



**Supplier quality general terms and  
conditions  
for paper and board for recycling**

**MM BOARD & PAPER**

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## **0. Preface**

MM Board & Paper is committed to upholding its core values of responsibility, passion, collaboration, and results-focus. We recognize the significance of high-quality raw materials and the necessity of establishing strong partnerships with our suppliers.

We expect nothing less than excellence from our suppliers in all aspects of our partnership. To ensure a shared quality strategy, we have defined quality requirements for paper and board for recycling based on the DIN EN 643 standard (Paper and board – European list of standard grades of paper and board for recycling) and our experience accumulated in cooperation with you.

These quality general terms and conditions outline the requirements for supplies to MM Board & Paper mills. These requirements apply to all deliveries of paper and board for recycling.

We value our partnership with our suppliers and strive for a collaborative and mutually beneficial relationship.

## **1. Scope**

The general terms and conditions define all requirements taken from the DIN EN 643 standard and general requirements from MM Board & Paper, which our suppliers must fulfil.

The DIN EN 643 standard defines grades of paper and board for recycling used as raw material for recycling in the manufacture of paper and board products in the paper industry. The standard also specifies tolerances for unwanted materials as well as the composition of paper and board for recycling. Unusable materials (prohibited and unwanted materials) are clearly defined for all participants involved in the management of paper and board for recycling.

These general terms and conditions are constituent parts of all legal transactions regarding deliveries of paper and board for recycling to MM Board & Paper mills. The contractual partners of the MM Board & Paper mills will be referred to in the following as Suppliers.

## **2. Terms and definitions**

For the purposes of these general terms and conditions, the following terms and definitions apply.

### **2.1 Paper and board for recycling**

Natural fibre-based paper and board suitable for recycling and consisting of

- paper and board in any shape,
- products made predominately from paper and board, which may include other constituents that cannot be removed by dry sorting, such as coatings and laminates, spiral bindings, etc.



## 2.2 Prohibited materials

Any materials which represent a hazard for health, safety and environment, such as:

- medical waste
- contaminated personal hygiene products
- hazardous waste
- organic waste including foodstuffs
- bitumen
- toxic powders

## 2.3. Unwanted paper materials

The following paper and board types are detrimental to MM Board & Paper production and therefore absolutely do not correspond to the quality requirements of MM Board and Paper mills and are not accepted, without exception:

Wet-strength papers	Wallpapers – wax or decorative papers	Used hygienic paper
Husks	Carbon papers	Paper containing PCBs
Edge protection	Label backing paper	Liquid packaging board
Oil paper	Thermo paper	Bags for soups/instant drinks
Papers with bituminous waterproofing	Glossy, glaze and chromo Paper	Metallic gift wrap paper
Bank note paper	Papers containing adhesives	Adhesive book spines, pressure sensitive adhesives
Sugar bags	Magnetic strips on punch cards	Coatings
Parchment or glassine or imitation parchment paper	Paper bags with inlays	Recovered paper that is soiled with food
Recovered paper from multi-component documents	Recovered paper contaminated with chemicals	NCR Paper
Cigarette filter paper	Silicone paper	
Tarred paper	Wax paper	

## 2.4 Non-paper components

Any foreign matter in paper and board for recycling, which is not a constituent part of the product and can be separated by dry sorting, such as:

- metal / plastic / glass
- textiles / wood
- sand and building materials
- synthetic materials / synthetic papers
- bitumen / wax
- chemicals



NOTE 1 on this entry: Non-paper components are part of the total amount of unwanted materials (see Chapter 6).

### **3. Group classification**

Paper and board for recycling is classified as follows:

- Group 1: Ordinary grades;
- Group 2: Medium grades;
- Group 3: High grades;
- Group 4: Kraft grades;
- Group 5: Special grades.

### **4. Grade identification**

According to the DIN EN 643 standard.

