

July 08, 2016

BASF Antwerp NV Scheldelaan 600 2040 Antwerp

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New procedure regarding required loading documents

Dear carrier,

With this communication we would like to inform you of a new procedure regarding required loading documents (previous loading, ECD, dedicated equipment,...). At the moment you are already obliged to, before loading, provide certain documents for certain loadings which are either provided to our loading personnel via the driver himself or sent in advance by you towards fax2dispo@basf.com.

As from 18/07 we would request to send us these documents via the Elemica slotplanning-tool which will enable you to upload the specific documents linked towards the specific shipment itself. Providing the documents via the driver himself remains possible, however the Elemica-tool will become the preferred option. With this change we will create additional structure and transparency in the process which will benefit both our loading personnel as your drivers (meaning no need to resend documents or to search for them in an overloaded mailbox).

We foresee a transition period from 18/07 untill 29/07 and request to use the Elemica platform for 100% as from 01/08/2016 (again: providing the documents via the driver himself will still be possible).

Following pages will provide you information regarding documents in scope and how to proceed in Elemica.



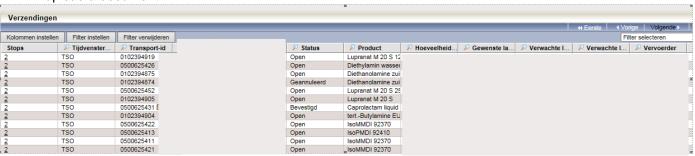
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Documents in scope:

- Certificate of previous loading
- European Cleaning Document
- Confirmation of dedicated equipment
- others

Procedure in Elemica slotplanning:

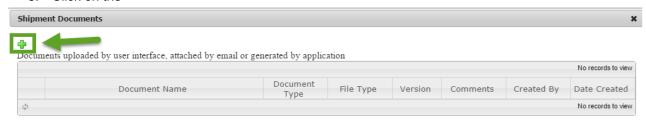
1. Go towards the shipment-overview and double click on the specific shipment for which you want to upload a document



2. Click on the button 'documentation'



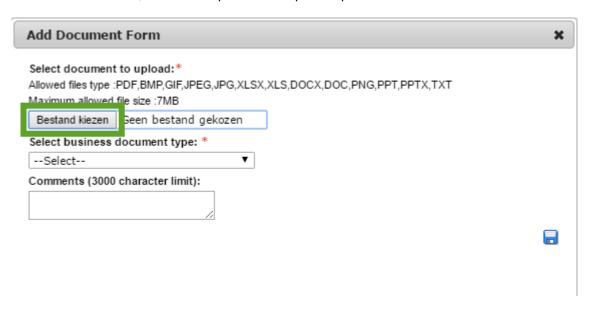
3. Click on the "+"



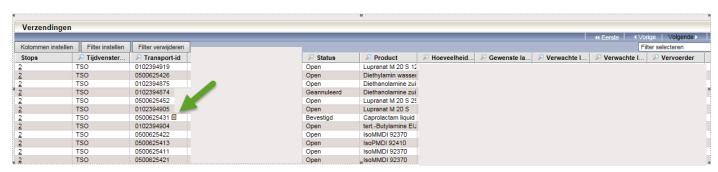


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4. Click on "add file", select and upload the respective pdf-document



5. In the shipment overview you can verify if the document was indeed uploaded:



6. Documents can be changed or added at all times (until actual loading), this again via the button "documentation".

