



LEINSTER ENVIRONMENTALS

New Supplier Form

Please complete the attached electronically and return to compliance@lerecycle.ie and logistics@lerecycle.ie. 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: _____
 Waste permit No. _____ Expires on: _____

Loading Address 1: _____

 County: _____ Country: _____
 Postcode: _____
 Tel: _____
 Contact Name: _____
 Site Opening Times: _____
 Special Instructions: _____

 Loading Address 2: _____
 County: _____ Country: _____
 Postcode: _____
 Tel: _____
 Contact Name: _____
 Site opening times: _____
 Special instructions: _____

Please ensure you send a copy of your waste facility licence with this completed form!

If you don't have a waste permit No. please tick to confirm it is your own waste

Are You A Registered Repak Service Provider (RSP): YES NO

CONTACT DETAILS:

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

BANK DETAILS

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

INDUSTRIAL BUSINESS TYPE:

Please Tick One

Agricultural Manufacturing Wholesale Retail Other _____

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

Additional Comments: _____

Signed _____

Date _____

Name _____ On behalf of _____



INFORMATION FOR SUPPLIERS

SPECIFICATIONS FOR SUPPLY OF MATERIAL

Please ensure you understand what type and condition the material for supply to Leinster Environmentals is so that your load of material will be accepted at our resource renewal centre. For enquiries relating to Pricing of material, contact

James Loughran:	T: +353 (0)87 2302616	E: james@lerecycle.ie
Ray Duignan:	T: +353 (0)87 9683828	E: ray@lerecycle.ie
Mark Byrne:	T: +353 (0)86 0224071	E: mark@lerecycle.ie

PLASTIC & CARDBOARD MATERIAL

All plastic material will only be accepted loose or baled.
Cardboard of all types, paper and all other paper based packaging will be accepted loose or baled.
We will only accept this material in a dry condition (not wet).
If any other material type is mixed through the load, it will be rejected.
Any drums, cans or tonk must be triple rinsed and empty
Bulky waste may be rejected
All loads must be safely stacked and secured to ensure safe and swift unloading

PROCEDURE FOR DELIVERING LOADS

BOOKING A COLLECTION

To book a collection please contact our weighbridge and we will advise estimated date for collection.
Weighbridge Contact and for Docket and Recycling Cert Queries:
Tel: +353 (0) 42 932 3997
Email: weighbridge@lerecycle.ie
Loads must be stacked safely and securely to ensure safe and swift off loading.

ARRANGING A DELIVERY

To avoid unnecessary delays, please contact the weighbridge 24 hours in advance to schedule a delivery. Unloading hours are 8am to 3pm, Monday to Friday only.
All drivers of vehicles must report to the weighbridge in order for their load to be weighed in.
All drivers must have their vehicle weighed out.

After unloading a completed weigh in docket will be given to the driver, which will show the gross, tare and nett weights (this will not show any deductions relating to pallets or other packaging; these will be shown on receipt dockets). Drivers must obey all site rules while on the premises.

RECEIPT DOCKET AND PAYMENT PROCEDURE

Within 7 working days of delivery your specified contacts person will be issued a receipt docket by email. This receipt docket will advise the type of material delivered, weight (net of any deductions for pallets or packaging, which will be shown separately) and price for which you will be paid. NB Pallets will be deducted at a rate of 30kg each.

This receipt docket may also be used as a recycling certificate if necessary.

Please provide us with an invoice showing the weights and prices as listed on the receipt docket, using the receipt docket as reference, no later than 1 week after receiving our receipt docket.

Late invoices will result in late payment.

Payment will then be made by bank transfer by the 28th of the following month unless otherwise specified.

CONTAMINATED LOADS

Any loads that are found to have foreign material mixed with the plastic or cardboard, such as metal objects, rocks, hazardous material, organic matter etc. will be rejected and dealt with as follows:

1. If your delivery does not meet our specification, you will be given the opportunity to collect the material, or to have the delivery decontaminated at suppliers cost.
2. On arrival at Leinster Environmentals, a weighbridge ticket will be issued for the full weight of your delivery. This will not be the weight you are paid for. The weight of contaminants removed during the clean up process will be deducted from the delivered weight.
3. Due to the work involved in arranging decontamination, Leinster Environmentals will make a charge of €30 per tonne to cover administration. This charge, along with decontamination costs, transport and handling fees will be deducted from suppliers' payment.

(Leinster Environmentals are unable to inform suppliers of the price per tonne before decontamination has been carried out, nor are we able to guarantee a time period for decontamination or subsequent payment. This will vary depending on the amount of work required to meet our specification but will be done as speedily as possible.)

4. After decontamination a receipt docket will be issued showing the final weight and price payable (net of all deductions). Payment will be made as detailed on page 3. For any accounts queries:

Leinster Environmentals waste facility permit number is:

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