

Key principles of packaging

Appropriate and professional packaging is important for the safe and efficient transfer of parcels through the delivery companies' system.

Use appropriate outer packaging!

Choose a box that matches the size, weight and quantity of the item. Good packaging is strong enough to preserve the integrity of the goods against the physical influences that may occur during sorting and transport. During parcel processing, shipments are lifted several times, stacked, rotated to the addresses, and grouped. Properly protected packaging is a high-quality, strong, form-fitting, stackable and carton has 5 layers or the quality of the carton is equivalent. Please do not use a damaged box which is, reused or creased, and do not create an amorphous, irregularly shaped shipment!

Do not forget about internal filling materials!

Please make sure that the product in the box fits comfortably but does not touch the wall of the box. Choose the corresponding filling materials for the preference of the goods, do not leave empty space in the box, so the object inside does not move! Please also pay attention to packaging the items individually.

Large or palletized packages must be able to be handled by trucks, aircraft and to be handled with automated equipments. Listed below are the four most important requirements to consider when packaging goods.

Stacking of the shipments

Make sure that the packaging allows the consignments to be stacked, ie that they can be transported stacked on top of each other.

Forklift

Large shipments regularly moved with a forklift. The goods must be placed on a pallet or on a base that can be moved by a forklift for safe material handling.

Tip / Dumping

Make sure that the goods are securely and stably secured both on the pallet and inside the packaging. During air transport, shipments may tip over during an air maneuver.

Convulsion and oscillation

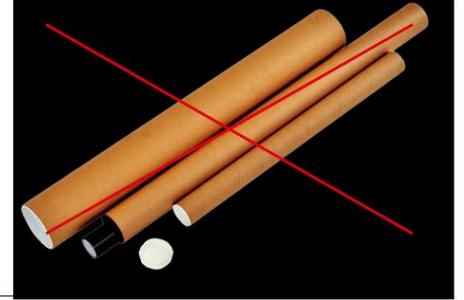
Minor Convulsion and oscillation of the goods may occur during mechanical consignment handling. Make sure the items in the shipments are properly packaged.

APPROPRIATE

INAPPROPRIATE

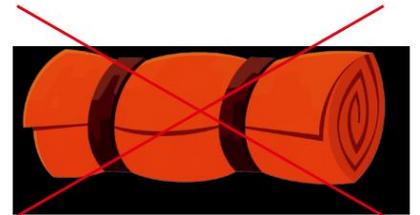
Packaging of lengthwise goods

For packaging lengthwise goods, rolls of paper, documents, please use a square box, because the narrow document feeder roller could get stuck on the roller conveyor and may cause congestion during sorting. If necessary, use filler inside the box.



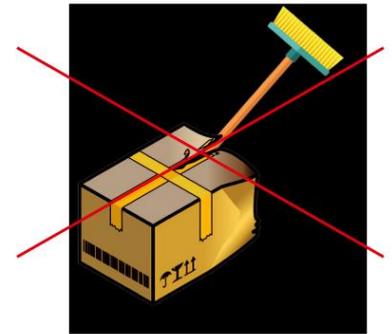
Foiled cylinder (eg rolled up mattress, carpet)

Larger, rolled-up products are protected by the outer and inner packaging together during transport. Please use LDPE foil at least 100 microns thick for packaging. Try to pull the air out and make the package tight and rigid for delivery. Sleazy, unformed packaging may stuck the goods on the roller conveyor and may not be sorted.



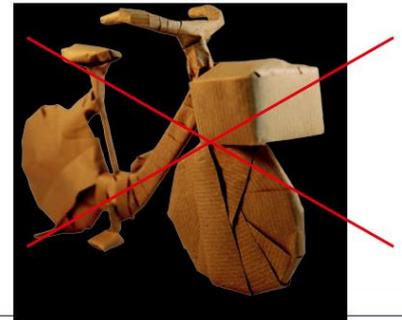
Protruding parts from the package

During transport and sorting, protruding parts can cause accidents, jams or damage to the roller conveyor, so any of the product should not be protrude from the box. Please use a regular quadrate cardboard box of the appropriate size for the packaging. Wrap the sharp or spiky parts separately and place them in the box with space filler.



Transport of bicycle

In case of bicycle transport, please use a cardboard box of the appropriate width and height, which does not exceed the size limits. Inside the box, rotate the protruding parts (steering wheel, pedal) and use a filling material. Wrapping the bicycle with foil or wrapping paper is inappropriate because it can get stuck on the roller conveyor, be damaged, and cause damage to other shipments.



Safety packaging

Commercial or gift packaging singly is not suitable for industrial package processing and shipping because the roller line may leave a mark on it or may get dirty on the outer carton. If you repackage the goods in their original box, be sure to include space-filling materials to protect the goods. Please place the original box in a high-quality, form-fitting cardboard box that fits the goods size.

