

# Packaging Guidelines



**SHYFT** 

# Introduction

In order to provide the safe and expeditious transport of any package we have updated the packaging guidelines.

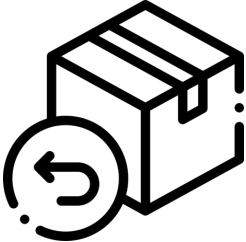
Currently, good delivery experience is our top priority.

The partner has ultimate responsibility for assuring that their packaging is in compliance with the new guidelines.

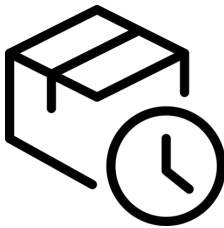
This document will help you identify the required packaging type for the different line items.



## **Failure to comply with guidelines can result in**



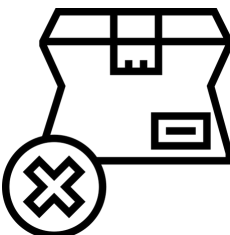
Immediate return of packages to your warehouse/store at pickup



Delays in deliveries or Blocking future non-compliant packages from pickup



Extra charges for any unplanned additional service costs incurred



Refusal to be liable for any missed/damaged shipments.

# How to package Fragile/ Brittle items



# Internal Packaging Materials

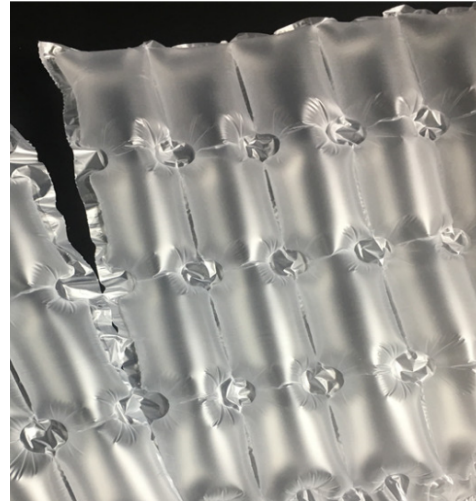
## Bubble Wrap

Bubble wrap is a transparent plastic material used for packaging fragile items. It contains regularly spaced air bubbles that provide a layer of cushion between the item and the external package.



## High-Grade Bubble Wrap

This grade of bubble wrap is made of a strong grade plastic that won't 'pop' easily. This should be used for packaging items such as glassware, heavy equipment, laptops, computers, etc. to maintain a cushion and prevent breakage.



## Air Pillows/Air Pouches

Air pouches provide the lightest weight solution for protective packaging and are durable enough to provide excellent product protection in minimal space. They can be used for the packaging of non-fragile, non-liquid, and lightweight items.

## **Crumpled paper/ kraft paper**

Kraft paper can be wrapped or crumbled to fill empty spaces inside a package that contains light to medium and non-fragile items. To use kraft paper as cushioning material, tightly wrap the paper and use at least two inches around and between the contents. Make sure that there are at least two inches of kraft paper on all the sides of the box. This is primarily to be used for wrapping ceramics, glass, and other fragile items.



# Sealing Tapes





## **Tape**

## **Suited for**

**Polypropylene  
Tape (Pressure  
Sensitive Tapes)**

Strengthening cartons and boxes to package products with a lower shelf-life.

**Water-based  
Acrylic Tape**

Ideal for cartons with a longer shelf-life. Best for packaging glass, wood, metal, and plastics.

**Solvent-based  
Tape**

Very sticky, but great for hot, humid, and extreme conditions. Ideal for heavy-duty and export packages.

**Vinyl Tape**

Used for insulating packages containing electrical items like batteries for long-term storage.

**Glass Reinforced  
Filament Tape**

Strongest, best for exporting packages.



Be sure to seal the package well from all sides with the best-suited tape to ensure its integrity & safety.