### **5. Requirements according to the DIN EN 643 standard**

#### **5.1 Source of the paper and board for recycling**

The use of the “European Recovered Paper Identification System” (2008) is recommended.

Paper and board for recycling originating from multi-material collection systems, containing only material of a valuable, recyclable nature, shall be specifically marked. It is not permissible to mix it unmarked with other paper and board for recycling.

Paper sorted from refuse collections is not suitable for use.

#### **5.2 Prohibited materials**

Prohibited materials, as defined in Article 2.2, are not permitted at all.

#### **5.3 Unwanted materials**

The supply of paper and board for recycling should be free of any unwanted materials. The total amount of unwanted materials includes unwanted paper material (as defined in Article 2.3) and non-paper components (as defined in Article 2.2). The maximum percentage of all unwanted materials is defined in Article 6.

#### **5.4 Moisture content in paper and board for recycling**

Paper and board for recycling must be supplied with a moisture content of not more than 10 %.



### 5.5 Form of delivery

Shredding of paper and board for recycling should be avoided and thus be limited to reasons where confidentiality is required. If shredding cannot be avoided, the pieces should be left as large as possible.

## 6. Classification

The 5 groups of standard grades for paper and board for recycling are detailed in the following 5 tables.

### 6.1 Group 1, Ordinary grades

**Table 1 – Group 1, Ordinary grades**

Code	Name	Description	Non-paper components in % max.	Total unwanted material in % max.
1.01.00	ordinary mixed paper and board	A mixture of various grades of paper and board.	1.5	3
1.02.00	mixed paper and board	A mixture of various qualities of paper and board, containing a maximum of 40 % newspapers and magazines.	1.5	2.5
1.03.00	boxboard cuttings	Printed and unprinted white lined and unlined grey board or mixed board, free from corrugated material.	1	2
1.04.00	corrugated paper and board packaging	Used paper and board packaging, containing a minimum of 70 % of corrugated board, the rest being other packaging papers and boards.	1.5	3
1.04.01	ordinary corrugated paper and board	Used paper and board packaging, containing a minimum of 70 % of corrugated board, the rest being other paper and board products.	1.5	3
1.04.02	corrugated paper and board	Used paper and board packaging, containing a minimum of 80 % of corrugated board, the rest being other paper and board products.	1.5	3
1.05.00	ordinary corrugated board	Used boxes and sheets of corrugated board of various qualities, may include 10 % of other packaging papers and boards.	1.5	2.5
1.05.01	corrugated board	Used boxes and sheets of corrugated board of various qualities, may include 5 % of other packaging papers and boards.	1.5	2.5
1.06.00	magazines	Magazines, with or without glue.	0.5	1
1.06.01	magazines without glue	Magazines without glue.	0.5	1
1.06.02	magazines with product samples	Magazines, with or without glue, may contain non-paper components as attached product samples (percentage to be agreed between seller and buyer in addition to the percentages in the columns to the right).	1	2
1.07.00	telephone books	New and used telephone books, with unlimited content of pages coloured in the	0.5	1



		mass, with and without glue. Shavings allowed.		
1.09.00	newspapers and magazines	Mixture of newspapers and magazines (predominantly unsold); each of them with a minimum of 30 %.	0.5	1
1.11.00	sorted graphic paper for deinking	Sorted graphic paper, consisting of a minimum of 80 % newspapers and magazines. It shall contain at least 30 % newspapers and 40 % magazines. Print products which are not suitable for deinking are limited to 1.5 %.	0.5	2.5

