

Shipment Packing and Marking Requirements

1. General Provisions

- 1.1. This document is an appendix to the Regulations for Paid Courier Services and explains packing and marking procedures for Shipments.
- 1.2. A Shipment shall be packed and marked in accordance with the requirements laid out herein.
- 1.3. Packing materials, packing method, and marking shall keep a Shipment safe from damage, loss, and unauthorized opening, and shall prevent damage to other Shipments and any harm to third parties and their properties.
- 1.4. The Customer may buy packing materials from the Company ([see Table 4](#)) or pack a shipment using their own packing materials which have similar characteristics to those provided by the Company.

2. Definitions

- 2.1 **Transport package** means a shipment package intended to keep the shipment safe throughout handling and transportation process at CDEK.
Transport packing of shipments is necessary both for shipments without packing, and for shipments in consumer or factory packing.
While protecting the shipment against damage, transport package shall guarantee good speed and quality of logistics operations.
- 2.2 **Consumer package** means a package of one or more products which is an inherent part of such product/s and is designed to be in direct contact with the ultimate consumer.
- 2.3 **Factory package** means an original package of one or more products in which such products arrive directly from the manufacturer.
Factory package is developed by the manufacturer so as to consider their transportation conditions and may be not enough to be handled and transported by transport companies, which carry various shipments with different weights and dimensions.
- 2.4 **Fragile shipments** are shipments that could break, fracture, split, separate, crumble, i.e. lose integrity, by even a slight mechanical action (such as light impact, shaking, compression or falling from a height of one meter or greater).
- 2.5 **Packing method** means a procedure/algorithm/sequence whereby various packing materials are used to ensure that shipments have the required degree of protection including unauthorized access protection.
- 2.6 **Shipment marking** means labels/stickers and information signs containing shipment information. Marking provides unique data about the shipment (Barcode Shipping Label), shipment specifications (Fragile, Danger!, etc.), and delivery conditions (This Side Up and other handling signs).
- 2.7 **Cargo place** means one or more shipments packed into the same transport package (box, courier pack, envelope, bag, etc.)

3 Basic packing and marking requirements for CDEK shipments

- 3.1. **NOTE: Factory or consumer package shall be packed into a transport package.**
- 3.2. A shipment shall be packed in a transport package suitable for the shipment type, [see Table 1 for Shipment Types and Packing Procedures](#). If the required shipment type is not provided in the table, look for comparable shipment types with similar characteristics and features so that the selected packing method ensures safety of the shipment.
- 3.3. Cargo places must not be connected together (such as by scotch-taping or stretch-wrapping) to be shipped as one cargo place. You should create a multi-place order with multiple cargo places instead and each cargo place shall have its own marking.
- 3.4. Shipment marking shall contain a barcode shipping label, handling and information signs (stickers), etc. [Procedure for Marking Shipments \(see Table 3\)](#).
- 3.5. Shipments in a transport package shall be securely fastened.

- 3.6. Packing materials shall have no signs of reuse such as pinholes, cuts, dents or rubbing marks, and shall be free from traces of oil and contamination.
- 3.7. The dimensions and weight of shipment contents shall not exceed those permitted for the transport package; no parts of the contents shall protrude beyond the package edges.
- 3.8. Odd-shaped (round, oval, unstable) shipments that could roll, turn over, etc. shall be fastened and packed so as to preclude free movement during transportation.
- 3.9. Protruding and extending parts of a shipment, if any, as well as edges and corners of flat contents shall be wrapped in an extra layer of cushioning materials and securely fastened inside the transport package in order to prevent it from being damaged from inside as well as to protect other shipments.

4. Shipment marking

- 4.1. Every shipment shall have marking with unique information including order number and cargo place barcodes, sender and receiver data, shipment weight and dimensions.
- 4.2. There are two types of marking with unique information:
- Barcode transport label;
 - Paper waybill.
- 4.3. A shipment shall contain handling and information signs as applicable. [Procedure for Marking Shipments \(see Table 3\)](#).
- 4.4. No unnecessary information that is irrelevant to the shipment such as invalid barcodes, handling and information signs, and labels shall be allowed on the transport package.

5. Shipment types and packing rules*

* If there is no required shipment type in the table, look for comparable shipment types with similar characteristics and features.

Table 1.

Shipment type	Shipment example	Shipment characteristics	Packing method
Car accessories Car spares	Car wheels (tires and discs)	No limits	Combined packing No. 2
	Car tires without discs	No limits	Combined packing No. 3
	Car wheel discs (no tires)	No limits	Packing in corrugated box or Combined packing No. 2
	Car windows, body components (doors, hoods, fenders, bumpers, moldings), dashboards, etc.	Length of the larger side up to 50 cm	Combined packing No. 7 or "Box-in-box" packaging
		Length of the larger side more than 50 cm	Combined package No. 7
	Engines, boat motors, gearboxes, transfer cases, tanks, frames, radiators, axles. Important! Make sure that process fluids are drained!	No limits	To avoid spills of residual process fluids, wrap contents in polyethylene film, scotch-tape the film edges at the top, and then stretch-wrap three times around. Box-in-box package or Combined packing No. 7
	Headlights, lights, side mirrors, cab components etc.	A box can be selected for the shipment	"Box-in-box" packaging
		No box can be selected for the shipment	Combined packing No. 7
Brake discs, pads, brake cylinders, clutch, etc., suspension components (levers, etc.), uncoated body components (sills, side rails), exhaust systems	No limits	Packing in corrugated box or Combined packing No. 2	
Aquariums	Aquariums	Volume smaller than or equal to 5 l	Combined packing No. 7

