

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. The Customer shall have the opportunity to acquire packing material from the Contractor (if any), or pack in its own packaging, guided by the requirements of this Appendix.
 - 1.4. The Contractor shall not be liable in case of damage to the Shipment if the Customer does not heed these Requirements for Shipment packing and marking, with the exception of instances where the nature of contents damage is not related to improper Shipment packing, or only part of the Shipment was damaged (corner, etc.), for which proper packing was provided.
2. Shipment packing. Fragile shipments.

A shipment to be transferred for delivery must be packed according to the packing methods described in this Appendix (see Table 1, 3). Such shipment packing is called **Transport**.

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

Consumer packing: this is packing of one or several goods that is an integral part of the goods that the consumer sees on the store shelves. Consumer packing is not transport packing. Consumer packing is a special case of factory packing.

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.

Factory packing: this is manufacturer's packing designed to transport one or several goods 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 transporting packaging of the same type in a stack/pallet for limited distances without considering the transport and sorting conditions of cargo of varying sizes for long distances.

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.

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

Examples of fragile shipments:

 - items made from glass, ceramic, pottery, etc.
 - ceramic tiles and porcelain
 - electronics, appliances, various equipment in/without factory packing
 - cast iron items
 - furniture in/without factory packing
 - spare auto parts (glass, headlights, mirrors, instrument panels, etc.)
3. Packing method.
 - 3.1. The packing method must correspond to the type of contents (see Tables 1 and 3), 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, pressboard "filler", sheet corrugated cardboard (3- and 5-layer), sheet honeycomb cardboard, packing paper, sheet polystyrene foam and foam plastic;
 - for separation, if there are two and more contents in one package: inflatable air packets, pressboard "filler", sheet corrugated cardboard (3- and 5-layer), sheet honeycomb cardboard, sheet polystyrene foam and foam plastic.
 - for packing fragile shipments, "box in box", "internal crate" or wooden crate method should be used.
 - 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 lattice" 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.

This clause shall not be applicable to Shipments weighing (volumetric or gross) over 30 kg.
 - 3.3. Shipments to be packed in Wooden Lattice must be packed additionally before preparing the wooden lattice (see Table 3).
 - 3.4. 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.

- 3.5. 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.
- 3.6. 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.
- 3.7. 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.
- 3.8. 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 materials for shock absorbing (see Table 2).
- 3.9. These Requirements for Shipment packing and marking shall also apply to Shipments sent within LTL shipments.

4. Shipment marking.

Shipment marking must contain a transport label with BC (BC Label) that is applied after packing for each separate Shipment, including multi-place. The BC 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 BC label shall be printed on self-adhesive paper.

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.

The BC 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 putting the BC label:

- for Contractor's packages: in a specially designated place on the shipment upper surface;
- for other packages: on the shipment upper surface or on the face side.

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 that the following be glued on the Shipment:

- BC label package number for additional shipment identification (glued on in the pick-up point);
- security stickers, to protect against unauthorized opening;
- attach the sealing device, for additional identification of the shipment protection from unauthorized opening.

The Shipment marking must contain manipulation and/or information stickers pursuant to the delivery terms and conditions (such as "Fragile", "Up", "Hazardous", "Next day delivery", "Lattice", etc.).

Shipment types and packing rules*

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 over 50 cm)	Wooden crate
	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.	Internal crate or Packing in corrugated cardboard box, method No. 2 "box in box" or Packing in corrugated cardboard box, method No. 3 "box in box" or Packing in corrugated cardboard box, method No. 4 "box in box"
	Car spare parts: plastic discs, shoes, brake cylinders,	Not large (up	Packing in corrugated box, method