## 6.2 Group 2, Medium grades

**Table 2 – Group 2, Medium grades**

Code	Name	Description	Non-paper components in % max.	Total unwanted material in % max.
2.01.00	newspapers	Newspapers, containing a maximum of 5 % of newspapers or advertisements coloured in the mass.	0.5	1.5
2.02.00	unsold newspapers not intended for deinking	Unsold newspapers, which may contain inserts originally circulated with the publication. No additional inserts allowed. Paper products not suitable for deinking are allowed.	0.5	1
2.02.01	unsold newspapers	Unsold newspapers, which may contain inserts originally circulated with the publication. No additional inserts allowed.	0.5	1
2.03.00	lightly printed white shavings	Lightly printed white shavings, coated or uncoated, mainly mechanical pulp-based paper with no restriction for glue.	0.5	1
2.03.01	lightly printed white shavings without glue	Lightly printed white shavings, coated or uncoated, mainly mechanical pulp-based paper without glue.	0.5	1
2.04.00	heavily printed white shavings	Heavily printed white shavings, coated or uncoated, mainly mechanical pulp-based paper with no restriction for glue.	0.5	1
2.04.01	heavily printed white shavings without glue	Heavily printed white shavings, coated or uncoated, mainly mechanical pulp-based paper without glue.	0.5	1





2.05.00	ordinary sorted office paper	Paper, as typically generated by offices, shredded or non-shredded, printed, may contain coloured papers, with a minimum 60 % wood-free paper, free of carbon and principally free from carbonless copy paper (ccp)/no carbon required (NCR), less than 10 % unbleached fibres including manila envelopes and file covers, less than 5 % newspapers and packaging.	1	2
2.05.01	sorted office paper	Paper, as typically generated by offices, shredded or unshredded, printed, may contain coloured papers, with a minimum 80 % wood-free paper, free of carbon and principally free from carbonless copy paper (ccp)/no carbon required (NCR), less than 5 % unbleached fibres including manila envelopes and file covers.	1	2
2.06.00	ordinary sorted coloured letters	Paper, as typically generated by offices, shredded or non-shredded, lightly printed, mass coloured paper allowed, but no deep coloured papers, with a minimum of 70 % wood-free paper, free of carbon and principally free of carbonless copy paper (ccp)/no carbon required (NCR), free of manila envelopes, file covers, newspapers and cardboard.	1	2
2.06.01	sorted coloured letters	Paper, as typically generated by offices, shredded or non-shredded, lightly printed, mass coloured paper allowed, but no deep coloured papers, with a minimum of 90 % wood-free paper, free of carbon and principally free of carbonless copy paper (ccp)/no carbon required (NCR), free of manila envelopes, file covers, newspapers and cardboard.	1	2
2.07.00	white wood-free bookquire	Books or their shavings, without hard covers, mainly of white wood-free paper, mainly black printed, containing a maximum of 10 % coated paper.	0.5	1
2.07.01	white mechanical pulp-based bookquire	Books or their shavings mainly of white mechanical pulp-based paper, without hard covers, mainly black printed, containing a maximum of 10 % of coated paper.	0.5	1
2.08.00	coloured wood-free magazines	Coated or uncoated magazines, white or coloured in the mass, free from hard covers, bindings and poster papers. May include heavily printed circulars and coloured in the mass shavings. Contain a maximum of 10 % mechanical pulp-based papers.	0.5	1



2.10.00	bleached wood-free board with plastic layer	Unprinted bleached wood-free board with plastic layer from board manufacturers and converters.	0.25	1
2.11.00	board with plastic layer	Printed or unprinted board with plastic layer. May contain unbleached board and paper from board manufacturers and converters.	0.25	1
2.12.00	mechanical pulp-based computer print-out	Mechanical pulp-based continuous computer printout may include recycled fibres.	0.5	1
2.13.00	multigrade	A blend of coloured and white letters, coloured wood-free magazines and other wood-free papers and shavings. Free from newsprint but 10 % of other wood containing papers are permitted. May contain 2 % paper with plastic layer.	0.5	1
2.14.00	coloured log end tissue	Unused coloured tissue including soft cores. May contain printed material.	0.25	1
2.14.01	white log end tissue	Unused white tissue including soft cores. May contain printed material.	0.25	1

