

Shipment Packing and Marking Requirements

1. General provisions.

- 1.1. The packing must protect the Shipment from damage, loss, unauthorized opening, as well as from spoilage of other Shipments and causing any harm to third parties and their property.
- 1.2. The nature of the contents in the shipment must correspond to the shipment type, method and marking.
- 1.3. Customer can purchase packing materials from Contractor or use own packing in accordance with the requirements of these Regulations.

2. Packing types for shipments. Fragile shipments

2.1 A shipment to be transferred for delivery must be packed according to the packing methods described in this Appendix (see Table 1:

2.1.1 **Transport packing** of shipments is necessary both for shipments without packing, and for shipments in consumer or factory packing.

2.1.2 **Consumer packing** is a packing for one or several products which is an integral part of the products seen by the consumer on the shelf in retail store. Consumer packing is not transport packing. Consumer packing is one of factory packing options.

Examples of consumer packing: gift sets in cardboard and corrugated cardboard boxes, table utensil sets in boxes, other household and interior objects, shoes in brand (company) boxes, small appliances in manufacturer's corrugated box with a colorful seal (irons, hair dryers, vacuum cleaners, electrical tools, etc.), musical instruments in cases, sports equipment in cases, etc.

2.1.3 **Factory packing**: this is the manufacturer's packing designed for the delivery of one or several items before being put on the store shelf. Factory packing is not transport, since it is developed by the manufacturer for operating and transporting conditions that were determined by the manufacturer for the delivery of the same packing type in a stack/on pallet for limited distances, without consideration of the long-distance transport and sorting conditions for cargo of varying sizes.

Examples of factory packing: small, medium and large appliances in corrugated boxes (for example, irons, hair dryers, vacuum cleaners, gas plates, washing machines, etc.); shoes not in brand boxes, furniture packed at the factory; household and interior objects packed in corrugated boxes, lighting instruments, plumbing fixtures, electrical instruments, equipment, etc.

2.2 **Fragile shipments** are shipments that could come apart, break, split, separate, crumble, i.e., lose integrity under a slight mechanical effect (light impact, shaking, compression, falling from the height of 1 meter).

Examples of fragile shipments:

1. items made from glass, ceramic, pottery, etc.
2. ceramic tiles and porcelain
3. electronics, appliances, various equipment in/without factory packing
4. cast iron items
5. furniture in/without factory packing
6. spare parts for vehicles (glass, headlights, mirrors, instrument panels, etc.)

3. Packing method

3.1 The packing method must correspond to the type of contents (see Table 1), and must include additional packing materials:

- for shock absorbing in the inner and outer part of individual packages and filling the cavities inside the package: bubble wrap, inflatable air packets, press cardboard "filler", sheet corrugated cardboard (3- and 5-layer), sheet honeycomb cardboard, packing paper, sheet polystyrene foam and foam plastic;

- for separation, if a single packing contains two or more items: inflatable air bags, pressed cardboard

"filler", sheet corrugated cardboard (3- and 5-layer), sheet honeycomb cardboard, sheet polystyrene foam, foam plastic.

- "box in box" method shall be used to pack fragile items

3.2 Shipments in packing (including factory) must not contain empty space inside it.

If the factory packing was made of multilayer cardboard and already has an "internal crate" covering the contents from all six sides and over the entire area of each side, for example, made of foam plastic at least 2 cm thick, then additional packing shall not be required.

3.3 Shipment packing must not have signs of re-use: punctures, dents, abrasions, without oil and/or dirt traces, without extraneous information not referring to this Shipment, and namely: marking, logos, inscriptions, barcodes, etc.

3.4 The dimensions and weight of the Shipment contents must not exceed the permissible dimensions and weight of transport packing. Parts of the contents cannot extend beyond the limits of the packing.

3.5 Contents in the Shipment of an "irregular" shape: round, oval, with unstable surface (can roll, turn over etc.), with sharp and/or protruding sections etc.; these shall be carefully packed and fixed in the internal packaging perimeter to avoid possible movement and damage to enclosure and other shipments.

