard warning light
 - 5) One warning vest for each member of the vehicle crew
 - 6) One portable lighting apparatus (for products with hazard label 3, if necessary EX-protected) for each member of the vehicle crew
 - 7) One pair of protective gloves for each member of the vehicle crew
 - 8) One respiratory mask when transporting substances of dangerous goods (e.g. classes 2.3 (toxic gases) and 6.1 (toxic substances))
 - 9) Eye protection (safety goggles) for each member of the vehicle crew
 - 10) Plastic collection container (transportation of hazardous products with the following numbers: 3, 4.1, 4.3, 8, 9)
 - 11) Shovel (hazardous numbers: 3, 4.1, 4.3, 8, 9)
 - 12) Two fire extinguishers (with at least 12 kg in total - one with at least 6 kg, according to ADR 8.1.4.1)
 - 13) Channel dip cover (transportation of hazardous products with the following numbers: 3, 4.1, 4.3, 8, 9)
 - 14) First aid kit
 - 15) Eye rinsing liquid

4. General Cargo

4.1 General

- The vehicle structure must enable the freight to be properly restrained by blocking/lashing.
- Damaged goods must not leave the Premises. If any damage is evident to packaging or to the goods, the goods must be quarantined and, where applicable, must remain on the Premises until they are released by Brenntag for collection following a detailed examination. Delivered damaged goods are held in stock by the freight forwarder. This is indicated and documented.
- During the loading/unloading process, the vehicle engine must be switched off, the handbrake applied, and the vehicle secured by placing wheel chocks (at least one chock respectively two chocks for three-axle or multi-axle vehicles). The chocks must be provided by the forwarder.
- It may only be loaded/unloaded upon the instructions of a Brenntag employee.
- Drivers are not permitted to load/unload vehicles with their own equipment unless instructed to do so by Brenntag. Third parties bear full responsibility and do so at their own risk if they load or unload goods themselves.
- The usage of Brenntag's lifting ants requires an instruction by a Brenntag employee. This instruction must be signed by both parties.

4.2 Loading and unloading

- Drivers from Third-Party vehicles must be in attendance while Brenntag is loading their vehicles to check that the loaded quantities of each product correspond to the agreed quantities entered on the freight documents and ensure that the packaging is intact and complete. The driver must sign the relevant freight documents confirming that the goods and documents were handed over in proper condition. The freight forwarder (represented by the driver) subsequently assumes responsibility for the load until such time as the goods are unloaded at the customer's Premises.
- Brenntag personnel are not responsible for moving Third-Party products or to ensure better cargo securing to create space so that Brenntag products can be fully loaded.
- Goods must never be stacked except for barrel goods in containers or approved stackable loading units if the load is secured in an appropriate manner. In normal cases stacking should be avoided.
- Drums loaded on pallets must not be removed from the pallets during the transport chain in order to optimize the loading space.
- Only vehicles that are appropriate for the safe transport of the respective product can be loaded.
- Vehicles must be adequately dimensioned to accommodate the complete load that has been made available for collection by Brenntag.
- The vehicles must be clean and prepared for loading (suitable for loading by means of a forklift truck or elevating platform, the floor and side walls must not show any signs of damage).

4.3 Securing loads

- At the end of the loading/unloading process, the driver must secure the load in an orderly fashion.
- The freight forwarder must provide load restraint equipment (e.g. lashing/blocking equipment, friction mats, etc.).
- The following European DIN standards lay down clearly defined guidelines for the provision of vehicles used to carry the products:
 - DIN EN 12195-2 for web lashing made from man-made fibers
 - DIN EN 12640 for lashing points
 - DIN EN 12642 for strength of vehicle body structure
- whereby the following minimum requirements apply:
 - An adequate number of intact web lashing straps and ratchets for each row of pallets
 - An adequate number of intact lashing points to tie down every row of pallets (perforated track)
 - An adequate number of intact metal or wooden planks in each section for lateral restraint.

5. Addresses, contact information and goods acceptance/issuing hours

Third Parties must report to the gate in person to request collection or delivery of a consignment at least 1 hour before the end of the respective goods acceptance/issuing hours.

