

Venipak

Packaging rules



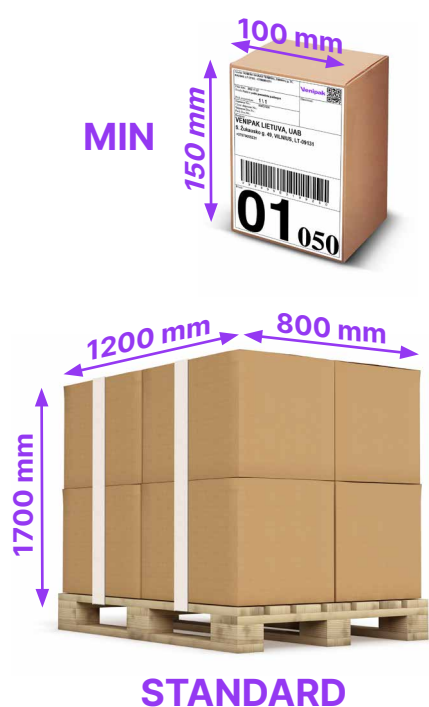
v.2023.05.09

Adequate packaging is the packaging that protects the goods or valuables contained within and protects the environment against the risks arising from the packed product or the packaging itself.

All dispatched goods or valuables must have external packaging (a corrugated cardboard or a wooden box, a paper envelope, a plastic envelope/bag, or a cardboard postal tube) depending on the specific properties of the goods or valuables. Original manufacturer's packaging is not considered to be appropriate packaging suitable for transportation.

ATTENTION! If the packaging is inadequate or inappropriate, the Carrier shall not be liable for safe transportation of the consignment and shall not compensate any losses incurred by the Customer thereof, and may make a claim against the Customer for the damage incurred by the Carrier or third parties.

Size



- Minimum size of a package must be sufficient to attach a packaging label of **100 × 150 mm** to one of the sides of the package. If a package is too small, it is difficult to attach a label to it and if the label is unreadable, the consignment cannot be transported.

- The standard weight of a package is up to **30 kg**.

- The length on its longest side is **1200 mm**.

- Maximum weight of a package is up to **30 kg**.

- The length on its longest side is up to **3000 mm**.

- The standard size of packaging (pallet): **1200 mm x 800 mm x 1700 mm**.

- Maximum size of a non- standard pallet is **1200 mm x 2000 mm x 1900 mm**.

- Please contact our customer services unit regarding transportation of non-standard packages.

Weight



MAX
30
kg

STANDARD
700
kg



- Maximum weight of a package may not exceed **30 kg**.
- The standard weight of a pallet is **700 kg**.
- Maximum weight of a pallet may not exceed **900 kg**.
- Large packages or packages in excess of **30 kg** must be provided for transportation on pallets or in such packaging which would allow to use the standard mechanical cargo loading equipment. Heavier pallets must be re-packed onto several pallets not exceed the maximum weight.
- For heavy, but smaller packages, the adequate size pallets must be used (quarter pallet, half pallet).

Packages

- For packaging must be used:
 - only new, strong corrugated **cardboard boxes** - for materials sensitive to pressure, impacts, vibrations (for example: containers, cosmetics, etc.);
 - **envelopes, plastic bags** - flexible, pressure – for resistant shipments (for example: textiles, copies of documents, etc.);
 - **cardboard postal tube** – for materials sensitive to pressure, impacts, vibrations (for example: maps, posters, etc.).
- Only new, rigid corrugated cardboard boxes, envelopes or plastic bags shall be used for packaging.
- Goods or valuables (or parts thereof) may not protrude out of the package, because during loading to a vehicle the protruding parts may get damaged or damage other packages.

Cardboard box



Envelope, plastic bags



Cardboard postal tube



Improper packaging:

- All shiny materials (such as stretch film, bubble wrap, polythene bag, etc.) as well as paper bags or cloth are not suitable packaging and cannot be used for the outer packaging of shipments.
- All packages must travel separately. Several packages attached together as one package is considered inappropriate packaging.
- **ATTENTION!** In the case of improper packaging or if the packaging does not protect the shipment from damage, VENIPAK is not responsible for the safe transportation of the shipment, the exact measurements of the shipment, and does not compensate the customer for the losses incurred, and the Customer is responsible for all the resulting losses. This may also result in claims being made against the Customer to compensate VENIPAK, third parties and/or their property for damages.