Shipment type	Shipment example	Shipment characteristics	Packing method
	Important! The aquarium must be completely filled with cushioning materials.		or "Box-in-box" packaging
		Volume bigger than 5 l	Combined packing No. 7 or "Box-in-box" packaging
Costume jewelry Jewelry items	Costume jewelry Jewelry items	Weight up to 0.5 kg	Packing in corrugated box or Packing in courier packet
		Weight over 0,5 kg	"Box-in-box" packaging
Household chemicals Perfumery Cosmetics	Contents with liquids - in a factory package/container only, kegs, cans, canisters, jars, tubes (plastic, metal, glass). Liquid laundry detergent, rinsers, shampoo, conditioner, lotion, cream, perfume, etc.	One 1 l or smaller vessel or several vessels with a total volume of up to 10 l	Packing in corrugated box
		One 5 l or smaller vessel or several vessels with a total volume of up to 15 l	"Box-in-box" packaging
		One vessel bigger than 5 l or several vessels	Combined packing No. 7 or "Box-in-box" packaging
	Contents with free-flowing materials such as powdered detergents, bath salt, eye shadow, powder, makeup, etc. Hard investments: soap, etc.	Weight up to 30 kg	Packing in corrugated box
		Weight over 30 kg	"Box-in-box" packaging
	Leather and haberdashery Items made of textile Footwear Bags Suitcases	Leather and haberdashery: gloves, bags, backpacks, etc. Textile: fabrics, curtains, rugs, bed accessories, etc. Clothing Children's soft toys	Weight up to 5 kg
Weight over 5 kg			Packing in corrugated box or Packing in a bag
Footwear		In factory packing (box)	"Box-in-box" packaging or Combined packing No. 2
		Without factory packing (box)	Packing in corrugated box
Suitcase, travel bag Sports bags "Shuttle" bags, etc.		No limits	Combined packing No. 1
Tools and power tools	Construction and repair: electric drill, electric screwdriver, rotary hammer, angle grinder, saw, putty knife, screwdriver, wrenches, etc. Beauty treatment: manicure kit, etc. Measurement: ruler, measuring tape, water level gauge, etc. Handicraft: knitting needles, sewing needles, crochet hooks, etc.	In rigid cases	Combined packing No. 2 or Packing in corrugated box
		In factory packing (box) or without packaging	Packing in corrugated box or Combined packing No. 2
Small and medium appliances	Razor, iron, hair dryer, mixer, blender, meat grinder, coffee grinder, multicooker, microwave oven, vacuum cleaner, sewing machine, knitting machine, massager, etc.	In factory packing (box)	Combined packing No. 2 or "Box-in-box" packaging
		Without factory packing (box)	Secure internal elements/parts/components of the shipment with cushioning materials + "Box-in-box" packaging

Shipment type	Shipment example	Shipment characteristics	Packing method
Large appliances	Refrigerator, oven, cooktop, washing machine, dishwasher, air conditioner, water heater, kitchen hood, satellite antenna or dish, etc.	In factory packing (box)	Secure internal elements/parts/components of the shipment with cushioning materials. Wrap the shipment in cushioning materials + Box-in-box package
		Without factory packing (box)	Secure internal elements/parts/components of the shipment with cushioning materials + Combined packing No. 7
Office Printed product	Documents, passport, photographs, books, pamphlets, magazines, calendars, etc.	Weight up to 0.5 kg	Packing in an envelope or Packing in corrugated box or Combined packing No. 2
	Books, pamphlets, magazines, albums, calendars, etc Office goods	Weight over 0,5 kg	Packing in corrugated box or Combined packing No. 2
	Banners, bills, posters, calendars, etc.	Rolled	Combined packing No. 5 or Packing in corrugated box
Musical instruments	Small and medium musical instruments: Guitar, violin, wind instruments, etc.	In rigid cases/boxes	"Box-in-box" packaging
		Uncased or in soft cases	Combined packing No. 7 or "Box-in-box" packaging
	Large musical instruments: Harp, piano, grand piano, synthesizer, drumset, cello, double bass, wind instruments, etc.	In rigid cases/boxes	"Box-in-box" packaging
		Uncased or in soft cases	Combined packing No. 7
Pictures Mirrors Glass Signboards Outdoor advertising	Paintings, framed photographs, wall and floor mirrors, glass, double-glazed windows, canvas prints, panels, framed interior posters, custom lithographs, marker boards, exhibition stands, advertising and information signs, models, etc.	Size A1 (84.1 x 59.4 cm) or smaller	Combined packing No. 7 or "Box-in-box" packaging
		Size bigger than A1 (84.1 x 59.4 cm)	Combined packing No. 7 or "Box-in-box" packaging

Shipment type	Shipment example	Shipment characteristics	Packing method
Ceramic (earthenware) items, items made of glass, crystal, porcelain	Dishes and interior items made of ceramic, glass, crystal, porcelain, etc. New Year's toys	Weight up to 10 kg	"Box-in-box" packaging
		Weight over 10 kg	Combined packing No. 7 or "Box-in-box" packaging
Strollers Children's high chairs	Baby carriage, wheelchair (incl. powered wheelchair), car seat, high chair, swing, playpen, etc.	In factory packing (box)	Wrap cushioning around the factory package + Box-in-box package
		Without factory packing (box)	Combined packing No. 7 or "Box-in-box" packaging
Medical goods	Medicines in loose form (powders, bulk capsules, not in blister packs) Medicines in solid form (tablets, capsules in blister packs)	No limits	Packing in corrugated box
		Medicines in liquid form (vials, flasks, bottles, etc.)	Total weight up to 5 kg "Box-in-box" packaging
		Total weight more than 5 kg	Combined packing No. 7 or "Box-in-box" packaging
Medical equipment and appliances	Small medical appliances (blood pressure monitors, blood glucose meters, pulse oximeters, etc.), instruments, and consumables (scalpels, catheters, etc.)	Weight up to 10 kg, whether factory-packaged (in cases/boxes) or unpackaged	Combined packing No. 7 or "Box-in-box" packaging
	Large medical equipment and appliances	Weight more than 10 kg, whether factory-packaged (in cases/boxes) or unpackaged	Combined packing No. 7 or "Box-in-box" packaging
Furniture Furniture assemblies	Cabinet furniture: cupboards, table, file cabinets, partitions, etc. Soft furniture: couch, armchair, chair, padded stool, etc. Convertible furniture: outdoor furniture, hiking furniture, etc. Furniture components: tabletop, shelf, front panel, etc. Important! Furniture pieces with mirrors, glasses, protruding decorative parts, etc. shall be additionally wrapped in cushioning materials	Length of the larger side up to 60 cm, factory-packaged, knocked down	Combined packing No. 2 or "Box-in-box" packaging
		Length of the larger side up to 60 cm, unpackaged, knocked down	Combined packing No. 7 or "Box-in-box" packaging
		Length of the larger side more than 60 cm, factory-packaged, knocked down	Combined packing No. 2 or "Box-in-box" packaging
		Length of the larger side more than 60 cm, unpackaged, knocked down	Combined packing No. 7 or "Box-in-box" packaging
		Assembled	Combined packing No. 2
	Furniture fittings: feet, handles, fasteners, etc.	No limits	Packing in corrugated box
Mattresses	Mattresses	No limits	Combined packing 1.1
Artificial New Years trees	Artificial New Years trees Important! Pack New Year baubles separately from a New Year tree using methods applicable to ceramic products.	No limits	Packing in corrugated box
	Artificial pre-lit trees, etc.	No limits	Combined packing No. 7 or