### 6.3 Group 3, High grades

**Table 3 – Group 3, High grades**

Code	Name	Description	Non-paper components in % max.	Total unwanted material in % max.
3.01.00	mixed lightly coloured printer shavings	Mixed shavings of printing and writing papers, lightly coloured in the mass, containing a minimum of 50 % of wood-free paper.	0.5	1
3.02.00	mixed lightly coloured wood-free printer shavings	Mixed shavings of printing and writing papers, lightly coloured in the mass, containing a minimum of 90 % of wood-free paper.	0.5	1
3.03.00	wood-free binders	White wood-free lightly printed shavings with glue, free from paper coloured in the mass. May contain 2 % paper with plastic layer and a maximum of 10 % of mechanical pulp-based paper.	0.5	1
3.03.01	special wood-free binders	White wood-free lightly printed shavings with glue, free from paper coloured in the mass. Plastic layered and mechanical pulp-based papers not permitted.	0.5	1
3.04.00 3.05.00	tear white shavings	White wood-free lightly printed shavings without glue, free from wet-strength paper and paper coloured in the mass.	0.5	1
3.05.00	white wood-free letters	Sorted uncoated white wood-free printing and writing papers, printed, free from cash books, carbon paper and non-water soluble	0.5	1



		adhesives. May contain 5 % mechanical pulp-based paper.		
3.05.01	white wood-free letters unprinted	Sorted uncoated white wood-free printing and writing papers, unprinted, free from carbon paper, carbonless paper (NCR) and non-water soluble adhesives.	0.5	1
3.06.00	white business forms	White wood-free business forms free from carbonless paper (NCR) and glue.	0.5	1
3.08.00	printed bleached sulphate board	Heavily printed sheets of bleached sulphate board, without glue, polycoated or waxed materials.	0.5	1
3.09.00	lightly printed bleached sulphate board	Lightly printed sheets of bleached sulphate board, without glue, plastic layers waxed materials.	0.5	1
3.10.00	multi printing	Lightly printed wood-free coated papers in sheets or trim, free from wet-strength paper and from paper coloured in the mass.	0.5	1
3.10.01	medium printed multi printing	Medium and heavily printed wood-free coated papers in sheets or trim, free from wet-strength paper and from paper coloured in the mass.	0.5	1
3.11.00	white heavily printed multiply board	New cuttings of heavily printed white multiply board, containing wood-free or wood-containing plies, but without grey and brown plies.	0.25	0.5
3.11.01	mixed white heavily printed multiply board	New cuttings of heavily printed white multiply board, containing wood-free or wood-containing plies, with a maximum of 20 % grey and brown plies.	0.25	0.5
3.12.00	white lightly printed multiply board	New cuttings of lightly printed white multiply board, containing wood-free or mechanical pulp-based plies, but without grey and brown plies.	0.25	0.5
3.13.00	white unprinted multiply board	New cuttings of unprinted white multiply board, containing wood-free or mechanical pulp-based plies, but without grey and brown plies.	0.25	0.5
3.14.00	white newsprint	Shavings and sheets of white unprinted newsprint, free from magazine paper and glue.	0.25	0.5
3.15.00	white mechanical pulp-based paper	Shavings and sheets of white unprinted coated and uncoated mechanical pulp-based paper without glue.	0.25	0.5
3.15.01	white coated mechanical pulp-based paper	Shavings and sheets of white unprinted mechanical pulp-based coated paper without glue.	0.25	0.5
3.16.00	white coated wood-free paper	Shavings and sheets of white unprinted wood-free coated paper without glue.	0.25	0.5
3.16.01	white wood-free papers	Shavings and sheets of white unprinted wood-free coated and uncoated papers without glue.	0.25	0.5



