QUALITY REQUIREMENTS ON WASTE PAPER
FOR SUPPLIERS OF MONDI SCP RUŽOMBEROK a. s.

CONTENT

1. Introduction

This document is valid for Deliveries of waste paper to Mondi SCP a.s. and also for its external storages.

1.1 Definitions of terms

Waste paper is used paper, which is processed again in paper industry after being sorted

Assortment allows grouping of several materials with similar properties from the trade's point of view. Each assormtent has a unique number and a description.

Type of assortment allows grouping of several assortments. Each assormtent has a unique marking of the type and a description.

Material is an item for sale, which is not further divisible. Each material has a unique number and a description.

Storage is an aggregated item which is assigned to storing the material. For example a storehouse.

Internal storage of the waste paper is a storage of the waste paper in the area of MSCP.

External storage of the waste paper is a storage of the waste paper outside the area of MSCP.

Region is an reserved part of a storage. A storage is divided into several Locations.

Location is an exactly defined part of a Region. It represents the smallest storage item, for example one shelf cell or a reserved area which is registered under one number.

Scanner is a mobile terminal, which serves for reading the bar code labels and cards. It is interconnected with the system.

Operator of forklift is an employee, whom is entrusted the manipulation of storage material.

Operator of waste paper yard is an employee, whom is entrusted the acceptance and registration of delivery.

Administrator is an employee with a right to configure the parameters of the System. For example to add different types of material, to make user accounts, to configure the user rights, to define regions, locations and storages.

Buyer is a final customer, who can have contract with intermediator in terms of a buyer order. Buyer defines the final point of delivery, i.e. the place of unloading.

Seller is a subject, who can have contract with intermediator in terms of a purchase order. Supplier defines the start point of delivery, i.e. the place of loading.

Delivery note is a basic document, which justifies and confirms the delivery and enables delivery of material. It contains the information about material, its origin, place of loading, name of supplier, name of buyer and another information.

Delivery conditions describe the way and processes of delivery connected to logistics during delivery.

Payment conditions determinate the type of payment in buying and selling.

Brutto weight (BW) is weight of a loaded truck, which is determined on a scale at entry, in tones.

Netto weight (NW) is weight, which is determined during acceptance of buyer. It is specified in tones as the difference between Brutto weight and Tara weight.

Tara weight (TW) is weight of an empty truck which is determined on a scale at exit, in tones.

Weight of absolutely dry material (BDT) is weight of absolutely dry and clean material, in tones

Declared weight (DW) declared weight of supplier, in tones

Normed weight (NW) – computed by formula which is defined on assortment, in tones.

Account weight (IW) is defined by buyer´s delivery in basic specific item, also PPCA account weight in tones.

1.2 List of used abbreviations

MSCP – Mondi SCP a.s.

WP – Waste paper

PfR – paper for recycling

HPNA 2 –Device for measuring the moisture in the waste paper

RLS – Recycling Trading & Logistic System – IT System for receiving, control and issue of waste paper

2. Waste paper specification

The following classification of types of waste paper has been established for production purposes of Mondi SCP Ružomberok a.s. These types are described in EN 643: 2014 and divided into groups with following trading names:

A. Group:
- *type 1.01.00 – Mixed paper and board
- type 1.02.00 – Mixed paper and board (sorted)
- type 1.03.00 – Grey board
- *type 2.06.00 – Coloured letters
- *type 2.06.01 – Sorted colored letters
- *type 3.05.00 – White woodfree letters
- *type 3.05.01 – White woodfree letters without printing

B. Group:
- type 1.05.00 – Old corrugated containers
- type 1.05.01 – Corrugated containers
- type 4.02.00 – Used corrugated kraft 1
- type 4.03.00 – Used corrugated kraft 2
- type 4.04.00 – Used kraft sacks
- type 4.06.00 – Used kraft

C. Group:
- type 1.04.00 – Supermarket corrugated paper and board
- type 1.04.01 – Ordinary corrugated paper and board
- type 1.04.02 – Corrugated paper and board

D. Group:
- type 4.01.00 – New shavings of corrugated board
- type 4.01.01 – Unused corrugated board
- type 4.05.00 – Unused kraft sacks
- type 4.07.00 – New kraft

E. Group: Liquid board packaging
- *type 5.03.00 – Liquid board packaging
- *type 5.03.01 – Unused liquid board packaging