Shipment type	Shipment example	Shipment characteristics	Packing method
			"Box-in-box" packaging
Equipment	Industrial equipment, incl. equipment for industrial use; Equipment: measurement, laboratory, warehouse, exhibition, electric and radio, etc. Musical (stage) equipment Safes	No limits	Packing in corrugated box or Combined packing No. 2
Optical instruments	binoculars, field glasses, telescopes, lenses, etc.	A box can be selected for the shipment	"Box-in-box" packaging
		No box can be selected for the shipment	Combined packing No. 7
Small flat shipments	Car plates, vinyl discs, etc.	Not thicker than 1 cm, side not larger than 60 cm	Combined packing No. 6
Household and interior objects	Household objects: table accessories and sets, sets for the bathroom, home and garden, etc. Interior objects: statues, souvenirs, frames, candleholders, cups, etc. Pet crates and carriers, disassembled Children's toys, construction sets, kits, etc. CDs/DVDs, memory sticks, keys, SIM cards, etc. Important! Except ceramic, glass, cut-glass, and porcelain tableware and home decoration.	A box can be selected for the shipment	Packing in corrugated box
		No box can be selected for the shipment	Combined packing No. 7
	Forged grills, cast stoves, pig iron items, etc. Pet crates and carriers, assembled Decorative objects: sculptures, floor clocks, etc. Heating radiators, oil-filled and other heaters	No limits	"Box-in-box" packaging

Shipment type	Shipment example	Shipment characteristics	Packing method
Food products	Beverages in containers such as bottles, carboys, cans, etc. Important! Place vessels into a box, necks up only.	One or several 1 l or smaller vessels with a total volume of up to 10 l	"Box-in-box" packaging
		One or several vessels with a volume bigger than 1 l and not bigger than 5 l and with a total volume of up to 10 l	"Box-in-box" packaging
		One vessel bigger than 5 l	"Box-in-box" packaging
		Several vessels, each bigger than 5 l	"Box-in-box" packaging
	Conservation in sealed glass container with metal lids, in sealed plastic container with lids (container pails), including honey, pickled foods, preserves Children's food in glass container	One or several 5 l or smaller vessels with a total volume of up to 5 l	"Box-in-box" packaging
		One or several vessels bigger than 5 l with a total volume of up to 10 l	"Box-in-box" packaging
	Conservation in metal containers: canned food, including fish, curdled milk, caviar in tin cans, etc. Loose products: cereals, pasta, tea, dry dietary supplements, dry foods, dried mushrooms, nuts, dried fruits, sunflower seeds, baby formula, etc. Baked items: pastry, bagels, etc. Confectionery items: chocolate, candy, candied fruit, etc. Dry feed for pets, fish, birds, insects, etc.	No limits	Packing in corrugated box
Dried fish, air-dried fish, lard, vacuum-packaged meat		Only in vacuum packing	Packing in corrugated box
Plants, soil	Saplings, flowers, seedlings in individual or community pots or cells or unpotted	No limits	Packing plants and seedlings
	Soil, growing medium	No limits	Packing in corrugated box
Gardening equipment	Gasoline-powered generators, motor-driven augers, choppers, mowers, power saws, gas chainsaws, grass trimmers, cultivators, pumps, power pumps, etc. Important! Make sure that process fluids are drained!	In factory packing (box)	Wrap the shipment in stretch wrap + Packing in corrugated box
		Without factory packing (box)	To avoid spills of residual process fluids, wrap contents in polyethylene film, scotch-tape the film edges at the top, and then apply three layers of stretch wrap. "Box-in-box" packaging or Combined packing No. 2
Gardening and home tools	Spades, forks, rakes, pool cleaning tools, etc. Mops, brooms, dust pans, etc.	No limits	Packing in corrugated box or Combined packing No. 5

Shipment type	Shipment example	Shipment characteristics	Packing method
Plumbing fixtures	Taps, plumbing accessories, sewer pipes, connectors, traps, fittings, etc.	In factory packing (box)	Combined packing No. 2 or "Box-in-box" packaging
		Without factory packing (box)	Packing in corrugated box or Combined packing No. 2
	Tanning booths, shower cabins, bathtubs, etc. Ceramic, earthenware, porcelain, stone and artificial stone plumbing fixtures: sink, toilet, toilet tank, etc. Important! 1) Accessories added to plumbing fixtures in factory boxes (such as hoses, valves, fasteners) shall be wrapped in cushioning materials and secured inside the box / inside the shipment. 2) Place two layers of corrugated cardboard as a separator between shipment parts (e.g. toilet tank and tank cover) inside the factory package.	In factory packing (box)	Combined packing No. 2 or "Box-in-box" packaging
		Without factory packing (box)	Combined packing No. 7 or "Box-in-box" packaging
Construction and decoration materials	Linoleum, fitted carpet, etc.	No limits	Combined packing No. 4
	Cornices, plinths, moldings, rails, wallpapers, etc.	No limits	Combined packing No. 5
	Shaped tube, angle, panels (wall panels, plastic panels, etc.), laminate, parquet flooring, etc.	No limits	Packing in corrugated box or Combined packing No. 2
	Ceramic plate, glass blocks	In original packaging (package, box)	"Box-in-box" packaging or Combined packing No. 7
		Each original packaging (package, box) is packed as a separate piece of cargo.	
	Without factory packaging	Combined packing No. 7 or "Box-in-box" packaging	
		Tiles and glass blocks individually, but no more than 10 pieces per shipment weighing no more than 10 kg.	
	Coating materials: paints, varnishes, etc.	One or several 5 l or smaller vessels with a max. total volume of 5 l	Packing in corrugated box
One vessel bigger than 5 l or several vessels, each bigger than 5 l, with a max. total weight of 15 l		Combined packing No. 7 or "Box-in-box" packaging	
One 15 to 20 l vessel		Combined packing No. 7 or	

