



Wspólnie Tworzymy Rozwój

Polmarkus sp. z o.o.

44-120 Pyskowice, ul. Wyszyńskiego 62

T: 32 30 19 100, e-mail: biuro@polmarkus.com.pl

Latest date of update: 13.12.2019

Rules and Regulations of Deliveries to Polmarkus sp. z o. o.

For the purpose of optimization of deliveries to the warehouses and authorization for trading for our clients the products we introduce the following document having for the purpose to present all the requirements and rules effective for deliveries to the Central Office and departments of the company Polmarkus sp. z o.o.

The document regulates the rules of cooperation between Polmarkus sp. z o.o. and Suppliers of alimentary and technical products.

By proceeding with the execution of the order form Polmarkus sp. z o.o. the supplier accepts the terms of rules and regulations and is obliged to respect them.

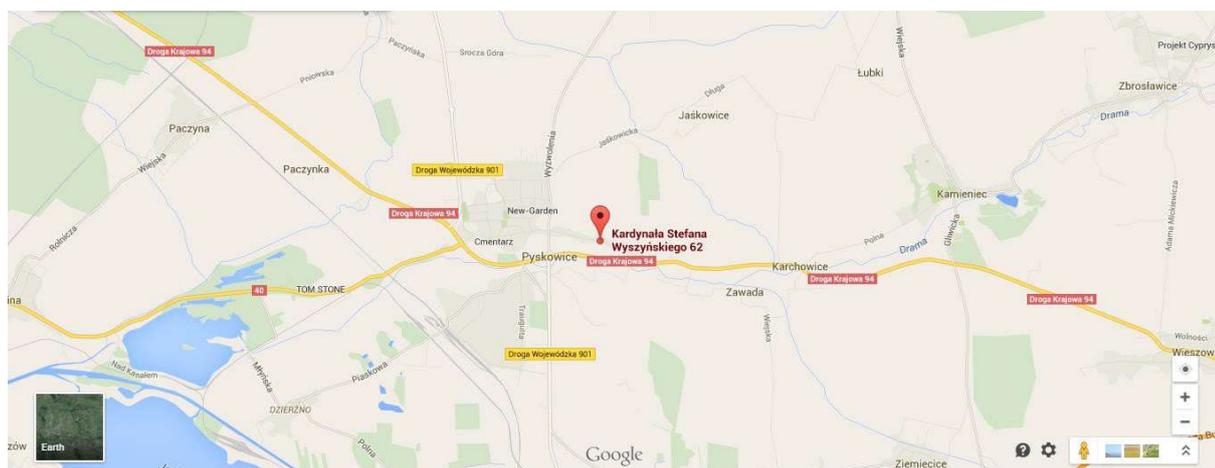
The Delivery Rules and Regulations are available online on www.polmarkus.com.pl and are delivered, in electronic form and on paper, to each and every supplier before the first order.

Changes in Rules and Regulations do not require authorization form supplier and their effectiveness depends solely on placing the changes on the web site indicated above. The changes shall be introduced on the last day of the calendar month and shall enter into force from 10th day of the following month. Until the 10th day of the month after changing the Rules and Regulations, two versions of Rules and Regulations: effective and changed, shall be posted on the web site indicated above. From the 10th day after the change is introduced, the changed Rules and Regulations are effective and they are the only ones to be available on line.

1. Polmarkus sp. z o.o. magazines locations

Central Office-Pyskowice

Pyskowice, 44-120, ul. Wyszyńskiego 62, tel. +48/32 30 19 100, fax +48/32 30 19 119,
biuro@polmarkus.com.pl **Hours of receiving goods at the warehouse** Mon - Fri: 6:00 a.m. – 1:00 p.m.



Polmarkus Sp. z o.o. 44-120 Pyskowice, ul. Wyszyńskiego 62

Sąd Rejonowy w Gliwicach, X Wydział Gospodarczy Krajowego Rejestru Sądowego,
KRS: 0000053399; NIP: 969-12-85-173; Kapitał zakładowy: 1.000.000,00 zł; REGON 277620430.

www.polmarkus.com.pl



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Skawina next to Kraków

Skawina 32-050, ul. Płk. A. Hałacińskiego 2, tel. +48/12 442 00 00, fax +48/12 684 66 88, krakow@polmarkus.com.pl
Hours of receiving goods at the warehouse Mon - Fri: 7:00 a.m. – 12:00 p.m.