5.1 Brenntag facilities

5.1.1 Duisburg

Brenntag GmbH
Am Röhrenwerk 46
47259 Duisburg

Delivery:

Tel. No./Gate: +49 (0) 203 – 7582-6015
E-Mail: Materialdispo_WE-DE03@brenntag.de

ATTENTION: Rear unloading required!
(Time slot booking required for delivery at www.cargoclix.com/brenntag)
MON – FRI 07.00 – 14.00

Collection:

E-Mail: admin_de03@brenntag.de
Goods issuing hours
MON – FRI 08.00 – 15.00
(deviating individual time slots must be adhered to)

Delivery Conditions High-Bay Warehouse Duisburg Site

- Due to the fact that loading of our warehouse, as well as the inspection of the pallets, are fully automatic, an acceptance of overlapping, shifted or skewed loads is not possible.
- The packaging film (“wrapping”) must be attached in such a way that it cannot peel off by itself.
- We only accept pallets that are clean and undamaged. No rotten or brittle pallets are accepted. In return, we guarantee the exchange of your loading equipment (e.g. pallets).
- Trucks are only unloaded via ramp (**only unloading via tailgate is possible**)
- Loads, that can only be unloaded sideways, will not be accepted. The broadside of the pallets must be placed to the tailgate. It must be ensured that unloading can be executed with electric pallet trucks.



Broadside (to tailgate)

- Costs, incurred due to defective packaging or non-compliance with the above regulations, will be charged to the supplier.

5.1.2 Frankfurt am Main

Brenntag GmbH
Carl-Benz-Straße 8 / 9
60314 Frankfurt am Main

Tel. No./Gate: +49 (0) 69 – 401004-21 (-41/-47)
E-Mail: Materialdispo_WE-DE04@brenntag.de

Goods acceptance/issuing hours
MON – THU 08.00 – 14.00
FRI 08.00 – 12.00
(deviating individual time slots must be adhered to)

5.1.3 Glauchau

Brenntag GmbH
Boschstraße 3
08371 Glauchau

Tel. No./Gate: +49 (0) 3763 – 794 (-2254/-2312)
E-Mail: Materialdispo_WE-DE08@brenntag.de

Goods acceptance/issuing hours
MON – THU 09.00 – 14.00
FRI 09.00 – 12.00
(deviating individual time slots must be adhered to)

5.1.4 Hamburg

Brenntag GmbH
Hannoversche Straße 40
21079 Hamburg

Delivery:
Tel. No./Gate: +49 (0) 40 – 735061-601 (-602)
E-Mail: Materialdispo_WE-DE15@brenntag.de

Collection:
Tel. No./Gate: +49 (0)40 - 735061 – 701
E-Mail: admin.de15@brenntag.de

Goods acceptance/issuing hours
MON – THU 07.00 – 13.00 (Delivery)
FRI 07.00 – 12.00 (Delivery)
MON – THU 08.00 – 14.00 (Collection)
FRI 08.00 – 14.00 (Collection)
(deviating individual time slots must be adhered to)

5.1.5 Heilbronn

Brenntag GmbH
Dieselstraße 5
74076 Heilbronn

Tel. No./Gate: +49 (0) 7131 – 775-63 (-68/-57)
E-Mail: Materialdispo_WE-DE07@brenntag.de

Goods acceptance/issuing hours

MON – THU 06.00 – 13.00 (Delivery)

FRI 06.00 – 12.00 (Delivery)

MON – THU 06.00 – 15.00 (Collection)

FRI 06.00 – 13.00 (Collection)

(deviating individual time slots must be adhered to)

Please note that long-trucks and giga-liner cannot be used.

5.1.6 Kaiserslautern

Brenntag GmbH
Mercurstraße 47
67663 Kaiserslautern

Tel. No./Gate: +49 (0) 631 – 53562-19
E-Mail: Materialdispo_WE-DE05@brenntag.de

Goods acceptance/issuing hours:

MON – FRI 06.00 – 12.00

(deviating individual time slots must be adhered to)

5.1.7 Lohfelden

Brenntag GmbH
Am Fieseler Werk 9
34253 Lohfelden

Tel. No./Gate: +49 (0) 561 – 95107-40 (-44, -64)
E-Mail: Materialdispo_WE-DE09@brenntag.de

Goods acceptance/issuing hours

MON – THU 06.30 – 14.00

FRI 06.30 – 12.00

(deviating individual time slots must be adhered to)

5.1.8 München

Brenntag GmbH
Rupert-Bodner-Str. 20
81245 München

Tel. No./Gate: +49 (0) 89 – 86481 (-326/ -213)
Tel. No./ Material Dispo.: +49 (0) 89 – 86481 - 338
E-Mail: Materialdispo_WE-DE13_17@brenntag.de

Goods acceptance/issuing hours
(Deviating times possible if agreed in good time)
MON – THU 07.00 – 12.00
12.30 – 14.30
FRI 07.00 – 11.30
(deviating individual time slots must be adhered to)