Shipment type	Shipment example	Shipment characteristics	Packing method
			"Box-in-box" packaging
	Dry mix mortars	Weight up to 25 kg	"Box-in-box" packaging
		Weight over 25 kg	"Box-in-box" packaging
Sports and travel equipment	Skateboard, scooter (non-electric), SUP board (inflatable, to be delivered deflated), stick, skis, sleeping bag, tent, etc.	No limits	Packing in corrugated box or Combined packing No. 2 or Combined packing No. 5
	Fishing gear: rod, spin, reel, hand net, etc.	Length of the larger side up to 50 cm	Packing in corrugated box or Combined packing No. 2
		Length of the larger side more than 50 cm	Combined packing No. 5
	Small sports and outdoor gear: dumbbells, snorkel mask, snow goggles, tennis racket, ice axe, etc.	No limits	Packing in corrugated box or Combined packing No. 2
Sports equipment	Sport equipment: exercise machines, treadmills, stationary bicycles, barbell racks, etc. SUP board (rigid), surfboard, snowboard	No limits	Packing in corrugated box or Combined packing No. 2
Packaging and packing materials	Empty noncollapsible plastic, wooden or metal containers and vessels: containers, crates, buckets, etc.	Weight up to 15 kg	Packing in corrugated box or Combined packing No. 2
		Weight over 15 kg	Combined packing No. 7 or "Box-in-box" packaging

Shipment type	Shipment example	Shipment characteristics	Packing method
Vehicles	Bicycle, scooter, gyroscooter, motorcycle, moped, motorboat, etc.	No limits	Combined packing No. 7 or "Box-in-box" packaging
Electronic appliances	Small appliances and equipment: telephones, action cameras, dashboard cameras, etc. Tablets, photo frames, home audio systems, home cinemas, projectors, etc.	Length of the larger side up to 20 cm	Packing in corrugated box
		Length of the larger side more than 20 cm	Combined packing No. 7 or "Box-in-box" packaging
	LCD equipment: TV sets, monitors, laptops, etc. CRT (cathode-ray tube) TV sets	Screen up to 19" (49 cm) in factory packing (box)	Combined packing No. 2 or "Box-in-box" packaging
		Screen up to 19" (49 cm), unpackaged/unboxed	Secure internal elements/parts/components of the shipment with cushioning materials. In case of laptops, pack chargers/power cords in cushioning materials and place against the edge rather than at the top/bottom (flat side) of a laptop. Combined packing No. 7 or "Box-in-box" packaging
		Screen larger than 19" (49 cm), factory-packaged/boxed	Combined packing No. 7 or "Box-in-box" packaging
		Screen larger than 19" (49 cm), unpackaged/unboxed	Secure internal elements/parts/components of the shipment with cushioning materials. Combined packing No. 7
	Computers and components: system block, case, motherboard, keyboard, graphics card, etc.	Graphics cards shall be extracted from system units and packed separately	Combined packing No. 7 or "Box-in-box" packaging
	Printers	Cartridges shall be removed and packed separately. Inks and toners in printers shall be drained/removed	Combined packing No. 7 or "Box-in-box" packaging
	Printer cartridges	In factory packing (box)	Combined packing No. 2 or "Box-in-box" packaging
		Without factory packing (box)	Packing in corrugated box
Electrical appliances and light fixtures	Switches, receptacles, circuit breakers, etc. UV lamps, quartz lamps, luminaires, chandeliers, LED strips, strings of	Length of the larger side up to 50 cm	Combined packing No. 7 or "Box-in-box" packaging
		Length of the larger side more than 50 cm	"Box-in-box" packaging or Combined packing No. 7

6. Procedure for Packing Multiple Contents into a Single Cargo Place

- 1) Prior to packing multiple contents, sort them out by weight (light/heavy) and type (fragile/non-fragile, soft/hard, contains liquid).
- 2) Fragile shipments and those containing liquids shall be packed into a separate cargo place, separately from other shipment types.
- 3) Each shipment containing liquid shall be packed in a sealed bag.
- 4) Each shipment shall be wrapped in [cushioning materials](#).
- 5) Pack multiple contents into a bag or internal crate in accordance with the [Basic Procedure for Packing Shipments into a Box](#).
- 6) Use [separating materials](#) between every two content items.
- 7) Place heavier items onto the box bottom, lighter items - on top.
- 8) The total weight of contents in one box shall not exceed the maximum permissible weight indicated on the CDEK box.

7. Basic Procedure for Packing Shipments into a Box

1. A box shall be made of three to five layers of corrugated cardboard. Do not use boxes made of thin one-layer cardboard.
2. A box shall have a fixed shape of parallelogram and cover the contents on all sides. Wrapping contents in corrugated cardboard does not make a box.
3. The size of the box shall be 2 to 5 cm bigger than that of the pre-cushioned contents on all sides, including the box bottom and top. Fill up the 2-5 cm gap between the contents and the walls, bottom, and top of the box with [cushioning materials](#).
4. The contents must not contact the walls, bottom, or top of the box.
5. The contents must be fixed and unable to move inside the box.
6. Reusing boxes is not recommended.

8. Packing methods

Table 2.

No.	Packing method	Packing method
1.	Packing in an envelope	<ol style="list-style-type: none"> 1. Pack the attachment in a file, plastic bag or courier package; 2. Pack the contents into an envelope and seal the envelope flap tightly; 3. Apply marking. <p>Important! Envelopes may only be used for printed products of A4 size or smaller, weighing no more than 0.5 kg, with a maximum thickness of 15 mm. Do not use envelopes to pack objects!</p>
2.	Packing in courier packet	<ol style="list-style-type: none"> 1. Wrap contents with shock-absorbing material; 2. Pack the contents into a bag; 3. Seal up the bag flap; 4. Apply marking. <p>Important! Shipments packed into a courier pouch must consist of durable materials that will not break, split, spill, warp, etc. Do not pack any of the following into a courier pouch: - objects containing fragile components, liquids, powders, etc.; - objects with sharp corners or other components that could tear the packet.</p> <p>Important! Jewelries shall be packed in an additional layer of bubble wrap to prevent them from being identified (by touch) during handling and transportation.</p>

