

# Supplier Pack

Holcim Belgium  
2019



## Welcome to Holcim Belgium supplier pack

Thank you for choosing to become a supplier to Holcim (Belgium) and look forward to a mutually beneficial relationship. The purpose of this pack is to notify you of our procedures and the facilities we have made available for your use.

The Pack Contains:

- Safety, Health and Environment Requirements
- Supplier Code of Conduct
- Contractor Compliance
- Purchase Terms
- Purchasing Process
- Contacts

Should you have any questions or concerns please do not hesitate to contact your relevant Procurement contact at Holcim.

## Safety, Health and Environment Requirements

Suppliers shall ensure that **relevant** safety, health and environment information is available for Holcim. This shall include but not be limited to the following: MSDS (Material Safety Data Sheets, instructions for the safe installation, commissioning, operation and maintenance of parts and/or equipment.

Suppliers must be compliant with local and national laws and regulations on Health and Safety (H&S), and have the required permits, licenses and permissions granted by local and national authorities. Suppliers must have documented health and safety policies and/or procedures in place together with appropriate safety infrastructure and equipment. Suppliers identified as being moderate to high risk for H&S shall have a recognised H&S management system in place. When on Holcim sites, Suppliers must comply fully with applicable Holcim policies and directives.

All items supplied to Holcim shall comply with relevant European and/or Belgian standards and legislation.

You can access H&S policies following the link:

<https://www.holcim.be/fr/sante-securite>

## Supplier Code of Conduct

LafargeHolcim has a Supplier Code of Conduct which outlines our expectations of suppliers and our Terms of Engagement. It is important that you read and understand this Code.

You can access this code on Holcim Belgium intranet.

[https://www.holcim.be/sites/belgium/files/atoms/files/lh\\_supplier\\_code\\_of\\_conduct.pdf](https://www.holcim.be/sites/belgium/files/atoms/files/lh_supplier_code_of_conduct.pdf)

## Contractor compliance

This relates to suppliers that provide contract or casual labour to Holcim.

### Background

To improve safety for our contractors, Holcim has engaged to manage our contractor compliance to Safety rules. We know that our contractors are more likely than our own people to be injured on our sites, so this is an important step in our ongoing safety journey.

Therefore, **Safety1** (<http://www.safety1.be/>) program has been deployed over the 4 divisions of Holcim Belgium:

CEMENT / AGREGATES / READY-MIX/GEOCYCLE.

Compliance to Safety1 process is a **MUST** and random check will be carried out on production sites.

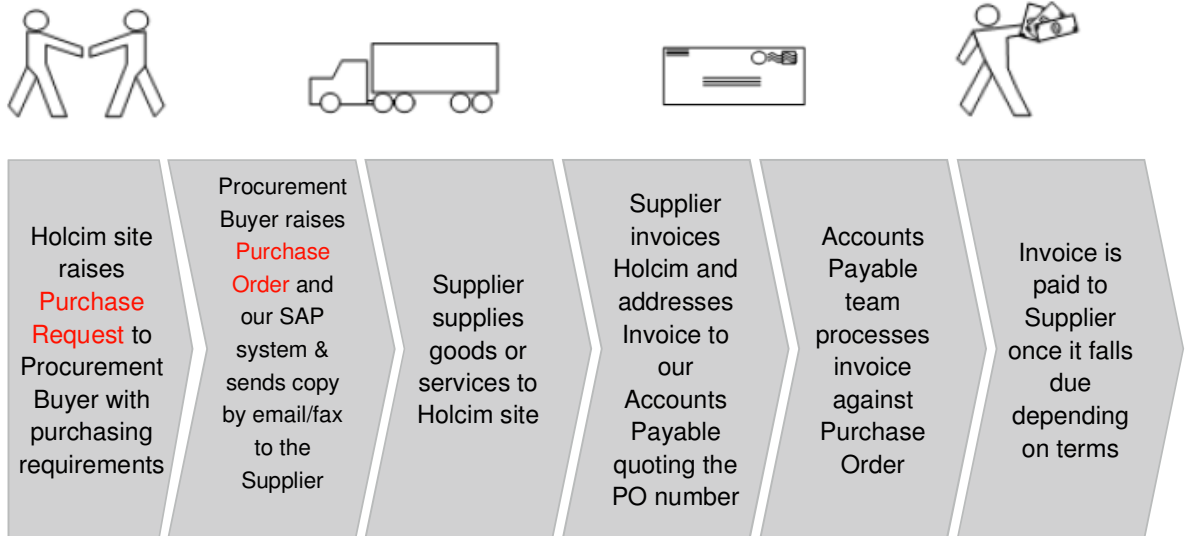
If you have any questions or concerns regarding H&S policies, please email Holcim H&S team at <mailto:sandrine.lambert@lafargeholcim.com>