A. Used waste paper GROUP 1, 2 and 3: Ordinary types, Medium quality types, High quality types

- ***Type 1.01.00 - Mixed paper and board,** unsorted, but unusable materials removed - a mixture of various grades of paper and board, without restriction on short fibre content,
- **Type 1.02.00 - Mixed paper and boards (sorted):** a mixture of various qualities of paper and board, containing a maximum of 40% of newspapers and magazines,
- **Type 1.03.00 - Grey board:** printed and unprinted white lined and unlined grey board or mixed board, free from corrugated material,
- 2.06 Coloured letters Correspondence, in mixed papers coloured in the mass, with or without print, of printing
  or writing paper. Free from carbon paper and hard covers
- ***Type 2.06.00 – Coloured letters:** Correspondence, in mixed papers coloured in the mass, with or without print, of printing or writing paper. Free from carbon paper and hard covers,
- ***type 2.06.01 - Sorted coloured letters:** paper typically used in offices, crushed or uncrushed, lightly printed, dyeing in mass allowed but not deep-colored sheets of paper, with at least 90% woodfree paper, carbon-free and above all without carbonless copy paper (CCP) and noncarbon copy paper (NCR), without manila envelopes, file folders, newspaper and cardboard,
- ***type 3.05.00 - White woodfree letters:** Sorted white woodfree writing papers, originating from office records, free from cash books, carbon paper and non-water soluble adhesives,
- ***type 3.05.01 – White woodfree letters without print:** graded white woodfree uncoated printing and writing papers, without printing, without carbon papers, without self-copying copy paper and water-insoluble adhesives.

B. Used waste paper GROUP 1 and 4: Ordinary types and Kraft types

- type 1.05.00 - Old corrugated containers: used boxes and sheets of corrugated board of various qualities, it may contain 10% of other paper and cardboard from packaging,

- type 1.05.01 - Corrugated containers: used corrugated boxes of various quality, it may contain 5% of other paper and board from packaging,

- type 4.02.00 - Used corrugated kraft 1: used boxes of corrugated board, with kraft liners only, the fluting made from chemical or thermo-chemical pulp,

- type 4.03.00 - Used corrugated kraft 2: used boxes of corrugated board, with liners of kraft or testliners, but having at least one liner made of kraft,

- type 4.04.00 - Used kraft sacks: clean used kraft sacks, wet-strength and not wet-strength,

- type 4.06.00 - Used kraft: used kraft paper and board of natural or white shade,

C. Corrugated paper and paperboard GROUP 1: Common types

- Type 1.04.00 – Supermarket corrugated paper and board: used paper and board packaging, containing a minimum of 70% of corrugated board, the rest being solid board and wrapping papers,

- Type 1.04.01 - Ordinary corrugated paper and board: used paper and board packaging containing a minimum of 70% of corrugated cardboard, the rest being other paper and board products,

- Type 1.04.02 - Corrugated paper and board: used paper and board packaging, containing a minimum of 80% of corrugated cardboard, the rest being other paper and board products,

D. Not used waste paper GROUP 4: Kraft types

- **Type 4.01.00 – New shavings of corrugated board:** shavings of corrugated board, with liners of kraft or testliner,
- **Type 4.01.01 – Unused corrugated kraft:** Unused boxes, sheets and shavings of corrugated board, with kraft liners only, the fluting made from chemical or thermochemical pulping,
- **type 4.05.00 – Unused kraft sacks:** unused kraft, wet-strength and non wet-strength,
- **species 4.07.00 - New kraft:** shavings and other new kraft paper and board of natural shade,

E. Cardboard packaging for liquids GROUP 5: special types

- ***Type 5.03.00 – Liquid board packaging:** used liquid packaging board including used PE-coated liquid packaging board (with or without aluminium content) containing a minimum of 50% by weight of fibers and the balance being aluminium or coatings,
- ***Type 5.03.01 – Unused liquid board packaging:** printed or unprinted shavings or sheets of board for liquid packaging (containing aluminum and / or plastic liners and / or without aluminum or a plastic liners) containing a minimum of 50% by weight of fibers and the balance being aluminium or coatings,

None of the type of waste paper accepted must contain material that:

- has come into contact with dye,

- has a persistent odor of chemicals, rot and decaying food,

- contains a layer of plastic, paraffins, etc.

