

BOOKING TIME SLOT

ERBACHER the food family



1.1 ACCESS FOR BOOKING TIME SLOT

The invite will be sent to the Supplier's previously provided e-mail address.

As a result of this, mails will be sent from :

platbricksnoreply@bertelsmann.de

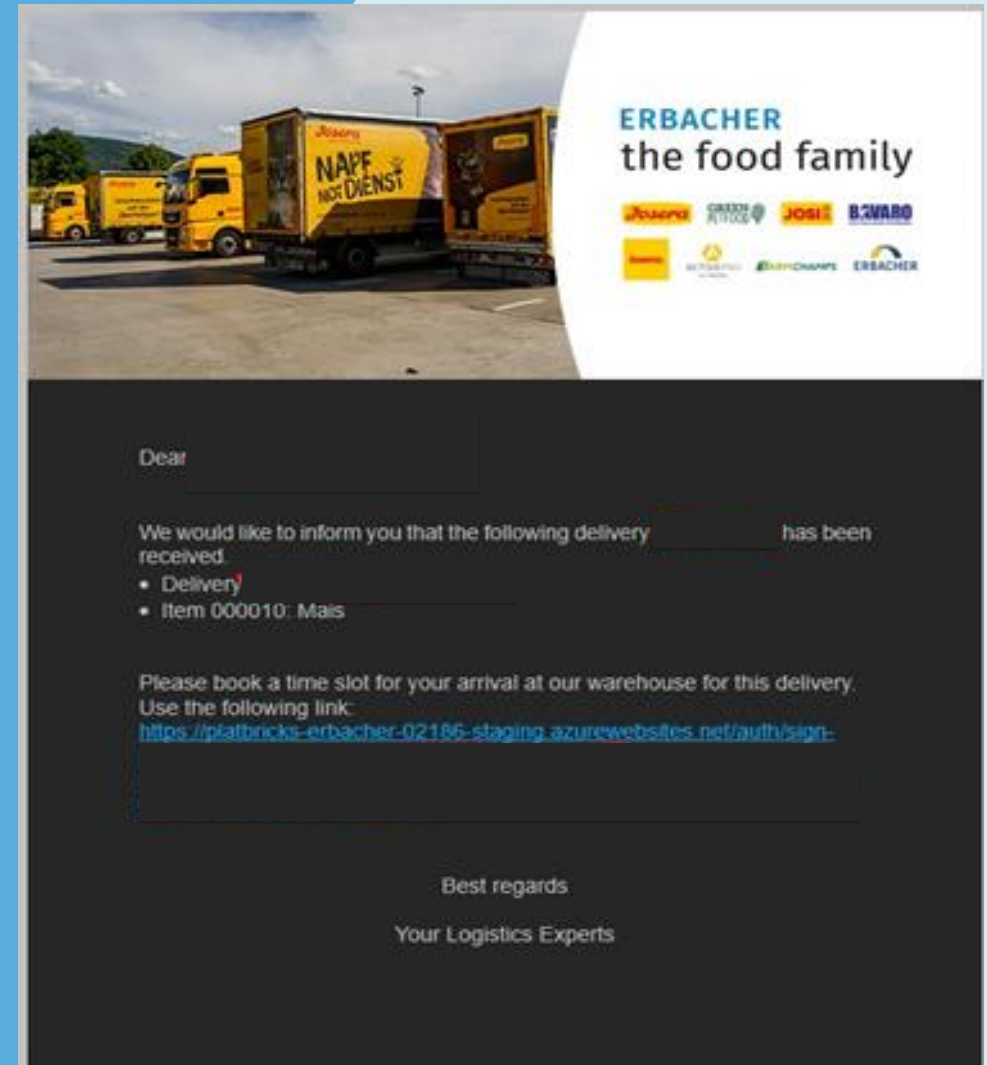
Two e-mails :

1.1 ACCESS FOR BOOKING TIME SLOT

First e-mail:

Contains basic information about the delivery and a request to verify your email address.

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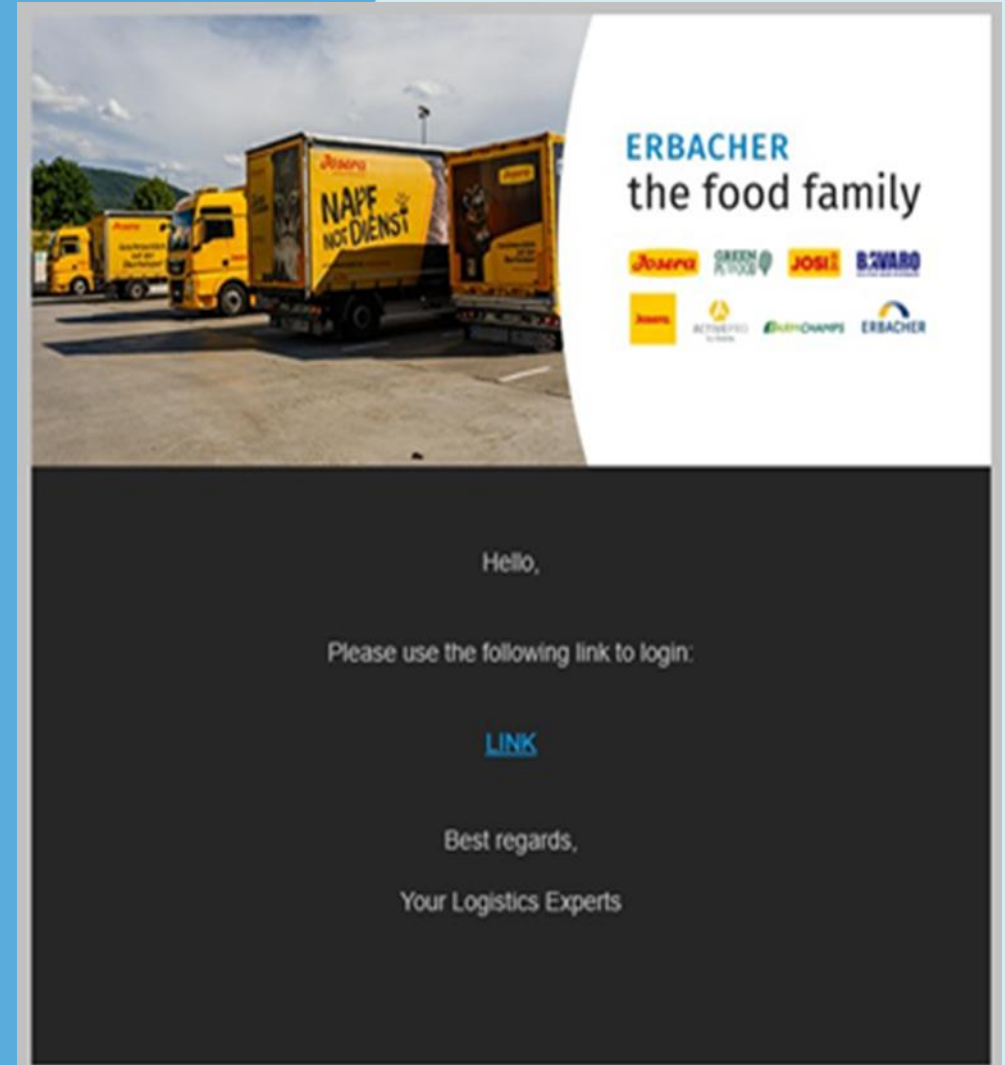


1.1 ACCESS FOR BOOKING TIME SLOT

Second e-mail:

with link to Booking System for 'Book time slot '

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1.1 ACCESS FOR BOOKING TIME SLOT