Wrocław

52-438 ul. Giełdowa 24, tel. +48/71 71 22 304, fax +48/71 363 55 67, wroclaw@polmarkus.com.pl
Hours of receiving goods at the warehouse Mon - Fri: 7:00 a.m. – 12:00 p.m.



Polmarkus sp. z o.o. 44-120 Pyskowice, ul. Wyszyńskiego 62

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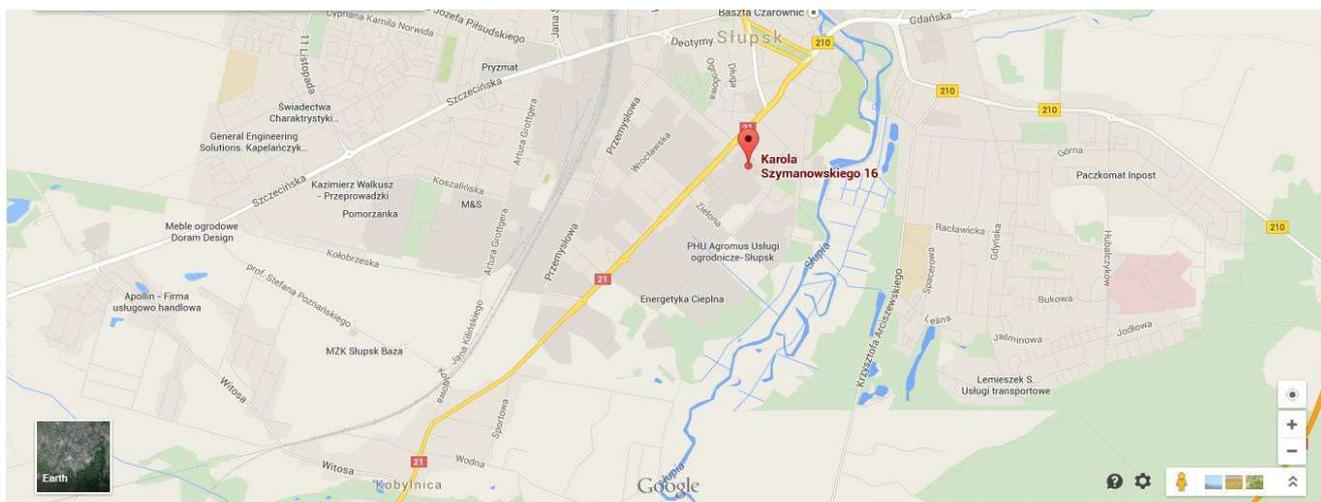
Ksawerów next to Łódź

Ksawerów 95-054, ul. Łódzka 46 (entrance from ul. Zachodnia 25), tel. +48 42 209 30 80, **Hours of receiving goods at the warehouse Mon - Fri: 7:00 a.m. – 12:00 p.m.**



Ślupsk

Ślupsk 76-200, ul. Szymanowskiego 16, tel. +48 59 727 95 95, fax. +48/59 848 11 13, slupsk@polmarkus.com.pl **Hours of receiving goods at the warehouse Mon - Fri: 7:00 a.m.- 12:00 p.m.**



Source: maps.google.com

2. Products and logistic requirements

2.1 Each product introduced for trading in the offer of the company Polmarkus sp. z o.o. should have its logistic data determined in the product data sheet according to the following pattern:



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polmarkus		Product Data Sheet		No	
OGÓLNE – WYPEŁNIA PRODUCENT / DOSTAWCA					
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Filled in by Producer/ Supplier	
	New		Update		
Product name	<input type="text"/>				
Type of single unit package	<input type="text"/> cardboard, bottle, bag, can, other				
Unit of measure	<input type="text"/>				
Net/gross mass of single package	<input type="text"/>				
Number of pieces in one package	<input type="text"/>				
Number of packages on the pallet	<input type="text"/>		Net mass of the pallet	<input type="text"/>	Gross mass of the pallet
Number of levels of the pallet	<input type="text"/>				
Transportation package*	<input type="text"/> pallet, basket, pallet container, carriage, keg, barrel			Returnable	<input type="checkbox"/> yes <input type="checkbox"/> no
Height of the pallet in cm	<input type="text"/>				
Storage temperature	<input type="checkbox"/> -18-10 °C	<input type="checkbox"/> 0-8 °C	<input type="checkbox"/> 9-12 °C	<input type="checkbox"/> 13-25 °C	
VAT rate	<input type="checkbox"/> 0%	<input type="checkbox"/> 5%	<input type="checkbox"/> 8%	<input type="checkbox"/> 23%	<input type="checkbox"/> ZW
PKWU code	<input type="text"/>				
CN code	<input type="text"/>				
Product's veterinary no	<input type="text"/>				
Producer	<input type="text"/>				
Producer's EAN code	<input type="text"/>				
Product's expiry date	<input type="text"/> days				
Declared min. shelf life at transportation	<input type="text"/> days		Return of goods to supplier with min. shelf life	<input type="text"/> days	
*Pallets not complaint with EURO, EPAL norm are not subject to return					
Net purchase price	<input type="text"/>		Catalogue net price (100)	<input type="text"/>	
Value			Value		
Single package size					
Width, lenght, height	<input type="text"/>				
Volume	<input type="text"/> dm ³				
Information on the person filling in the sheet					
Producer/ supplier	<input type="text"/>	Job title	<input type="text"/>	Date	<input type="text"/>



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- 2.2 Before the first order the product data sheet should be sent to the company Polmarkus, to the address of supplier's consultant, in the form of the scan signed by the person authorised to represent supplier's company.

3 Order

- 3.1 Deliveries of goods to Polmarkus sp. z o.o. may take place only in accordance with the orders placed to the supplier:
- 3.2 The orders are placed separately for the central warehouse located in Pyskowice and separately for department warehouses.
- 3.3 The order template is enclosed to Rules and Regulations;
- 3.4 In the event of deliveries of goods not compliant with the order or not ordered, goods may be not received or returned for the expense of the supplier.

4 Notification and Delivery Schedule

- 4.1 The reception of the delivery should be confirmed immediately. The time of delivery (notification) should be determined during confirmation of the order by the supplier. The precise date of delivery should contain: date and time of delivery.
Confirmation together with notification should be forwarded immediately to the email of supplier's consultant, who accepts notifications.
- 4.2 The supplier is obliged to inform about delays of deliveries on the road to the warehouse, longer than 30 minutes. The information should be sent to the email address of supplier's consultant.
- 4.3 The orders which are delivered with more than one means of transportation should be delivered with a separate delivery note for each means of transportation.
- 4.4 It is allowed to issue a collective invoice for deliveries with several means of transportation under the conditions stated in point 4.3.
- 4.5 In the event of lack of notifications, delays in delivery or lack of documents for delivery, the goods may not be received by Polmarkus sp. z o.o. or returned for the expense of supplier.
- 4.6 For spedition companies which deliver cumulated deliveries to Polmarkus Pyskowice warehouse we created notification hours as below:
 - 4.6.1 NAGEL 6 a.m.-10 a.m.
 - 4.6.2 FRESH LOGISTICS 6 a.m.-10 a.m.
 - 4.6.3 RABEN 8 a.m.-10 a.m.

5 Conditions of Deliveries

- 5.1 Deliveries of goods to Polmarkus sp. z o.o. by Suppliers take place only in accordance with the orders placed by Polmarkus sp. z o.o. at a fixed time. Goods are received only on EURO EPAL pallets which fulfil the ECR standards (CHEP pallets are acceptable). In the event of not fulfilling the standards described above, the pallets shall be treated as disposable and shall be neither the subject of exchange nor of return. All pallets should fulfil the requirements of storage (warehousing) on the high storage racks. Polmarkus sp. z o.o. reserves the right to refuse to receive nonpalletized goods.
- 5.2 Maximum height of the pallet cannot exceed 170 cm (together with wooden pallet) and gross weight 1000kg. In the case of goods destined for technical warehouse it is allowed after prior notification to Polmarkus sp. z o.o. that the size and the weight exceeded the value indicated above.
- 5.3 Goods placed on the pallet should be secured with foil in a way ensuring stability during transporting and warehousing operations. Goods cannot protrude outside the outline of wooden pallet.
- 5.4 Pallets with goods delivered to Polmarkus sp. z o.o. should be labelled:
 - a) Name of supplier/ producer;



