

Principles of Consignment labelling

- I. The Consignor is responsible for legibly printing a complete address label and affixing it to the package of the Consignment. The address label shall contain the data specified in the Terms and Conditions and the following provisions, including but not limited to a unique barcode. The address label should be placed and affixed to the Consignment's packaging in such a manner as to prevent its partial or complete detachment or deformation, in particular in a manner ensuring visibility and lack of deformation of the surface containing a unique bar code. In particular, it is not possible to seal the chalk code with transparent self-adhesive tape; the remaining surface of the address label may be protected with transparent self-adhesive tape but the content must remain fully visible and legible.
- II. The Consignor obtains the generated address label through the Information System; in order to produce the label, the Consignor has the option to use the customer part of the www.packeta.pl interface located in the Information System www.packeta.pl or use the API function to connect the system. Address labels are prepared in PDF format.
- III. The Consignor has the ability to create a custom address label. Labelling a Consignment with the Consignor's own label is possible only after its content has been approved by Packeta. The Consignor is responsible for obtaining Packeta's approval of such label prior to its first use or prior to changing its content. To obtain consent, the Consignor agrees to send Packeta a sample address label to the email inbox address: dawid.bednarek@packeta.pl. In case of doubt, label approval may depend on physical delivery of the address label to Packeta's registered office address: ul. Postępu 14, 02-676 Warsaw, or to the address: ul. Mostowa 4, 43-400 Cieszyn.
- IV. The Consignor's own address label should meet the following conditions in particular:
 1. the address label contains a unique barcode in the format "Z1234567890", min. width 4 cm, symbology "Code128" (combination of types A or B for the initial letter followed by C for the digits; for the whole code in type A or B min. width 5 cm);
 2. the unique barcode text must be placed below or above the barcode "Z 123 4567 890" with the last three digits highlighted;
 3. clearly mark Packeta Poland sp. z o.o. by indicating "Packeta" or Packeta's logo in the text; in case of additional barcodes on a parcel this inscription or logo must be visually appropriate to Packeta's barcode;
 4. the Consignor's identification must be placed in the upper left corner of the label; the Consignor may choose its own text identification (e.g., company name or online store) and is required to provide return codes (these are listed in the branch data or API functions `SenderGetReturnString`);

5. the Consignee's label must include its name, address and contact information if any, the branch area code in reverse format and the branch name; the branch area code can be found in the branch data (XML feed branch.xml) under the label_routing tag. The branch name is located under the label_name tag.