In case of problems

- **Receiving emails**

please check your SPAM box

- **With opening the link**

please check your organization's internal security

policy regarding opening links

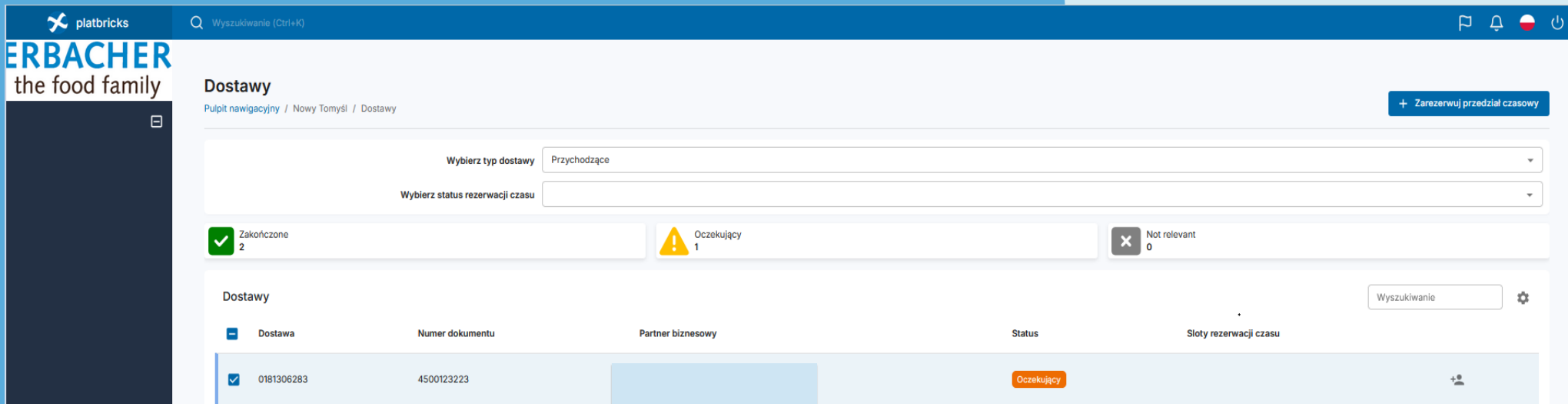
1.2 ASSIGN ADDITIONAL EMAIL

STEP 1


Click on this icon  to “**assign an additional contact for the time booking**”

You will be able to share only this delivery with the added contact.

Please use this option if You want booked by Carrier.



The screenshot displays the 'platbricks' web application interface. The header includes the logo, a search bar, and navigation icons. The left sidebar shows the 'ERBACHER the food family' logo and a menu icon. The main content area is titled 'Dostawy' (Deliveries) and includes a breadcrumb trail: 'Pulpit nawigacyjny / Nowy Tomyśl / Dostawy'. A button '+ Zarezerwuj przedział czasowy' is located in the top right. Below the title, there are two dropdown menus: 'Wybierz typ dostawy' (set to 'Przychodzące') and 'Wybierz status rezerwacji czasu'. A summary bar shows: 'Zakończzone 2' (green checkmark), 'Oczekujący 1' (yellow warning triangle), and 'Not relevant 0' (grey X). Below this is a table with columns: 'Dostawa', 'Numer dokumentu', 'Partner biznesowy', 'Status', and 'Sloty rezerwacji czasu'. The table contains one row with a checked checkbox, ID '0181306283', document number '4500123223', a blue box, status 'Oczekujący', and a person icon. A search bar 'Wyszukiwanie' and a settings gear icon are in the top right of the table area.

Dostawa	Numer dokumentu	Partner biznesowy	Status	Sloty rezerwacji czasu
<input checked="" type="checkbox"/>	0181306283	4500123223	Oczekujący	

1.2 ASSIGN ADDITIONAL EMAIL

STEP 2

Open clicking

[link](#)

A screenshot of the Platbricks login interface. At the top is the Platbricks logo, which consists of a blue circular icon with a white 'X' shape inside, followed by the text 'PLATBRICKS®' and 'SMART LOGISTICS UNLIMITED' below it. Below the logo is a white rectangular input field with the placeholder text 'E-mail'. Underneath the input field is a solid blue rectangular button with the white text 'Poproś o link do logowania'. A red arrow points from the bottom right of the button towards the text 'click' in the instruction below.

Please fill it with the same email address You provided in STEP 1 and **click** on the blue box to send an email with a link to make a booking by additional contact.

1.3 BOOKING THE TIME SLOT

- Select the number of the consignment for which you wish to Booking Time Slot
- Click on the icon 'Book Time Slot'

The operational language can be changed clicking the icon flag

The screenshot displays the 'platbricks' web application interface. The top navigation bar includes a search bar and a user profile icon. The main content area is titled 'Deliveries' and shows a summary of delivery status: 2 Completed, 1 Pending, and 0 Not relevant. Below this, a table lists deliveries with columns for Delivery, Document Number, Business Partner, Status, and Time Booking Slots. The first row is selected, and a red box highlights the 'Book Time Slot' button in the top right corner of the main content area.

Delivery	Document Number	Business Partner	Status	Time Booking Slots
<input checked="" type="checkbox"/>	0181306283	4500123223	Pending	

1.3 BOOKING THE TIME SLOT

- After checking the delivery number and delivery item, proceed by clicking on 'Next'

The screenshot displays the 'Book time slot' interface within the platbricks system. The top navigation bar includes the platbricks logo, a search bar, and utility icons. The left sidebar shows the 'ERBACHER the food family' logo and a menu icon. The main content area features a progress bar with four steps: 1. Selected deliveries (active), 2. Enter Booking Data, 3. Select time slot, and 4. Check & confirm data. Below the progress bar, the 'Selected deliveries' section lists an inbound delivery (0181306283) and its item (000000000010000733, Geflügelfett 2) with an open quantity of 24000 KGM. A red box highlights the 'Next' button in the bottom right corner.

platbricks

Search (Ctrl+Q)

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Book time slot

Dashboard / Nowy Tomyśl / Book time slot

1 Selected deliveries

2 Enter Booking Data

3 Select time slot

4 Check & confirm data

Selected deliveries

- ✓ Inbound 0181306283
 - ✓ Item: 000000000010000733, Geflügelfett 2
 - Open Quantity: 24000 KGM

Next

1.3 BOOKING THE TIME SLOT

The data entered at the stage of 'book time slot' e.g. the driver's telephone number must match the telephone number of the driver present on the day of delivery, as all messages for the driver on the Yard will be sent in form of SMS), also the truck license plate number should be up-to-date due to the process of identifying the vehicle at the entry and exit gate by means of the vehicle plate number. The driver will have an option to change above data during CHECK-IN process.

The screenshot displays the 'Book time slot' interface in the platbricks system. The header includes the platbricks logo and a search bar. The left sidebar features the ERBACHER 'the food family' logo. The main content area shows a progress bar with four steps: 'Selected deliveries', 'Enter Booking Data' (current step), 'Select time slot', and 'Check & confirm data'. The 'Enter Booking Data' form contains the following fields:

- Driver name: Jan Kowalski
- Driver's phone number: +48 123456789 (highlighted with a red box)
- Comment: (empty)
- Confirmation E-mail: t.maciejkowicz@joseira.pl
- Supplier: (redacted)
- Supplier's phone number: +48 123456789 (highlighted with a red box)
- License plate truck: STAG987 (highlighted with a red box)
- License plate trailer: STAG987

Navigation buttons 'Back' and 'Next' are located at the bottom of the form.

1.3 BOOKING THE TIME SLOT

The telephone number must contain only digits, without spaces or other characters.