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- b) Number and name of product;
 - c) Number of articles;
 - d) Amount determined in units of weight or measurement (kg/litre) or pieces in single package;
 - e) It is recommended to mark the pallet with the label in SSCC standard (Serial Shipping Container Code)
- 5.5 Collective package should be marked with labels with the bar code in EAN128 standard and placed on the pallet in a way which allows to read the code.
- 5.6 Single package should be marked with producer's label in Polish, Czech and Slovakian language. Label should contain minimum: product name, net weight, lot number, best before date, storage conditions.
- 5.7 Product loaded on a single pallet should have same lot number. If there is more lots of same product per pallet supplier should use paper separator so person unloading the goods may notice few lots.
- 5.8 Returnable packages are revived at the warehouse of Polmarkus sp. z o.o. during the delivery to Polmarkus sp. z o.o. Return of returnable packages is confirmed by the supplier on Return to Supplier document. The driver is obliged to confirm the amount of packages returned by Polmarkus sp. z o.o. In the event of lack of ability to take back returnable packages on delivery, they will be returned at suppliers expense.
- 5.9 Delivered goods at every stage of transportation and warehousing should be held in a suitable temperature which means that the temperature should stay within the range marked on a single package of a given good. In the event of exceeding acceptable temperature, goods with incorrect temperature may not be received and its return will take place at the expense of supplier or after consulting with Quality Department it may be received under the condition of charging the fee for bringing the goods to correct temperature if it will not have negative influence on the safety and quality of goods.
- 5.10 Damaged goods, in damaged package or without appropriate labels and required documents shall not be received by Polmarkus sp. z o.o. and it shall be returned to the supplier at his expense.
- 5.11 In the event of need to adjust goods to standards described in rules and regulations the pricelist being an addendum to the rules and regulations will be used.

6 Rules of Registration, Distribution and Reception of Goods

- 6.1 Supplier arriving to the warehouse transfers a set of documents to warehouse keeper on the reception ramp for registration (shipping list, delivery note, certificate of conformity)
- 6.2 The certificate must be delivered to each assortment. In the case of lack of certificate goods will not be received or will be returned at the expense of the suppliers.
- 6.3 For goods coming from outside European Union certificate of quality constitutes an additional requirement. For animal products - TID.
- 6.4 Supplier's driver awaits unloading by placing the means of transportation in the place indicated by warehouse keeper on the vehicle manoeuvre area. Supplier's vehicle loading space remains closed until the warehouse keeper authorises the unloading.
- 6.5 For the demand of the person representing Polmarkus sp. z o.o. the driver is obliged to present:
 - a. Valid driver's health certificate (issued by Sanitary and Epidemiological Station)
 - b. Confirmation of regular washing and disinfection of the vehicle
 - c. Protective clothing - white apron / high visibility vest
- 6.6 After registration of documents the suppliers driver positions the car at the indicated unloading ramp.
- 6.7 The driver during unloading should stay in the place indicated for drivers in warehousing area.
- 6.8 The driver should follow all health and safety regulations well as instructions of warehouse workers.
- 6.9 Reception of goods includes controlling goods in terms of quantity and type, temperature (if relevant), method of securing for transportation and condition of packaging, required labels on packages and documents accompanying the goods. Reception of goods does not equal full control in terms of quality.
- 6.10 After unloading and inspecting the goods authorised documents excluding the ones destined for Polmarkus sp. z o.o. are returned to the driver.



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7 Customer Complaints

- 7.1 In the event of discovered incompatibility with the order or defects in terms of type, quality or quantity of delivered goods, condition of labelling, packaging, documents or temperature at delivery the customer complaint report containing reason of complaint and quantity of goods, which the customer complaint concerns will be drafted. The driver delivering goods is obliged to authorise the customer complaint report. The driver should receive goods under complaint or in the event of lack of this type of possibility goods shall be sent back to the supplier at his expense with complaint report.
- 7.2 In the event of detecting defects in quality or quantity after goods reception Polmarkus sp. z o.o. reserves the right to return goods at the expense of supplier.
- 7.3 Suppliers are obliged to process the complaint form Polmarkus sp. z o.o. within 10 calendar days from sending the customer complaint report to the supplier. In the event of recognizing the claim by supplier invoice correction is acceptable (withdrawal from purchase - price refund) or changing for new flawless goods. In the event of exceeding 10 day deadline for the complaint is considered as recognized. Customer complaint report is enclosed to Rules and Regulations. In the case supplier offers the exchange of goods, the delivery of exchanged goods should take place immediately, no later than within 3 days or within the deadline fixed with supplier.