

Supplier Pack

Holcim
Belgium 2024



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

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 / SOLUTIONS & PRODUCTS.

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 sandrine.lambert@holcim.com

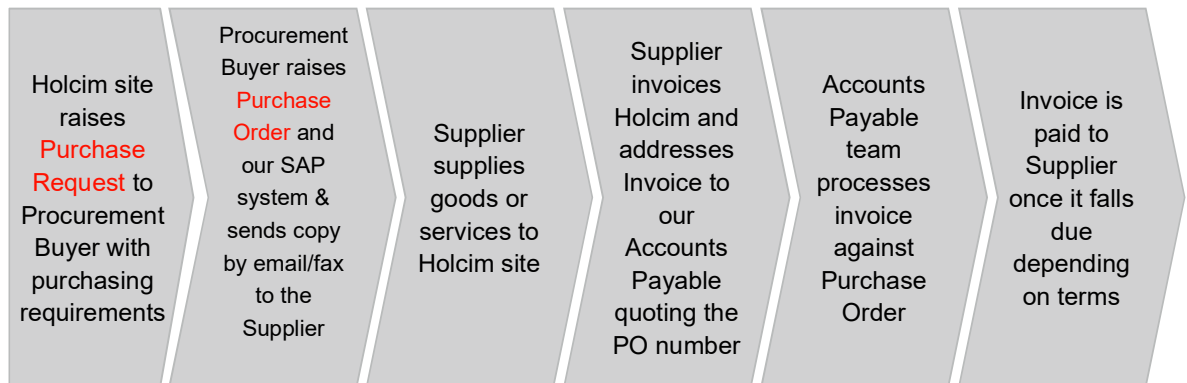
Purchase Terms

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/en-general terms and conditions of purchase 2021.pdf](https://www.holcim.be/sites/belgium/files/atoms/files/en-general%20terms%20and%20conditions%20of%20purchase%202021.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) SA - VAT BE04-37 977 764

[:edi.be01@holcim.com](mailto:edi.be01@holcim.com)

Geocycle SA - VAT BE04-32 772 131

[:edi.be06@holcim.com](mailto:edi.be06@holcim.com)

Holcim Granulats Nord - VAT FR68-414885541

[:edi.fr64@holcim.com](mailto:edi.fr64@holcim.com)

COMPAKTUNA BV - VAT BE04-00 166 768

[:edi.be15@holcim.com](mailto:edi.be15@holcim.com)

Invoices sent to this address **must**:

- have a valid Purchase Order number indicated on the invoice (10-digits commencing with 45XXXXXXXX)
- Any accompanying annexes (delivery notes, transport statements, ...) must be grouped together in a single PDF document. The order number must be indicated on the invoice.

Contacts

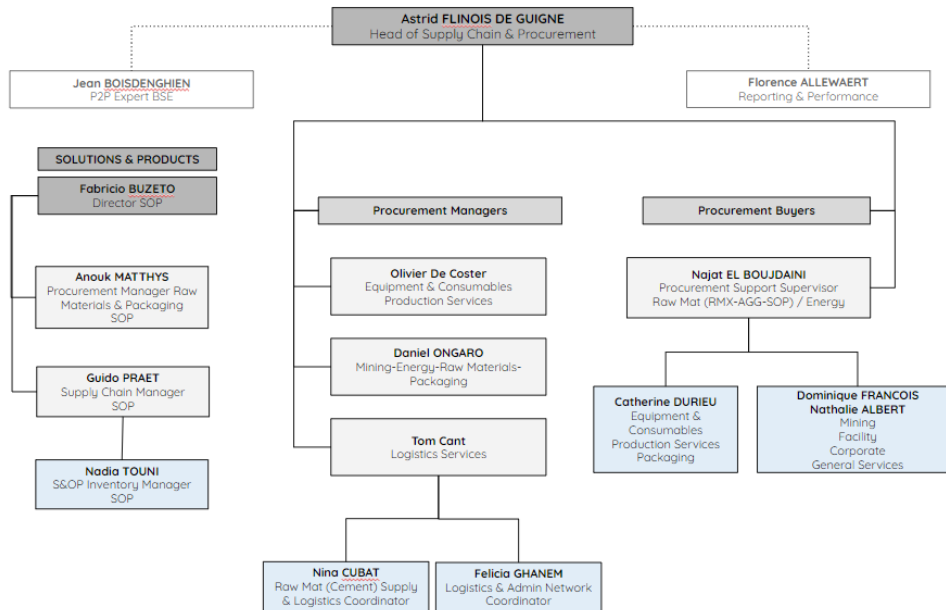
1/ General Purchasing Department (for Purchase Order queries): p2p-approauto@holcim.com

2/ For payment queries: servicedesk-bene@holcim.com

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 by category





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