

**I. PURPOSE OF THE INSTRUCTION:**

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

**II. INFORMATION ON MARKING OF MATERIALS AND PACKAGING:**

1. Each material delivery to Fabryka Mebli 'Gala Collezione' Sp. z o.o. shall be provided with a label to identify the delivery and the material in the recipient's warehouse.
2. Deliveries of pallets/mixed packaging must be marked with a bulk label and each material on the pallet/packaging must be adequately separated into smaller transport equipment.
3. It is permissible to label the transport equipment (i.e. pallets, cardboard boxes) on which homogeneous material is placed.
4. The bulk label shall include all the information required by Fabryka Mebli 'Gala Collezione' Sp. z o.o. (i.e. order number, index number, quantity, item description and place of unloading).
5. The label should be placed in a visible place during unloading of the materials.
6. The label must be affixed in a manner that is permanent but does not affect the ownership of the labelled material.
7. The label must be affixed to the packaging in such a way that it is not damaged during transport and unloading.
8. The label must be protected against the weather.
9. packaging of bulky materials transported on a pallet/rack/crate should include a bulk label on the long and short edge of the packaging.