***Types of waste paper, which have been marked in red (1.01.00, 2.06.00, 2.06.01, 3.05.00, 3.05.01, 5.03.00 and 5.03.01), are allowed to order and bring into the process only with the consent of the head of the OCC line, eventually of a person that has been authorised by the head.**

3. Waste paper contamination

3.1 Unacceptable non-papermaking contamination

All non-papermaking material in waste paper and cardboard that, during processing, may cause the damage of the machinery or interruption of production, or may reduce the value of the final product.

PLASTIC ELEMENTS (FOILS, ...)	MINERALS (CHALK, COAL)
MELTABLE MATERIALS	STAPLES, PAPER CLIPS
HOT ADHESIVE ADHESIVES, LATEX, POLYACETATE ADHESIVES, NON WATER-SOLUBLE	CHEMICALS (FERTILIZERS, PAINTS, SOIL, DETERGENTS, ...)
PRINTING INKS, FLUORESCENT, MAGNETIC, METAL, GROSS PRINTING	COARSE METAL JOINTS (for example RING BINDER FILES), WIRE, METAL STRIPS AND OTHER METALS
BOOKBINDING COMPONENTS (for example GAUZE, TAPES, CANVAS, LACES, YARNS)	TRACKS ON TOBACCO
	FOOD AND FEED, FISH FLOUR
FURNITURE VENEERS	ALUMINUM FOILS
BUILDING MATERIALS, eg: CEMENT, PLASTER, GRAVEL, FORMING MATERIALS, STONES, BRICKS ...	GLASS
	WOOD, FIBROUS AND CHIPBOARDS, ...

3.2 Unacceptable papermaking contamination

Material that can not be used in the paper and cardboard production. It contains components which are harmful during manufacture. Waste paper and cardboard need to be supplied without unsuitable materials.

METALLISED PAPER	PHOTOGRAPHIC PAPER
LAMINATED PAPER	LAYERED PAPER WITH FABRIC (GAUZE)
VARNISH, PAINT AND PLASTIC PAPER	PAPER WITH VISCOSE FOIL WINDOWS OR WITH PARCHMENT PAPER
OIL PAPERS	ASPHALT PAPER AND BOARD
PAPER WITH SYNTHETIC RESINS	COLLECTION OF WASTE BOARD WITH LINER OR PLASTIC FOIL
CABLE PAPER (SOFT-FILLED)	
PARAFFIN PAPERS	
WET-STRENGTH PAPER	ARTIFICIAL PARCHMENT AND GLASSINE PAPER
STRONG COLORING MATERIAL PAPER	
PAPER WITH VISIBLE DECAY PROCESSES	TRACING PAPER
SYNTHETIC FIBER PAPER	COPY PAPER FOR WRITING AND COPYING
PAPERS WITH INTENSIVE SMELL	WALLPAPERS
PACKAGING FOR LIQUID FOOD	WASTE PAPER FROM SORTING OF MIXED HOUSEHOLD WASTE
STREET ADVERTISING PAPER	
LABELS AND OTHER SELF - ADHESIVE PAPER	RUBBER-COATED PAPER