# Package Labeling



# Labeling

Every order sent to Shyft Courier for delivery should mandatorily have Shyft's **airway bill** stuck on the package. The airway bill contains crucial information like:

- Booking ID
- Name of recipient
- Phone numbers
- Pickup and delivery addresses
- COD amount
- Item description

SHYFT ➔		BOOKING ID UB74-21A7039	
PICKUP		NEXT DAY	
NAME		PHONE	
BOOKING REF		COD 0	
ADDRESS		MORE INFORMATION	
ITEM DESCRIPTION		FROM	
 UB74-21A7039			



**Any missing information will result in delays or failures in delivery**



# Airway Bill

Make sure the label is not faded or damaged as this leads to manual work in tracking which causes delays in delivery.

It is always advisable to use labels/stickers instead of A4 paper AWBs to avoid losing them in transit.

Although, if it cannot be helped, make sure the paper AWB is sealed in a window pouch rather than just taped or stapled.



**Shyft will not be able to accept items that are inadequately labeled or packaged.**

# Fragile Items

**What are fragile items?** 

Some items are prone to breaking while in transit. Glassware, musical instruments, technology products, and other delicate objects are examples of such items and are considered as fragile.

All fragile items must be bubble wrapped and placed in the box or carton in such a way that the items do not move around while handling the package.

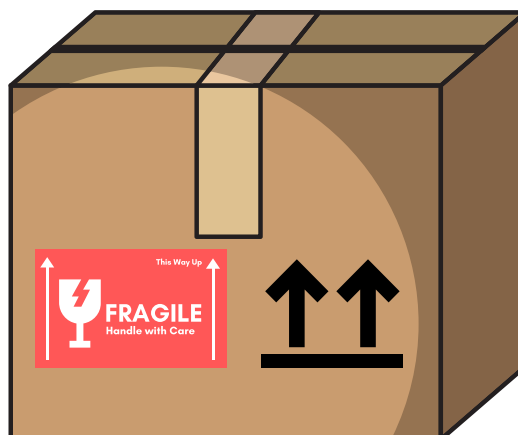


# Fragile Sticker

All packages containing fragile items should have the Fragile Sticker attached to them. This will instruct anyone who handles the package that it is to be handled with extra care.

If you are unable to find a sticker or print one, mark or indicate on the box clearly that the package is fragile and mention the ideal position for placing the package using two arrows facing upwards.

If you are unable to do any of this, request the driver to stick one for you.



# Other Stickers and Add-ons

**Expiry:** Products that expire (Perishable products) must have an expiry date mentioned on the package itself.



**Special Protection:** Any shipment that needs special protection and care should have an appropriate sticker showing its state (Fragile, Melting, Flammable items, etc).





# Liquid Product Packaging



# Liquid Products

- Label the box as fragile as mentioned above.
- Always use cardboard dividers when shipping breakables (such as glass bottles etc.)



- You may also choose to wrap smaller breakable items individually in bubble wrap or cellophane before packaging them in a box.



# Liquid Products

- Make sure items containing liquid are **double-sealed**.

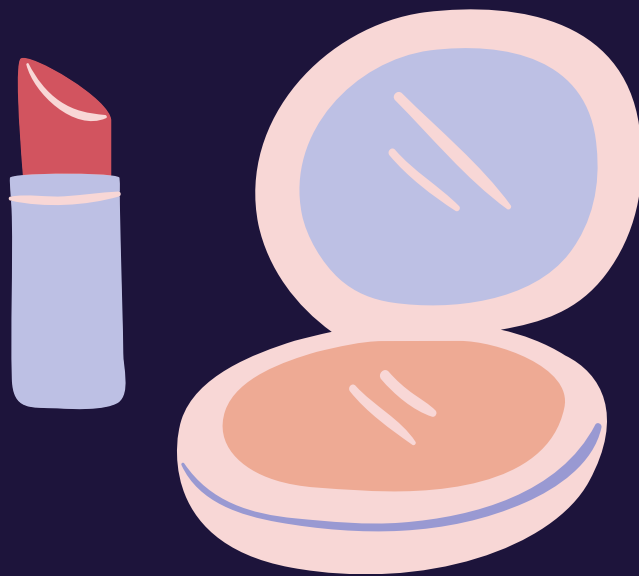
A double seal is an extra layer of plastic either around the lid of the bottle or in the shape of a peel-off lid.

