



Markant Trading Organisation (Far East) Ltd.

## Atlas Order Instruction Manual

**(For Atlas Furniture Orders)**  
**Version No. A01/26**

Last Update: March 2026

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## 1. Introduction

The following instructions are applicable to all suppliers making shipments to **Atlas- Furniture** Department, department code “G”, “J” and “GA” in Germany or EU countries. In addition to all detailed requirements specified on **Atlas** orders, suppliers **MUST** comply with Atlas requirements inside this manual as applicable.

If suppliers have any question regarding these instructions, please contact Markant Trading Organisation (**MTO**) - Hardgoods Department in Hong Kong.

This manual may be updated by MTO from time to time if necessary. Please note the Version No.

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## 2. General Contacts

Merchandisers : Ms. Ann So  
Tel. : 852 – 2592 5540  
Email Address : [ann.so@hk.markant.com](mailto:ann.so@hk.markant.com)

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## 3. Order Processing

Supplier is obliged to go through and check all the information inside Atlas order sheet (**example as per Appendix I**) in comply with your quotation and agreement with Atlas buyers and Team Consults. In case of any questions regarding Atlas order details, please contact Atlas or Team Consults directly and c.c. Markant Merchandiser. AFTER CONFIRMATION OF ORDER DETAILS supplier has to fill-in and sign back the Order Confirmation Letter with supplier company chop & authorized signature. Then, pls send back to us by email **WITHIN 2 WORKING DAYS.THERE IS NO NEED TO SEND YOUR S/C TO MARKANT, ATLAS AND TEAM CONSULTS.**

**IMPORTANT!** Supplier **MUST** go through **ATLAS GENERAL PRODUCT SAFTEY REQUIREMENT** in details (**please refer to Appendix II**) which is compulsory requirement from ATLAS.

### 3.1) Questions regarding shipment date (ETD), port of loading, order quantity & container type

- Please contact relevant Atlas staff (Atlas order sender) directly & c.c. Markant Merchandiser.

### 3.2) Questions regarding unit price and product specification including sales packaging

- Please contact Team Consults – Mr. Dieter Tielkemeier ([tielkemeier@tc-de.com](mailto:tielkemeier@tc-de.com)), Mr. Jens Schlueter ([schlueter@tc-de.com](mailto:schlueter@tc-de.com)), Mr. Frank Diedrich ([diedrich@tc-de.com](mailto:diedrich@tc-de.com)) directly and keep Markant Merchandiser informed afterwards.

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## 4. Samples

- For all samples being requested, please contact Ms. Anita Schwachhofer of Atlas ([anita.schwachhofer@atlas-gmbh.de](mailto:anita.schwachhofer@atlas-gmbh.de)) or Team Consults –Mr. Dieter Tielkemeier ([tielkemeier@tc-de.com](mailto:tielkemeier@tc-de.com)) directly. **NO NEED** to c.c. your correspondence with customers to Markant Merchandiser.
- If supplier is given any instruction by Team Consult/Atlas about FOC sample to ship with Atlas order, please “still mention sample value but declare FOC” on commercial invoice. In case of any question in related to shipping document (i.e. commercial invoice showing offer sample), please contact our logistic colleague for help.

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## 5. Export Carton Shipping Mark and EAN Label

- **Only new shipping marks and labels layout for 1<sup>st</sup> Shipment** has to be emailed to Markant Merchandiser for approval before mass printing. If you print out label and shipping mark that doesn't match Atlas artwork, we would ask you to correct it straight away and reprint again for our approval.
- For **NEW ITEM GERMAN PRODUCT DESCRIPTION** on the shipping mark and Article EAN label (only applicable to item with individual sales packaging), our Markant Merchandiser will send you by separated email **ONCE** only. Please keep the record for repeated orders. We **WON'T** re-send you the information again.
- The export cartons must be strong enough with at least 5 ply carton papers. Strong protection of export carton is required in order to avoid damaged goods due to un-shaped and soft carton. Lighter articles must be always put on top of heavier article.