4. Control of deliveries of waste paper

4.1 Control of the weight of waste paper

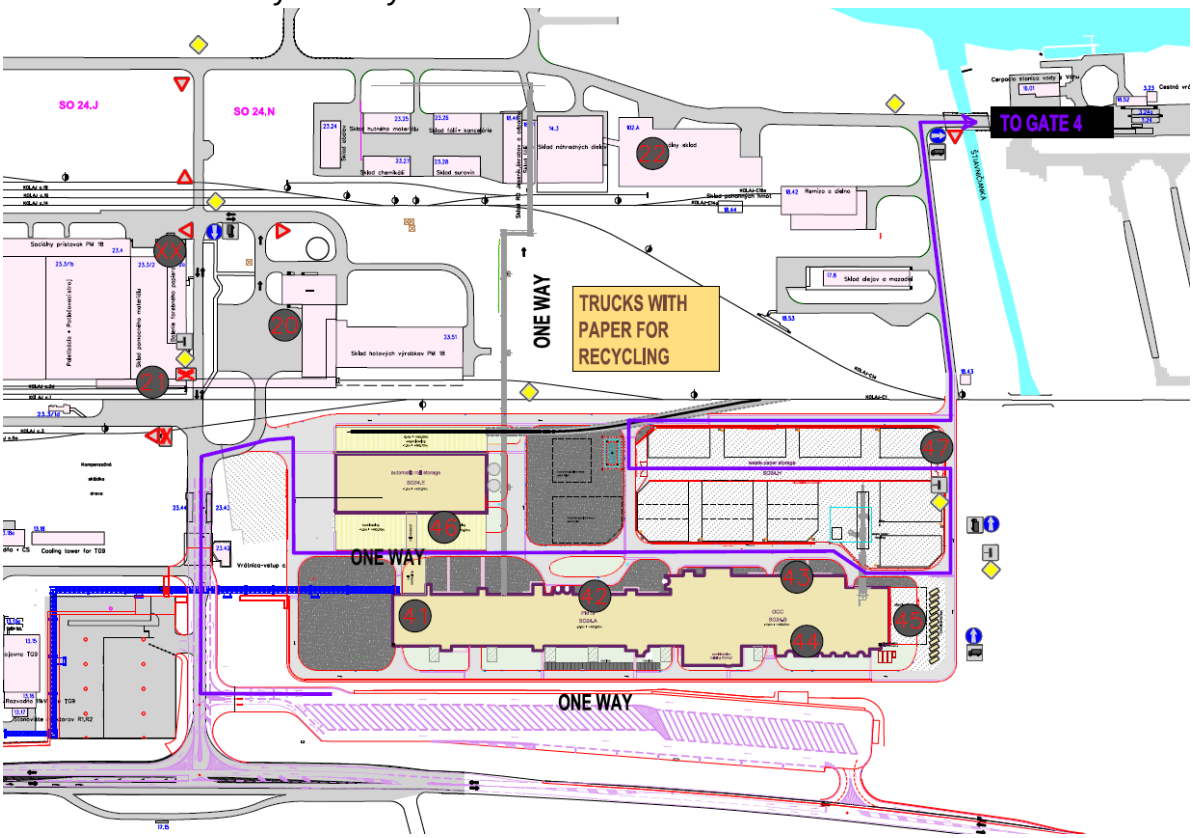
The measurement of the gross weight of the truck (gross – Brutto weight) is performed by means of an electronic scale connected to a computer weighing system. This system uses the information specified in the documents of the delivery of waste paper (WP), i.e. the documents enable the identification of the waste paper.

After measuring the gross weight, the truck is parked at the waiting position before measuring the moisture with the HPNA 2 system.

After unloading the truck, the weight of the truck without waste paper is determined and the weighting system automatically calculates the weight of the waste paper (Netto weight - NW)). Measurement data is sent to the RLS system.

Weight measurement is performed in accordance with the internal company guidelines.

The seller is entitled to inspect the legalization documents and the records of control of the scale used by the buyer.



Pctr. 1 – Tracing of trucks with waste paper to the PM19 internal storage

4.2 Visual control of trucks with waste paper

The visual control of the delivery of waste paper during its unloading consists primarily in the external visual inspection of waste paper bales. Inspection and classification of the truck is performed by buyer with organoleptic methods, the buyer‘s decision is final and binding.

Deliveries cannot contain contaminations mentioned in chapter 3, they can not be excessively wet and there shall be no signs of decay. Deliveries that do not meet the above criteria will be claimed by one of the complaints processes, which consist of:

- Refusal to unload the goods and returning the delivery to the seller at his expenses and risk according to point 4.4.8,
- Unloading and depositing of goods in deposit according to points 4.4.5 - 4.4.8,
- Acceptance of the delivery and adjustment of its price according to the content of impurities, moisture or the identified paper specification in accordance with the procedure described in point 5 of these requirements.

The buyer decides if the chosen complaint process will be applied and his decision is final and binding.

The visual inspection of the delivery shall verify:

- the content of not allowed soiling according to chapter 3,
- Conformity of the delivery with the content declared by the seller and with the classification into individual groups,
- Level of Moisture and contaminations of the delivery.

4.2.1 The verification of unacceptable contaminations levels of waste paper

General description of the method

Verification of unacceptable contaminations levels (in the amount dangerous for the production process) consists in determining whether the amount and type of soiling found in the delivery can cause the parameters of the finished product to fall below Mondi's standards. The degree of contamination of the supply will be determined. Photo documentation of the delivery will be performed. The buyer will assess it himself and the result of his assessment is final and binding. The list of unacceptable contaminations is given in chaper 3.