No.	Packing method	Packing method
		7. Place cushioning materials onto the top of box 1 up to the top of box 2 without leaving any free space; 8. Close box No. 2, seal up with tape; 9. Apply marking .
5.	Packing in a bag	1. Shape the contents into a parallelepiped or cube to the extent possible. We do not recommend spherical, cylindrical or similar shapes that would allow the shipment to be unstable (roll over); 2. Wrap the contents in cushioning materials and fix with an adhesive tape; 3. Pack the shipment into a bag; 4. Fold the bag neck along the bag and wind scotch tape around the bag; 5. Stretch wrap the bag (black stretch wrap is recommended) and attach an adhesive tape to fix it; 6. Apply marking . Do not: - tie up a bag by gathering the top and tying it around. - use any seals on bags (except CDEK consolidations). - allow customers to use a bag to consolidate two or more shipments. Do not use a bag to pack: - objects containing fragile components, liquids, powders, etc. - objects with sharp corners or other components, capable of tearing the bag.
6.	Combined packing No. 1	1. If a suitcase/bag is used as a package for other shipments inside, follow the Procedure for Packing Multiple Contents into a Single Cargo Place to pack such shipments; 2. Fill voids inside bags and suitcases with a cushioning material ; 3. Wrap a suitcase/bag with a cushioning material ; 4. When packing suitcases, use corrugated cardboard or molded filler cardboard as protective inserts for protruding parts, handles, wheels, corners, and supports and fix them with an adhesive tape; 5. Wrap 2-3 layers of stretch film around the shipment (black stretch film is recommended); 6. Apply marking .
7.	Combined packing No. 1.1	1. Wrap the contents in 100 µm or thicker PE film; 2. Wrap contents with shock-absorbing material; 3. Wrap 2-3 layers of stretch film (black stretch film is recommended) and fix the stretch film with an adhesive tape along the length and across the width of the shipment; 4. Apply marking .
8.	Combined packing No. 2	1. If a shipment contains liquid or there is a spill risk, pack it into a sealed bag. Air-tight polyethylene or courier bag can be used and hermetically glued with tape. 2. Wrap the shipment in a cushioning material; Wrap an extra cushioning layer around protruding and extending parts of the contents and, in case of flat contents - around the sides and corners of the contents; 3. Wrap the shipment in corrugated cardboard sheets on every side, scotch tape the sheets; 4. Wrap 2-3 layers of stretch film around the corrugated cardboard (black stretch film is recommended); 5. Apply marking .
9.	Combined packing No. 3	1. Wind a strip of scotch tape about 15 cm wide across each car tire; 2. Glue marking on top of the tape.
10.	Combined packing No. 4	Roll up the shipment and wrap in a cushioning material ; 1. Wrap the shipment in 100 µm or thicker PE film; 2. Fix the shipment by scotch taping it along the length and across the width, apply two layers of tape to the ends; 3. Apply marking .
11.	Combined packing No. 5	1. Wrap the shipment in a cushioning material ; In case of two or more content items (e.g. skis), wrap a cushioning material around each item, then tightly scotch tape both of them;

No.	Packing method	Packing method
		<p>2. Place the shipment into a tube, cap the ends, and apply multiple layers of adhesive tape crosswise and around the tube end. The contents must be fixed inside the tube. You can make a tube of a corrugated cardboard sheet around the shipment or attach 3 to 4 molded cardboard corner protectors along the length of the shipment. Cover the ends of the resulting carcass with two pieces of corrugated cardboard or corner protectors and fix with multiple layers of adhesive tape crosswise and around the tube end;</p> <p>3. Wrap 2-3 layers of stretch film around the tube or carcass (black stretch film is recommended);</p> <p>4. Apply marking. You may use sewer pipes as a packaging tube. In this case wrap the contents inside the pipe/tube in cushioning materials (incl. both ends) and fix the shipment inside the tube. Pipe caps must be securely fixed by applying multiple layers of adhesive tape crosswise and around the tube end.</p>
12.	Combined packing No. 6	<p>1. Wrap the shipment in a cushioning material;</p> <p>2. Pack the shipment between 2 cm or thicker sheets of honeycomb cardboard / plastic foam / polystyrene foam and scotch tape the sheets;</p> <p>3. Wrap 2-3 layers of stretch film around the resulting carcass (black stretch film is recommended);</p> <p>4. Apply marking.</p> <p>Note that sheets must be 2 cm larger than the shipment and the shipment must be fixed in between so that it could not shift towards the sheet edges.</p>
13.	Combined packing No. 7	<p>1. Wrap the shipment in a cushioning material;</p> <p>2. Wrap an additional layer of cushioning materials or molded filler cardboard around protruding parts of the contents, and in case of flat contents - around the edges and corners;</p> <p>3. Wrap the shipment in corrugated cardboard sheets on every side, scotch tape the sheets;</p> <p>4. Wrap the shipment in a cushioning material once again;</p> <p>5. Wrap the shipment in corrugated cardboard sheets on every side, scotch tape the sheets;</p> <p>6. Wrap 2-3 layers of stretch film around the resulting carcass (black stretch film is recommended);</p> <p>7. Apply marking.</p>
14.	Packing plants and seedlings	<p>It is a good practice to add water-saturated hydrogel to the earth or wrap the roots in a polyethylene bag with a wet cloth put inside in order to protect plants and seedlings from drying out during transportation.</p> <p>It is recommended that plants and seedlings be delivered in pots, trays or cells only;</p> <p>1. Wrap the pot/tray/cell in stretch film or adhesive tape in order to prevent soil from spilling out of the pot/tray/cell when subjected to shaking, tilting, or vibration. You can place corrugated cardboard on top of the pot with a slot for the plant stem and scotch tape it to the pot;</p> <p>2. It is a good practice to insert a polyethylene bag into the corrugated cardboard box to keep the box dry and avoid moisture penetration from the soil; Skip the step with the bag described above if all corrugated cardboard layers consist of water repellent impregnated pulpboard or recycled cardboard;</p> <p>3. Make openings in the upper part of the sides of the box (or in the bag) for plants to have air access.</p> <p>4. Place the pot/tray/cell onto the box bottom and fix inside the box to prevent them from moving when the box is shaken or tilted;</p> <p>5. If more than one pots/cells are placed into a single corrugated cardboard box, wrap each pot in corrugated cardboard and scotch tape the resulting tube. The height of such tube must be equal to the internal height of the box;</p> <p>6. We recommend using corrugated cardboard separators to fix trays/cells inside the box. Place them vertically between every two plant rows with the lower part abutting against the trays/cells and the upper part against the buried flaps of the box;</p> <p>7. Close and scotch tape the box;</p> <p>8. Apply marking. This Side Up! and Fragile stickers are recommended.</p>

No.	Packing method	Packing method
		Important! Plants must be positioned vertically in the box! Plant stems must be securely fixed inside the box to prevent possible deformation when the box is shaken or tilted.

