

The right packaging counts!

This packaging guideline should serve you as a general support. Please respect in any case.

The type and manner of packaging has always to be chosen depending on the weight and type of goods shipped!

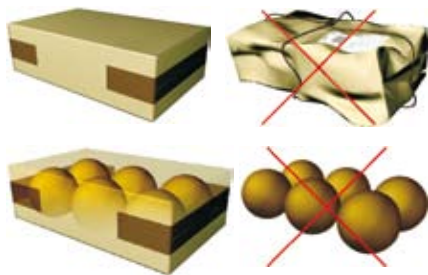
To be able to provide you with high quality service at a favourable price, the transportation of parcels by GLS takes place in so called joint cargo loads. Furthermore, in the hubs and depots of GLS an automatic conveyor belt system is used for sorting. This all leads to a higher strain (i.e. in the form of jolts, vibration, etc.), which makes good inner and outer packaging essential.

Packaging

A sufficient packaging for transportation via a parcel service provider consists of three basic parts:

- Outer packaging
- Padding / inner packaging
- Means of fastening

A good **outer packaging** consists of a carton which is of high quality, moisture resistant and at least of double (with heavy shipments triple) wall corrugated cardboard. This must be extremely resilient and especially guarantee a secure protection of corners, surface and edge protection. Therefore, used cartons should not be used again, as they often have signs of wear and thus do not have the stability of a new carton.



Inner packaging:

inside the carton all hollow spaces are to be filled with padding, so that the goods in the parcel are unable to move around. The padding is to be chosen based on the type of goods to be shipped, their weight and type. With heavy and delicate goods fitting styrofoam parts are to be used. Basically, the padding must be suitable to protect the parcels inside from jolts,

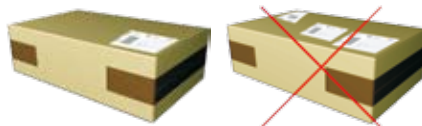
pressure and movement, and no direct contact between the goods and the outer packaging should be possible.

A further important aspect is the **means of fastening (i.e. tape)**. The heavier or the larger the parcel is, the stronger the means of fastening should be. A secure means of fastening is at the same time, transport insurance and a proof of authenticity. The parcel should in all cases be closed, so that no one can access the contents without leaving marks. Please use a well adhering tape (ideally with company logo) to close the parcel properly on all sides.

Visual Parcel Control

Remove all old parcel, router and other labels!

If you dispose used cartons for your parcel dispatch, for example due to the insensitivity of your goods, please remove all old parcel and router labels before handover to GLS as their bar codes contain sorter information, which could lead to false sorting. Consequently, this type of double labelling can lead to delays in transit times.



Applying the parcel sticker

To ensure a smooth processing of all parcels, please respect the basic principle to attach all relevant parcel to the largest side of the parcel.



Do not bundle parcels

Please do not send your parcels bundled, but always separately! It is also essential to attach the necessary parcel label to each parcel. During the transport, bundled parcels can become loose, e.g. through vibration. In this case the clear allocation of the individual parcels is not ensured anymore. Therefore, bundled parcels are excluded from transport according to our Special Business Conditions.



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