5.1) Shipping Mark for 1 or more whole units in a carton, please refer to **Appendix III**.

5.2) Shipping Mark for 1 item being packed as separated/knocked down into 2 or more cartons, please refer to **Appendix IV & Appendix V**.

5.3) ATLAS Versandlabel field positioning should be applied to all individual item packaging or carton marking of Atlas orders. The objective of this is to reserve the space for the German workers to place the distributing labels and ensure the labels are placed on the suitable position. For details, please refer to **Appendix VI**.



5.4) EAN label format for item with individual sales packaging only, please refer to **Appendix VII**.

- All EAN labels to be stuck on products must be printed on “easily removable stickers”.

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## 6. Product & Packaging Instructions

- Product & packing specifications must be in accordance with the instructions given on Atlas order which is based on your quotation and agreement with Atlas buyers/Team Consults.
- Gross weight per export carton or packaging must not exceed 40 Kgs.
- If the item needs assembly/mounting/explanation of functions, an instruction manual in GERMAN language is to be provided. For easy-to-use and/or non-electrical items, also obvious pictograms for the respective steps with no wording can be accepted.
- Packing quantity per each export carton must be followed strictly. Otherwise, a **penalty** of minimum **USD 10.00** per each outer packing unit will be charged to supplier. On exceptional cases when there is short or over shipment with our prior approval, all export cartons must be with complete carton packing quantity as per original order, last carton is not allowed and customer will not pay for it.
- According to regulation EU 995/2010 Atlas has to implement a due diligence and risk assessment system to show or prove that the wood/timber used for the imported products comes from legal sources. Hence suppliers have to provide with the initial offer and later in each commercial invoice the following information/data:

### Each product description

- A) English product description
- B) Type of wood with English scientific name with FSC 100%
- C) Supplier's FSC certificate number
- D) H.S. code

### General declaration once for all timber items

- E) Timber supplier details including
  - (i) Name of the originating tree (Latin and English):
  - (ii) Place of origin of the timber used:
  - (iii) Name and address of the supplying vendor of the timber:

It is furthermore supplier's responsibility to actively inform Atlas if any of the above mentioned information is changing afterwards. Latest when the supplier is receiving an official Atlas order sheet and is noticing that any mentioned timber information in the Atlas order sheet is not up to date anymore, Atlas has to be immediately updated with the latest timber details for that respective article."

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## 7.) Product Safety Certificate, Marking, Warning Instructions & EU-Product Label

7.1) Relevant Product Safety testing certificates from international laboratory centre should be ready and to be provided upon request by ATLAS, Team Consults or Markant.

### 7.2) Recycle Marking :

Recycle mark is required to print/stick on the plastic packaging for those items with plastic



packaging material e.g. poly bag, blister ... etc

| Code No. | 01  | 02    | 03  | 04    | 05 | 06 | 07    |
|----------|-----|-------|-----|-------|----|----|-------|
| Symbol   | PET | PE-HD | PVC | PE-LD | PP | PS | Other |

### 7.3) Warning wording on Plastic Bags:

Plastic bags of size > 15 cm in circumference must have the follows black/white printing

|   |
|---|
| <p><b><u>ACHTUNG :</u></b></p> <p>Diese Plastiktüte ist kein Spielzeug!<br/>Bitte halten Sie die Plastiktüte von Säuglingen und Kleinkindern fern da Erstickungsgefahr besteht!</p> |
|---|

### 7.4) **ATTENTION !** : NOT ALLOWED GREEN DOT ON ANY PACKAGING

### 7.5) Silica gel bags (desiccants):

If silica gel bags (desiccants) are used with the items, supplier must ensure that the silica gel bags are free of DMF (dimethyl-fumarate), which is prohibited in Europe since May 1st, 2009. Supplier must furthermore ensure that they can present a certificate proving free of DMF if requested by Atlas.