3.6 Shipments inside the transport packing consisting of several enclosures, or contents consisting of several parts, must be packed with materials for shock absorbing separately, placed into the transport packing and laid with materials for separation and shock absorbing.

3.7 Contents in the Shipment inside a corrugated cardboard box shall be placed in the center; the distance from the contents to the walls, bottom and top of the box must be no less than 2 cm and no more than 5 cm; the spaces shall be filled with shock absorbing materials.

4. Shipments marking

4.1 Shipment marking must contain a transport label with barcode (Barcode Label) that is applied after packing for each separate Shipment, including multi-place. The barcode label has format A6 (100x150 mm/105x148.5 mm), clear, legible outlines in the barcode area, without jamming and transitions from one plane to another. The barcode label shall be printed on self-adhesive paper.

4.2 The following materials are recommended for printing:

- on a thermal transfer printer a paper semiglossy label with rubber glue (ribbon) with wax-resin coating;
- on a thermal transfer printer a paper label with ThermoTop coating with rubber glue.

4.3 The barcode label may be printed:

- by the Customer themselves through the Personal Account;
- by the employee in the Contractor's pick-up point office. Place for affixing the barcode label:
 - for packages: in a specially designated place on the shipment's upper surface;
 - for other packages: on the shipment upper surface or on the face side.

4.4 It is recommended gluing the barcode label and barcode label with packing number on top of the scotch tape or stretch wrap. It is also recommended for the following Shipment:

- attach the sealing device, for additional identification of the shipment protection from unauthorized opening.
- affix to shipments handling and/or information stickers in accordance with the delivery conditions (such like "Fragile", "Upper side", "Danger" etc.).

Shipment types and packing rules*

* If the Shipment (content) type is not indicated in the table, focus on similar types of Shipments (contents) with regard for similar nature and description.

Table 1

Shipment type	Shipment example	Characteristics, distinguishing features	Packing type and method
Car accessories	Car wheels (tires with discs), stamped wheel or cast discs	No	Combined packing No. 2
	Car tires without discs	No	Combined packing No. 3
	Car parts: windows, doors, hoods, roofs, bumpers, moldings, instrument panels, internal combustion engines and starter buttons, tanks, frames, radiators, axles.	Large (one of the sides is up to 100 cm, and the sum of dimensions is up to 150 cm)	Packing in corrugated box, method No. 1
	Car spare parts: headlights, lights, side mirrors, cab components, tuning kits, etc.	Not large (up to 30 kg, all sides smaller than 50 cm), fragile.	Packing in a corrugated box, method No. 2 "box in a box"
	Car spare parts: plastic discs, shoes, brake cylinders, clutch, etc., suspension parts (levers, etc.), cab parts without paint and lacquer coating (panels, side members, etc.)	Not large (up to 30 kg, all sides smaller than 50 cm), not fragile.	Packing in corrugated box, method No. 1 or Combined packing No. 6
Costume jewelry / Jewelry * <i>(* Note: jewelry shall be delivered only on the basis of a supplement to the contract concluded with online store)</i>	Costume jewelry Jewelry items/Jewelry adornments	no	Packing in courier packet or Packing in corrugated box, method No. 1 or Packing in a corrugated box, method No. 2 "box in a box"
Liquids / powders / cosmetics	Liquids up to 5 liters, only in factory packing (outer packing), barrels, jars, cans, canisters, containers (plastic, metal, glass). Household chemicals: up to 5 liters, only in factory packing (container). Perfumes in the manufacturer's packaging (for shipment only by land transport). Cosmetics: cream, shampoo, lotions, oils, etc. (in the manufacturer's packaging).	Up to 5 l inclusively	Packing in a corrugated box, method No. 5 "box in a box" (mandatory requirements for packing liquids, see the description of this packing method)
	Contents with loose substances (powders) and contents emitting sharp (including acrid, harsh, foul) odors. Loose construction mixtures	Up to 30 kg (one of the sides is up to 100 cm, and the sum of dimensions is up to 150 cm)	Packing in a corrugated box, method No. 5 "box in a box"
Items made of textile/rubber	Leather and haberdashery: gloves, bags, backpacks Children's soft toys/Textile: bed and kitchen accessories in manufacturer's packaging, clothes	Up to 5 kg inclusively	Packing in courier bag or Packing in corrugated box, method No. 1
	Leather and haberdashery Textile: fabrics, curtains, rugs, bed accessories, etc. Clothing	From 5 kg.	Packing in corrugated box, method No. 1
	Footwear (in a box and without, regardless of the weight of the contents)	No	Packing in a corrugated box, method No. 2 "box in a box" If there is no factory packing: Packing in corrugated box, method No. 1
	Rubber items	No	Combined packing No. 2
	Travel bags/Sports bags/"shuttle" bags, etc. Suitcases	No	Combined packing No. 1
Tools/instruments/construction materials	Construction materials: wallpaper, linoleum, synthetic covering	No	Packing in corrugated box, method No. 1
	Ledges	No	Combined packing No. 5
	Tools and instruments: for construction, repair, musical, gaming, surgical, for hand-work, etc.	Up to 20 kg, not fragile (one of the sides is up to 100 cm, and the sum of dimensions is up to 150 cm)	Packing in corrugated box, method No. 1