These double seals should keep the lid secure, and you won't need any extra packaging around the bottle itself if it comes with a double seal.

- If the item is not double sealed, regardless of size, it must be **sealed in 2-millimeter watertight plastic bags**.

**NOTE:** Spray bottles with plastic caps that do not have an additional manufactured seal are not considered double-sealed.

# Cosmetics



# Cosmetics

- Any items that can potentially melt, especially cosmetic items, must be bubble wrapped and labeled properly. This will instruct the associates to take special care during delivery and avoid damages during transit.
- Cosmetics need to be stored at a lower temperature or a cold environment. A “store in cold” sticker should be attached to the package.

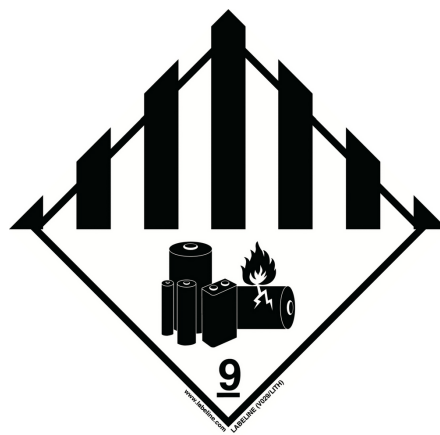


# **Dangerous Goods**



A dangerous good (also known as hazardous material or hazmat) is any substance or material that is capable of posing an unreasonable risk to health, safety, and property when transported.

Some batteries are regulated as dangerous goods because they may pose hazards during transport. These hazards include Short circuits, which can lead to fires; and/or. Leaks of corrosive liquid or other material can injure people or harm the environment.



## **When packaging electronics with batteries:**

- Make sure that batteries and terminals are well protected to avoid short-circuiting
- Cover terminals with insulating, non-conductive materials
- Pack each battery in fully-enclosed interior packaging to protect the terminals
- Don't place heavy items on packed batteries
- Keep batteries away from other metal objects that may cause short-circuiting
- Pad the device in the package to avoid movement that might lead to accidental activation
- Label the shipment to make it obvious that it contains lithium batteries or dangerous goods.



Ensure that the item(s) must be **TURNED OFF**. Applicable products: Mobile phones, watches, calculators, remote controls, etc.



Do not package batteries loosely and make sure they are packed in the way detailed above.

# How to Keep your Products Cool



- Use Gel coolants rather than wet ice.



- Freeze the coolants according to the manufacturer's guidelines.



- Precool the insulated container, if possible.
- For shipments that contain liquids or perishable products that could contain liquids, **double-bag** the products using 2-millimeter watertight plastic bags at the least, and **line the inside** of the foam container with a 2-millimeter plastic liner and absorbent material.

- Arrange products inside the insulated container, allowing space for coolants.
- Place a sufficient number of coolants on top of and around the product.



- Fill all void space with dunnage such as packing peanuts to prevent product movement.
- Close the liner bag securely. Place the insulated container inside a corrugated outer box.
- Close and securely seal the corrugated box with pressure-sensitive plastic tape. Seal all the box flaps and seams with tape.

# Big Shipments with Multiple Parts



- Wrap all items separately
- Do not tape two orders together
- Stick the Airway Bill on all parts
- Use two inches of cushioning between each of your items inside the box.
- In case there are two parts of an order, Mark on the Airway Bill in the following manner: "1/2" for the First Part, "2/2" for the Second Part.
- Similar terminology should be followed for multiple orders with the same Airway Bill number.



If you ensure that the package is labeled correctly with all applicable guidelines, we at Shyft assure you to offer the best possible delivery experience!



**SHYFT** 