3.17.00	white shavings	Shavings and sheets of white unprinted paper, free from newsprint containing a minimum of 60 % of wood-free paper. No glue permitted.	0.25	0.5
3.18.00	white wood-free shavings	Shavings and sheets of white unprinted wood-free paper, may contain a maximum of 5 % of coated paper. Without glue.	0.25	0.5
3.18.01	white wood-free uncoated shavings	Shavings and sheets of white unprinted wood-free paper, free from coated paper. Without glue.	0.25	0.5
3.18.02	white envelope cuttings	Shavings and sheets of white unprinted wood-free paper, free from coated paper. May contain some glue.	0.25	0.5
3.19.00	unprinted bleached sulphate board	Unprinted sheets of bleached sulphate board, without glue, polycoated or waxed materials.	0.25	0.5
3.20.00	unprinted tissue coloured in the mass	Unused unprinted tissue coloured in the mass free of packaging materials.	0.25	1
3.20.01	white unprinted tissue	Unused white unprinted tissue free from packaging materials.	0.25	1

#### 6.4 Group 4, Kraft grades

**Table 4 – Group 4, Kraft grades**

Code	Name	Description	Non-paper components in % max	Total unwanted material in % max
4.01.00	unused board and shavings of corrugated material	Unused boxes, sheets and shavings of corrugated board, with liners of kraft and/or testliner.	0.25	0.5
4.01.01	unused corrugated kraft	Unused boxes, sheets and shavings of corrugated board, with kraft liners only, the fluting made from chemical or chemo thermo mechanical pulp (CTMP).	0.25	0.5
4.02.00	used corrugated kraft 1	Used boxes of corrugated board, with kraft liners only, the fluting made from chemo thermo mechanical pulp (CTMP).	1	2.5
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.	1	2.5
4.04.00	used kraft sacks	Clean used kraft sacks. May be printed or unprinted or may be wet-strength and/or non-wet-strength.	1	2
4.05.00	unused kraft sacks	Unused kraft sacks. May be printed or unprinted and may be wet-strength and/or non-wet-strength.	0.5	1
4.06.00	used kraft	Used kraft paper and board of a natural or white shade. May be printed or unprinted.	0.5	1
4.07.00	new kraft	Shavings and other new kraft paper and board of a natural shade.	0.5	1



4.08.00	new carrier kraft	New carrier kraft. May be wet-strength and/or non-wet-strength and may be printed or unprinted.	0.5	1
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### 6.5 Group 5, Special grades

The grades of paper and board for recycling in this group can only be recycled by using specific processes, or can cause some particular constraints to recycling in most cases.

**Table 5 – Group 5, Special grades**

Code	Name	Description	Non-paper components in % max.	Total unwanted material in % max.
5.01.00	mixed papers	A mixture of various paper grades that can be found in the groups 1 to 5.	3	3
5.02.00	mixed packaging	A mixture of various qualities of used paper and board packaging free from graphic papers.	1.5	3
5.03.00	used liquid packaging board	Used liquid packaging board with plastic layer (with or without aluminium content), containing a minimum of 50 % by weight of fibres.	3	3
5.03.01	unused liquid packaging board	Printed or unprinted shavings or sheets of liquid packaging board (with or without aluminium and/or plastic layer), containing a minimum of 50 % by weight of fibres.	0.5	1
5.04.00	wrapper kraft	Used kraft paper with a plastic layer. Shall not contain wax coatings.	1	2
5.05.00	wet labels	Used wet labels from wet-strength papers, containing a maximum of 1 % glass content, and a maximum of 50 % moisture, without other unusable materials.	1.5	2.5
5.05.01	dry labels	Labels made from wet-strength papers.	0.5	1
5.05.02	labels with base layer	Label paper, release paper and label stock as well as from converting and dispensing of labels.	0.5	1
5.05.03	paper release liner for self-adhesive labels	Release liner materials from the converting and dispensing of self-adhesive labels. Materials shall be free from labels, cores, and other contaminants.	0.5	1
5.06.00	unprinted white wet-strength wood-free papers	Unprinted white wet-strength wood-free papers.	0.5	1
5.06.01	unprinted white and coloured wet-strength papers	Unprinted white and coloured in the mass wet-strength papers.	0.5	1
5.07.00	printed white wet-strength wood-free papers	Printed white wet-strength wood-free papers.	0.5	1
5.07.01	printed white and coloured wet-strength wood-free papers	Printed white and coloured in the mass wet-strength wood-free papers.	0.5	1