Manufacturer's packaging

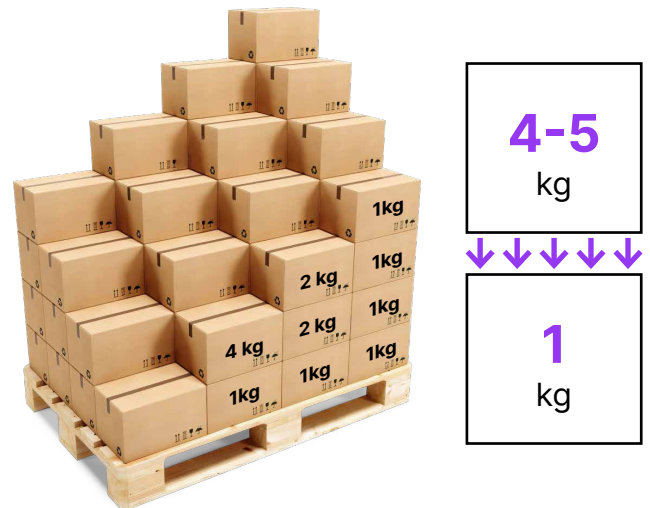


- Please note that the original manufacturer's packaging is not suitable for transportation. To prevent such packaging from being damaged during transportation, it must be packed using the packaging suitable for transportation.

- Packaging for transportation
- Original manufacturer's packaging

Package stability

- Packaging must be sufficiently durable to make it possible to lift the package held by its sides without any items contained therein falling out. A package may not contain heavier goods than the package can hold.
- Packages will be stacked on top of each other, so their sides must be rigid to withstand the pressure without collapsing from the weight 4–5 times greater than their own weight.
- Packaging must protect the items against damages as a result of turning, shaking or pushing the package or dropping the package from the height of not more than 1 m, and temperature ranges of 25–40°C.



Pallet shipments



- Pallets used for packaging must be in good condition and strong, they must not be mended/ repaired or otherwise modified.
- Packages stacked on a pallet must be rigid so that they would neither press each other nor slip to the sides. To this end, sufficient amount of shrink wrap/ tape must be used.
- It is necessary to evaluate the specifics of the shipment and evenly distribute the weight of the goods on the pallet, placing heavier goods at the bottom and lighter ones at the top.
- A sufficient amount of stretch film/tape must be used for fastening so that the item(s) during transport not tip over to the side.
- Goods or valuables (or parts thereof) may not protrude out of the pallet, because during loading to a vehicle the protruding parts may get damaged or damage other packages.

Oversized/non-standard shipments

- Non-standard, oversized consignments or volumetric consignments must be placed on the pallets, even if their weight does not exceed 30 kg and the consignments do not have packaging to prevent them from contact with other consignments and no other consignments can be put on top of them (wardrobes, machine-tools, hoardings, assembled furniture, induction, glass ceramic hobs, glassware, etc.). In such cases, the base of the pallet must be larger than the base of the shipped product.
- Where windows, glazed units, ceramic/stone mass goods (water-closets, washing-basins) are sent, they must be placed on a pallet/half-pallet.
- Where a consignment that must always be kept in a horizontal or vertical position is sent, it must be placed on a pallet.
- When shipping goods such as engines, boilers, compressors, additional fastening must be used by screwing the goods to the base of the pallet/half-pallet.
- Where goods or valuables sensitive to pressure or contact with other consignments are placed on a pallet, they must have external packaging.



- Large goods/items must be in the packages suitable for transportation to prevent them from being damaged during loading, sorting or transportation (such goods or items may not be provided in other packaging than that suitable for transportation or without packaging or shrink wrapped, etc.)
- The external packaging must withstand the diagonal drop from the height of 1 m.



Fragile items



- Where glass containers/ceramics or any other breakable items are sent, they have to be isolated from each other by cardboard inserts, bubble wrap or plastic foam to prevent from being damaged during transportation.

Inner packaging/filling

- Empty space within a package must be filled with packing material (paper, shaving, cotton, plastic foam, bubble wrap). If the empty space is not filled, items inside the package will not be stable, knock against each other and against the packaging thus standing a risk of sustaining breaking or other damage.
- Do not use the box which is too big for your item and therefore requires filling as there is a risk that the box may be crushed during transportation.
- The items must not have contact with the sides of the box and this can be ensured using packing material. Paper may be used for very light packages. Any gaps between the sides of a box and an item (including original manufacturer's packaging) must be filled with packing material.



Leak tightness



- If liquids are sent in tanks or special containers, make sure that their lids are protected, i.e. the lids may only be opened by removing the security seal.
- If liquids are in metal containers, which may open under pressure (paint, hardeners, plasters, etc.), each such container must be placed in a separate plastic bag to protect other goods within the package in case of a spillage. The VENIPAK label must be placed on the side of the package with the lids at the top.

Labeling

- When sending paints, hardeners, putties, etc. the inscription "PAINT" must be pasted next to the VENIPAK label.
- No special markings such as "do not turn over", "fragile", etc. shall be attached, because they are not taken into account during transportation sorting or transhipment processes.



Taping



- Corrugated cardboard boxes must be taped with adhesive tape wrapped around the box in three places at least. If too little adhesive tape is used the box may fail to hold the items within and may open.
- Packaging must make it impossible to access the content of a package without damaging the package itself.
- We suggest using a special adhesive tape with logos that can only be purchased by placing a special order.