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

	clutch, etc., suspension parts (levers, etc.), cab parts without paint and lacquer coating (panels, side members, etc.).	to 30 kg, all sides smaller than 50 cm), not fragile.	No. 1 or Combined packing No. 6
Costume jewelry/ Jewelry adornments* <i>(*Note: jewelry adornments shall be transported only based on an additional agreement to the contract with the online store)</i>	Jewelry Jewelry items/Jewelry adornments	Weight up to 0.5 kg.	Packing in courier packet or Packing in corrugated box, method No. 1 or Packing in corrugated cardboard box, method No. 2 "box in box" or Packing in corrugated cardboard box, method No. 3 "box in box" or Packing in corrugated cardboard box, method No. 4 "box in box"
	Jewelry Jewelry items/Jewelry adornments	Weight up to 0.5 kg.	Inner crate or Packing in corrugated cardboard box, method No. 2 "box in box" or Packing in corrugated cardboard box, method No. 3 "box in box" or Packing in corrugated cardboard box, method No. 4 "box in box"
Liquids/powders/ cosmetics	Liquids: up to 5 liters, only in factory packing (container), small barrels, cans, canisters, jars (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	Inner crate or Packing in corrugated cardboard box, method No. 5 "box in box" (mandatory requirements for packing liquids, see the description of this packing method)
	Liquids over 5 liters: packed in plastic, glass or metal factory consumer container (barrels, cans, canisters, jars).	From 5 l.	Wooden crate
	Contents with loose substances (powders) and contents emitting sharp (including acrid, harsh, foul) odors. Loose construction mixtures	Up to 30 kg inclusively	Packing in a corrugated box, method No. 6
	Contents with loose substances (powders) and contents emitting sharp (including acrid, harsh, foul) odors. Loose construction mixtures	From 30 kg.	Packing in corrugated cardboard box, method No. 6 instead of method Wooden crate
Items made of textile/rubber	Leather and haberdashery: gloves, bags, backpacks Children's soft toys/Textile: bed and kitchen accessories in manufacturer's packing Clothing	Up to 5 kg inclusively	Packing in courier bag or Packing in bag or Packing in corrugated cardboard box, method No. 1
	Leather and haberdashery Textile: fabrics, blinds, rugs, bed accessories, etc. Clothing	From 5 kg.	Packing in a corrugated box, method No. 1 or Packing in bag
	Footwear (in a box and without, regardless of the weight of the contents)	No	Packing in a corrugated box, method No. 4 "box in a box". If there is no factory packing: Packing in a corrugated box, method No. 1
	Rubber items	No	Combined packing No. 2 or Packing in a bag
	Travel bags/Sports bags/"Shuttle" bags, etc. Suitcases	No	Combined packing No. 1
Tools/instruments/ construction materials	Construction materials: wallpaper, linoleum, synthetic covering	No	Combined packing No. 4
	Ledges	No	Combined packing No. 5
	Tools and instruments: for construction, repair, musical, gaming, surgical, for handwork, etc.	Up to 20 kg, not fragile.	Packing in a corrugated box, method No. 1

	Tools and instruments: for construction, repair, musical, gaming, surgical, for handwork, etc.	Up to 20 kg, fragile.	Inner crate or Packing in corrugated cardboard box, method No. 2 "box in box" or Packing in corrugated cardboard box, method No. 3 "box in box" or Packing in corrugated cardboard box, method No. 4 "box in box"
	Tools and instruments: for construction, repair, musical, gaming, surgical, for handwork, etc.	From 20 kg, not fragile.	Inner crate or Packing in corrugated cardboard box, method No. 1 or Packing in corrugated cardboard box, method No. 4 "box in box"
	Instruments/electric tools: for construction, repair, musical, game, surgical, for crafts, etc.	From 20 kg, fragile.	Wooden crate
	Construction and finishing materials: special-shape pipes, channel bars, rails, angles, bloom, slabs, bricks, panels (wall, plastic, etc.), laminate, parquet, etc. Garden and construction equipment: lawn mowers, chainsaws, etc.	No	
	Ceramic plate	No	
Office/printed product	Printed product: documents, passports, photographs, books, pamphlets, magazines, etc.	Weight up to 0.5 kg.	Packing in envelope or Packing in courier bag
	Printed product: books, pamphlets, albums, etc. Office goods	Weight up to 0.5 kg.	Packing in a corrugated box, method No. 1
	Advertising product: banners, posters	No	Combined packing No. 5 or Packing in corrugated cardboard box, method No. 1
Pictures/Mirrors/ Signboards/Outdoor advertising	Pictures, framed photos, wall panels, mirrors, signboards, outdoor advertising	Up to A1 (84.1 x 59.4 cm)	Inner crate or Packing in corrugated cardboard box, method No. 2 "box in box" or Packing in corrugated cardboard box, method No. 3 "box in box" or Packing in corrugated cardboard box, method No. 4 "box in box"
	Pictures, framed photos, wall panels, mirrors, signboards, outdoor advertising	Larger than A1 (84.1 x 59.4 cm)	Combined packing No. 5 + Wooden crate (mandatory use of both packing methods)
Ceramic (earthenware) items, items made of glass, crystal, porcelain, etc.	Dishes and interior items made of ceramic, glass, crystal, porcelain	Up to 30 kg, fragile	Inner crate or Packing in corrugated cardboard box, method No. 2 "box in box" or Packing in corrugated cardboard box, method No. 3 "box in box" or Packing in corrugated cardboard box, method No. 4 "box in box"
	Dishes and interior items made of ceramic, glass, crystal, porcelain	From 30 kg, fragile	Inner crate or Packing in corrugated cardboard box, method No. 2 "box in box" or Packing in corrugated cardboard box, method No. 3 "box in box" or Packing in corrugated cardboard box, method No. 4 "box in box" + mandatory Wooden crate (mandatory use of both packing methods)