Deliveries of waste paper that do not contain unacceptable contaminations in dangerous amount will be sent for further inspection.

4.2.2 Checking of declared data

The inspection of the declared delivery data consists in comparison of the following:

- the assortment class of the waste paper declared by the seller is identical to the assortment class delivered to the buyer in each delivery.
- The delivery should include a uniform assortment class in accordance with the assortment class declared by the seller.
- All packages in a given delivery must belong to one type group with one waste code as specified in point 2.

In case of fiding that one delivery contains packages classified in different quality classes, the whole delivery will be classified in the lowest assortment class of the delivery.

4.3 Visual control of trucks with waste paper

Detailed analysis of the content of contaminations and moisture of the delivery is performed using the HPNA 2 system, using a PBS device, organoleptically or using a hand-held measuring device for measuring moisture, resp. in the laboratory according to the availability of the relevant method.

The buyer is entitled to subject any delivery to a detailed inspection of all or part of the bales. The bales will be cut, the content of contamination inside the bales will be detected. The degree of contamination of the supply will be determined. Photo documentation of the delivery will be performed.
It will be carried out from at least 4 randomly selected bales of waste paper, from which the partial results will be used to calculate the average result. The measurement result will be recorded in the RLS system.
If the results of the moisture measurement are out of the measuring range of the device, the measurement will be performed using PBS, a manual measuring device or the measurement will be performed in the laboratory.

If the moisture measurement results are out of the measuring range of the device, the controlled number of bales may increase.
If the average result of the moisture control of the waste paper is above 30%, the delivery will be marked and deposited in accordance with points 4.4.2 - 4.4.8.
In the case of a delivery with an contaminations content of more than 5%, the buyer reserves the right to deposit the goods in accordance with points 4.4.2 - 4.4.8.

If the amount and type of contaminations found in the delivery may cause a reduction in the parameters of the finished product below the Mondi SCP a.s. standards, the buyer is entitled to return such a checked delivery at the expense of the seller.

4.3.1 Moisture analysis of waste paper bales using the HPNA 2 system – Wastepaper Bale Microwave Moisture Tester

After measuring the gross weight, the truck is parked on the waiting place intended for the preparation of the delivery for measuring moisture with the HPNA 2 system (waiting position) and the driver is obliged to effectively secure the truck against movement after placing the truck in the waiting place, i.e.:

- switch off the engine,
- remove the key from the ignition switch,
- apply the parking brake,
- place two wedges under the truck wheel - undamaged wedges need be used.

Conditions for successful online moisture measurement:

- the truck must be fully loaded,
- the driver is obliged to uncovere the truck
- if it uses aluminum bars to secure the supply, they must be removed and placed on the floor of the truck so that the moisture measurement is not distorted.

The buyer will inspect the entire delivery of waste paper and the result of the inspection will be considered representative of the entire delivery.

Method of measurement

The measurement is performed during the passage of the delivery through the control zone with the HPNA 2 system, which cross-sectionaly determines the moisture of the waste paper.

The truck with waste paper during this passage must not exceed a speed of 5 km/h, otherwise the measurement must be repeated by passing through the measuring frames again - the driver is obliged to make a circuit around the waste paper storage - reversing is prohibited and inoperative for online measurement, for this fact the driver is alerted by a light signal (green - the measurement was successful, red - the measurement needs to be repeated).

The entire delivery of waste paper will be inspected, the partial results will be used to calculate the average measurement result.

The device determines the water content (moisture) in the range of up to 35%.

If the moisture level exceeds 30%, the delivery will be re-inspected as described in points 4.3.2 and / or 4.3.3, the delivery will be marked and deposited in accordance with points 4.4.2 to 4.4.8.

4.3.2 Analysis of waste paper bales using PBS – Paper Bale Sensor (Sentronic)

The buyer will check random bales of waste paper, the result of the check will be considered representative for the whole delivery.

Method of measurement

The measurement is performed using a device that automatically takes the measurement of:

- Contaminations content in the range of 0.5 - 15%,
- Water content (moisture) in the range of 5 - 60% in the controlled package of waste paper,

At least 4 bales of waste paper from the given delivery will be checked, on the basis of which partial results will be obtained for the calculation of the average result.