	Tools and instruments: for construction, repair, musical, game, surgical, for hand-work, etc.	Up to 20 kg, fragile (one of the sides is up to 100 cm, and the sum of dimensions is up to 150 cm)	Packing in a corrugated box, method No. 2 "box in a box"
	Tools and instruments: for construction, repair, musical, game, surgical, for hand-work, etc.	Starting from 20 kg, not fragile (one of the sides is up to 100 cm, and the sum of dimensions is up to 150 cm)	Packing in corrugated box, method No. 1
	Instruments/electric tools: for construction, repair, musical, game, surgical, for crafts, etc.	Starting from 20 kg, fragile (one of the sides is up to 100 cm, and the sum of dimensions is up to 150 cm)	Packing in a corrugated box, method No. 2 "box in a box"
	Construction and decoration materials Garden and construction tools	Up to 30 kg (one of the sides is up to 100 cm, and the sum of dimensions is up to 150 cm)	Packing in a corrugated box, method No. 2 "box in a box"
	Ceramic tiles	Up to 30 kg (one of the sides is up to 100 cm, and the sum of dimensions is up to 150 cm)	
Office/printed product	Printed product: documents, passports, photographs, books, pamphlets, magazines, etc.	No	Combined packing No. 6 or Packing in corrugated box, method No. 1
	Advertising product: banners, posters	No	Combined packing No. 5 or Packing in corrugated box, method No. 1
Pictures/Mirrors/Signboards/Outdoor advertising	Pictures, framed photos, wall panels, mirrors, signboards, outdoor advertising	Up to A1 (one of the sides is up to 100 cm, and the sum of dimensions is up to 150 cm)	Packing in a corrugated box, method No. 2 "box in a box"
Ceramic (earthenware) items, items made of glass, crystal, porcelain, etc.	Tableware and interior items made of ceramic, glass, crystal, porcelain	Up to 30 kg, fragile (one of the sides is up to 100 cm, and the sum of dimensions is up to 150 cm)	Packing in a corrugated box, method No. 2 "box in a box"
Strollers, children's high chairs	Strollers, wheelchairs, car seats, high chairs	No	Combined packing No. 1 Secure all protruding parts with cushioning materials.
Medical goods and equipment	Medications: solid (tablets, capsules packed in blisters), loose (powders, bulk capsules, without blisters)	No	Packing in corrugated box, method No. 1
	Medicines in liquid form (vials, flasks, bottles, etc.)	Up to 5 l inclusively	Packing in a corrugated box, method No. 5 "box in a box"
	Small medical equipment (tonometers, glucometers, pulse oximeters, etc.), and consumables (scalpels, catheters, etc.)	Up to 30 kg inclusively (one of the sides is up to 100 cm, and the sum of dimensions is up to 150 cm)	Packing in a corrugated box, method No. 2 "box in a box"
Furniture/furniture assemblies	Cabinet furniture: cupboards, file cabinets, partitions, etc. Soft furniture: couches, armchairs, chairs, padded stools, etc. Furniture assemblies: countertops, shelves, façades, etc.	Up to 10 kg inclusively, including fragile (one of the sides is up to 100 cm, and the sum of dimensions is up to 150 cm)	Combined packing No. 1
	Household/interior objects	Household objects: table accessories and sets, sets for the bathroom, home and garden, etc. Interior objects: statues, souvenirs, frames, candleholders, etc.	Packing in corrugated box, method No. 1
Household/interior objects	Interior items: souvenirs, vases, jugs, figurines, chandeliers, incandescent lamps, LED devices, lighting fixtures, clocks, etc. forged braziers, cast boilers, cast iron items, etc. Assembled animal cages. Decorative objects: sculptures, goblets, floor clocks, etc.	Not large (up to 30 kg), fragile (one of the sides is up to 100 cm, and the sum of dimensions is up to 150 cm)	Packing in a corrugated box, method No. 2 "box in a box"
	Food products (not perishable, not requiring special storage or transportation conditions)	Beverages in bottles/large bottles/containers	One shipment as a separate cargo place up to 5 L inclusively, or Several shipments as one cargo place up to 5 L inclusively
Conservation in metal containers (canned food, including fish, curdled milk, caviar in tin cans, etc.)		No	Packing in corrugated box, method No. 1