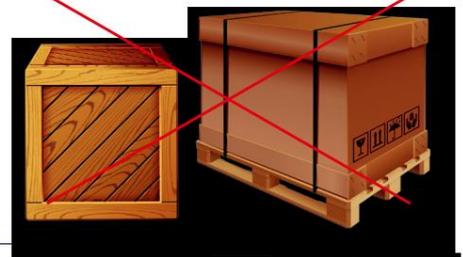


APPROPRIATE

INAPPROPRIATE

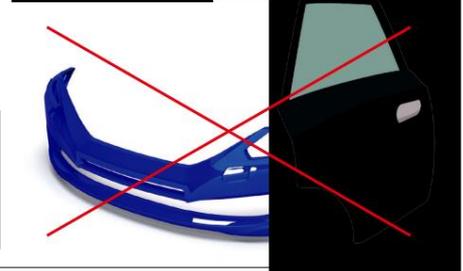
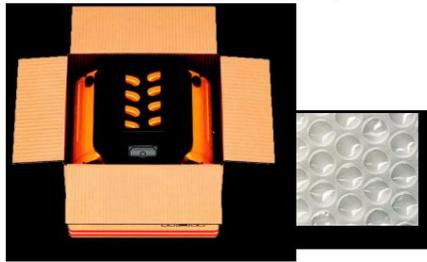
Wooden box, pallet, protruding parts

Wooden boxes, wooden boxes on pallets or protruding parts on pallets cannot be transported as they may cause jam during sorting. Therefore, within the size and weight limits, please deliver these shipments in a suitable cardboard box for transportation. Packages are loaded and sorted by hands and on roller conveyor system with a forklift



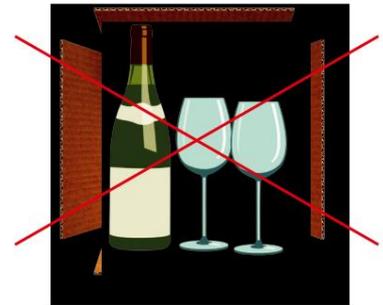
Unpacked goods

Unpackaged goods are fragile, they may cause accidents, endanger the safety of workers and other goods and they cannot be sorted on a roller conveyor. Please pack all products in a cardboard box so that the goods can be transported and protected inside the box. Carrosserie or other irregularly shaped products can not be transported neither in air-cushion foil or paper!



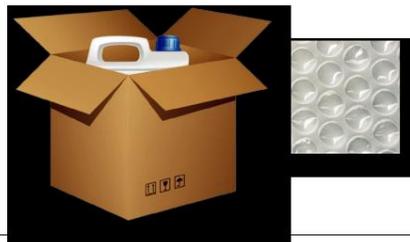
Filling materials

Filling inside the box protects the goods during transport. Please pack the sensitive and fragile items (glass, porcelain, medicine and vials, infusion bottles, electronics, etc.) with special care. Do not leave empty space in the box, as the goods may move and be damaged, or the packaging may be compressed and break. Fill the bottom and top of the box with space filler. The inner edge protectors increase the load capacity of the box, providing more protection when stacked on top of each other. For added security, also pack the items one by one e.g. with an airbag foil and insert cardboard sheets that separate and prevent movement or use a styrofoam liner that matches the shape of the product. Space-filling chips alone are not enough because they compress during shaking during transport



Bucket, can or kettle

Goods in buckets, cans or kettle cannot be transported on the roller conveyor, so please prepare the products in a cardboard box packaging of the appropriate size and strength, taking care that the contents do not flow out when lying down (bottlecaps closed). Use a space-filling material inside the box.



Tires

Tires cannot be shipped unpacked as they may contaminate other packages. Please form a transport unit of up to 2 tires. Please do not fasten with straps as they may fall apart, but wrap the tires tightly together and then affix the package label to the outside of the foil.



APPROPRIATE

INAPPROPRIAT

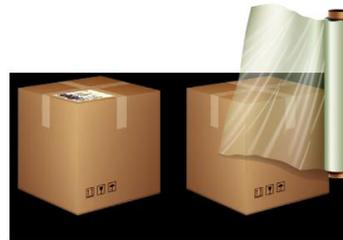
Boxes with different dimensions

During parcel processing, shipments are lifted several times, stacked, rotated to the addresses, and grouped. Please return boxes of different sizes separately. Don't stick them together or strap it together because the package can fall apart and only the identified with label identification arrives at its destination.



Boxes with same dimensions

Two boxes of the same size if they tightly wrapped can be safely transported if they are within the weight and size limits, 2 boxes of the same size can form a unit with one piece of label. Please avoid strapping, as package may get lost during transport and the package may fall apart.



Placing various products inside a box

If you want to put more products in one box, please make sure that the goods do not move, touch each other or touch the wall of the box. Please, use partitions and fillers to avoid injury. During transport shipment could also turn to the side of the box, so separately pack the products containing the liquid and check the caps for possible leak to avoid damage of other products.



Safety bag, air-cushioned envelope, small products for packaging

The safety bag and air-cushioned envelope are ideal for carrying smaller size and weight (not pointed or sharp) products. When using, please note that this packaging is not suitable for convulsion-sensitive or fragile goods. Depending on the quality of the product, use an air-cushion liner, or use a cardboard box packaging to avoid possible damage.



Goods in bag/sack

Bagged packaging (eg. pet food) is not form-fitting and may cause jam on the roller conveyor. Please also pack the bagged goods in a cardboard box or use a strong cardboard sheet and shrink to form a solid and quadrate package so the shipment can be shipped. Do not glue or foil multiple bags!