If the results of measuring moisture or contaminations are out of the measuring range of the device, the controlled number of bales will increase. If the average control result is:

- In case of hmoisture above 30%
- In case of contaminations content above 5%

the delivery will be marked and deposited in accordance with points 4.4.2 to 4.4.8.

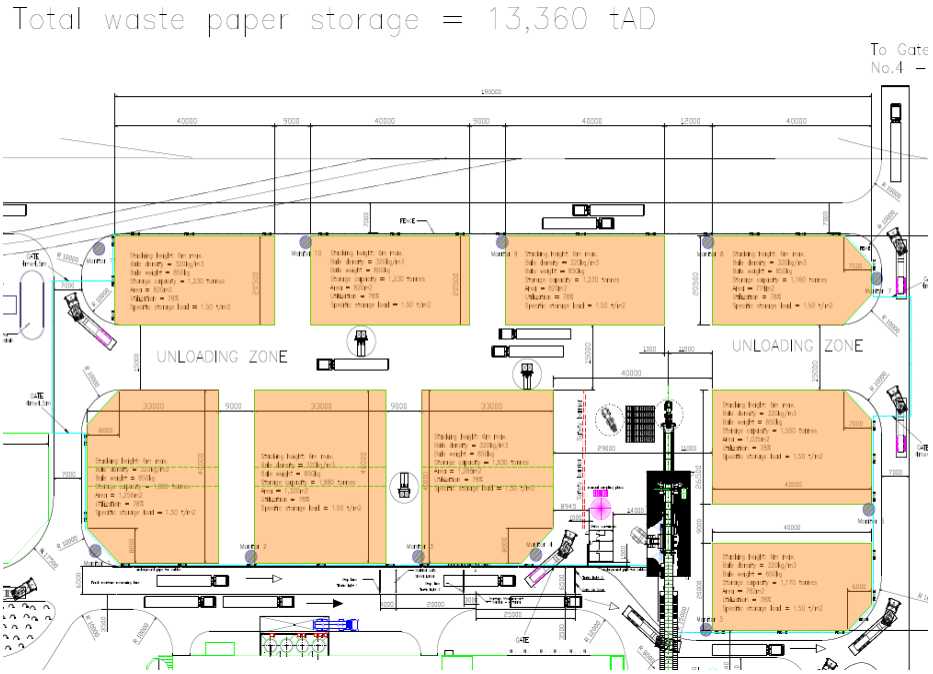
In case that drill is damaged due to contamination contained in the bale (eg metal, concrete, etc.) when drilling into the bale for measurement by PBS, the seller from whom the inspected bale comes from bears the cost of replacing the damaged drill. The package in which the drill has been damaged shall be deposited in accordance with points 4.4.2 to 4.4.8.

4.3.3 Analysis of waste paper bales using Emco device and Laboratory control

The measurement consists in applying the Emco device to the surface of the waste paper bales.
The measurement is repeated several times at different places with different numbers of bales from three sides of the surface of the waste paper bale, and after the measurement, the device calculates the average absolute moisture of the waste paper, which is displayed on the screen.
The device can measure individual bales as well as the entire delivery of waste paper.

Laboratory measurement of moisture in waste paper packages

- Taking a sample:
A sample shall be taken of each assortment identified during the initial visual evaluation of the supply of waste paper in quantities of approx. 500 g from each identified quality class of waste paper. Samples are taken in a polyethylene bag, which is marked with the date of delivery, the seller, driver registration number, the type of quality declared and the delivery number.
- Laboratory measurement:
It is performed according to STN EN 20 287. It is stated as the ratio of the weight loss of the test sample dried by the standard method to its weight at the time of sampling, expressed in%.
A test sample of about 50 g is dried in an oven at a temperature of + 105 ° C ± 20 ° C to constant weight. After one hour, it is placed in a desiccator, and is weighed after cooling. The procedure is repeated to a constant value.



Pctr. 2 – Internal warehouse of waste paper PM19

4.4 The method of decision-making and communication of the results of inspection of waste paper

4.4.1 For each received delivery, there will be electronically created a "Delivery note" which contains a description of the delivery, including the reason for the complaint.
The document is created in the RLS electronic system and does not require additional confirmations or signatures.

4.4.2 The seller will get the information about each delivery electronically on the RLS website within 3 working days after receiving the goods.