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	Medicines in solid form (tablets, capsules in blister packs)	no	Packing in a 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"
	Medicines in liquid form (vials, flasks, bottles, etc.)	From 5 l.	Wooden crate
	Medicines in loose form (powders, bulk capsules, not in blister packs)	No	Packing in a corrugated box, method No. 6
	Small medical equipment (tonometers, glucometers, pulse oximeters, etc.), and consumables (scalpels, catheters, etc.)	Up to 30 kg inclusively	Inner crate or Packing in corrugated cardboard box, method No. 2 "box in box" or Packing in corrugated cardboard box, method No. 3 "box in box" or Packing in corrugated cardboard box, method No. 4 "box in box"
	Large medical equipment	From 30 kg.	Wooden crate
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	Inner crate or Wooden crate
	Furniture assemblies: countertops, shelves, façades, etc.	Up to 10 kg inclusively, not fragile	Packing in a corrugated box, method No. 1
	Cabinet furniture: cupboards, file cabinets, partitions, etc. Soft furniture: couches, armchairs, chairs, padded stools, etc. Furniture assemblies: countertops, shelves, façades, etc.	From 10 kg.	Wooden crate
Household/interior objects	Household objects: table accessories and sets, sets for the bathroom, home and garden, etc. Interior objects: statues, souvenirs, frames, candleholders, etc.	Not fragile.	Packing in a corrugated box, method No. 1
	Interior objects: souvenirs, vases, pitchers, statues, chandeliers, incandescent lamps, LED-instruments, lighting fixtures, clocks, etc.	Not large (up to 30 kg), fragile.	Inner crate or Packing in corrugated cardboard box, method No. 2 "box in box" or Packing in corrugated cardboard box, method No. 3 "box in box" or Packing in corrugated cardboard box, method No. 4 "box in box"
	Household objects: forged grills, cast stoves, pig iron items, etc. Assembled animal cages. Decorative objects: sculptures, goblets, floor clocks, etc.	Large (from 30 kg), both fragile and not fragile.	Wooden crate
	Aquariums	Up to 5 l inclusively	Inner crate or Packing in corrugated cardboard box, method No. 2 "box in box" or Packing in corrugated cardboard box, method No. 3 "box in box" or Packing in corrugated cardboard box, method No. 4 "box in box" The aquarium must be completely filled with cushioning materials.
	Aquariums	Over 5 l.	Wooden crate. The aquarium must be completely filled with cushioning materials.
	Mattresses	No	Combined packing No. 1
Food products (not perishable, not re-	Beverages in bottles	One or several bottles with	Packing in corrugated cardboard box for bottles

quiring special storage or transportation conditions)		volume from 0.5 l to 1 l.	(for mandatory liquid packing requirements see the description of this packing method).
	Beverages in bottles/large bottles/containers	One shipment with separate cargo place up to 5 l inclusively, or Several shipments in one cargo place up to 5 l inclusively	Inner crate or Packing in corrugated cardboard box, method No. 5 "box in box" (for mandatory liquid packing requirements, see the description of this packing method)
	Beverages in bottles/large bottles/containers	One shipment with separate cargo place from 5 l inclusively, or Several shipments in one cargo place from 5 l inclusively	Wooden crate
	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 shipment with separate cargo place up to 5 l inclusively, or Several shipments in one cargo place up to 5 l inclusively	Inner crate or Packing in a corrugated box, method No. 5 "box in a box"
	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 shipment with separate cargo place from 5 l inclusively, or Several shipments in one cargo place from 5 l inclusively	Wooden crate
	Conservation in metal containers (canned food, including fish, curdled milk, caviar in tin cans, etc.)	No	Packing in a 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 a corrugated box, method No. 6
	Baked items (pastry, bagels)	No	Packing in corrugated box, method No. 6
	Confectionery items (chocolate, candy, candied fruit)	No	
	Dry animal feed	No	Packing in a corrugated box, method No. 1
Dried, cured fish in vacuum packing	Only in vacuum packing		
Plants	Seedlings, flowers in individual plastic pots	No	Packing for plants and seedlings
	Seedlings or flowers in trays	No	Packing for plants and seedlings
	Tree cuttings	No	Packing for plants and seedlings
Plumbing fixtures	Plumbing fixtures (non-fragile cargo): mixers, assemblies, etc.	Not fragile.	Packing in a corrugated box, method No. 1 Or Packing in a corrugated box, method No. 4 "box in a box"