	Loose products (cereals/pasta/tea/dry dietary supplements/dry foods/dried mushrooms/nuts/dried fruits/sunflower seeds/baby formula, etc.)	No	Packing in corrugated box, method No. 1
	Baked items (pastry, bagels)	No	Packing in corrugated box, method No. 1 "box in a box"
	Confectionery items (chocolate, candy, candied fruit)	No	
	Dry animal feed	No	
	Dried, cured fish in vacuum packing	Only in vacuum packing	
Plumbing fixtures	Plumbing fixtures (non-fragile cargo): mixers, assemblies, etc.	Not fragile, up to 30 kg (one of the sides is up to 100 cm, and the sum of dimensions is up to 150 cm)	Packing in a corrugated box, method No. 2 "box in a box"
	Solariums, shower stalls, bathtubs, etc. Ceramic plumbing fixtures, glazed pottery, porcelain, stone (natural and artificial), rust-resistant, etc.	Fragile, up to 30 kg (one of the sides is up to 100 cm, and the sum of dimensions is up to 150 cm)	Packing in a corrugated box, method No. 2 "box in a box"
Sports and travel equipment	Skateboards/Snowboards/Scooters (assembled)/Golf Clubs/Skis/Tennis Rackets etc.	No	Combined packing No. 5
	Fishing products (rods, spinning rod, etc.)	No	Combined packing No. 5
	Small sports equipment and travel equipment (dumbbells, swim masks, ski goggles, boots, ice picks, sleeping bags, tents, etc.)	No	Packing in corrugated box, method No. 1
Packaging and packing materials	Empty packaging and containers made of plastic, wood, metal (containers, boxes, buckets, barrels, etc.)	Not fragile.	Packing in corrugated box, method No. 1
Souvenirs	Souvenirs	Not fragile.	Packing in corrugated box, method No. 1
	Souvenirs	Fragile.	Packing in a corrugated box, method No. 2 "box in a box"
Electronics/instruments/equipment	Small appliances and equipment (telephones, photo frames, action cameras, etc.)	Up to 1 kg.	Packing in corrugated box, method No. 1
	Small appliances: shavers, irons, hair dryers, tea pots, mixers, blenders, meat grinders, coffee grinders, crock-pots, microwaves, vacuum cleaners, etc. Optical instruments: binoculars, field glasses, telescopes, etc. Electronics: tablets, video recorders, etc.	Not large (up to 30 kg (one of the sides is up to 100 cm, and the sum of dimensions is up to 150 cm)	Packing in a corrugated box, method No. 2 "box in a box"
	Laptops and other equipment with LC-monitors (LC-screens)	No	Packing in a corrugated box, method No. 2 "box in a box"
	Computers and components (system units, etc.)	All	Packing in a corrugated box, method No. 2 "box in a box"
	Printers	All	Packing in a corrugated box, method No. 2 "box in a box" Cartridges and other changeable components are packed separately in a hermetically sealed packet, wrapped in 2-3 layers of bubble wrap and placed in a box with the printer, inserting separators (corrugated cardboard) between the printer and the changeable components.
	Printer cartridges	In factory packing	Packing in corrugated box, method No. 1
	Printer cartridges	Without factory packing	Packing in a corrugated box, method No. 5 "box in a box"
Flat, not fragile shipments	Car license plates, records, calendars and other printed products, etc.	Not fragile, up to 5 kg. biggest side is up to 60 cm, one of the sides is up to 100 cm, and the sum of dimensions is up to 150 cm)	Combined packing No. 6

