



New Supplier Form

Please complete the attached electronically and return to compliance@lerecycle.ie and logistics@lerecycle.co.uk. Thank you.

SUPPLIER DETAILS:

Legal Company Name: _____
Trading Name: _____
Office Address: _____

County: _____
Country: _____
Postcode: _____
Tel: _____
Fax: _____
Website: _____
Office Opening Times: _____
Company Registration No: _____
VAT No: _____
VAT Exemption Number (if applicable): _____

Currency: _____
EORI NO.: _____

Loading Address 1: (IF DIFFERENT FROM OFFICE ADDRESS)

Postcode: _____
Tel: _____
Contact Name: _____
Site Opening times: _____
Special Instructions: _____

Loading Address 2: _____

Postcode: _____
Tel: _____
Contact Name: _____
Site Opening times: _____
Special Instructions: _____

Checked by LEUK

CONTACT DETAILS:

	Name	Direct Tel	Mobile	Email
Owner:				
Sales:				
Logistics/Admin:				
Operations Manager:				
Financial:				
Compliance / Brexit:				
Other:				

BANK DETAILS:

Account Name: _____
Account No.: _____
Sort Code: _____
Swift Code: _____
IBAN No.: _____
Currency: _____
Bank Name: _____
Branch Address: _____
Payment Terms: _____

PACKAGING REGULATIONS

Q. Question	Yes/No	Comments
1. Do you understand the Packaging waste Regulations PRN system?		
2. Are you the original producer of the waste supplied to Leinster Environmental UK ?		<i>If no, please answer Q3</i>
3. If you are not the original producer of the waste, do you have evidence from the original producer that the material has arisen in the UK?		
4. Please confirm that all material supplied to Leinster Environmental UK is packaging that has arisen from a UK source?		
5. Can you confirm that all material supplied to Leinster Environmental UK is not process waste or non-packaging waste?		
6. Can you confirm that you will notify Leinster Environmental UK immediately if any waste is supplied that does not conform to the above requirements?		

'Packaging waste' is any packaging that has been fully formed and has become waste. 'Process waste' is waste that arises in the production of packaging. 'Non-packaging waste' is any waste that does not meet the definition of 'packaging waste'.

GRADES SUPPLIED

Packaging Film
Mixed Bottles
HDPE Bottles
PET Bottles
Post consumer Pots, Tubs and Trays
Other Plastic packaging (please specify) _____

Can you add a brief summary of your business operations: _____

Additional Comments: _____

Signed _____

Date _____

Name _____ On behalf of _____

INFORMATION FOR SUPPLIERS

LEUK Registered Address

Leinster Environmentals UK Ltd, 4th Floor, Dromalane Mill, The Quays, Newry, Co. Down, BT35 8QS

Office Number

+ 353 42 93 23997

Office hours

Monday – Friday 08:00 – 17:00

Waste permit & relevant licences

Waste Carrier/Broker Licence:

CBDU321319

Purchasing Department

Gerry:	gerry@lerecycle.co.uk	+44 (0)7 519859623
Steve:	steve@lerecycle.co.uk	+44 (0)7 467850859
Mark:	mark.mc@lerecycle.co.uk	+44 (0)7 901259403
Ray:	ray@lerecycle.ie	+353 (0)87 9683828

Sales Department

Gerry:	gerry@lerecycle.co.uk	+44 (0)7 519859623
James:	james@lerecycle.co.uk	+353 (0)87 2302616

Logistics Department

Elaine:	logistics@lerecycle.co.uk	+353 (0)42 93 23997
---------	--	---------------------

Compliance Department

Agnese	compliance@lerecycle.ie	+ 353 (0)42 93 23997
--------	--	----------------------

Accounting Department

Caoimhe:	accounts@lerecycle.co.uk	+ 353 (0)42 93 23997
----------	--	----------------------



T: +353(0) 42 93 23 997
F: +353 (0) 42 93 22 013
E: accounts@lerecycle.co.uk

Leinster Environmentals (UK),
Floor 4, Dromalane Mill,
Newry, Co Down, BT35 8QS
www.lerecycle.co.uk



Procedure for Leinster Environmental UK (LEUK)

At LEUK we strongly believe in providing an effective and efficient service to all our clients. To achieve this, we have a procedure in place to ensure all paperwork and documentation are promptly received.

Initial inspection

- LEUK Purchasing team shall arrange to view material on site, material is then inspected, photographed and sampled if necessary or when possible

Pricing

- Purchasing team will work to grade and price materials and return information to the supplier for their consideration

Sale Confirmation

- Once the supplier agrees sale of material a date of collection can then be confirmed
- Purchase order is generated specifying the material purchased, pricing, date of collection and any special site requirements.
- Logistics department will arrange Transport for specified date.
- Annex VII paperwork will be emailed to supplier with purchasing team in copy, this will also have the purchase order confirmation number, **this number is very important as it tracks the shipment, without this number it becomes impossible to find.**

Loading

- During loading please ensure the following loading photos are taken with date stamp function enabled:
 - Empty container / trailer
 - Empty container showing container number on side of container
 - Container / trailer showing each row when loaded we need at least 6-8 rows of material
 - Container / trailer full both doors open
 - Completed annex stuck to the back door
 - Container / trailer full, right hand door shut, show you can see container number Driver or staff member must be visible at left hand side of container
- The Maximum payload weight is 25.5T in Holland (Germany is 22.5T, France is 23.5T and Portugal is 24T)
- The following information needs to be completed on the Annex VII: Container/ Trailer No, Driver Signature, No of Bales, Nett Weight and the date filled out
- Completed Annex VII needs to be attached to the inside of the back door of the container / trailer
- Following loading, inspect all bales to ensure they are free from cardboard/ wood /other non-target material and will pass inspection by EA officials at port of shipment
- After loading send copy Annex VII, weighbridge ticket & loading pictures within 1 hour from departure, to logistic@lerecycle.co.uk and gerry@lerecycle.co.uk.

Shipment

- On arrival to the port of shipment the container/trailer will be entered onto the ships manifest, which is sent to the EA who may arrange to inspect the container / trailer before it leaves the port. If such an inspection finds cardboard/ wood / other non-target material, the EA will impound the load and direct for it to be returned to the site of origin for reprocessing. In such circumstances all related costs will be for the suppliers' account. It is therefore imperative that loads are properly inspected by the supplier before dispatch.
- Following EA approval, the material is exported to Europe for recycling at the final destination as disclosed on the Annex VII.
- On arrival, our quality team will inspect the load and, if approved, the container/ trailer will be unloaded and graded. A full breakdown is sent to Leinster and a Receipt Docket is issued to the supplier
- If the material arrives at end destination and there are quality issues, the supplier will be swiftly informed.
- The supplier and purchasing team will then need to agree on a new commercial arrangement to take into account the revised value of the material. Once this has been agreed LEUK then issue a Receipt Docket showing this revised value.
- In extreme circumstances it may not be possible to reach a commercial solution and so the entire shipment may be repatriated to the site of origin, at the expense of the supplier. The EA will also need to be informed of any such repatriations.

Receipt Docket and Payment Procedure

- The Receipt Docket (RD) issued from our accounts department will detail the breakdown of material along with weights and prices.
- Please arrange for a matching invoice, quoting our RD number to be issued and sent to accounts@lerecycle.co.uk where, if it matches our RD, it will be passed for payment.
- Invoices which do not match our RD, or which fail to quote the RD number will cause delays in payments
- If there are any queries on weights or prices these should be directed to our purchasing team immediately upon receipt of our RD and before issuing an invoice
- LEUK have a payment run every 14 days.