A screenshot of the platbricks 'Book time slot' form. The form is titled 'Book time slot' and shows a progress bar with four steps: 'Selected deliveries' (completed), 'Enter Booking Data' (current step), 'Select time slot', and 'Check & confirm data'. The 'Enter Booking Data' section contains two columns of input fields. The left column has fields for 'Driver name' (Jan Kowalski), 'Driver's phone number' (+48 123456789), 'Comment', and 'Confirmation E-mail' (t.maciejkowicz@josera.pl). The right column has fields for 'Supplier' (blue box), 'Supplier's phone number' (+48 123456789), 'License plate truck' (STAG987), and 'License plate trailer' (STAG987). The '123456789' phone numbers are highlighted with red boxes. 'Back' and 'Next' buttons are at the bottom.

1.3 BOOKING THE TIME SLOT

The truck license plate number must contain only letters and numbers, without spaces or other characters.

STAG 987



STAG-987



STAG987



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Search (Ctrl+K)

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Book time slot

Dashboard / Nowy Tomyśl / Book time slot

Selected deliveries Enter Booking Data Select time slot Check & confirm data

Enter Booking Data

Driver name	<input type="text" value="Jan Kowalski"/>	Supplier	<input type="text" value=""/>
Driver's phone number	+48 <input type="text" value="123456789"/>	Supplier's phone number	+48 <input type="text" value="123456789"/>
Comment	<input type="text"/>	License plate truck	<input type="text" value="STAG987"/>
Confirmation E-mail	<input type="text" value="t.maciejkowicz@josera.pl"/>	License plate trailer	<input type="text" value="STAG987"/>

Back Next

1.3 BOOKING THE TIME SLOT

- The delivery date will always be the date confirmed with the supplier.

The screenshot shows the 'Book time slot' page in the platbricks system. The header includes the platbricks logo and a search bar. The left sidebar features the ERBACHER 'the food family' logo. The main content area has a breadcrumb trail: Dashboard / Nowy Tomyśl / Book time slot. A progress bar at the top indicates four steps: 'Selected deliveries' (completed), 'Enter Booking Data' (completed), 'Select time slot' (current step), and 'Check & confirm data'. Under 'Open Items', there is an 'Inbound 0181306283' section with a checked item '000000000010000733, Geflügele fett 2' and an 'Open Quantity: 24000 KGM'. The 'Selected time slot' section includes a warning: 'You can only book your time slot from 13/02/2025 to 20/02/2025, as your delivery date is planned for the 13/02/2025.' Below this, there are input fields for 'Date' (18/02/2025), 'Start' (7:00), and 'End' (7:45), with a 'Duration: 45 minutes' label. A note states 'This time is displayed in UTC+01:00'. 'Back' and 'Next' buttons are at the bottom.

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Search (Ctrl+K)

ERBACHER the food family

Book time slot

Dashboard / Nowy Tomyśl / Book time slot

Selected deliveries Enter Booking Data **Select time slot** Check & confirm data

Open Items

▼ Inbound 0181306283

▼ ☒ Item: 000000000010000733, Geflügele fett 2

Open Quantity: 24000 KGM

Selected time slot

You can only book your time slot from 13/02/2025 to 20/02/2025, as your delivery date is planned for the 13/02/2025.

Date: 18/02/2025 Start: 7:00 End: 7:45 Duration: 45 minutes

This time is displayed in UTC+01:00

Back Next

1.3 BOOKING THE TIME SLOT

- After selecting the date, choose the time by clicking on the icon with the drop-down list of time periods

platbricks

Search (Ctrl+K)

ERBACHER the food family

Book time slot

Dashboard / Nowy Tomyśl / Book time slot

Selected deliveries Enter Booking Data **Select time slot** Check & confirm data

Open Items

▼ Inbound 0181306283

▼ ☒ Item: 000000000010000733, Geflügeffett 2

Open Quantity: 24000 KGM

Selected time slot

You can only book your time slot from 13/02/2025 to 20/02/2025, as your delivery date is planned for the 13/02/2025.

Date: 18/02/2025

This time is displayed in UTC+01:00

Start: 7:00

End: 7:45

Duration: 45 minutes

Back Next

7:00
7:10
7:20
7:30
7:40
7:50
8:00

1.3 BOOKING THE TIME SLOT

- Click on the selected time

The screenshot displays the 'Book time slot' page in the platbricks system. The page features a progress bar with four steps: 'Selected deliveries' (completed), 'Enter Booking Data' (completed), 'Select time slot' (active), and 'Check & confirm data' (pending). Under 'Open Items', an inbound item '000000000010000733, Geflügelfett 2' is listed with an open quantity of 24000 KGM. The 'Selected time slot' section includes a date field set to '18/02/2025' and a start time dropdown menu. The dropdown menu is open, showing a list of times from 7:00 to 8:00. The '7:00' option is highlighted with a red square. The end time is set to '7:45' and the duration is '45 minutes'. A 'Next' button is visible at the bottom right of the form.

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Search (Ctrl+K)

ERBACHER the food family

Book time slot

Dashboard / Nowy Tomyśl / Book time slot

Selected deliveries Enter Booking Data **Select time slot** Check & confirm data

Open Items

Inbound 0181306283

Item: 000000000010000733, Geflügelfett 2

Open Quantity: 24000 KGM

Selected time slot

You can only book your time slot from 13/02/2025 to 20/02/2025, as your delivery date is planned for the 13/02/2025.

Date: 18/02/2025 Start: 7:00 End: 7:45 Duration: 45 minutes

This time is displayed in UTC+01:00

Back Next

7:00
7:10
7:20
7:30
7:40
7:50
8:00

1.3 BOOKING THE TIME SLOT

- After selecting the date and time, click on the 'Next' icon

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Search (Ctrl+K)

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Book time slot

Dashboard / Nowy Tomyśl / Book time slot

Selected deliveries Enter Booking Data **Select time slot** Check & confirm data

Open Items

✓ Inbound 0181306283

✓ ☒ Item: 00000000010000733, Geflügeleffett 2

Open Quantity: 24000 KGM

Selected time slot

You can only book your time slot from 13/02/2025 to 20/02/2025, as your delivery date is planned for the 13/02/2025.

Date: 18/02/2025 Start: 7:00 End: 7:45 Duration: 45 minutes

This time is displayed in UTC+01:00

Back

Next

1.3 BOOKING THE TIME SLOT

The screen will display information about the selected time period.

- Confirm again by clicking on the 'Next' icon.
- or, if the booking is incorrect by clicking on the 'Bin' symbol, delete the booking and select the date and time again, confirming with the 'Next' icon

The screenshot shows the 'Book time slot' page in the platbricks system. The page has a dark blue header with the platbricks logo and a search bar. The main content area is white and features a progress bar with four steps: 'Selected deliveries' (completed), 'Enter Booking Data' (completed), 'Select time slot' (active), and 'Check & confirm data' (pending). Below the progress bar, there are two sections: 'Open Items' and 'Selected time slots'. The 'Selected time slots' section shows a selected time slot for Tuesday, 18/02/2025, 07:00, with a duration of 45 minutes. A 'Bin' icon is visible next to the selected time slot. At the bottom right, there is a 'Next' button. The 'Back' button is located at the bottom left.

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Search (Ctrl+K)

ERBACHER the food family

Book time slot

Dashboard / Nowy Tomyśl / Book time slot

Selected deliveries Enter Booking Data **Select time slot** Check & confirm data

Open Items

Selected time slots

Tuesday, 18/02/2025, 07:00

✓ Inbound 0181306283

Item: 00000000010000733, Geflügelfett 2

Open Quantity: 24000 KGM

Selected time slot

You can only book your time slot from 13/02/2025 to 20/02/2025, as your delivery date is planned for the 13/02/2025.

