

Shipping Guideline

Manual Parcel Label

Printing of the parcel label

It is important that the parcel label is easily readable with capital or block letters or has been printed mechanically. Please note that registered users to Your GLS can also print parcel labels online.

Important information on the label:

- First and last name of the consignee
- Exact address of the consignee (no post office box!)
- Telephone number of the consignee, to be able to contact the recipient in case of delivery obstacles
- Consignor address including tel.no
- Short description of the contents
- Weight of the shipment
- Shipping date



Parcel Sticker "Mini"

If you use your own parcel labels or document bags for your dispatch, a GLS mini parcel sticker must be used additionally, to ensure clear allocation through the barcode.




Parcel labels and additional stickers for special products / services

For the following special products and services specific parcel labels, respectively additional stickers are necessary.

- Express Parcel
- Cash Service
- DocumentReturn Service

Dimensions and weights

	Business Parcel Express Parcel Euro Business Parcel	Global Business Parcel
Max. weight	50 KG	30 KG
Max. length	2,00 M	2,00 M
Max. width	0,80 M	0,80 M
Max. height	0,60 M	0,60 M
Max. belt length	3,00 M	3,00 M



Excluded from shipment

- The shipment packaged goods (inner and outer packaging)
- Parcels, with a goods value of more than 3,500,- Euro
- Goods of exceptional value (for example precious metals, money, securities, works of art)
- Firearms / ammunition as defined according to legislation
- Perishable goods
- Mortal remains and live animals
- Temperature sensitive goods
- Goods which require in any way particularly careful treatment (because they are e.g. particularly fragile or can only be transported upright or only lying on a certain side)
- Hazardous goods of all types (Chemicals etc)

Only accurately packaged and addressed parcels with a parcel label can be accepted for shipment.

Contact:

General Logistics Systems
Portugal GmbH & Co. OHG
Service-Hotline: + 351 219 667 100
www.gls-portugal.com

In addition to the above, the following goods will not be accepted for carriage abroad:

- cigarettes, liquor
- personal belongings
- ATA Carnet goods