Packing methods

Table 2

1. Packing in an envelope		
Packing materials	Shipment (contents) characteristics	Packing method, comments
Envelope (cardboard, A4)	Shipments: format up to A4, weight up to 0.5 kg, height 15 mm	Pack contents into envelope, close, apply marking. Objects cannot be packed.
Reinforced envelope (corrugated cardboard, A4)	Shipments: format up to A4, weight up to 0.5 kg, height 15 mm	Pack contents into envelope, close, apply marking. The enveloped shall be glued with scotch tape with the logo (not included in the envelope set). When gluing with scotch tape, it is mandatory to make a complete turn around the envelope, and not only from the side of the flap. Objects cannot be packed.
Envelope with protective layer made of bubble wrap (craft)	Shipments: format A4, weight up to 0.5 kg, height 15 mm format A5, weight up to 0.3 kg, height 10 mm	Pack contents into envelope, glue flap, apply marking. If there are several enclosures, each needs to be wrapped separately. The following cannot be packed: - objects with sharp corners or other components that could tear the packet.
2. Packing in courier packet		
Packing materials	Shipment (contents) characteristics	Packing method, comments
Courier bag + 3 layers of bubble wrap	Shipments made of strong materials that cannot be broken, split, spilled, scattered, deformed, etc. See Table 1.	Wrap contents with material for shock absorbing, for example, bubble wrap in 3 or more layers, packing in packet. Glue the packet flap. Apply marking. If there are multiple contents, each one needs to be wrapped separately in three bubble wrap layers and secured together with tape. Jewelry items need to be packed with an additional bubble wrap layer to avoid their possible identification during processing and transporting. The following cannot be packed: - objects containing fragile components, liquids, powders, etc.; - objects not suitable in size and shape (round, irregular shape); - objects with sharp corners or other components capable of tearing the packet.
3. Packing in a bag		
Packing materials	Shipment (contents) characteristics	Packing method, comments
Laminated bag + 3 layers of bubble wrap + 3 layers of stretch wrap + scotch tape with logo	Shipments made of strong materials that cannot be broken, split, spilled, scattered, deformed, etc. See Table 1.	1. If possible, make the contents have a regular, stable shape. 2. Wrap the contents with material for shock absorbing, for example, 3 or more layers of bubble wrap, secure with scotch tape or pack in 2-3 layers of stretch wrap. 3. Pack shipment in a bag after turning the bag inside out. 4. Fold the bag neck along the bag and wind scotch tape around the bag. 5. Glue the marking on top of the scotch tape . The following are not allowed: - use of seals on the bags; - the presence of protruding bag parts (drawstring); - using a bag for packing (consolidating) 2 and more shipments for different orders. The following cannot be packed: - objects containing fragile components, liquids, etc.; - objects with sharp corners or other components, capable of tearing the bag.

4. Combined packing No. 1

Packing materials	Shipment (contents) characteristics	Packing method, comments
3 layers of bubble wrap + 3 layers of stretch wrap + scotch tape with logo	Shipments made of strong materials that cannot be broken, split, spilled, scattered, deformed, etc. See Table 1.	1. Wrap contents with shock absorbing material, for example, 3 or more layers of bubble wrap. Spaces inside bags and suitcases need to be filled with shock-absorbing materials. When packing suitcases, protruding parts, handles, wheels, corners and supports need to be provided with protective inserts made of corrugated cardboard or pressed cardboard "filler". 2. Wrap is 2-3 layers of stretch wrap (black stretch wrap is recommended) to protect against moisture and dust; 3. Secure the package with scotch tape with logo along and across the Shipment; 4. Affix labels.