	Solariums, shower stalls, bathtubs, etc. Ceramic plumbing fixtures, glazed pottery, porcelain, stone (natural and artificial), rust-resistant, etc.	Fragile.	Wooden crate
Sports and travel equipment	Transport devices: bicycle, electric scooter, gyroscooter, motorcycle, moped, motorboat, etc.	No	Wooden crate
	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 a 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 a corrugated box, method No. 1
Souvenirs	CD/DVD-discs, flash drives	No	Packing in a corrugated box, method No. 1
	Souvenirs	Not fragile.	Packing in a corrugated box, method No. 1
	Souvenirs	Fragile.	Inner crate or Packing in corrugated cardboard box, method No. 2 "box in box" or Packing in corrugated cardboard box, method No. 3 "box in box" or Packing in corrugated cardboard box, method No. 4 "box in box"
Electronics/instruments/equipment	Small appliances and equipment (telephones, photo frames, action cameras, etc.)	Up to 1 kg.	Packing in a 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 inclusively)	Inner crate or Packing in corrugated cardboard box, method No. 2 "box in box" or Packing in corrugated cardboard box, method No. 3 "box in box" or Packing in corrugated cardboard box, method No. 4 "box in box"
	Large appliances in the manufacturer's packing and without the manufacturer's packing: refrigerators, ovens, cooktops, washing machines and dishwashers, air conditioners, water heaters, kitchen fans, satellite antennas and dishes, music centers and units, home movie theaters, etc. Lighting instruments: UV-lights, quartz lamps, recirculators, etc. Equipment: medical, pharmaceutical, laboratory, industrial, warehouse, exhibition, electrical and radio engineering. Musical instruments: harps, upright pianos, pianos, synthesizers, drum sets, cellos, bass viols, etc.	Large (from 30 kg)	Wooden crate
	Laptops and other equipment with LC-monitors (LC-screens)	Up to and including 21 inches (diagonal length)	Inner crate or Packing in corrugated cardboard box, method No. 2 "box in box" or Packing in corrugated cardboard box, method No. 3 "box in box" or Packing in corrugated cardboard box, method No. 4 "box in box"
	Laptops and other equipment with LC-monitors (LC-screens)	Up to 21 inches (diagonal length)	Wooden crate
	Computers and components (system units, etc.)	All	Inner crate or Packing in a corrugated box, methods No. 2, No. 3, No. 4 "box in a box"

	Printers	All	Inner crate or Packing in corrugated cardboard box, method No. 2 "box in box" or Packing in corrugated cardboard box, method No. 3 "box in box" or Packing in corrugated cardboard box, method No. 4 "box in 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 a corrugated box, method No. 1
	Printer cartridges	Without factory packing	Inner crate or 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 with largest side up to 60 cm.	Combined packing 6.1
Artificial New Years trees	Artificial New Years trees without ornaments	Not fragile.	Packing in a corrugated box, method No. 1
	Artificial New Years trees with ornaments	Fragile.	Inner crate or Packing in corrugated cardboard box, method No. 2 "box in box" or Packing in corrugated cardboard box, method No. 3 "box in box" or Packing in corrugated cardboard box, method No. 4 "box in box"

Packing materials, characteristics, description

Table 2

Name	Characteristics, description
Envelope (cardboard, A4)	Outer size: 340 x 265 mm. Bag size for documentation: 295 x 200 ± 10 mm. Cardboard density: 300 ± 20 g/m ² . Bag material, density: low density polyethylene, 40 ± 5 µm. Flap with glue strip and tear strip, flap width: 40 mm. An individual number and its barcode are applied to the envelope. IMPORTANT! Only for papers/documents up to 0.5 kg and not more than 15 mm thick.
Reinforced envelope (corrugated cardboard, A4)	Outer size: 340 x 265 mm. Without bag for documentation. Flap with glue strip and tear strip, flap width: 40 mm. IMPORTANT! Only for papers/documents up to 0.5 kg and not more than 15 mm thick.
Courier bag "Light" A2 (white) Courier bag "Light" A3 (white) Courier bag "Light" A4 (white) Courier bag "Light" A5 (white)	Courier bags without design (white) and without individual barcode. Outer dimensions, film thickness, maximum contents weight: A2: 500 x 580 + 50 mm, 50 µm, up to 5 kg. A3: 360 x 420+50 mm, 45 µm, up to 3 kg. A4: 260 x 340+40 mm, 45 µm, up to 2 kg. A5: 160 x 230+40 mm, 45 µm, up to 1 kg. Moisture-proof multilayer polyethylene made by extrusion (COEX) of primary raw material, at least triple layer, black inner coating protects from penetrating illumination. Flap with glue strip. Without bag for transmittal documentation.
Corrugated box	- Boxes made of at least 3-layer corrugated cardboard