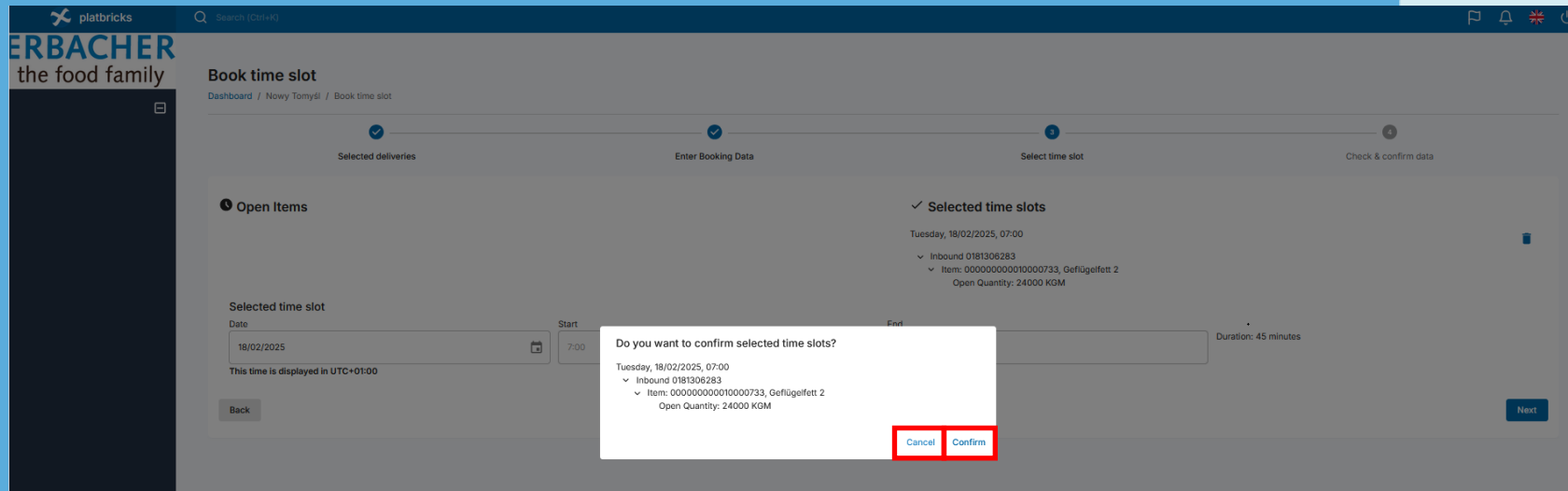
Date: 18/02/2025 Start: 7:00 End: 7:45 Duration: 45 minutes

This time is displayed in UTC+01:00

Back Next

1.3 BOOKING THE TIME SLOT

- After clicking on the 'Next' icon, a dialog box will appear with the confirmation of the booking - clicking on the 'Confirm' icon will take you to the next window
- Clicking on the 'Cancel' icon returns you to the previous selection screen



1.3 BOOKING THE TIME SLOT

- Please check all the data entered in the previous steps and can then validate the booking in the system by clicking on the 'Next' icon
- or return to previous windows by clicking on the 'Back' icon to make corrections

platbricks

Search (Ctrl+K)

ERBACHER the food family

Book time slot

Dashboard / Nowy Tomyśl / Book time slot

Selected deliveries ✓ Enter Booking Data ✓ Select time slot ✓ Check & confirm data 4

Reserved Time Slots

Driver name	Jan Kowalski	Supplier	
Driver's phone number	+48123456789	Supplier's phone number	+48123456789
Comment		License plate truck	STAG987
Confirmation E-mail	Lmaclej@kowicz@josera.pl	License plate trailer	STAG987

Reserved Time Slots

Tuesday, 18/02/2025, 07:00

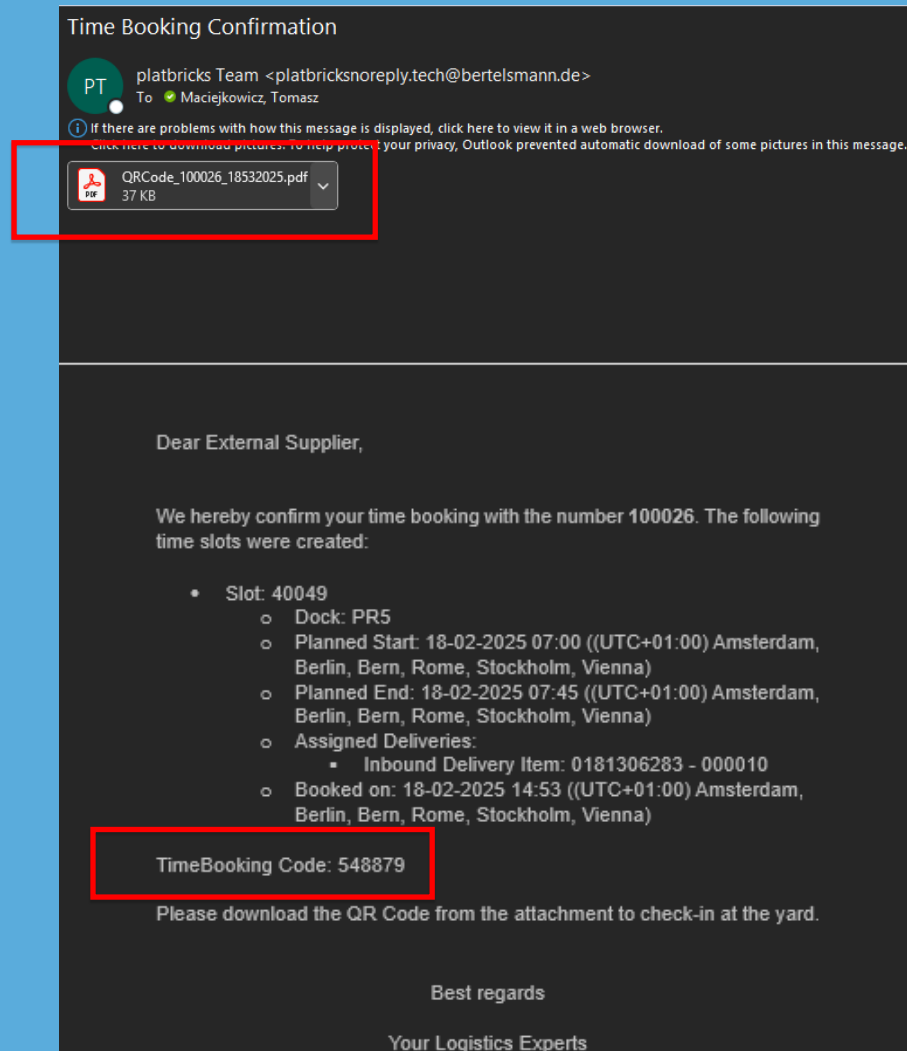
- ✓ Inbound 0181306283
- ✓ Item: 000000000010000733, Geflügelfett 2

24000 KGM

Back

Next

1.4 BOOKING MANAGEMENT



The booking has been saved in the system and the system sends a confirmation to the e-mail address provided in the booking.

In Attached to the email You can find a .pdf file with the QR code and the TimeBooking Code/Reference code needed to CHECK-IN the driver point 8A or 8B (Road map on the next slides)

1.4 BOOKING MANAGEMENT

We hereby confirm your time booking with the number **102005**. The following time slots were created:

- Slot: 43252
 - Dock: AL1
 - Planned Start: 26-01-2026 08:00
 - Assigned Deliveries:
 - Inbound Delivery - Item:
0182203707 - 10
 - Purchase Order Number:



Time Booking Reference Code: **33534438**

The .pdf file contains : the QR code and the „Time Booking Reference Code” needed to identify the driver at CHECK-IN point 8A or 8B. Road map on the next slides.

It will bit restricted enter the site without a QR code or reference code, so please provide the QR code or reference number directly to the driver (electronic form as in the pdf attachment or print the .pdf file).

The Time Booking Reference Code can also be used interchangeably .