5. Combined packing No. 2

Packing materials	Shipment (contents) characteristics	Packing method, comments
3 layers of stretch wrap + sheet corrugated cardboard + 3 layers of stretch wrap + scotch tape with logo	See Table 1.	1. Wrap the contents with 3-4 layers of stretch wrap; 2. Wrap the contents with sheet corrugated cardboard; 3. Re-wrap the contents with 3-4 layers of stretch wrap (black stretch wrap is recommended) to protect against moisture and dust; 4. Secure the package with scotch tape with logo along and across the Shipment; 5. Affix labels.

6. Combined packing No. 3

Packing materials	Shipment (contents) characteristics	Packing method, comments
Scotch tape with logo	See Table 1.	1. Wind approximately 15 cm wide band of tape across each car tire; 2. Affix the marking above the tape.

7. Combined packing No. 4

Packing materials	Shipment (contents) characteristics	Packing method, comments
3 layers of stretch wrap + packet or sleeve, sheet of PE wrap + scotch tape with logo	See Table 1.	1. Wrap the contents with 3-4 layers of stretch wrap; 2. Place contents in packet or PE wrap sleeve, or wrap with PE film sheet; 3. Shape the package: coil, roll, tube and secure with scotch tape with logo along and across the Shipment, focusing on the ends; 4. Affix labels.

8. Combined packing No. 5

Packing materials	Shipment (contents) characteristics	Packing method, comments
3 layers of bubble wrap + pressed cardboard "filler" or sheet corrugated cardboard, or honeycomb cardboard + 3 layers of stretch wrap + scotch tape with logo	Long shipments See Table 1.	1. Wrap the contents with 3-4 layers of stretch wrap. Two and more enclosures (e.g., skis) need each to be wrapped separately in stretch wrap, then both wound tightly with scotch tape. 2. Wrap the contents with 3 and more layers of bubble wrap and secure with scotch tape; 3. Around the shipment, make a tube from sheet corrugated cardboard, pressed cardboard "filler", honeycomb cardboard, or make a frame-band from pressed cardboard or metal angles over the length of the packed Shipment. Secure the frame with scotch tape; 4. Wrap the tube or frame with 2-3 layers of stretch wrap (black stretch wrap is recommended), then secure the package with scotch tape with logo along and across the Shipment. 4. Affix labels. Drain pipes can be used as the tube; in this case, the shipment needs to be secured inside the pipe with shock absorbing materials and covered from both ends to prevent the contents from falling out.

9. Combined packing No. 6

Packing materials	Shipment (contents) characteristics	Packing method, comments
3 layers of bubble wrap + sheet corrugated cardboard, + 3 layers of stretch wrap + scotch tape with logo	Shipment nature and description: Weight up to 30 kg. See Table 1.	1. Wrap the contents with material for shock-absorbing, e.g., 3 layers or more of bubble wrap, secure edges with tape. 2. Pack the shipment with bubble wrap in sheet corrugated cardboard from all sides, making a box out of it, with its walls tight against the shipment, securing the sheets with scotch tape. 3. Wrap resulting structure with 2-3 layers of stretch wrap. 4. Affix labels.

10. Packing in a corrugated box

Packing materials: corrugated cardboard box.

The following needs to be considered when selecting the corrugated box:

1. It is recommended for shipments that corrugated boxes be used since they are designed for transporting and sorting conditions.
2. The box must be made of at least 3 layers of corrugated cardboard.
3. Shipments weighing more than what the corrugated box is designed for cannot be placed in the corrugated box.
4. The corrugated box dimensions shall be selected so that from all sides (top, bottom and four side walls) from the box walls to the contents at least 2 cm and no more than 5 cm are maintained. When packing the contents, this space must be filled with shock-absorbing materials.

Shipments must not touch the walls, bottom and top of the box.