### 7.6) EU-Product Label:

In order to fulfil the new EU regulation and Product Safety Law, as an importer in the EU-market, Atlas is responsible for the identification on each article. The following information have to be fixed on each article:

1. Company Name, address of the importer and mail address
2. Atlas-article-nbr
3. Atlas-order-nbr

**Example of NEW EU-Product Label for Furniture: (updated in June 2024)**

|  |                                    |                    |
|--|------------------------------------|--------------------|
| Atlas Einrichtungs-Einkauf GmbH<br>Liebigstrasse 18<br>D-86316 Friedberg<br>Mail: info@atlas-gmbh.de | Artikel: 2120032<br>Serie: 46310/G | Atlas article-nbr. |
|  |                                    | Atlas order-nbr.   |

Non removable label size: (L) 6cm x (H) 2cm

**Placement of EU-Product Label**

| <u>Item</u>    | <u>Place</u>  |
|----------------|---|
| Chair :        | under the seat  |
| Sofa :         | under the base  |
| Cabinet :      | on the back wall  |
| Table :        | under the table top (if it is glass then under the frame) |
| Coffee table : | under the table top (if it is glass then under the frame) |

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## 8. Fumigation Certificate

### 8.1 Legal requirement -

Fumigation of containers should be done **only if** due to legal requirements of the importing country.

### 8.2 Protection of products against mould or insects -

Atlas wants to **avoid unnecessary fumigation** unless it is legally required (as Point 9.1). For item made of wood and other natural materials, it is supplier's responsibility to make sure that the material/product must be properly treated to protect against mould and insects to avoid claims later on. Atlas will **not** suggest ANY fumigation from their side. The decision whether fumigation is necessary rests **FULLY** with the supplier!

#### If supplier (intend to) fumigate the container:

1. This must be mentioned by email to MTO merchandiser once you confirm the Atlas order, also mentioning **WHICH CHEMICAL** you intend to use and briefly state **WHY** you want to fumigate.
2. You must submit an official fumigation certificate issued by an authorized company. **Please send the Fumigation certificate to MTO Logistics Dept, together with other shipping documents after shipment.**
3. The destination port/port of discharge **MUST** either be **Hamburg** or **Bremerhaven**.
4. **Penalty –** If you do fumigate the container but fail to inform us in advance about fumigation **AND/OR** if you do not submit an official fumigation certificate **AND/OR** if you ship to the wrong destination port, ATLAS/MTO reserves the right to debit you 1% of invoice value or actual losses or damage incurred – whichever is higher.

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## 9. Penalty

Please be reminded that **NOT** any change of the packaging for the item is allowed after placing the official order. Because Atlas has to revise all internal records and inform/explain to all of his members which will result in huge extra manpower, administration cost and may result in extra ocean freight cost & distribution fee as well. Herewith, we would like to draw your highest attention of the following penalty being imposed by Atlas:-

**Penalty 1: Change of number of packing and cbm after quotation**  
USD 50.00 administration fee per each article

**Penalty 2: Change of number of packing and cbm after receiving Atlas official order**  
USD 100.00 administration fee per each article per order

**Exceptional case:**

The penalty can be exempted subject to supplier can provide either one of the below 2 written confirmations to Atlas.

A) Supplier can provide the written confirmation that Atlas buyer or Team Consult has been informed & they have accepted the change of the packaging.

B) When the offered item is new and supplier does not have 100% accurate packaging details, but he has mentioned the following clause or similar meaning inside the offer sheet.

"Attention, new product. We have no packing experience yet: The loading ability may change later on. The measurement of packages are just a rough guideline = might change later on."

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## 10. Appendices

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- V. ATL7- Shipping Mark (Separated/Knocked Down Items)- Stand/Metal parts
- VI. ATL10- ATLAS Versandlabel Position Indication