9. Procedure for Marking Shipments

Table 3.

Barcode Transport Label and Paper Waybill.		
<p>Barcode Transport Label is a 100x150mm (A6 size, CDEK standard) or 72x100mm (A7 size, marketplace standard) natural rubber-based self-adhesive label.</p> <p>Barcodes in a Barcode Transport Label must be properly printed (with the lines completely printed) and be free from rubbing marks.</p>		
<p>Paper Waybill shall only be used for shipment identification for orders with a single cargo place when a Barcode Transport Label cannot be printed.</p> <p>It is printed out on common office printer paper. Size: A5 (A4 can also be used and then folded in half) A paper waybill may ONLY be used WITH a self-adhesive pouch (Docpac, Unipack)</p>		
Location of Barcode Transport Label and Paper Waybill.		
Package type	Barcode transport label	Paper waybill
Envelope with a document pouch	On the back	Inside the pouch
Unpouched and corrugated cardboard envelope	On the back	
Courier pouch, bag	On top (front)	
Box	On top	On top
	<p>Do not attach:</p> <ul style="list-style-type: none"> • to the corner of a box; • across the fold of a box; • to the side of a box. 	<p>Do not attach:</p> <ul style="list-style-type: none"> • to the corner of a box; • across the fold of a box.
Pallet, shipment height > 1.5 m	On the narrow side, in the top right corner	
Tube, long shipment	Halfway along the length of a shipment	Halfway across the length of a shipment
<p>Do not:</p> <ul style="list-style-type: none"> • Use a Barcode Transport Label smaller than 72x100 mm; • Attach an adhesive tape, stickers or other labels over a Barcode Transport Label or Paper Waybill; • Use a Paper Waybill without a pouch for accompanying documents (Docpac, Unipack) e.g. scotch tape them instead. • Use a Paper Waybill for shipment identification for orders with multiple cargo places. 		
Procedure for Positioning Handling Stickers, Barcode Label, and Security Sticker		
<p>This Side Up! handling sign (two vertical arrows) indicates the top of a shipment and means that correct orientation must be ensured during consolidation and transportation.</p> <p>If there is no such sign on a packaging container (box, crate, etc.) but the nature of the shipment requires vertical transportation, attach This Side Up! stickers to two adjacent sides of the package, in the top right corner.</p>		
<p>Fragile and other information and handling stickers shall be attached next to the Barcode Transport Label or next to the paper waybill.</p>		
<p>Printed Barcode Label (so-called "soft seal") shall be attached to every cargo place, next to the Barcode Transport Label. The barcode number shall be entered in the place/package number field of the order.</p>		
<p>A security sticker is used to prevent unauthorized opening and is attached where the package is closed.</p> <p>If an attempt is made to remove the sticker, the top layer will fracture revealing a TAMPERED message diagonally.</p> <p>The sticker barcode number shall be entered in the place/package number field of the order.</p>		
<p>Do not:</p>		

- Attach Fragile, This Side Up! stickers to envelopes or bags.
- Use writings and drawings made by hand instead of stickers and signs.
- Print out a printed barcode label at your own discretion in order to avoid duplication.

10. CDEK packing materials and their characteristics

Table 4.

Name	Characteristics																																
Envelope (cardboard, A4)	<p>Purpose: for documents and papers Dimensions: 340 × 265 mm Document pouch: 295 × 200 mm Individual barcode: place number and barcode attached LIMITATIONS: Only suitable for papers/documents weighing up to 0.5 kg and up to 15 mm thick</p>																																
Reinforced envelope (corrugated cardboard, A4)	<p>Purpose: for documents and papers Dimensions: 340 × 265 mm Material: corrugated cardboard Features: no pouch, no individual barcode LIMITATIONS: Only suitable for papers/documents weighing up to 0.5 kg and up to 15 mm thick</p>																																
A1 CDEK courier package A2 CDEK courier package A3 CDEK courier package CDEK A3 courier bag with handle CDEK A4 courier bag	<p>CHARACTERISTICS A1: 600 x 730 mm, up to 7 kg A2: 500 x 580 mm, up to 5 kg A3: 360 x 420 mm, up to 3 kg A3 with handle: 360 x (440+60), up to 6 kg A4: 260 x 340 mm, up to 2 kg</p> <p>FEATURES Water-resistant - three-layer polyethylene Black inner coat - show-through resistant Flap with glue strip. No pouch. Individual barcode on each bag</p>																																
Courier bag Light A1 (white) Courier bag Light A2 (white) Courier bag Light A3 (white) Courier bag Light A4 (white) Courier bag Light A5 (white)	<p>CHARACTERISTICS A1: 600 x 730 mm, up to 7 кг A2: 500 x 580 mm, up to 5 kg A3: 360 x 420 mm, up to 3 kg A4: 260 x 340 mm, up to 2 kg A5: 160 x 230 mm, up to 1 kg</p> <p>FEATURES Plain (white) Water-resistant - three-layer polyethylene Black inner coat - show-through resistant Flap with glue strip. No document pouch. No individual barcode on each bag</p>																																
Corrugated cardboard boxes	<table border="1" data-bbox="528 1688 1530 2029"> <thead> <tr> <th colspan="4" data-bbox="528 1688 1530 1733">CDEK "alpha" boxes</th> </tr> <tr> <th data-bbox="528 1733 722 1771">Description</th> <th data-bbox="722 1733 1029 1771">Dimensions in mm (external)</th> <th data-bbox="1029 1733 1257 1771">Max. content weight</th> <th data-bbox="1257 1733 1530 1771">Material</th> </tr> </thead> <tbody> <tr> <td data-bbox="528 1771 722 1816">XS</td> <td data-bbox="722 1771 1029 1816">171×121×89</td> <td data-bbox="1029 1771 1257 1816">0.5 kg</td> <td data-bbox="1257 1771 1530 1816">3-layer</td> </tr> <tr> <td data-bbox="528 1816 722 1861">S</td> <td data-bbox="722 1816 1029 1861">233×193×98</td> <td data-bbox="1029 1816 1257 1861">2 kg</td> <td data-bbox="1257 1816 1530 1861">3-layer</td> </tr> <tr> <td data-bbox="528 1861 722 1906">M</td> <td data-bbox="722 1861 1029 1906">333×253×153</td> <td data-bbox="1029 1861 1257 1906">5 kg</td> <td data-bbox="1257 1861 1530 1906">3-layer</td> </tr> <tr> <td data-bbox="528 1906 722 1951">L</td> <td data-bbox="722 1906 1029 1951">310×250×380</td> <td data-bbox="1029 1906 1257 1951">12 kg</td> <td data-bbox="1257 1906 1530 1951">3-layer</td> </tr> <tr> <td data-bbox="528 1951 722 1995">XL</td> <td data-bbox="722 1951 1029 1995">600×350×300</td> <td data-bbox="1029 1951 1257 1995">18 kg</td> <td data-bbox="1257 1951 1530 1995">5-layer</td> </tr> <tr> <td data-bbox="528 1995 722 2029">XXL</td> <td data-bbox="722 1995 1029 2029">800×400×400</td> <td data-bbox="1029 1995 1257 2029">35 kg</td> <td data-bbox="1257 1995 1530 2029">5-layer</td> </tr> </tbody> </table> <p data-bbox="528 2029 1530 2141" style="text-align: center;">CDEK "weight" boxes</p>	CDEK "alpha" boxes				Description	Dimensions in mm (external)	Max. content weight	Material	XS	171×121×89	0.5 kg	3-layer	S	233×193×98	2 kg	3-layer	M	333×253×153	5 kg	3-layer	L	310×250×380	12 kg	3-layer	XL	600×350×300	18 kg	5-layer	XXL	800×400×400	35 kg	5-layer
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XXL	800×400×400	35 kg	5-layer																														

