



We create chemistry

BASF SE, 67056 Ludwigshafen, Germany

**e-mail-address:**  
[adblue@basf.com](mailto:adblue@basf.com)

**address:**  
BASF SE  
E-CMP/KB – T410  
67056 Ludwigshafen

May, 1st 2026

**Contact:**  
Roser Cid, +49(0)621 60-20996  
Steven Rauchstein, +49(0)621 60-20273  
Yvonne Gleber, +49(0)621 60-43382

**Opening times:**  
Monday-Friday  
8 a.m.–4 p.m.

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## **Business Rules for Loading of Packaged Goods AdBlue® by BASF SE**

### **Ordering of packaged goods:**

**Lead time:** The minimum lead time for all loading/ordering of AdBlue® packaged goods from BASF is 15 working days (not counting weekends and public holidays). Orders with a shorter lead time may only be carried out by prior agreement with our staff and in exceptional cases. All orders with a shorter lead time that have arrived without prior agreement will be automatically postponed in line with the minimum lead time.

Postponements must be requested at least 2 working days before the planned collection and discussed with our staff.

**Purchase orders** can only be accepted if they are placed through our online portal “**MyBASFWorld**”. Please refrain from sending in orders in any other form (e.g., e-mail, fax, PDF, etc.). If you require access to MyBASFWorld or help in using it, please talk to us about it.

Orders with Incoterm CPT also have a lead time of 15 working days before they can be loaded. In addition, there is also the transit time until the goods reach the delivery location.

**All orders must be collected on the confirmed loading date with the BASF order number (301... or 338...) Prior notification is not necessary.**

Orders that are not collected on the planned day will be stored at Semfill. Storage costs will be charged from the second storage day at €200/day per order.

For EXW orders loaded into 20' or 40' sea containers, we must charge you a surcharge, which we will list separately in the respective invoice.

**BASF SE**  
67056 Ludwigshafen, Germany

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Internet: [www.basf.com](http://www.basf.com)

**Registered Office:**  
67056 Ludwigshafen

**Registration Court:**  
Amtsgericht Ludwigshafen  
Registration No.: HRB 6000

**Aufsichtsratsvorsitzender:**  
Kurt Bock

**Vorstand:**  
Martin Brudermüller, Vorsitzender;  
Dirk Elvermann, Michael Heinz, Markus Kamieth  
Anup Kothari, Stephan Kothrade,  
Katja Scharpwinkel

Internal



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**Collection of packaged goods:**

**Loading address:** Semfill GmbH  
Junkers-Straße 2  
67681 Sembach

**Loading times:** Monday to Thursday: 7 a.m. to 5 p.m. (CET)  
Friday: 7 a.m. to 4 p.m. (CET)  
Exception: national or regional public holidays.

To make sure everything runs smoothly, the customer must complete the form on page 3 **once** and return it to [adblue@basf.com](mailto:adblue@basf.com).

If the document is not returned promptly, collection on the planned day cannot be guaranteed.

If you always use the **same shipping company** for **EVERY** collection, please fill in the table below completely.

If you use different shippers, it is important that a contact partner can be provided at your company in case there are any questions. The aim of this contact partner is primarily to provide a contact with your shipping company in the event of damage, accidents etc. which might occur during transport. Any change in contact partner and representative must be reported promptly.

**IMPORTANT:** For insurance reasons, it is essential that the driver completes the attached document (page 4) on site at Semfill (document provided there).

**Many thanks for your understanding and support,  
your AdBlue® team**

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<p>Customer name</p> <p>incl. full address, contact partner, telephone number and representative's data</p>	
<p>Only complete if you use the same shipping company for EVERY collection</p> <p>Full address of collecting shipping company with contact partner, incl. telephone and fax number</p>	

## Driver data, self-collectors For packaged goods ex Semfill, Sembach

Semfill GmbH  
Junkers-Straße 2  
67681 Sembach



### Loading times:

Mon.-Thurs. 7 a.m. to 5 p.m.

Fri. 7 a.m. to 4 p.m.

BASF order number(s) beginning with 301... or 338...	
License plate number truck/motor truck	
License plate number trailer	
Name of carrier  Name of driver <b>in block letters</b>  plus nationality	