

## Shipping instructions for deliveries to BASF Antwerpen N.V.

### 1. BASF-references

- 1.1. Documents have to be presented at the counter as well as accompany the consignment.

The documents must at least be provided with the following data:

- BASF order number
- BASF position number
- short description
- number (and unit)
- gross weight (for each separate shipment that weighs more than 500kg)
- insofar as available: inventory, spare-part, warehouse and motor numbers.

- 1.2. When the supplier receives identification labels from BASF Antwerpen N.V., he must fix these in an adequate and permanent way on the equipment, near the supplier's own identification label.

- 1.3. Deliveries which have no order number (trial deliveries, documents, drawings, catalogus, ...), must in any case mention the person and department or plant whom the goods are intended for.

### 2. Forwarding documents

- 2.1. Deliveries under custom control must include following documents:

- 1) A copy of the invoice

For goods delivered free without charge, a proforma invoice must be included indicating the value of the goods 'for customs purpose only and without any commercial value'.

- 2) Customs forms (T2 and T1) and other certificates used in Goods Traffic (EUR1 and EUR2) when required.

- 2.2. When above mentioned documents or BASF-references are missing or not complete, the delivery of the goods will be refused and/or customs formalities will be blocked (stopped). All damage (fines,...) resulting therefrom will be charged and the agreed terms of payment will be suspended.

### 3. Legal regulations

- 3.1. The supplier must fulfill all the legal and administrative regulations in connection with transport, forwarding, packing and labelling.

### 4. Clearance

- 4.1. Goods purchased on 'not cleared' basis, will be cleared by BASF Antwerpen N.V. on their factory site.
- 4.2. When these goods originate from a country outside the EU all additional import taxes resulting therefrom are for account of the supplier, unless BASF Antwerpen N.V. had been informed of the origin of the goods, and had given their approval.

- 4.3. The supplier himself must arrange clearance of all goods (assembly tools, scaffolds, auxiliary material, ...) owned and used by himself at BASF Antwerpen N.V.

### 5. Invoicing

- 5.1. Invoices must be sent to:  
BASF Antwerpen N.V.  
Scheldelaan 600, B-2040 Antwerpen 4  
c/o BASF Services Europe GmbH  
Entity 1071  
10899 Berlin  
Germany

- 5.2. Besides the legally required data and those mentioned under 1.1., the invoice must mention date and way of transport, delivery conditions, price calculation and prices per unit.

- 5.3. Except for other arrangements made with BASF Antwerpen N.V., for every order a separate invoice is issued.

### 6. Delivery address

- 6.1. Delivery by truck, rail (general cargo and express goods) and by mail:  
BASF Antwerpen N.V.  
Gate 6 or 7  
Scheldelaan 600  
Haven 725  
B-2040 Antwerpen 4

- 6.2. Delivery by rail (full cargo-loads):  
BASF Antwerpen N.V.  
Scheldelaan 600  
Haven 725  
B-2040 Antwerpen 4  
Station: Antwerpen D.S.  
Verbindingsspoor BASANT 24952

- 6.3. Delivery by ship:  
BASF Antwerpen N.V.  
Kaai nr. 709/753/775  
Kanaaldok B3  
B-2040 Antwerpen 4

- 6.4. Delivery by air:  
Transami Air Cargo  
Luchthaven Deurne  
Freight Building  
B-2100 Deurne  
Airport Destination: Antwerp Belgium

### 7. Varia

- 7.1. Prior to the delivery of heavy pieces exceeding 3 tons, and prior to delivery of goods by ship, the supplier must make detailed arrangements with the forwarding department and the internal transport department of BASF Antwerpen N.V.  
Deliveries with lorries longer than 6 metres must be reported in advance to the goods delivery entrance.

## Shipping instructions for deliveries to BASF Antwerpen N.V.

When the consignment is delivered on pallets, only Europallets are to be used. The height limit of the goods stacked on the pallets is 1.6 meter. Exceptions can only be granted after mutual consent with the goods reception. Goods have to be properly packed for transport and of course comply with all relevant transport regulations (ADR, etc.).

- 7.2. When the goods are delivered by ship, following information must be given after completion of loading: date of departure, name of the ship, shipowner, ship's agent in Antwerp, expected day of arrival.
- 7.3. The delivery of goods by lorry may only take place from Mondays to Fridays (except on holidays, on days that BASF Antwerpen considers equivalent to holidays, and on mandatory days-off) during the following opening hours
  - gate 7: from 8.15 a.m. to 11.45 a.m. and from 12.45 p.m. to 4 p.m.
  - gate 6: from 6.15 a.m. to 9.15 p.m.Deliveries outside these hours may only take place after prior written agreement with BASF Antwerpen N.V.
- 7.4. Any costs due to non-compliance with the forwarding instructions will be for account of the supplier.