4.4.3 For a successful delivery of the above information to the seller is considered its submission into the RLS system.

4.4.4 In case that a decision of the seller is required for the next delivery procedure, the buyer is obliged to receive the decision within 3 working days from the date of making the information available in the RLS system. If the seller does not make a decision at this time, it is considered consent to the buyer's decision.

4.4.5 Deliveries that require the agreement of conditions with the seller will be photographed, marked and deposited for a period not exceeding 14 days from the date of notification to the seller electronically via the RLS system. The buyer is not responsible for the consequences of the necessary storage of the delivery and its inspection in the premises of Mondi SCP a.s., (or in Mondi SCP external warehouses) and exposure of the stored delivery to the effects of weather conditions, such as precipitation, air humidity, sunlight and temperature changes.

4.4.6 After the expiration of the 14-day storage period of the delivery, which is intended to be returned in terms of the buyer's decision, or during which the seller announced that he would take it back, the delivery will be returned to the seller at his expense and risk.

4.4.7 Deliveries for which the conditions of acceptance have been agreed with the seller or in the case of expiration of the period for waiting for the seller's decision, are freed from the obligation to deposit. Deliveries that have not been accepted based on the buyer's decision - are subject for a return according to the conditions set out in point 4.4.5.

4.4.8 Deliveries that cannot be deposited for reasons related to quality, the environment, improper preparation or due to the risk of endangerment at unloading are subject to reimbursement at the expense and risk of the seller.
Additional costs associated with the disposal or deposit of the delivery at the landfill and the activities associated with the claimed shipment in the event that the material is not returned to the seller and is not acceptable for the production process will be charged to the seller of WP.
In case of deliveries whose deviation from the quality requirements would cause damage to the product or loss (damage to handling or technological equipment, downtime in production), the seller is obliged to compensate the damage and losses, including lost profits.

5. Acceptable levels of contamination and moisture and their influence on the price (deductions on the value of the delivery)

5.1 Deductions for contaminations

If the inspection method described in point 4.2 detects an above-limit presence of contamination or in case that the results of the inspection described in point 4.2 were positive but contamination were detected using the methods described in point 4.3, the delivery value will be reduced on the basis of the percentage amount of contaminations.
The percentage amount of contamination for individual deliveries will be possible to monitor continuously in the system of received deliveries, the RLS. The buyer will calculate the percentage average contamination amount for a particular delivery and this will be the basis for calculating the deduction from the value of the delivery.
The agreed delivery price above will be the basis for issuing an invoice.
Contamination from 0 to 1% (open range) are considered to be 0 for calculation purposes. Buyer decides, whether deliveries with an impurity content above 5% will be returned to the seller at his expense and risk.

5.2 Acceptable moisture level of waste paper and deductions for moisture exceeding the standard

Acceptable standard hmoisture of waste paper is up to 10%.
The excess moisture that will be detected in the delivery is deducted from the delivery price, for example if 11% moisture is detected - the deduction will be 1%.
The amount of moisture of individual deliveries can be monitored in the system of received deliveries RLS.
The buyer reserves the right to decide on the return of the delivery with humidity above 30% (i.e. 20% above the permitted value) at his expense and risk of the seller according to the conditions described in point 4.3.

6. Preparation of the delivery of waste paper at the seller

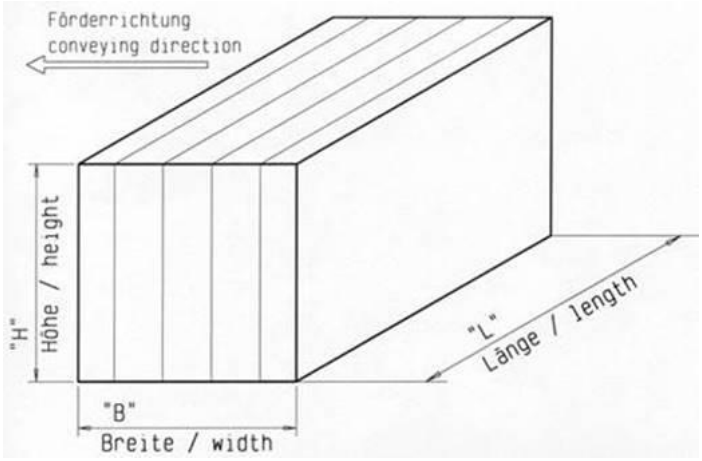
6.1 Dimensions of waste paper bales and packing

Bales must be effectively tied with steel wires (black or galvanized steel) in one direction. The thickness of the wires should be in range of 2.5 - 3.5 mm. It is necessary for deliveries tied with twine or tape to be agreed with the buyer before their delivery.