	<ul style="list-style-type: none"> - Name, outer dimensions, maximum contents weight, cardboard brand: - Box XS (0.5 kg 17 x 12 x 9 cm): 171 x 121 x 89 mm, up to 0.5 kg, T-24 V, C/M/M; - Box S (2 kg 23 x 19 x 10 cm): 233 x 193 x 98 mm, up to 2 kg, T-24 V, C/M/M; - Box M (5 kg 33 x 25 x 15 cm): 333 x 253 x 153 mm, up to 5 kg, T-24 V, C/M/M; - Box L (12 kg 31 x 25 x 38 cm): 310 x 250 x 380 mm, up to 12 kg, T26 V, C/M/M; - Box XL (18 kg 60 x 35 x 30 cm): 600 x 350 x 300 mm, up to 18 kg, five-layer cardboard, P-33VYe, C/M/M/M/M - Box Weight up to 1 kg (24 x 17 x 10 cm): 240 x 170 x 100 mm, T-24 V, C/M/M; - Box Weight up to 2 kg (34 x 24 x 10 cm): 340 x 240 x 100 mm, T-24 V, C/M/M; - Box Weight up to 3 kg (24 x 24 x 21 cm): 240 x 240 x 210 mm, T-24 V, C/M/M; - Box Weight up to 5 kg (40 x 24 x 21 cm): 400 x 240 x 210 mm, T-24-1 V, C/M/M; - Box Weight up to 10 kg (40 x 35 x 28 cm): 400 x 350 x 280 mm, T-26 V, C/M/M; - Box Weight up to 20 kg (47 x 40 x 43 cm): 470 x 400 x 430 mm, five-layer cardboard, P-32VYe, C/M/M/M/M - Box Weight up to 30 kg (69 x 39 x 42 cm): 690 x 390 x 420 mm, five-layer cardboard, P-33VYe, C/M/M/M/M - Box Light 1 (8 kg 60 x 40 x 40 cm): 600 x 400 x 400 mm, T-24 V, C/M/M; - Box Light 2 (4 kg 40 x 30x 30 cm): 400 x 300 x 300 mm, T-24 V, C/M/M; - Box Light 3 (3 kg 41 x 31 x 8 cm): 410 x 310 x 80 mm, T-24 V, C/M/M; - Box Light 4 (3 kg 35 x 25 x 12 cm): 350 x 250 x 120 mm, T-24 V, C/M/M; - Box Light 5 (2 kg 20 x 12 x 25 cm): 200 x 120 x 250 mm, T-24 V, C/M/M; - Box Light 6 (1 kg 28 x 23 x 7 cm): 280 x 230 x 70 mm, T-24 V, C/M/M; - Box Light 7 (1 kg 23 x 15 x 12 cm): 230 x 150 x 120 mm, T-24 V, C/M/M; - Box for presents (up to 4 kg): 330 x 250 x 160 mm
Bottle box + Bottle insert	<ul style="list-style-type: none"> - Insert for 1 bottle (up to 1 l): 150 x 140 x 380, up to 3 kg, T-24 V, C/M/M; - Box for 1 bottle (3 kg 15 x 14 x 38 cm): 150 x 140 x 380, up to 3 kg, T-24 V, C/M/M; - Box for 2 bottles (4 kg 29 x 15 x 39 cm): 290 x 150 x 390, up to 4 kg, T-24 V, C/M/M; with seal. - Box for 3 bottles (6 kg 44 x 15 x 39 cm): 440 x 150 x 390, up to 6 kg, T-24 V, C/M/M; - Box for 4 bottles (8 kg, 30 x 28 x 39 cm): 300 x 280 x 390, up to 8 kg, T-24 V, C/M/M; - Box for 6 bottles (12 kg 44 x 28 x 39 cm): 440 x 280 x 390, up to 12 kg, T-24 V, C/M/M; <p>Insert is used only together with any of the bottle boxes.</p>
Inner crate for box	<p>Frame made of honeycomb cardboard inserted inside boxes. Material: recycled honeycomb cardboard. Thickness: 15 mm. Color: brown</p>
Sheet corrugated cardboard	<p>Fold lines through, transverse to the corrugation direction. Material: three-layer recycled corrugated cardboard T-25 S.</p>
Honeycomb cardboard sheets	<p>Material: recycled honeycomb cardboard. Thickness: 15 mm, cell 15 mm.</p> <p>Used to pack shipments where the dimensions do not allow use of corrugated cardboard box, and to create an inner crate inside the corrugated box.</p>
Stretch film (transparent)	<p>Material: LLDPE, linear low-density polyethylene Size: width 500 mm, Thickness: 20 µm Underlying layer: inside Color: transparent Operating temperature: -30°C to +60°C.</p>
Stretch film (black)	<p>Material: LLDPE, linear low-density polyethylene Size: width 500 mm, Thickness: 20 µm Underlying layer: inside Color: black Operating temperature: -30°C to +60°C.</p>
Transparent tape,	Transparent tape: width 48 mm/coil 66 m;