5.14.01	Unused paper cups and other tableware	Printed or unprinted shavings or sheets from the production of paper cups and other tableware, including plastic layered paper cups and tableware, containing a minimum of 75 % by weight of fibres.	0.5	1
5.08.00	cores	Shredded, hogged or non-shredded solid cores from paper reels without metal ends.	1	2
5.09.00	carbonless copy paper (NCR)	Sheets or shavings of new carbonless copy paper (NCR).	0.25	1
5.10.00	printed white envelope	White envelopes, printed on the inside with or without water soluble or latex glue and windows (plastic or glassine).	0.5	1
5.10.01	mixed envelopes	Mixed white or coloured in mass envelopes with or without water soluble or latex glue and windows (plastic or glassine).	0.5	1
5.11.00	blister pack	Packaging board with flat or moulded plastic part. May be board with plastic layers and inserts.	1	2
5.12.00	used kraft sacks	Clean used kraft sacks. May be printed or unprinted or may be wet-strength or non-wet-strength. May include plastic layer papers.	1	2
5.12.01	used kraft sacks with plastic layer papers	Clean used kraft sacks with plastic layer. May be printed or unprinted and may contain wet-strength or non-wet-strength plies.	0.5	1
5.13.00	unused kraft sacks	Unused kraft sacks. May be printed or unprinted and may be wet-strength or non-wet-strength, and may also include papers with a plastic layer.	0.5	1
5.13.01	unused kraft sacks with plastic layer papers and poly liners	Unused kraft sacks with plastic layer and poly liners. May be printed or unprinted and may contain wet-strength or non-wet-strength plies.	0.5	1
5.14.00	used paper cups and other used tableware	Used paper cups and other tableware, including used plastic layered paper cups and tableware, containing a minimum of 75 % by weight of fibres.	1.5	2.5

## 7. Requirements for packaging, loading and methods of transportation

MM Board & Paper accepts perfectly pressed and stackable bales. The following criteria and the special delivery rules must be fulfilled. Any derogation from these requirements must be agreed separately in writing. In the event of violation of these requirements the associated additional cost will be charged.

### 7.1 Packaging

#### 7.1.1 Bales

The bales must be wrapped with steel wire, not with PE bands. Cross-wiring in wrapping the bale is not allowed.



The limitations of bale dimensions and its weight are:

	Minimum	Maximum
Width	80 cm	130 cm
Height	60 cm	120 cm
Length	120 cm	220 cm
Weight	300 kg	1500 kg

The supplied paper and board for recycling have a uniform bale size and a uniform variety per load unit. To ensure proper unloading, the supplied bales must be stacked without forming offset rows on the delivery trucks, and a minimum distance of 20 cm must be maintained between the upper row of bales and the tarpaulin.

The width of the bales must be greater than their height.

### 7.1.2 Rolls

Upon prior agreement, all MM Board & Paper mills may accept paper and board for recycling in rolls. The admissible roll sizes per mill are:

Mill	MM Frohnleiten	MM Količevo	MM Gernsbach	MM Neuss
Roll diameter	Min. 50 cm Max. 150 cm	Min. 100 cm Max. 160 cm	Min. 50 cm Max. 145 cm	Min. 50 cm Max. 160 cm
Roll Width	Min. 30 cm Max. 245 cm	Min. 100 cm Max. 220 cm	Min. 30 cm Max. 160 cm	Min. 30 cm Max. 180 cm

### 7.1.2 Bulk

MM Frohnleiten, MM Gernsbach and MM Neuss accept the paper and board for recycling collected from households (**quality 1.01.00**) in bulk.