1.5 SUMMARY

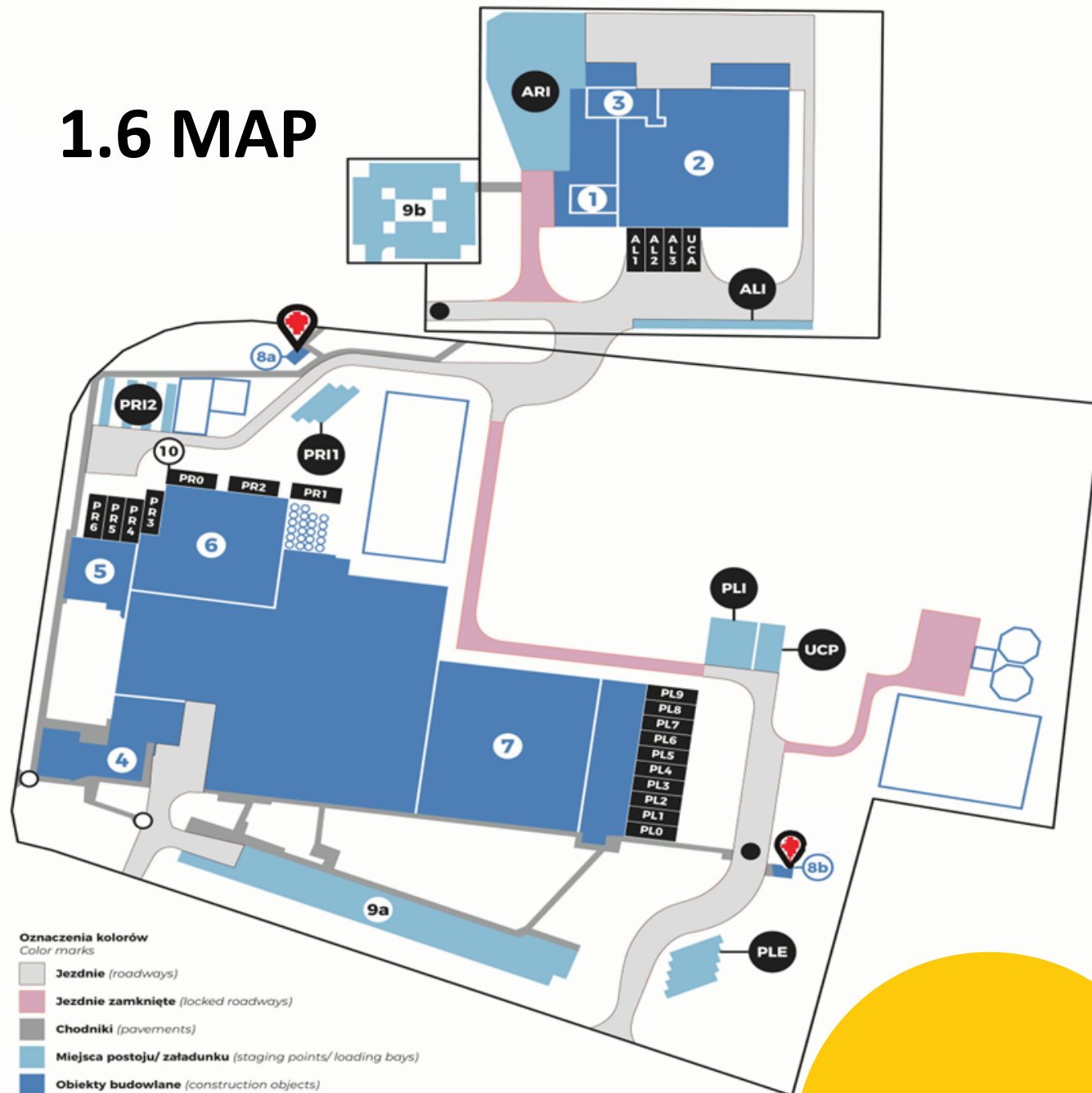
The data entered at the BOOKING stage, e.g. the driver's telephone number, truck plate number can be modified by driver at CHECK-IN process (point 8A or 8B)
Road map on the next slide.

All movements instructions related to the driver's on Yard will be sent to the driver via SMS.

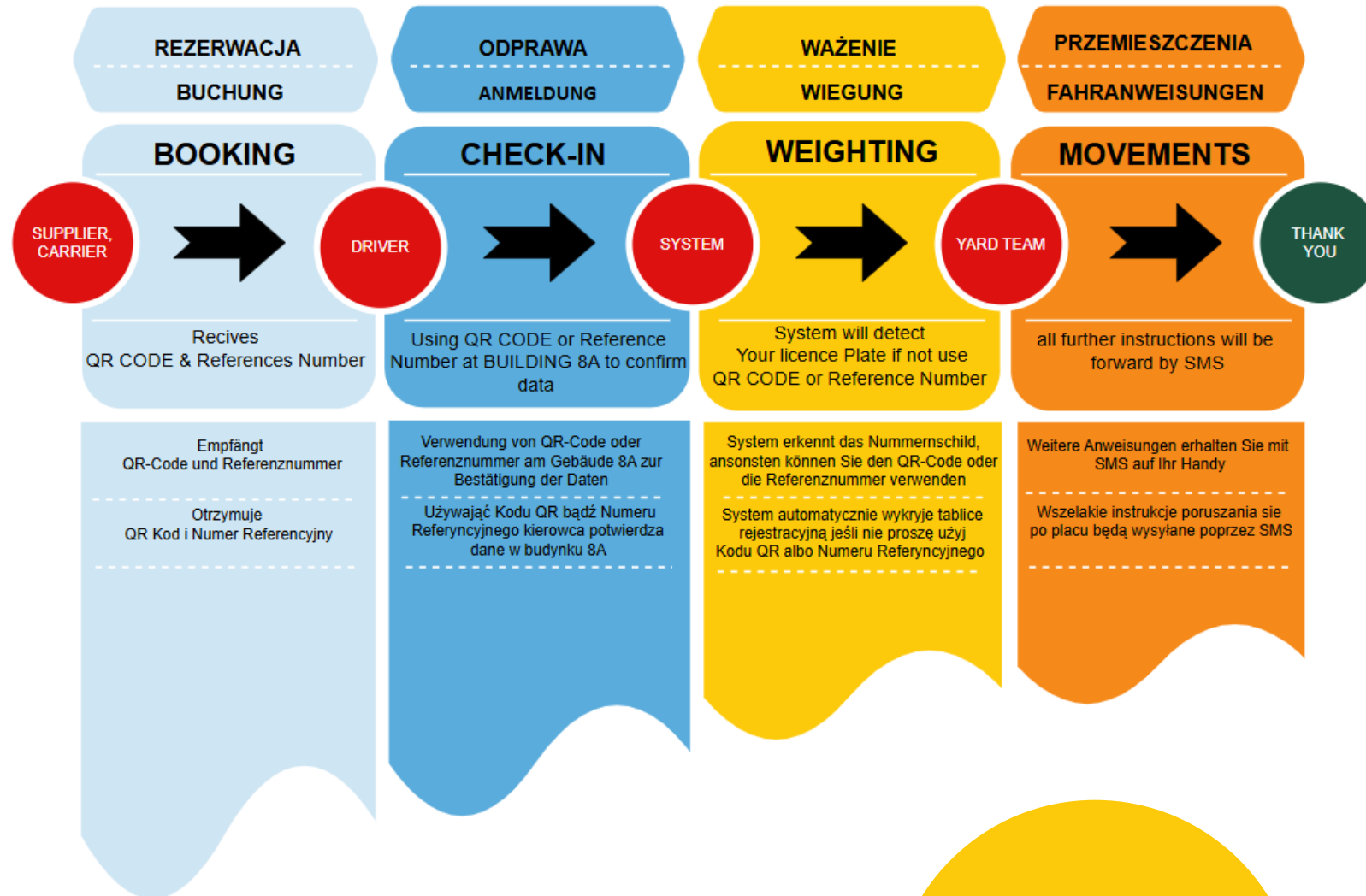
Providing an invalid mobile phone number by the driver during the CHECK-IN process will make movements on Yard bit difficult.