Wide transparent tape	<p>Wide transparent tape: width 75 mm/coil 100 m; Density: 45 µm. Color: transparent. Base: biaxially-oriented polypropylene. Glue layer: water-based acrylic emulsion. Sleeve diameter: 76 mm. Operating temperature: from -5°C to +40° C.</p>
Waybill bag (23.5 x 17.5 cm) (docpack, unipack)	<p>Outer size: 235 x 175 mm. Inner size: 225 x 170 mm. Material: transparent polypropylene 30 µm ± 5 µm. Backing: siliconized paper with density at least 40 ± 5 µm. Gluing temperature: not below -20 °C. Glue layer working temperature: from -40°C to +60°C. Glue layer: continuous over the entire lower film surface. Glued onto shipments, waybill and transmittal documents placed inside.</p>
Shock-absorbing materials	
Name	Characteristics, description
Bubble wrap	<p>Color: transparent, bubble diameter 10 mm, thickness 4 mm. Material: high-pressure two-layer polyethylene. Usage temperature: from -5°C to +40°C. When packing, the coating with bubbles must be directed towards the contents. The shipment should be wound in at least 3 layers of bubble wrap.</p>
Pressed filler cardboard	<p>Material: pulper cardboard, sheet, shaped, with perforation between the cells. Cell depressions 23 mm deep. Sheet size 550x 140 x 23 mm, number of cells 33 (11 x 3). Cell size 5.5 x 4.5 x 2.3 cm. Material feature: High reliability and resistance to mechanical loads due to the strength of the filler three-dimensional design. Designed to protect objects of any shape. Convenient to create a protective jacket around the object by joining and interlocking the cells.</p>
Wrapping paper (craft)	<p>Density: 80 g/m². Color: brown (color of raw material). Composition: craft paper made of recycled unbleached cellulose and fibrous paper and pulp wastes</p>

Packing methods

Table 3

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 packet + 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: <ul style="list-style-type: none"> - 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.	<ol style="list-style-type: none"> 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. 4. Glue the marking on top of the scotch tape. <p>The following are not allowed:</p> <ul style="list-style-type: none"> - 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. <p>The following cannot be packed:</p> <ul style="list-style-type: none"> - 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.	<ol style="list-style-type: none"> 1. Wrap contents with material for shock absorbing, 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 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. Apply marking.

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.	<ol style="list-style-type: none"> 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. Apply marking.

6. Combined packing No. 3

Packing materials	Shipment (contents) characteristics	Packing method, comments
Scotch tape with logo	See Table 1.	<ol style="list-style-type: none"> 1. Wind a strip of scotch tape about 15 cm wide across each car tire; 2. Glue the marking on top of the scotch 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.	<ol style="list-style-type: none"> 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. Apply marking.

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.	<ol style="list-style-type: none"> 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. 5. Apply marking. 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 card-board, + 3 layers of stretch wrap + scotch tape with logo	Shipment nature and description: Weight up to 30 kg. See Table 1.	<ol style="list-style-type: none"> 1. Wrap the contents with material for shock absorbing, for example, 3 or more layers of bubble wrap, and secure the edges with scotch 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 the resulting structure with 2-3 layers of stretch wrap. 4. Apply marking.

9.1. Combined packing No. 6.1

Packing materials	Shipment (contents) characteristics	Packing method, comments
3 layers of bubble wrap + Sheet honeycomb cardboard/styrofoam/poly styrene foam + 3 layers of stretch wrap + tape with logo	Flat shipments with side under 60 cm, weight up to 5 kg. See Table 1.	<ol style="list-style-type: none"> 1. Wrap the contents with material for shock-absorbing, e.g., 1 layer or more of bubble wrap, secure edges with tape. 2. Pack shipment with bubble wrap between sheets of sheet honeycomb cardboard/styrofoam/polystyrene foam at least 2 cm thick and secured with tape. It is important for the sheets to be 2 cm larger than shipment, while shipment is secured inside and cannot shift towards sheet edges. 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.	<ol style="list-style-type: none"> 1. Wrap the contents with material for shock absorbing, for example, 3 or more layers of bubble wrap, and secure the edges with scotch 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 a 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 material for shock absorbing, 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 must be 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 cardboard 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 material for shock absorbing, 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 must be 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.

**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 cardboard 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 a box".
Contents with liquid**

Packing materials	Shipment (contents) characteristics	Packing method, comments
Hermetically sealed packet + 3 layers of stretch wrap or 3 layers of bubble wrap + shock-absorbing materials + corrugated cardboard 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 no 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 packet + 3 layers of stretch wrap or 3 layers of bubble wrap + shock-absorbing materials + corrugated box + scotch tape with logo	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. See Table 1. 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.))	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 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.

17. Inner lattice.

The inner lattice method may be used as an analog for the methods "Packing in corrugated box, method No. 2, 3, 4, 5 "box in a box""

Packing materials:

Inner lattice: this is a frame made of sheet shock absorbing materials, no less than 2 cm thick (foam plastic, polystyrene foam, pressed cardboard "filler", honeycomb cardboard, bubble packing) that is placed in the corrugated box and must cover the box inner walls completely from all sides (top, bottom and four side walls).

The inner lattice walls adjoin each other tightly, without gaps.

When selecting an inner lattice and corrugated box, it is necessary to consider the following: sizes of corrugated box and inner lattice shall be selected considering a distance of no less than 2 cm and no more than 5 cm is maintained from all sides (top, bottom and four side walls) from the inner lattice walls to the contents. When packing the contents, this space must be filled with shock-absorbing materials.

Shipments must not touch the sides, bottom and top of the inner lattice.

