





How to pack shipments?

	Dimension	Helps in selection of appropriate size of boxes/flyers Minimize inventory & cost
	Weight	Optimize for the minimum strength required for box Ensures safety of item
	Fragility	Helps in selection of appropriate box strength Helps in optimizing the cushioning requirements
	Physical state	Identifies the need for any special requirements for the protection of item E.g.: Liquid products need additional leak proofing

Selection of Boxes

Material

Use corrugated boxes of 3 ply for products below 4Kg and not fragile
Use corrugated boxes of 5 ply for products above 4Kg and fragile
Use tamper evident boxes for high value items (Cost above Rs. 7000)
Ensure the material used can withstand the required edge crush and burst factor loads

Optimize the size of the boxes as per the product dimensions
The box should not be too small or too big for the item shipped. An optimum size box should be chosen

Inspect the box for holes, tears, crushed edges and sturdiness. Avoid poor quality boxes for the safety of the item shipped

Size

Optimize the size of the boxes as per the product dimensions
The box should not be too small or too big for the item shipped. An optimum size box should be chosen

Quick Check

Inspect the box for holes, tears, crushed edges and sturdiness. Avoid poor quality boxes for the safety of the item shipped



Sturdy, No Damage Box



Crushed, Torn, Damaged Box



Size of the box as per item dimension



Box is very big compared to the item to be shipped

Selection of Flyers/Polybags

Flyers are quick and handy in packing of flexible items such as apparels or can be used as an added protection for the safety of the shipment from external fluids, tampering etc.

Material

Choose 60-80microns hotmelt glue adhesive LDPE polybags
Use tamper evident polybags for high value items (Cost above Rs.7000)

Quick Check

Inspect the polybag for any damages
Ensure the opening is sealed properly after the packing of item



If the flyer is overloaded to its capacity then it will tear at the edges and leads to loss of items shipped. Choose appropriate flyers of required strength.

Packing of item

Packaging of liquid products need to be made leak proof before cushioning or packing. Common leak proofing techniques are mentioned below.

Material

Material: Heat shrink sleeves

Technique: Taping of bottle caps

Material: Zip lock or leak proof pouches



Heat Shrink Sleeve









Taping of bottle caps



Zip lock pouches

Internal Packing material vs functionality

Material	Functions			
	Cushioning	Void Fill	Surface protection	Divider
 Bubble wrap	✓	✓	✓	
 Foam sheet	✓	✓	✓	
 Air bags		✓		
 Shredded paper		✓		
 Crumbled paper		✓		
 Corrugated inserts		✓		✓

Leaking Proofing

Liquid products need to be made leak proof before cushioning or packing. Common leak proofing techniques are mentioned below.

Material

Heat shrink sleeves

Taping of bottle caps

Zip lock or leak proof pouches



Heat Shrink Sleeve



Taping of bottle caps



Zip lock pouches

Sealing or Shipment

Sealing ensures that the properly packed item is secured and intact inside the box throughout the journey of the shipment.

Tape

Use Pressure Sensitive Tapes such as BOPP

Locations

Seal the center seam of the top and bottom of the box

For heavy shipments, apply H-Taping by sealing both the center and edge seams on the box



Taping for light weight shipments



H-Taping for heavy weight shipments

Shipment Labelling

Proper labeling is crucial for faster and safe handling of the shipment in reaching the intended destination.

Essential data

Barcode height (min. size : 8 mm)

Waybill number and Barcode (min. size : 8 MIL, 1MIL= 0.2032mm)

Order number and Barcode (min. size : 8 MIL, 1MIL= 0.2032mm)

Consignee address (min. font size: 8pts, Calibri body)

Return address (min. font size: 8pts, Calibri body)

Retail/Tax Invoice

		Barcode Height (min. size: 8 mm)	
122003		Waybill number and Barcode (min. size: 8 MIL)	
GGN/DPC		Consignee address(min. font size: 8pts)	
Shipping Address: ROHIT KUMAR Phone: 98765 Plot 45, Sector 12, Gurgaon, Haryana, India PIN: 122003		Pre-paid	
Retailer: Address: Gurgaon, Haryana		Retail/Tax invoice	
Product		Return address with pin code	
Delivery package		Order number and barcode(min. size: 8 MIL)	
Total			

Location of Label

Paste the label on a seamless flat face of the box/flyer

Paste the label away from seams or edges of the box

Readability of barcode is important for faster and correct processing of shipments

In flyers/polybags, all the essential data on labels should be visible and the label should be placed flat

The pocket containing the label in flyer should be taped at the opening to avoid the loss of label

Thermal printed labels are strongly recommended over regular labels

What not to do



Paste the label always on a seamless flat surface as shown.



Do not paste the label at the edges as shown above.



Do not paste the label with barcode over the seam. It can damage the barcode.



Do not use torn labels.



Label without waybill number and barcode cannot be processed.



Label without waybill number and barcode cannot be processed.

Special handling labels

Special handling labels helps in communicating the necessary information for appropriately handling the shipment.

Common categories

Fragile

Perishables

Dangerous goods

Package orientation

Keep dry



Product categories

Special handling labels helps in communicating the necessary information for appropriately handling the shipment.

Electronic items

Mobile phones & accessories

Tablets

Laptop & Computer accessories

Apparels

Flexible packaging

Rigid packaging

Others

Books & stationery

Travel gears

Electrical items

Small home appliances

Power equipment

Industrial equipment

Fashion accessories

Jewelry

Watches

Fragile items

Glassware

Crockery

Home decor

Liquid items

Beauty & Personal Care

Food products, Medicines

Automotive