Providing and incorrect truck license plate during CHECK-IN process by the driver will slow down a bit whole YARD movements .

1.6 MAP



1.7 PROCESS FLOWCHART



**If you have any questions, please
contact us directly**

Yard Coordinator :

Phone Number: +48 532466566

or

E-mail: yard@josera.pl

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CHECK-IN

ERBACHER the food family



2.1 TIME BOOKING CONFIRMATION

Supplier/Carrier receive an e-mail with confirmation of Booking. In attachment should be a pdf file.

As a result of this, that file should be printed or shared to the Driver.

2.1 TIME BOOKING CONFIRMATION

The most important data for Driver should
be
TimeBooking Reference Code
&
QR Code

ERBACHER
the food family

We hereby confirm your time booking with the number **102005**. The following time slots were created:

- Slot: 43252
 - Dock: AL1
 - Planned Start: 26-01-2026 08:00
 - Assigned Deliveries:
 - Inbound Delivery - Item: 0182203707 - 10
 - Purchase Order Number:



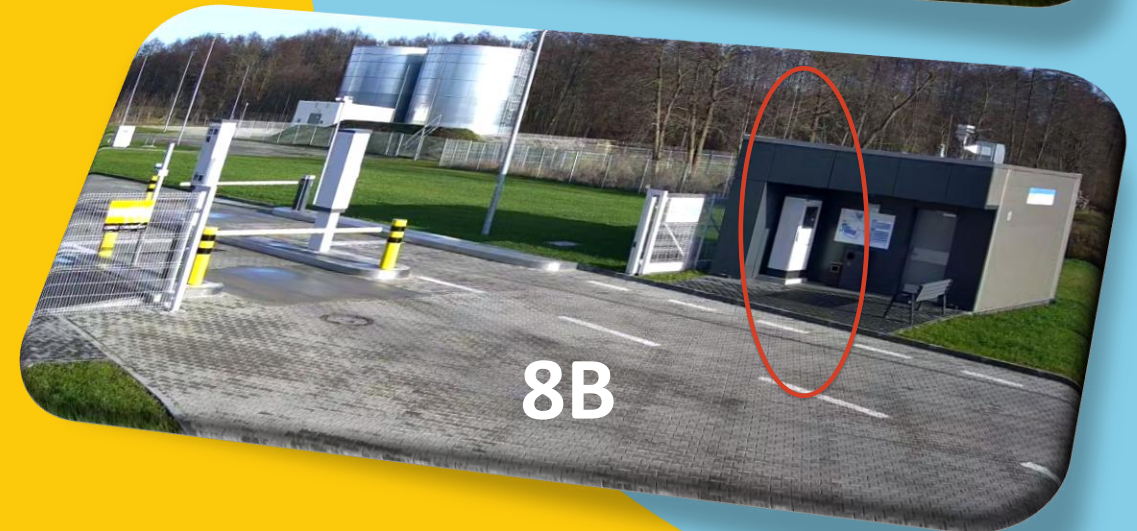
Time Booking Reference Code: **33534438**

2.2 CHECK-IN LOCATION

BUILDINGS 8A or 8B:

In these buildings are Terminals (PC) where The Driver should complete CHECK-IN:

- Verify & Confirm Data (from Booking Process)
- Fill the Cleaning Document
- Confirm the Safety Instruction



2.2 CHECK-IN LOCATION

The PC is equipped with a touch screen so each processes can be done by touching the screen.

The First thing driver should select language of CHECK-IN and then after it select the method of Identify Booked Delivery.

The screenshot displays two screens of the ERBACHER app. The top screen, titled "Please select a language", offers five language options: English (with the UK flag and "GET STARTED" button), Deutsch (with the German flag and "LOSLEGEN" button), Polski (with the Polish flag and "ZACZNIJ" button), Русский (with the Russian flag and "НАЧАТЬ" button), and Українська (with the Ukrainian flag and "ПОЧАТИ" button). The bottom screen, titled "Registration methods", prompts the user to "Please select your registration method!". It features a QR Code (labeled "QR Code") and a Reference Code (represented by a dotted line and labeled "Reference Code"). At the bottom of this screen are "BACK" and "HELP" buttons.

2.3 DATA VERIFICATION

Next System will provide data to screen to verify data from BOOKING stage.

If everything is correct the Driver presses just button CONFIRM if not then CHANGE.

Important thing is to fill phone number and license plate number without spaces like in sample beside.

Please verify/complete your data!

First Name	Driver
Email	abc@abc.pl
Phone Number	+48663661940
Number Plate	PNT123432
License Plate Trailer	
Supplier	YX
Comment	

CONFIRM **CHANGE** **BACK** **CANCEL**

By clicking "Confirm", you consent to the storage of your personal data in our system. Your data will not be shared with third parties.

Reserved Time Slots
Delivery TEST2
> Item: 00000000010000004, Mais

Please verify/complete your data!

Driver Name *	Driver
Email *	
Phone Number *	+48123456789
Number Plate *	PNT123432
License Plate Trailer	
Supplier *	YX
Comment	

CONFIRM **CANCEL**

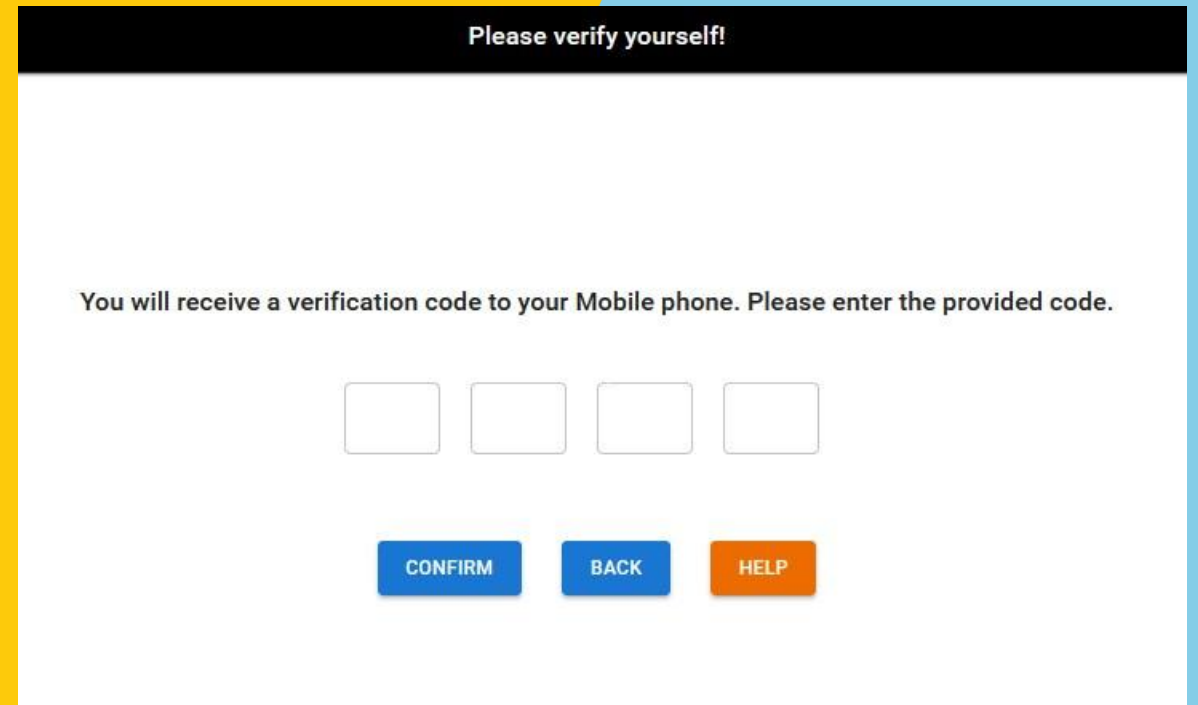
Reserved Time Slots
Delivery TEST2
> Item: 00000000010000004, Mais

Phone Number
48663661940

Keyboard: backspace, tab, caps lock, shift, .com, @, close

2.3 DATA VERIFICATION

The Verification can be Confirmed entering code sent to mobile phone by SMS

A mockup of a mobile verification screen. It features a black header bar with the text "Please verify yourself!". Below the header, the main content area is white and contains the instruction "You will receive a verification code to your Mobile phone. Please enter the provided code." followed by four empty input boxes for the code. At the bottom, there are three buttons: "CONFIRM" (blue), "BACK" (blue), and "HELP" (orange).