It is prohibited to make the inner lattice frame from the outside of the corrugated box.

Packing materials	Shipment (contents) characteristics	Packing method, comments
Hermetically sealed packet (if liquids or in the case of substances and contents emitting sharp odors) + 3 layers of bubble wrap	Shipment nature and description: Weight up to 30 kg. See Table 1.	1. Before packing into the inner lattice, the shipment must be additionally packed according to its type: - Contents without packing, contents in factor packing, fragile contents without packing and in factory packing: wrap the contents with material for shock absorbing, e.g., 3 and more layers of bubble wrap and secure the edges with scotch tape.

+ shock-absorbing materials + inner lattice + corrugated box + scotch tape with logo		- Contents containing liquid or loose substances: to ensure protection of other shipments from leaks, the contents need to be placed in a hermetically sealed polyethylene packet, then wrapped in 3 layers of stretch wrap or 3 and more layers of bubble wrap and the edges secured with scotch tape with logo. 2. Place the packed contents in the center of the corrugated box in the inner lattice; the distance from the packed contents to the lattice walls, bottom and top 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 lattice and box, glue with scotch tape with logo and apply marking.
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18. Wooden lattice *** *****

Packing materials:

Wooden lattice: this is a type of frame packing for shipments made according to GOST 12082 from wooden boards. The board lattice frame shall be made on all edges of the shipment without using panels made of boards, fiberboard, plywood, particle board, fiberboard, OSB and other sheet materials. Use of additional stands and braces shall be allowed with length of side from 60 cm, as well as making additional attachment parts inside the lattice made of boards (braces, bosses, planks) to secure the shipment inside the lattice.

The shipment that requires a wooden lattice shall only be accepted in additionally packing (see packing method below).

Shipments in a corrugated box may not be additionally packed before the lattice if there is no need to preserve the external appearance of the box.

Packing materials	Shipment (contents) characteristics	Packing method, comments
Packing according to packing methods per nature of contents (see above) + 3 layers of bubble wrap + Wooden lattice.	Shipment nature and description: 1. Outsize shipments that cannot be placed in other types of packing. 2. Shipments regardless of the dimensions, see Table 1. 3. Weight up to 300 kg.	Shipments requiring wooden lattice shall be accepted only in additionally packed form. Before packing into a wooden lattice, the shipment must be additionally packed according to its type: <ul style="list-style-type: none"> • Shipments without packing, fragile contents without packing. <ul style="list-style-type: none"> - <u>Shipments for which corrugated boxes can be selected</u> must be additionally packed in the corrugated box by the method Packing in Corrugated Box, method No. 1 or No. 6. Apply marking, sticker "Wooden lattice" and "Up" stickers. - <u>Shipments the dimensions of which prevent them from placement in a corrugated box</u> should be: <ol style="list-style-type: none"> 1. wrapped in material for shock absorbing, for example, 3 layers of bubble wrap; the protruding parts and corners shall be provided with a double layer of shock absorbing and the edges secured with scotch tape; 2. packed with bubble wrap in sheet corrugated cardboard from all sides and secured with scotch tape sheets; the corrugated cardboard must be tight against the shipment; 3. wrapped with 2-3 layers of stretch wrap; 4. applied with marking. • Shipments in factory packing, fragile contents in factory packing. Contents inside the factory packing must be fixed. If the contents are not fixed, they need to be fixed inside the factory packing by using shock-absorbing materials. Wrap the factory packing with material for shock absorbing, for example, 3 and more layers of bubble wrap, protruding parts and corners shall have a double layer of shock absorbing and the edges secured with scotch tape. Apply marking. Shipments in a corrugated box may not be additionally packed before the lattice if there is no need to preserve the external appearance of the box. • Shipments containing liquid or loose substances In order to ensure protection of other shipments from leaks, the contents need to be placed in a hermetically sealed polyethylene packet, then wrapped in 3 and more layers of stretch wrap or 3 and more layers of bubble wrap and the edges secured with brand scotch tape with logo. Apply marking. • Shipments with the risk of leaks (engines gear boxes, axles, etc.) Place the contents in a hermetically sealed polyethylene packet or pack in polyethylene wrap, raise the edges of the wrap up and secure with scotch tape, then wrap in 3 layers of stretch wrap or 3 layers and more of bubble wrap, secure the edges with brand scotch tape with logo. Apply marking.