5. Brand scotch tape with logo is recommended for gluing the corrugated box.

It is necessary to glue the corrugated box flaps with scotch tape, as well as all edges of the corrugated box through which unauthorized opening is possible.

11. Packing in corrugated box, method No. 1

Packing materials	Shipment (contents) characteristics	Packing method, comments
3 layers of bubble wrap + corrugated box + shock-absorbing materials + scotch tape with logo	Shipment nature and description: Weight up to 30 kg. Shipments made of strong materials that cannot be broken, split, smashed, etc. See Table 1.	1. Wrap the contents with material for shock-absorbing, e.g., 3 layers or more of bubble wrap, secure edges with tape. 2. Place the packed contents in the center of the corrugated box; the distance from the packed contents to the walls, bottom and top of the box must be at least 2 cm and no more than 5 cm; fill the spaces with shock-absorbing materials. If two and more enclosures are placed in the box, each needs to be wrapped for shock absorbing, for example, with 3 and more layers of bubble wrap; separate the contents with corrugated cardboard. 3. Close the box, glue with scotch tape with logo and apply marking.

12. Packing in corrugated cardboard, method No. 2 "box in box".

Fragile shipments without packing

Packing materials	Shipment (contents) characteristics	Packing method, comments
3 layers of bubble wrap + shock-absorbing materials + corrugated box No. 1 + shock-absorbing materials + corrugated box No. 2 + scotch tape with logo	Shipment nature and description: 1. Fragile shipments without packing that could be broken, split, smashed, etc. 2. Weight up to 30 kg. See Table 1.	1. Wrap contents with shock absorbing material, for example, 3 or more layers of bubble wrap. 2. Place the contents in the center of box No. 1, the distance from the box walls, bottom and top must be at least 2 cm and no more than 5 cm; fill the spaces with shock-absorbing materials, close box No. 1 and glue with scotch tape with logo. 3. If two and more enclosures are placed in the box, each needs to be wrapped for shock absorbing, for example, with 3 and more layers of bubble wrap; separate the contents with corrugated cardboard. Place box No. 1 in the center of box No. 2. Box No. 2 must be of such a size that the distance from box No. 1 to the walls, bottom and top of box No. 2 is less than 2 cm and no more than 5 cm. Fill the spaces with shock-absorbing materials. 4. Close box No. 2, glue with scotch tape with log and apply marking.

13. Packing in corrugated box, method No. 3 "box in a box".

Fragile shipments without packing (similar to method No. 2 "box in a box")

Packing materials	Shipment (contents) characteristics	Packing method, comments

3 layers of bubble wrap + "tube" made of corrugated cardboard or pressed cardboard "filler" + shock-absorbing materials + corrugated box No. 2 + scotch tape with logo	Shipment nature and description: 1. Fragile shipments without packing that could be broken, split, smashed, etc. 2. Weight up to 30 kg. See Table 1.	Instead of box No. 1, a handmade tube of corrugated cardboard or pressed cardboard "filler" shall be used. 1. Wrap contents with shock absorbing material, for example, 3 or more layers of bubble wrap. 2. Place the contents in the handmade corrugated cardboard or pressed cardboard "filler" "tube", and secure with scotch tape. 3. Place box No. 1 ("tube") in the center of box No. 2. Box No. 2 must be of such a size that the distance from box No. 1 to the walls, bottom and top of box No. 2 is less than 2 cm and no more than 5 cm. Fill the spaces with shock-absorbing materials. If two and more enclosures are placed in the box, each needs to be wrapped for shock absorbing, for example, with 3 and more layers of bubble wrap; separate the contents with corrugated cardboard. 4. Close box No. 2, glue with scotch tape with log and apply marking.
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14. Packing in corrugated box, method No. 4 "box in a box".
Shipments in factory packing, including fragile