Bales need to weight more than 300 kg and they must not exceed 1,000 kg. Bales with excess weight can be ordered and bring into the process only with the consent of the head of the OCC line or person authorized by the head.
Smaller packages will be considered unpackaged. It is necessary for such deliveries to be agreed with the buyer before delivery.
The waste paper package must not be longer than 2.4 m.

WP package specification:

	Minimum	**Maximum**
Length (L)	1,00 m	2,4 m
Width (B)	0,65 m	1,3 m
Height (H)	0,80 m	1,3 m
Weight	300 kg	1.000 kg



In exceptional cases, pre-arranged deliveries of unbaled waste paper have to be delivered by tipper trucks.
Waste paper bales need to be stored stably and secured against movement inside the truck according to the buyer's standards. The storage of bales for transport needs to allow unloading.
In case of danger according to OSH (Occupational safety and health), which would be caused by non-compliance with the above conditions and applicable standards, the entire delivery will be returned at the expense and risk of the seller.

6.2 Delivery identification

All waste paper bales need to be marked by the seller in a way, which enables the identification of the quality class of waste paper and waste code.

The label must contain:
- number of seller
- Declared quality class of waste paper According to EN643

Not marking waste paper bales will be considered in the sellers' evaluation. Marking the bales needs to be done on the front side of bales (seen after the uncovering of the truck) with a paper sheet attached or with sprayed letters and numbers on it. The way of marking a bale must not cause damage at its processing.

6.3 Delivery documents

Each delivery has to be registered in the RLS system and has the accompanying documents issued by the seller - Delivery note (generated in the RLS system, which the buyer makes available to the seller). The document needs to contain the following information:

- Title of the document –Delivery Note
- Document number (basis for driver registration in MSCP)
- Issue-Date
- Trader
- Order Number- The order number to which the delivery note relates

- Unloading location, or Recipient (may be different than customer name and address)
- Customer
- Loading point - supplier's company address
- Supplier
- Loading Date
- Unloading Date – time schedule
- Unloading Number – time schedule
- Remarks
- Truck and Trailer License Plate – the obligation to fill in the license plate of both the tractor and the trailer!
- Item - material – type of waste paper According to EN643 and the Waste Catalog (1.05.00, 15 01 01) - number + name
- Condition – BALED, LOSE (method of packaging)
- Weight – column for adding the detected weight when loading WP
- Loaded amount of bales pc. - column for writing down the number of loaded packages of WP
- Confirmation of loading – date, stamp, supplier 's signature/loading place
- Confirmation of loading – date, stamp, driver 's signature
- Confirmation of unloading – date, stamp, signature of the recipient /unloading place

Each delivery document needs to have the authenticity of the document, i.e. it needs to have a legible signature of the person who issued it (in the case of initials, a stamp having the name or surname of the name and surname is required in addition).
In case of insufficient or incomplete transport documentation, the delivery will not be registered.
In case that the above data will be missing or will not be filled in or will be illegible in the delivery documents (delivery note), the buyer reserves the right not to accept the delivery and return it at the expense and risk of the seller.

6.4 Loading and unloading of the delivery of waste paper

There must be only one quality class of waste paper on one truck, i.e. one quality class of waste paper with one waste code, according to the declared content on the delivery note and in accordance with the order in the RLS system. Unloading of a delivery that does not meet this condition may be refused and will be returned at the expense and risk of the seller.
The seller is obliged to ensure that the loading of the vehicle and the weight of the truck, the axle pressure and the method of deployment and securing of the load are in accordance with the road traffic conditions and the driver's instructions.

The buyer may refuse delivery for reasons other than those described in point 6.4, if:

- Waste paper bales are stored in such a way that it is not technically possible to unload them;
- The dimensions and weight of the packages are different from those described in point 6.1;
- Unloading the truck may damage the truck or forklift;
- The truck is not suitable for unloading material;
- Waste paper bales are bound differently than with wires with parameters described in point 6.1, or they are insufficiently bound or there is a risk of bales falling apart, i.e. from a safety point of view, bales are not suitable for unloading;