## 7.2 Unloading

Paper and board for recycling can be delivered to MM Board & Paper mills only during the working hours, which are:

Mill	MM Frohnleiten	MM Količevo	MM Gernsbach	MM Neuss
Delivery times	Monday – Friday: 6 – 18 h	Monday – Friday: 5:30 – 13:30 h	Monday – Friday: 6 – 17:30 h  Saturday: 6:30 – 12:30 h	Monday – Friday: 6 – 17 h (bulk) 6 – 15:30 h (bales)

Agreement in writing must be obtained in advance for any discrepancies from these acceptance times.

### 7.3 Methods of transport

Accepted types of delivery are:



Mill	MM Frohnleiten	MM Količevo	MM Gernsbach	MM Neuss
Accepted types of delivery	- Truck - Rail	- Truck - Rail	- Truck	- Truck

The truck trailer / rail wagon must have an undamaged and clean floor and clean side walls.

If the paper and board for recycling are covered with a tarpaulin, the driver must remove the cover before the inspection of incoming material and unloading.

When delivering bales by rail, only closed wagons with opening doors on both sides may be used. The bales must not be pressed against the doors, and only one row of bales may be placed in front of the door.

## 8. Information and documents

The paper and board for recycling cannot enter the MM Board & Paper mill and be unloaded without documents listed below:

- Delivery note (Consignee name, Supplier name, **order number/position number**, date of delivery, article description – Cepi code, number of bales, Supplier's weight)
- CMR
- Annex VII
- LD number/Aviso – in case of FCA parity (Incoterms 2020)
- Custom Invoice/ T1 – in case paper and board for recycling are coming from non- EU country

## 9. Inspection strategies

For the defined classification of characteristics, 3 groups of inspection strategies are defined.

The groups are:

- I: Inspection strategy of weighing the truck before and after unloading paper and board for recycling
- II: Inspection strategy of incoming control with moisture measurement, visual appearance and quantity
- III: Inspection strategy of laboratory analyses of paper and board for recycling

### 9.1 I: Inspection strategy of weighing the truck before and after unloading paper and board for recycling

The fully automatic and calibrated weighbridge is used to carry out a weight check on the delivered paper and board for recycling. The load is weighed once when full and once when empty, and the Supplier will receive a weight document upon completion of the weight check. Quantitative acceptance of the paper and board for recycling is based on MM Board & Paper mill's weight data, not on the Supplier's weight data.

### 9.2 II: Inspection strategy of incoming control with moisture measurement, visual appearance and quantity





To determine the moisture content, each load of paper and board for recycling is measured to determine an average moisture value. The maximum acceptable moisture content of paper and board for recycling is 10 %. The measurement process is described in the table below:

	<b>MM Neuss</b>	<b>MM Gernsbach</b>	<b>MM Frohnleiten</b>	<b>MM Količevo</b>
Measurement device	Emco AP 500	Emco AP 500 and AP 500 MP 3	Schaller AP 500	Schaller AP 500
Measurements	at least 5 different measurement points are used to calculate an average value	at least 5 different measurement points are used to calculate an average value	at least 5 different measurement points are used to calculate an average value	at least 5 different measurement points are used to calculate an average value

Visual appearance is carried out by optical evaluation:

- cleanliness of truck trailer or rail wagon
- appearance of the deliveries – size of bales /rolls, wiring of the bales, stacking
- visual quality inspection – persistence of prohibited material, content of non-paper and unwanted paper material

The Supplier's delivery obligation is fulfilled only if MM Board and Paper mill accepts the delivered paper and board for recycling according to the quality and quantity after the inspection.

### **9.3 III: Inspection strategy of laboratory analyses of paper and board for recycling**

If necessary, samples are taken in accordance with the internal procedure of MM Board and Paper mill and sent to the laboratory for incoming control, where the technical properties of the paper and board for recycling are checked.

