

# Shipping guideline

GLS offers you various IT solutions for **parcel processing**, such as *UniBox*, *UniConnect* (Gepard Connect) or the web portal *YourGLS*.

If you generate your parcel labels using one of these, all relevant shipping information will be printed automatically on the parcel label.



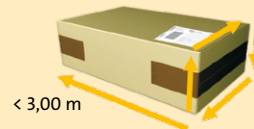
## For shipments to EU countries:

Shipments within the European Union may be VAT-free under certain circumstances. The certificate of delivery issued by GLS Germany ensures the legally required proof of delivery to a foreign EU country, given that the complete consignee address has been forwarded electronically to GLS Germany by a GLS IT connection. If this is not given, please ask your local GLS depot.

## Weight and dimensions

	<i>Business Parcel Express</i>	<i>Euro Business Parcel Euro Express Global Business</i>	<i>Business Small Parcel Euro Business Small Parcel</i>
<b>Max. weight</b>	40 kg	50 kg	2 kg
<b>Max. length</b>	2,00 m	2,00 m	0,40 m
<b>Max. width</b>	0,80 m	0,80 m	The parcel has to fit through the GLS Small Parcel triangle.
<b>Max. height</b>	0,60 m	0,60 m	
<b>Max. girth</b>	3,00 m	3,00 m	

(= circumference + longest side)



## Additional stickers

For *Express Parcel*, *Euro Express Parcel*, *Guaranteed24 Service* and *Hazardous Goods Service* special stickers are necessary. For more information see our labelling guideline.

Only accurately packaged and addressed parcels with a parcel label can be accepted for shipment. View detailed information on correct packaging in our packaging guideline.

## Excluded from shipment

The shipment exclusions according to the General Terms and Conditions of GLS Germany apply, for example for:

- Insufficiently packed parcels
- Parcels with a goods value of more than 5,000.- Euro
- Valuable goods (e. g. precious metals, money, securities, works of art)
- Firearms / ammunition as defined according to legislation
- Perishable or temperature controlled goods, remains, live animals
- Hazardous goods of all classes that are not named in the T&C of GLS Germany as well as hazardous goods generally in international traffic
- Phone cards and pre-paid cards (e. g. for mobile phones)

## Non-sortable goods

Please note that we charge a surcharge for non-sortable goods such as:

- Parcels that are longer than 1,20 m
- Parcels with less than 3 cm height
- Any parcels with protruding parts
- Bags, tires, rolls, fabric rolls, cans, plastic buckets, wooden boxes

## Contact:

**General Logistics Systems  
Germany GmbH & Co. OHG**

Service-Hotline: 01 80-52 52 700\*  
www.gls-group.eu

\* (0.14€/min. from nat. landline, max. 0.42€/min. from nat. mobile networks)