Name	Characteristics																		
	Description	Dimensions in mm (external)	Max. content weight	Material															
	up to 2 kg	340×240×100	2 kg	3-layer															
	up to 3 kg	240×240×210	3 kg	3-layer															
	up to 5 kg	400×240×210	5 kg	3-layer															
	up to 6 kg	360×285×65	6 kg	3-layer															
	up to 10 kg	400×350×280	10 kg	3-layer															
	up to 20 kg	470×400×430	20 kg	5-layer															
	up to 30 kg	690×390×420	30 kg	5-layer															
	Light boxes (plain)																		
	Description	Dimensions in mm (external)	Max. content weight	Material															
	Light 1	600×400×400	8 kg	3-layer															
Light 2	400×300×300	4 kg	3-layer																
Corrugated cardboard sheet (0.8x1.2 m)	<p>CHARACTERISTICS Dimensions: 800 × 1200 mm Material: 3-layer recycled corrugated cardboard Fold lines: at 10 cm intervals</p> <p>APPLICATION For nonstandard sizes (do not fit in boxes) For plants and seedlings To separate multiple contents To fabricate tubes up to 2 m long Color: reddish brown</p>																		
Laminated bag	<p>CHARACTERISTICS</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Dimensions in mm (external)</th> <th>Max. content weight</th> </tr> </thead> <tbody> <tr> <td>25 kg bag</td> <td>50 × 70 cm</td> <td>25 kg</td> </tr> <tr> <td>50 kg bag</td> <td>55 × 105 cm</td> <td>50 kg</td> </tr> <tr> <td>70 kg bag</td> <td>80 × 120 cm</td> <td>70 kg</td> </tr> <tr> <td>100 kg bag</td> <td>100 × 150 cm</td> <td>100 kg</td> </tr> </tbody> </table> <p>FEATURES Material: laminated polypropylene woven fabric</p>				Description	Dimensions in mm (external)	Max. content weight	25 kg bag	50 × 70 cm	25 kg	50 kg bag	55 × 105 cm	50 kg	70 kg bag	80 × 120 cm	70 kg	100 kg bag	100 × 150 cm	100 kg
Description	Dimensions in mm (external)	Max. content weight																	
25 kg bag	50 × 70 cm	25 kg																	
50 kg bag	55 × 105 cm	50 kg																	
70 kg bag	80 × 120 cm	70 kg																	
100 kg bag	100 × 150 cm	100 kg																	

11. Additional CDEK packing materials (cushioning, marking, adhesive tape, stretch wrap) and their characteristics

Table 5.

Description	Characteristics		
Bubble wrap 1.2 x 50m Bubble wrap mini roll 0.5x4m	CHARACTERISTICS		
	Description	Dimensions	Features
	Standard roll	1.2 × 50 m	10 mm bubbles, 2-layer, core Ø 76mm
	Mini roll	0.5 × 4 m	10 mm bubbles, 2-layer, coreless
	APPLICATION Bubbles must be oriented towards contents. Use at least 3 layers.		
Inflatable wrap with check	CHARACTERISTICS		