## **10. Refusal/immediate return of delivery**

MM Board and Paper mills reserve the right to refuse delivery if:

- Moisture content > 25 %
- The load contains prohibited materials (Article 2.2)
- Rotting or strong-smelling materials – forbidden by HACCP and ISO 22 000 standards
- The proportion of non-paper materials and unwanted paper materials is higher than what is allowed in the DIN EN 643 standard for ordinary grades – no possibility for downgrading
- The truck trailer/ rail wagon is not clean and paper and board for recycling could be contaminated
- The vehicle is not loaded according to regulations – bales loaded upright
- The bales are wrapped with PE bands or cross-wiring
- The vehicle is not loaded according to regulations – no 20 cm of free space to the tarpaulin cover – risk of accident
- Bales are not pressed hard or cannot be stacked
- Bale/rolls size and weight outside the tolerance limits

The cost of logistics for returning the rejected delivery to the Supplier will be borne by the Supplier.



### **11. Complaint procedure**

In case the supplied paper and board for recycling do not meet the moisture and/or quality requirements, MM Board and Paper mill will immediately inform the Supplier or an authorized representative through phone or email.

Where the moisture content is higher than 10 % (of air-dried weight), the additional weight over 10 % will be claimed back – it will be claimed by reducing the weight of the goods on the whole truck trailer/rail wagon.

In case the quality of paper and board for recycling does not meet the required standard, but cannot be rejected as per the conditions mentioned in Article 10, the quality can be claimed by either degrading the quality of a portion of the material on the truck trailer/rail wagon or the entire material on the truck trailer/rail wagon.

The Supplier can inspect the claimed paper and board for recycling within a maximum three (3) working days from the receipt of the claim report. The claimed paper and board for recycling will be stored separately in this period. If within that period, the Supplier does not indicate that they want the claimed paper and board for recycling back, then this material will be used according to the offered conditions on the claim report. If the Supplier wishes to take back the claimed paper and board for recycling, then this must take place within 5 working days from receipt of the claim report.

Claimed paper and board for recycling will be documented using a claim form with photos (one picture of goods on the open truck trailer/rail wagon, one picture of truck plate number/wagon number and minimum 5 pictures of claimed material) and a sample if necessary.

The cost of logistics for returning the rejected delivery to the Supplier will be borne by the Supplier. Additionally, in that case, an unloading/loading fee of €150/load could be charged to Supplier. If the Supplier is unable or unwilling to collect the material that have been claimed within 5 working days from the day of receiving the claim report, MM Board & Paper mill reserves the right to dispose of the claimed material at the Supplier's expense. In such cases, the Supplier will be charged a fixed disposal fee of €150/t of claimed material.

If defective material cannot be noticed during the visual inspection defined in Article 9.2 and a laboratory test is necessary, MM Board & Paper mill will notify the Supplier if the paper and board for recycling doesn't meet the quality requirements within five (5) working days from delivery. If it is a subsequent complaint of hidden defects after laboratory tests, pictures of the paper for recycling on the trailer or on the rail wagon were not taken, so they are not part of the claim.

### **12. Delivery quantity**

The Supplier must ensure the maximum delivery weight.

In case the weight of paper and board for recycling in bales delivered in a truckload is less than 22 tons and MM Board & Paper is responsible for organizing the transportation under FCA parity – Incoterms 2020, the MM Board & Paper mill reserves the right to levy a suboptimal transport charge based on a predetermined internal calculation.



Any deviations must be agreed in advance.

**13. Delivery on pallets**

In case the paper and board for recycling are transported on pallets, the weight of the pallets will be subtracted from the overall weight. Additionally, the expense of disposing of the pallets may be imposed on the Supplier.

**14. Product damage and loss because of quality discrepancies**

Article 15 of MM's General Conditions of Purchase comprehensively governs this item.

<https://mm.group/general-conditions-of-purchase/>