1. DOCUMENTS AND DATA REQUIRED FOR RECEIPT OF GOODS:

The Seller is obliged to provide the Buyer with the following documents on a given batch of delivery of Goods prepared separately for each and every means of transport, as well as each and every Order:

* 1. **Specification of delivery, dispatch letter or WZ document [stock issue confirmation] containing the following data:**
     1. Order No. or Contract/Agreement No.;
     2. name of Seller and consignee;
     3. way and planned date of delivery;
     4. name of goods and material index in accordance with an Order;
     5. quantity in units of measure specified in the Agreement/Contract or Order, net and gross weight;
     6. number of packaging in delivery;
     7. instructions necessary for correct transport and unloading of goods;
     8. list of appendixes with the indication of location thereof (technical, quality documentation, and similar documentation);
     9. in the case of a Foreign Seller - CN code of Goods, place of dispatch and country of origin of Goods.
  2. **Technical documentation:**
     1. attestations, certificates, DTR [Operation and Maintenance Documentation], etc. (if required in line with an Order or legal provisions), with the reservation that packaging which contains such documentation shall be marked with the following inscription “Documentation”;
     2. unloading drawing and guidelines specifying the way of safe unloading and movement of Goods (in particular with regard to large-size deliveries or deliveries with complex construction, for which it is required to use specialist equipment for unloading);
     3. storage instruction.
  3. **Quality documentation:**
     1. safety data sheets, certificate of quality, IR diagram, certifications of standards (if provided for in the Agreement/Contract).
  4. **Other documentation laid down in the Agreement/Contract:**
     1. other documents specific to a given delivery shall be indicated in the Agreement/Contract (e.g. e-AD, transport document).

1. MARKING OF PACKAGING

A marking on packaging shall contain:

* + 1. Order No. or Contract/Agreement No.;
    2. name of goods and material index in accordance with an Order;
    3. quantity in units of measure specified in the Agreement/Contract or Order, net and gross weight;
    4. packaging No. of a given delivery (e.g. (1/3, 2/3, 3/3);
    5. marked centre of gravity (for Goods whose unloading and movement require using a fork-lift truck or hoisting crane);
    6. marked out places in which it is necessary to attach belts or slings for the purpose of safe unloading (for Goods whose unloading and movement require using a fork-lift truck or hoisting crane);
    7. way of handling packaging, e.g.:
       - 1. “be careful - glass”,
         2. “do not throw”,
         3. “protect against cold”,
         4. “protect against rain”,
         5. “do not stack”,
         6. “open carefully”,
         7. opening direction,
    8. marking in accordance with the ADR agreement (if applicable).

1. MARKING OF GOODS:
   1. Delivered Goods shall be marked with a label containing:
      1. name of goods and material index in accordance with an Order;
      2. quantity in units of measure specified in the Agreement/Contract or Order, net and gross weight.
   2. If it is impossible to place a label directly on Goods (sticking), it is necessary to hang the label by means of band clip or another durable fixture.
   3. If Goods are not correctly marked, the Seller is obliged, within 5 working days from reporting an irregularity by the Buyer, to mark the Goods again, and in the case of erroneously completed single elements forming a set, the Seller is obliged to repack and properly mark the delivered Goods in the Buyer’s warehouse.
2. PACKAGING OF GOODS
   1. As part of one item from an Order, Goods should be packed into one packaging (carton, bag, other). If there is a considerable quantity of single elements, it is acceptable to pack into a lot of collective packaging.
   2. In the case of chemical products, packaging shall be compliant with the Agreement/Contract and requirements of the ADR agreement.
   3. Sensitive Goods and Goods susceptible to damage should be packed into separate packaging, protecting them against damage.
   4. Packaging of heavy or large-size Goods should have a carrying device appropriate to weight of the Goods (pallets, crates, trusses, etc.).
   5. Large-size Goods such as: pipe inserts, coolers, jackets, etc. should be equipped with additional elements and fixtures enabling safe unloading and movement of the Goods. Such Goods shall have:
      1. constructions - ears for attaching hooks;
      2. crates - places for attaching belt slings protecting them against slipping;
      3. pipe inserts - demountable carrying elements such as for example: cradles including construction elements of the inserts (flanges, partitions) making it possible to attach belt slings, protecting them against slipping and abrasion by sharp edges of Goods.
   6. In the case of combining Goods from different Orders as part of one collective packaging, the Seller is obliged to mark the Goods inside the collective packaging with Order number and packaging number.
   7. For each and every Order, it is necessary to attach detailed information concerning (this applies to foreign Seller):
      1. quantity and unit weight of packaging used:
         1. unit packaging (used for providing Goods to users in the place where the Goods were bought),
         2. collective packaging (containing multiple unit packaging of Goods, regardless of whether they will be provided to users or will be used for supplying points of sale of the Goods and which can be removed from the Goods without impairing their features), including information about number of unit packaging in collective packaging,
         3. transport packaging (used for transport of Goods in unit or collective packaging in order to prevent their damage, with the exception of containers for land, water or air transport - e.g. wooden pallets, polyethylene heat shrink foil), including information about quantity of collective packaging in transport packaging,
      2. types, quantity and unit weight of transport packaging or elements thereof, to be left to the Buyer by the Seller,
      3. description of packaging used, allowing to identify it (e.g. bottle, plug, cap, label, excise band, bag, carton, box, crate, heat shrink foil, tape, shrink-wrap pack, cardboard spacer, pallet),
      4. types and weight of materials from which individual packaging or elements thereof are made, in a way enabling identification of at least the following materials from which individual packaging or its elements were made:
         1. plastics,
         2. aluminium,
         3. steel, including steel plate, and other metals,
         4. paper and cardboard,
         5. glass,
         6. wood,
         7. multi-material packaging with the majority of plastics,
         8. multi-material packaging with the majority of aluminium,
         9. multi-material packaging with the majority of paper and cardboard,
         10. other,

with the reservation that the Seller shall provide the above information in line with the following template.

**TEMPLATE**

