

I. PURPOSE OF THE INSTRUCTION:

1. The purpose of the instruction is to familiarise the supplier with the required standard of packing materials delivered to Fabryka Mebli 'Gala Collezione' Sp. z o.o.

II. INFORMATION ON PACKAGING OF MATERIALS:

1. The outer packaging or its design should be adapted to the size of the components/materials it contains. The outer packaging must be made of suitably hard and damage-resistant material (cardboard box, pallet, crate).
2. The weight of the consignment must not exceed the strength parameters of the packaging.
3. Make sure the packaging is not damaged before packing.
4. The outer packaging must be large enough to enable proper labelling of the consignment. If packaging is reused, all previous markings (labels identifying the sender, addressee, barcodes, etc.) must be removed.
5. The outer packaging should be made of weather-resistant materials.
6. Materials and systems supplied in sets should be in separate loading/packaging units (each set in separate packaging).
7. Each item should be protected by wrapping it in material that protects it from damage, such as bubble wrap. The objects in the package should be arranged in such a way that they do not touch each other or the exposed walls of the package. The packaging should contain filler so that no space is left.
8. The supplier is obliged to use a suitable type of packaging and transport equipment and to place the material to be transported in such a way that safe mechanical unloading is possible and guaranteed.

III. INFORMATION ON RETURNABLE PACKAGING:

1. Information on returnable packaging must be included both on the delivery documents and on the packaging.
2. Information on the quantity of returnable packaging stored on the premises of Fabryka Mebli 'Gala Collezione' Sp. z o.o. shall be sent to the owners of packaging once a month.
3. The cost of transport of returnable packaging is to be borne by the supplier / owner of the packaging.
4. After 14 days from the date of sending the information about the need to return the packaging, no response from the supplier shall be tantamount to the disposal of the packaging at the supplier's expense.