Description	Characteristics																														
valve	Description	Features																													
	Inflatable wrap with check valve, 30cm x 50m	When inflated: width is reduced by 5 cm, length is reduced by one third (1.5 m turns to 1 m)																													
	Inflatable wrap with check valve, 40cm x 50m																														
	Inflatable wrap with check valve, 50cm x 50m																														
Molded Filler cardboard	PURPOSE Protects objects of any shape, protruding parts, etc. FEATURES Sheet size: 55 × 14 × 2.3 cm Cells: 33 pcs. (5.5×4.5×2.3 cm) Material: pulper cardboard																														
Wrapping paper (kraft)	Wrapping paper (kraft) is kraft paper of unbleached pulp. Roll: width 0.42 m PURPOSE Secures contents. FEATURES Length per roll: 50 m Color: brown (color of raw materials). APPLICATION Crumple tightly and place between contents and box walls.																														
Stretch wrap (transparent) Stretch wrap (black) Stretch wrap (blue)	CHARACTERISTICS Material: LLDPE, fresh raw materials only. Dimensions: width 500 mm, core diameter 50.6 mm Color: transparent, black or blue. Sticky layer: inside, very strong. Rolled wrap weight: 2 kg (no core).																														
Adhesive tape with CDEK logo Wide adhesive tape with CDEK logo Transparent adhesive tape, Wide transparent adhesive tape "Fragile" adhesive tape Orange adhesive tape	CHARACTERISTICS <table border="1" data-bbox="531 1173 1528 1451"> <thead> <tr> <th>Description</th> <th>Width</th> <th>Rolled length</th> <th>Color</th> </tr> </thead> <tbody> <tr> <td>Adhesive tape with CDEK logo</td> <td>48 mm</td> <td>66 m</td> <td>White, with logo</td> </tr> <tr> <td>Wide adhesive tape with CDEK logo</td> <td>75 mm</td> <td>100 m</td> <td>White, with logo</td> </tr> <tr> <td>Transparent adhesive tape</td> <td>48 mm</td> <td>66 m</td> <td>Transparent</td> </tr> <tr> <td>Wide transparent adhesive tape</td> <td>75 mm</td> <td>100 m</td> <td>Transparent</td> </tr> <tr> <td>"Fragile" adhesive tape</td> <td>48 mm</td> <td>66 m</td> <td>White and red</td> </tr> <tr> <td>Orange adhesive tape</td> <td>48 mm</td> <td>66 m</td> <td>Orange</td> </tr> </tbody> </table> FEATURES Print type: interlayer. Core diameter: 76 mm.			Description	Width	Rolled length	Color	Adhesive tape with CDEK logo	48 mm	66 m	White, with logo	Wide adhesive tape with CDEK logo	75 mm	100 m	White, with logo	Transparent adhesive tape	48 mm	66 m	Transparent	Wide transparent adhesive tape	75 mm	100 m	Transparent	"Fragile" adhesive tape	48 mm	66 m	White and red	Orange adhesive tape	48 mm	66 m	Orange
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Orange adhesive tape	48 mm	66 m	Orange																												

12. Types and functions of additional packing materials

Table 6.

Packing material type	Functions of packing materials and their use conditions				
	Cushion (wrap contents)	Fix contents	Protect from dust and moisture	Protect from spills	Separate multiple contents
Bubble wrap, standard, bubble diameter 10 mm, thickness 4 mm	YES 3 and more layers	YES	YES	NO	NO
Bubble wrap, standard, bubble diameter 30 to 35 mm, thickness 1.5 to 2 mm	YES 1 layer	YES	YES	NO	NO
Inflatable wrap	YES 1 layer, at least 2 cm thick	YES	NO	NO	YES
Polyethylene foam	YES All layers at least 2 cm thick	YES	NO	NO	YES
Sealed PE bags (ziplock bags, etc.)	NO	NO	YES	YES	NO
Corrugated cardboard sheet 3- and 5-layer	NO	YES	NO	NO	YES
Plastic foam sheet, polystyrene foam sheet	NO	YES	NO	NO	YES
Honeycomb cardboard sheet	NO	YES	NO	NO	YES
Pressed filler cardboard	NO	YES	NO	NO	YES
Stretch wrap	NO	NO	YES at least 3 layers	NO	NO
Packaging kraft paper	NO	YES tightly crumpled	NO	NO	NO
Do not use cut or perforated paper or corrugated cardboard for cushioning					

13. Marking materials and their characteristics

Table 7.

Description	Characteristics	Features	Application										
Barcode label/ PGL 100x150 40/250 Barcode label/ PGL 100x150 40/500 Barcode label/ PGL 100x150 76/1000	Dimensions: 100×150 mm <table border="1"> <tr> <td>Winding</td> <td>Core</td> </tr> <tr> <td>250 pcs.</td> <td>40 mm</td> </tr> <tr> <td>500 pcs.</td> <td>40 mm</td> </tr> <tr> <td>1000 pcs.</td> <td>76 mm</td> </tr> </table>	Winding	Core	250 pcs.	40 mm	500 pcs.	40 mm	1000 pcs.	76 mm	Semigloss, with natural rubber adhesive	For thermal-transfer printers. With ribbon only		
Winding	Core												
250 pcs.	40 mm												
500 pcs.	40 mm												
1000 pcs.	76 mm												
Wax/resin ribbon 110mm(74m) 110mm/ 0.5" out Wax/resin ribbon 110mm(100m) 110mm/ 0.5" out Wax/resin ribbon 110mm(300m) 110mm/ 1" out Wax/resin ribbon 110mm(450m) 110mm/ 1" out	Width: 110 mm <table border="1"> <tr> <td>Winding</td> <td>Core</td> </tr> <tr> <td>74 m</td> <td>0.5"</td> </tr> <tr> <td>100 m</td> <td>0.5"</td> </tr> <tr> <td>300 m</td> <td>1"</td> </tr> <tr> <td>450 m</td> <td>1"</td> </tr> </table>	Winding	Core	74 m	0.5"	100 m	0.5"	300 m	1"	450 m	1"	Type: WAX / RESIN Winding: OUT	For Thermal Transfer printers. With semigloss label only
Winding	Core												
74 m	0.5"												
100 m	0.5"												
300 m	1"												
450 m	1"												
Barcode label/ TOP 100x150 40/250 Barcode label/ TOP 100x150 40/500	Dimensions: 100×150 mm <table border="1"> <tr> <td>Winding</td> <td>Core</td> </tr> </table>	Winding	Core	TOP or TOR thermal label with thermal chemical and	For Thermal-Transfer printers.								
Winding	Core												

Description	Characteristics		Features	Application
	250 pcs.	40 mm	protective layers, with natural rubber adhesive	NO ribbon
	500 pcs.	40 mm		
LOMOHD label	Dimensions: 105×148 mm 4 pcs. per A4 sheet		Self-adhesive label	For office printers
Paper waybill	Size: A5(half A4)		Common paper	For office printers Used with Document Pouch, 235 x 175 mm only
Document pouch (Docpac, Unipack), 235 x 175 mm	Dimensions: 235 x 175 mm		Material: PP (do not use PE)	For a paper waybill and accompanying documents.
Printed barcode label (soft seal) Barcode label/ semigloss 58*30/5000 with printed barcode Barcode label/ semigloss 58*30/1000 with printed barcode	Dimensions: 58 x 30 mm Winding: 1000 pcs. or 5000 pcs.		Individual barcode with place number	For all types of packages without individual number To avoid duplication, do not print out at your own discretion.
Security sticker	Dimensions: 58 x 90 mm Material: polyether		Opening reveals TEMPERED message Has individual place number	Protects from unauthorized opening