Please verify yourself!

You will receive a verification code to your Mobile phone. Please enter the provided code.

CONFIRM BACK HELP

2.4 CLEANING DOCUMENT

All fields are mandatory:

-Materials descriptions

-IDTF Number of materials

-Cleaning method for each from legend



Important:

Supplier/Carrier should provide the correct IDTF numbers to the Driver.



IDTF data and cleaning process

Please fulfill your data and cleaning process form last freights.



Third Last Freight



Second Last Freight



Last Freight



Third last freight - material description *

IDTF Material *

Cleaning metho...

Second last freight - material description *

IDTF Material *

Cleaning metho...

Last freight - material description *

IDTF Material *

Cleaning metho...

Cleaning legend

A = Dry cleaning

B = Wet cleaning with water

C = Wet cleaning with water and cleaning agent

D = Wet cleaning with water, with cleaning agent and disinfection

Signature

CONFIRM



BACK

HELP



IDTF data and cleaning process

Please fulfill your data and cleaning process form last freights.



Third Last Freight



Second Last Freight



Last Freight



Third last freight - material description *

IDTF Material *

Cleaning method *

Second last freight - material description *

IDTF Material *

Cleaning method *

Last freight - material description *

IDTF Material *

Cleaning method *

Cleaning legend


A = Dry cleaning

B = Wet cleaning with water

C = Wet cleaning with water and cleaning agent

D = Wet cleaning with water, with cleaning agent and disinfection

Signature



CONFIRM

BACK

HELP

2.5 SAFETY INSTRUCTION

Checkbox Read and Confirm must be marked

Also

Signature should be made

Safety Instruction

1. Always wear appropriate safety gear, such as helmets, gloves, and safety goggles, when working.
2. Ensure that all machinery and equipment are properly maintained and in good working condition before use.
3. Familiarize yourself with emergency procedures and the location of emergency exits and first aid kits.
4. Follow all safety protocols and guidelines provided by your supervisor or employer.
5. Do not operate machinery or equipment if you are not trained or authorized to do so.
6. Keep work areas clean and organized to prevent accidents and injuries.
7. Report any safety hazards or concerns to your supervisor immediately.
8. Take regular breaks to prevent fatigue and maintain focus while working.
9. Never attempt to bypass safety mechanisms or guards on machinery or equipment.
10. Always follow proper lifting techniques to avoid strains and injuries.