*** ******* When using this packing method: documents are required for using material for phytosanitary control.

19. Packing plants and seedlings

Packing materials	Shipment (contents) characteristics	Packing method, comments
Hydrogel + shock-absorbing materials (bubble wrap, packing paper) + separating materials (corrugated cardboard, pressed cardboard "filler") + corrugated box + "Fragile" sticker + "Up" sticker.	Plants, seedlings, flowers, cuttings	<p>Preparation of plants and seedlings for packing:</p> <ul style="list-style-type: none"> - add to the earth hydrogel prepared and moistened with water; this will prevent the plant from drying out during transporting and will not result in leaks. - wrap the cutting roots with moist fabric, place in packet, hydrogel moistened with water may be placed inside, do not close the packet top tightly or make holes in the packet so that air may enter. - "cover the earth", secure the container upper edges or pot with paint scotch tape; this will prevent earth spillage if the box turns on its side. <p>Place the plants only vertically into the transport box!</p> <p>Seedlings flowers in individual plastic pots:</p> <p>If one shipment:</p> <ul style="list-style-type: none"> - create for the plant a cell made of corrugated cardboard or pressed cardboard "filler", the cell height must be 5-6 cm higher than the plant; - cover the cell top with a corrugated cardboard sheet or other material to prevent the earth from falling out when the box overturns; - place the cell into the packet or wrap with stretch wrap to avoid leakage of excess liquid if the soil is moist; - make holes for the plants to get air; - cover the box bottom with filler: bubble wrap, packing paper; - place the cell with plant into the center of the box, fill the spaces with fillers from all sides; <p>It is important for the transport box to be of the right height, length and width, without too much free space inside.</p> <ul style="list-style-type: none"> - close the transport box, apply the marking, glue on the "Fragile" sticker and "Up" sticker. <p>If there are several shipments:</p> <ul style="list-style-type: none"> - create for all plants cells made of corrugated cardboard or pressed cardboard "filler"; the cell height must be 5-6 cm higher than the plant; here the height must be the same for all cells; - cover the top of each cell with a sheet of corrugated cardboard or other material to prevent the earth from falling out when the box overturns; - put each cell into the packet or wrap with stretch wrap to avoid leakage of excess liquid if the soil is moist; - make holes for the plants to get air; - cover the box bottom with filler: bubble wrap, packing paper; - place the cells with plants into the center of the transport box, fill the spaces with fillers from all sides; <p>It is important for the transport box to be of the right height, length and width, without too much free space inside;</p> <ul style="list-style-type: none"> - close the transport box, apply the marking, glue on the "Fragile" sticker and "Up" sticker. <p>Placement of the plants in layers.</p> <p>Seedlings or flowers in group trays:</p> <p>Place the plants into the box only vertically.</p> <p>It is necessary to make a group cell encompassing the entire perimeter of the tray out of corrugated cardboard; the cell height must be 5-6 cm above the plants.</p> <p>Insert the cell into the corrugated box.</p> <p>Cells with plants may be placed in several layers; here it is necessary to make the cell so that they withstand the weight of the upper cells;</p> <p>Close the transport box, apply the marking, glue on the "Fragile" sticker and the "Up" sticker.</p> <p>Tree cuttings:</p> <p>Place the plants into the transport box in vertical or horizontal position.</p> <p>Only those plants are subject to transport for which there is a box of appropriate quality and size.</p> <ul style="list-style-type: none"> - pack the root system into a packet and wrap with stretch wrap, if the plant is not too large, additionally wrap the plant in a cardboard "tube" and place into the box; - to lay plants in layers, use separating material, dividing the contents into

		<p>layers.</p> <ul style="list-style-type: none"> - close the transport box, apply the marking, glue on the "Fragile" sticker and "Up" sticker. <p>Important:</p> <ol style="list-style-type: none"> 1. Plants must be secured reliably inside the corrugated box; they must not touch each other so that during transporting, from the vibration in the vehicle cab, shifts do not occur inside the box, otherwise the plants may be damaged. 2. Empty spaces must be filled with fillers since with a load on the box, the weight of other shipments, if there are spaces, the box will crumple and the plants may be damaged. 3. Plants are fragile cargo. An important role in packing is the reliability of the transport packing and additional packing materials. 4. The proposed packing methods are not final, you can improve them and reinforce additionally.
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20. Packing in corrugated box for bottles

Packing materials	Shipment (contents) characteristics	Packing method, comments
Hermetically sealed packet + 3 layers of stretch wrap + lining for bottles + corrugated box for bottles + scotch tape with logo	Shipment nature and description: Contents with liquid, bottles from 0.5 L to 1 L of various shapes. See Table 5. 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.)).	<ol style="list-style-type: none"> 1. Lay contents in hermetically sealed polyethylene bag or ensure protection of other contents from shipment leaks. Air-tight polyethylene or courier bag can be used and hermetically glued with tape. 2. Assemble a Lining for the universal box, during assembly lay the bottle into the lining. Assembly instructions are printed on the lining. During assembly of the lining, it is important to secure the bottle inside so that it is fixed completely from up-down movements. 3. Place the assembled lining with bottle into the bottle Box. 4. If there are several bottles, each needs to be packed with insert (see cl. 1-3 above) and inserts placed with bottles into Box for 2 bottles or into Box for 3 bottles or Box for 4 bottles or Box for 6 bottles. 5. Close the bottle Box, seal with tape with the logo and apply the label.