## Purchase Terms

Purchase Order (PO) numbers **must** be referenced on all invoices, packing slips and correspondence. Failure to do so will prevent us from processing and paying your invoices. All Purchase Orders are subject to Holcim standard Purchase Terms which may be found at [https://www.holcim.be/sites/belgium/files/atoms/files/general\\_terms\\_and\\_conditions\\_of\\_purchase.pdf](https://www.holcim.be/sites/belgium/files/atoms/files/general_terms_and_conditions_of_purchase.pdf)

Invoices must quote either a Holcim reference or a Purchase Order number otherwise they will not be processed on time but returned to the sender.

## Purchasing Process



## Instructions for Invoicing

**Invoices** are to be addressed **by mail** to:

Holcim Belgique VAT BE0437 977 764 : <mailto:edi.be01@lafargeholcim.com>

Geocycle VAT BE0432 772 131 : <mailto:edi.be06@lafargeholcim.com>

Carrière de Leffe VAT BE0456 823 379 : <mailto:edi.be10@lafargeholcim.com>

Invoices sent to this address **must**:

- have a valid Purchase Order number indicated on the invoice (10-digits commencing with 45XXXXXXXX)
- be in PDF format,(one invoice per PDF!)

- be an **invoice only** (other documents not to be included in invoice, but on separate documents)

## **Contacts**

For Purchase Order queries:

<mailto:p2p-approauto@lafargeholcim.com>

For payment queries:

<mailto:servicedesk-bene@lafargeholcim.com>

To update your details in our records (e.g. change of bank account #, address, etc.)

<mailto:p2p-approauto@lafargeholcim.com>

If you cannot email your invoices, post to:

Holcim Belgique  
Avenue Robert Schuman 71  
1401 Nivelles  
Belgique

To call us:

+32 67 87 66 01 (General)

Accounts Payable:

+32 67 87 62 39 (Service desk Account Payables)

Procurement:

+32 67 87 62 18 (Nina Cubat)

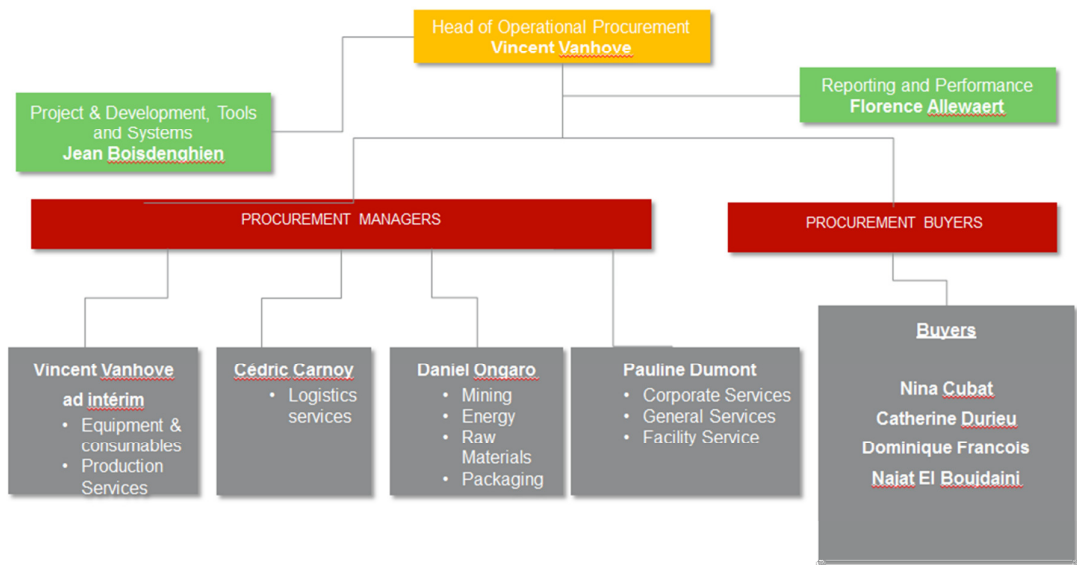
## Procurement Team Belgium:

Procurement Team at Holcim Belgium is organized with Category Management approach. Zone and Global Procurement at LafargeHolcim have the same structure at various Corporate levels.

Please find hereunder the contacts for each category and the support team.

To contact them : [firstname.lastname@lafargeholcim.com](mailto:firstname.lastname@lafargeholcim.com)

## Belgium - Procurement Organization 2019





**Holcim Belgium**

71 Avenue Robert Schuman

B -1401 Nivelles

Belgium

[www.holcim.be](http://www.holcim.be)

Phone +32 67 87 66 01