☒ Read and confirm safety instruction

CONFIRM

BACK

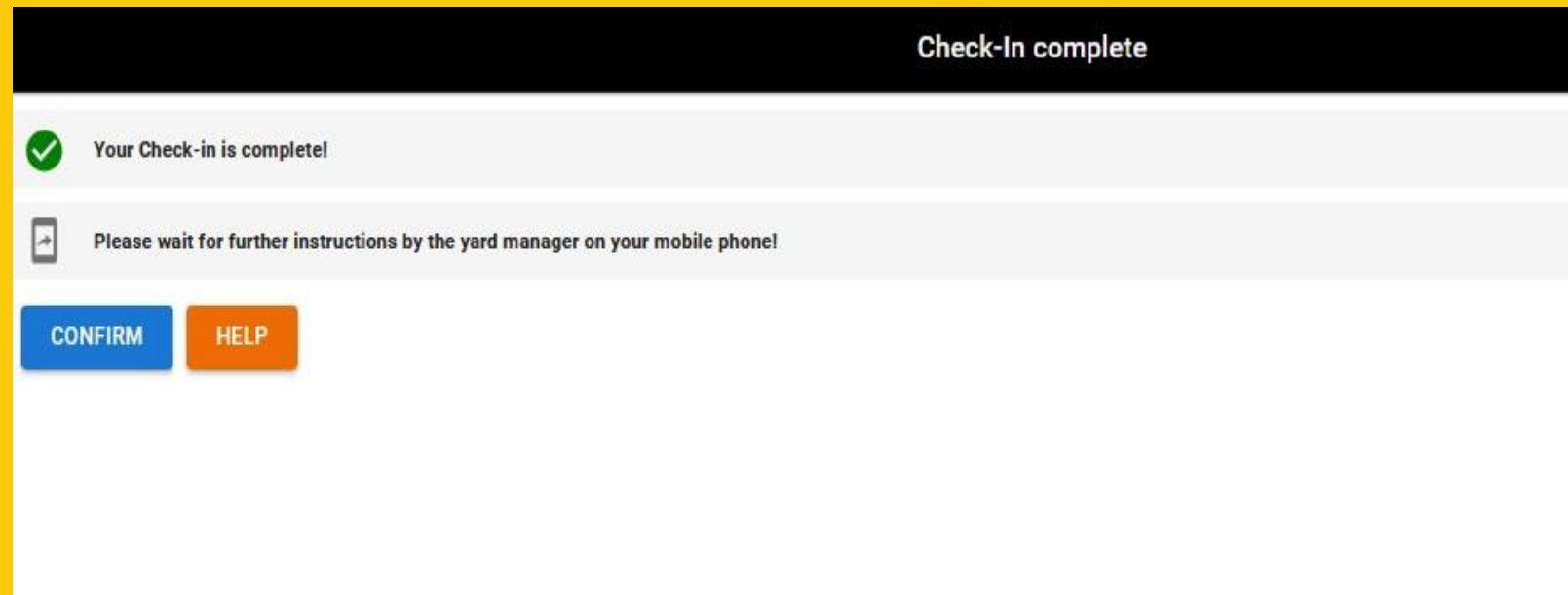
HELP

Signature



2.6 SUMMARY

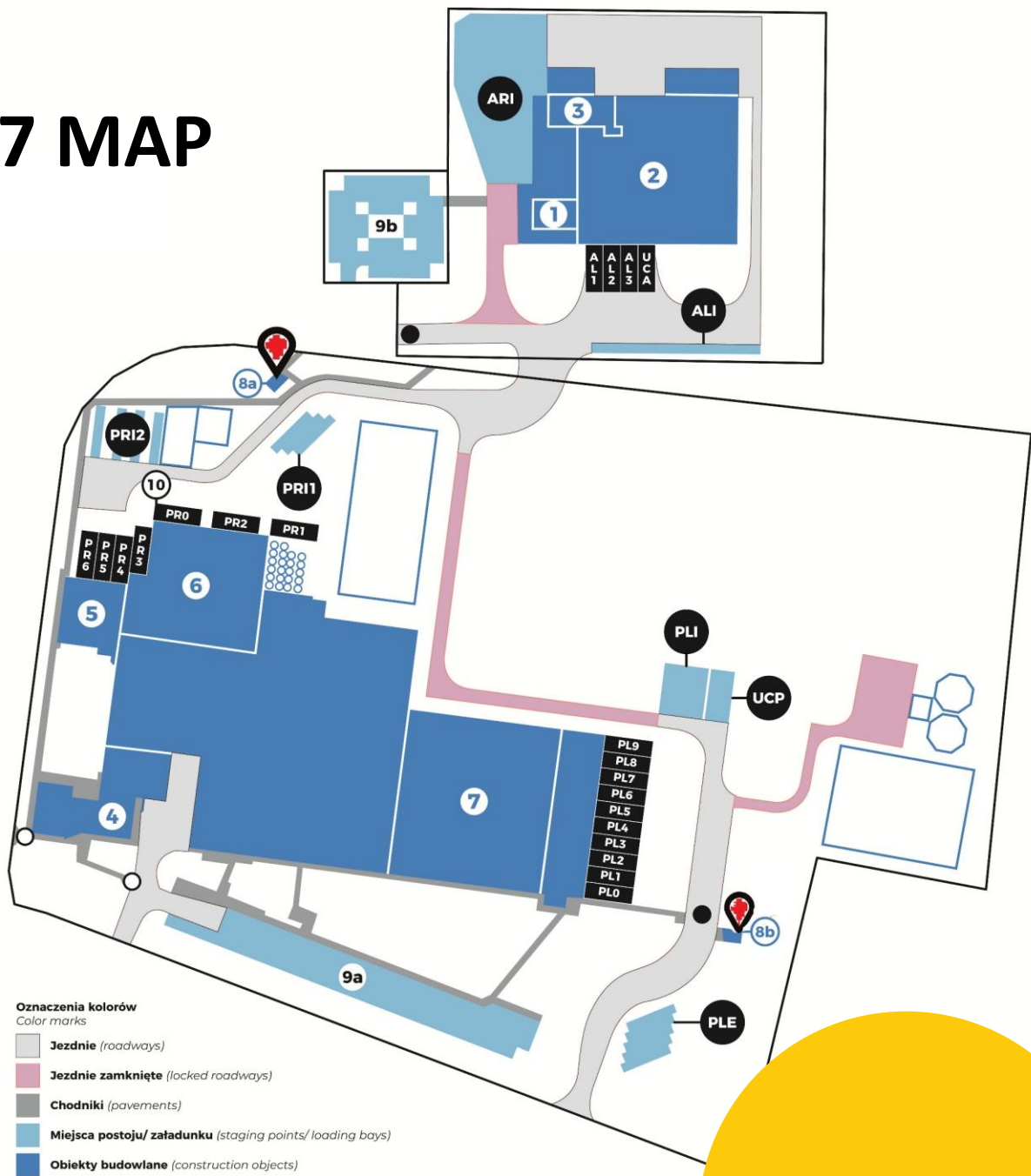
Check-in is now complete.



The driver should Confirm & wait for further instructions, which will be sent via SMS.

Like “Please Drive to...”

2.7 MAP



Oznaczenia kluczowe

Key marks

○ Bramki dostępu.
Access gateway.

● Bramy wjazdowe.
Entrance gate.

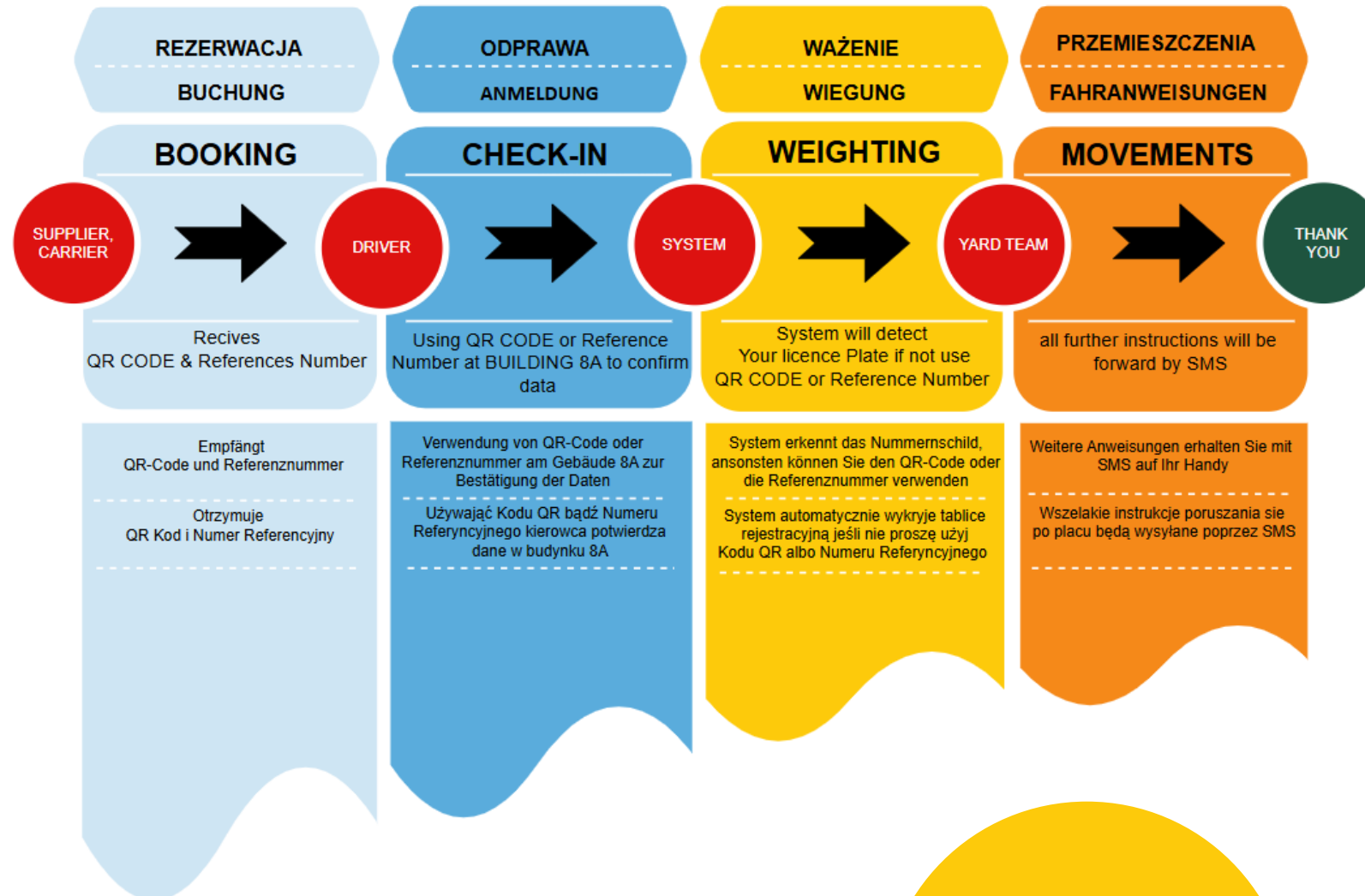
Plant AGRAR

- 1 Budynek biurowy.
Office building.
- 2 Hala magazynowa.
Warehouse.
- 3 Hala produkcyjna.
Production hall.

Plant Petfood

- 4 Budynek biurowy.
Office building.
- 5 Hala przyjęć surowca.
Income hall.
- 6 Hala magazynowa.
Warehouse.
- 7 Hala logistyczna.
Logistics center.
- 8 Budynek socjalny dla kierowców samochodów ciężarowych.
Social building for truck drivers.
- 9 Parking dla samochodów osobowych.
Parking for cars.
- 10 Stanowisko poboru próbek.
Sample taking station.

2.8 PROCESS FLOWCHART



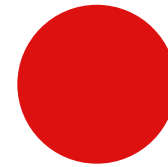
**If you have any questions, please
contact us directly**

Yard Coordinator :

Phone Number: +48 532466566

or

E-mail: yard@josera.pl



ERBACHER the food family



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