Packing materials	Shipment (contents) characteristics	Packing method, comments
Shock-absorbing materials (if needed to be added to factory packing) + 3 layers of bubble wrap + shock-absorbing materials + corrugated box No. 2 + scotch tape with logo	Shipment nature and description: 1. Shipments in factory packing, including fragile. 2. Weight up to 30 kg. See Table 1.	Factory packing shall be compared to box No. 1. 1. The contents inside factory packing (box No. 1) must be fixed. If the contents are not fixed, they need to be fixed inside the factory packing by using shock-absorbing materials. 2. Wrap box No. 1 with material for shock absorbing, for example, 3 or more layers of bubble wrap, glue with brand scotch tape with logo. 3. Place box No. 1 in the center of box No. 2. Box No. 2 must be of such size that the distance from box No. 1 to the walls, bottom and top of box No. 2 must be not less than 2 cm and no more than 5 cm. Fill the spaces with shock-absorbing materials. If two and more enclosures are placed in the box, each needs to be wrapped for shock absorbing, for example, with 3 and more layers of bubble wrap; separate the contents with corrugated cardboard. 4. Close box No. 2, glue with scotch tape with log and apply marking.

15. Packing in corrugated box, method No. 5 "box in box".
Contents with liquid

Packing materials	Shipment (contents) characteristics	Packing method, comments
Hermetically sealed bag + 3 layers of stretch wrap or 3 layers of bubble wrap + shock-absorbing materials + corrugated box No. 1 + shock-absorbing materials + corrugated box No. 2 + scotch tape with logo	Shipment nature and description: 1. Contents with liquid. 2. Volume up to 5 L. See Table 1. All contents with liquids must be hermetically sealed. Factory packing must prevent possible free opening of these contents without applying force (permissible options: dosing device on the packing, packing in dense factory wrap, first opening control (lids with detachable ring safety catch, lids that open by pressing and pulling up, etc.))	1. Lay contents in sealed polyethylene bag. Air-tight polyethylene or courier bag can be used and hermetically glued with tape 2. Place the contents in the center of box No. 1 (in a vertical position!), the distance from the walls, bottom and top of the box must be no less than 2 cm and no more than 5 cm, fill the spaces with shock-absorbing materials, close box No. 1 and glue with scotch tape with logo. If two and more enclosures are placed in the box, each needs to be wrapped for shock absorbing, for example, with 3 and more layers of bubble wrap; separate the contents with corrugated cardboard. Instead of box No. 1, a handmade "tube" of corrugated cardboard or pressed cardboard "filler" may be used. 3. Place box No. 1 in the center of box No. 2. Box No. 2 must be of such size that the distance from box No. 1 to the walls, bottom and top of box No. 2 must be not less than 2 cm and no more than 5 cm. Fill the spaces with shock-absorbing materials. 4. Close box No. 2, glue with scotch tape with log and apply marking.

16. Packing in corrugated box, method No. 6.
Contents containing loose substances and contents emitting sharp (including acrid, harsh, foul) odors

Packing materials	Shipment (contents) characteristics	Packing method, comments
Hermetically sealed bag + 3 layers of stretch wrap or 3 layers of bubble wrap	Shipment nature and description: 1. Contents with loose substances (powders) and contents emitting sharp (including acrid, harsh, foul) odors. 2. Weight up to 10 kg.	1. To ensure protection of other shipments from odors, dust and spills, contents need to be placed in a sealed polyethylene bag. Air-tight polyethylene or courier bag can be used and hermetically glued with tape. 2. Place the contents in the center of the box; the distance from the box walls, bottom and top

<p>+ shock-absorbing materials</p> <p>+ corrugated box</p> <p>+ scotch tape with logo</p>	<p>See Table 1.</p> <p>All contents with loose substances, as well as contents with sharp odor must be hermetically closed. Factory packing must prevent possible free opening of these contents without applying force (permissible options: dosing device on the packing, packing in dense factory wrap, first opening control (lids with detachable ring safety catch, lids that open by pressing and pulling up, etc.))</p>	<p>must be at least 2 cm and no more than 5 cm; fill the spaces with shock-absorbing materials.</p> <p>If two and more enclosures are placed in the box, each needs to be wrapped for shock absorbing, for example, with 3 and more layers of bubble wrap; separate the contents with corrugated cardboard.</p> <p>3. Close the box, glue with scotch tape with logo and apply marking.</p>
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