5.1.9 Plochingen

Brenntag GmbH
Am Nordseekai 22
73207 Plochingen

Tel. No./Gate: +49 (0) 7153 – 7015-39 (-53/-42)
E-Mail: Materialdispo_WE-DE06@brenntag.de

Goods acceptance/issuing hours
MON – FRI 08.00 – 16.00
(exceptions only possible after prior registration by phone)
(deviating individual time slots must be adhered to)

5.1.10 Ramstein-Miesenbach

Brenntag GmbH
Carl-Zeiss-Straße 2a – 4
66877 Ramstein-Miesenbach

Tel. No./Gate: +49 (0) 6371 – 9635 (-39)
Contact: Mr. Biedinger / Mr. Bode

Goods acceptance/issuing hours
MON – THU 08.00 – 12.00 / 13.00 – 16.00
FRI 08.00 – 12.00 / 13.00 – 14.00
(deviating individual time slots must be adhered to)

5.1.11 Ulm

Brenntag GmbH
Nicolaus-Otto-Str. 40
89079 Ulm

Tel. No./Gate: +49 (0) 731 – 94600 (-45/-49)
E-Mail: dispo.de13@brenntag.de

Goods acceptance/issuing hours
MON – THU 07.00 – 14.00 (Delivery)
FRI 07.00 – 12.00 (Delivery)
MON – THU 07.00 – 15.00 (Collection)
FRI 07.00 – 14.00 (Collection)
(deviating individual time slots must be adhered to)

5.2 External warehouses

5.2.1 Rhenus Port Logistics Rhein-Ruhr GmbH

Rhenus Port Logistics Rhein-Ruhr GmbH
Moerser Str. 143
47059 Duisburg

Tel. No./Gate: +49 (0) 203 73 808 - 550
Contact: Mr. Sperke

Goods acceptance/issue hours
MON - THU 07.00 - 14.00
FRI 07.00 - 13.00
(deviating individual time slots must be adhered to)

Deliveries must be booked at <https://www.cargoclix.com/>. The group in Cargoclix has the name "Brenntag" under the location "Duisburg Moerser Str. 143". Here only the day of delivery is decisive, not the time. The forwarders must register on site with the booking ID.

5.2.2 Driessen United Blenders

Driessen United Blenders
Voltstraat 5
5753 RL Deurne
Netherlands

Tel.-No./Gate: +31 (0) 493- 750610
Contact: Mr. Roestenburg

Goods acceptance/issuing hours
MON - FRI 07.00 - 15.30
(deviating individual time slots must be adhered to)

5.2.3 Kautetzky Internationale Spedition GmbH & Co.KG

Kautetzky Internationale Spedition GmbH & Co.KG
Rheinstraße 32a
35260 Stadtallendorf

Tel. No./Gate: +49 (0) 6428 - 449953
Contact: Mr. Günther

Goods acceptance/issuing hours
MON - FRI 08.00 - 12.00
13.00 - 17.00

Appointment required: at least 24 hours in advance to HalleC@kautetzky.de
(deviating individual time slots must be adhered to)

5.2.4 DEFRU Logistik GmbH

DEFRU Logistik GmbH
Kopernikusstraße 43
47167 Duisburg

Tel.-No./Gate: +49 (0) 203 – 50003 -130
Contact: Ms. Sösters

Goods acceptance/issuing hours

Appointment required: at least 24 hours in advance to Zeitfenster@defru.de.
(not applicable for Brenntag Outsourcing (except self-collectors) from DE84)

MON – THU 08.00 – 16.00

FRI 08.00 – 15.00

(deviating individual time slots must be adhered to)

5.2.5 C. STEINWEG HANDELSVEEM BV

C. STEINWEG HANDELSVEEM BV
Theemsweg 26
3197 KM ROTTERDAM (storage)
Netherlands

Tel.-No./Gate: +31 (0) 10 – 4879496
Contact: Ms. de Hoog

Goods acceptance/issuing hours

Time Slot booking: <https://www.transporeon.com/en/>

MON – FRI 07.00 – 11.30

12.00 – 14.30

(deviating individual time slots must be adhered to)

5.2.6 Green Enso Warehousing and Logistics GmbH

Green Enso Warehousing and Logistics GmbH
Otto-Hahn-Str. 24
40721 Hilden

Tel.-No./Gate: +49 (0) 2103 – 27827 – 0
Contact: Mr. Lamm / Ms. Keitemeier

Goods acceptance/issuing hours

Notification required: at least 24 hours in advance to service@greenenso.de

MON – FRI 08.00 – 16.00

(deviating individual time slots must be adhered to)