Packaging and labelling requirements for shipments

- 1. The packaging shall protect the shipment from damage, loss, unauthorised opening and also from causing any damage to other shipments or to third parties and their property.
- 2. The type of transport packaging shall be appropriate to the type of contents (Table 1).
- 3. The packaging method shall be appropriate to the type of contents, (Table 1) and shall include additional packaging materials:
- - for cushioning inside and outside the individual packaging: bubble wrap, AIRPAKER air bags, "filler" presspaper, wrapping paper, corrugated cardboard sheets (3 and 5 layers);
- for separation when there are two or more contents in one package: AIRPAKER air bags, "filler" presspaper, corrugated cardboard sheets (3 and 5 layers), expanded polystyrene sheets, foam plastic, honeycomb sheets;
- for filling voids (filler) inside the packaging: bubble wrap, AIRPAKER air bags, "filler" presspaper, wrapping paper, corrugated cardboard sheets (3 and 5 layers), polystyrene sheets, foam plastic, honeycomb sheets, stretch film and convenient items (rags, crumpled newspaper, cardboard scraps);
- for protection against moisture and dust: bubble wrap, stretch film.
- 4. Packaged items (including factory packaging) must not contain any empty spaces inside. If the factory packaging is made of laminated cardboard and already has an "inner crate", e.g. at least 2 cm thick foam plastic, then no additional packaging is required.
 - 5. Shipments requiring a "wooden crate" should be packed with cushioning and protection materials. (Table 1)
 - 6. Packages must not show any signs of re-use: punctures, dents, scuffs, oil and dirt marks, or any information not related to the shipment: labels, logos, inscriptions, barcodes, etc.
 - 7. The dimensions and weight of the contents must not exceed the permissible weight and dimensions of the transport package and no parts of the shipment shall protrude beyond the limits of the package.
 - 8. Irregularly shaped shipments: round, oval, with an unstable surface (possible rolling, overturning, etc.), with sharp and protruding parts, etc., must be carefully packed and secured inside the package in order to prevent displacement and damage to other shipments.
- 9. Shipments within a transport package consisting of several contents or contents consisting of several parts must be individually packed with cushioning materials, placed in the transport package and lined with separation and filler materials.
- 10. Inside the corrugated cardboard box, the shipment shall be placed in the centre, the distance from the shipment to the sides, bottom and top of the box, shall be at least 2 cm and no more than 5 cm. The voids shall be filled with filler materials.
- 11. These Shipment Packaging and Labelling Requirements are also applicable to Shipments included in consolidated cargo.
- 12. The shipment label shall contain the following information
- - A shipping label barcode, which is applied after packing to each shipment, including multi-item shipments.

The shipping label barcode mush be of A6 size (100x150 mm/ 105x148.5 mm) and have clear, legible contours in the barcode area, without deformations or transitions from one surface to another.

The barcode labels are printed on self-adhesive paper.It is recommended that the following materials be used for printing:

- on a thermal transfer printer: semi-gloss paper label, ribbon with wax-resin coating;
- on a thermal printer: ThermoTop coated paper label

The barcode label can be printed out:

- by the Client via their Personal Account
- by a staff member in the Contractor's office

Placement of the barcode: for CDEK packages in a designated place, for other packages on the front side or top surface that is not put on the flap of the package.

- <u>Security stickers (recommended):</u> soft seal barcode (package number), sealing devices (package number and tamper evident).

The Shipment label shall contain handling and/or information stickers depending on the delivery options (such as "Fragile", "This Side Up", "Danger", "Next Day Delivery", "Crating", etc.).

- 13. Customers can purchase packaging materials from CDEK or pack them in their own packaging. Types of packaging and packaging guide: https://www.cdek.ru/ru/calculate.
- 14. The Contractor shall not be held liable if the Shipment is damaged due to the Client's failure to follow these Shipment Packaging and Labelling Requirements, to the exception of the cases when the Shipment damage does not seem to have been caused by inappropriate packaging of the Shipment or when the Shipment part that was damaged (corner, etc.) had been packed appropriately.

Type of packaging	Type of	Packaging method, comments
	contents	

Cardboard, paper packaging (Craft paper)		
Courier cardboard envelope	Shipments: format up to A4, weight up to 0.5 kg, height 15 mm Printed goods: documents, passports, photographs, books, booklets, magazines, etc.	Items shall not be packed. Pack the contents in an envelope, close and label it.
Envelope with an air space Aeropack (Craft paper)	Shipments: A4 format, weight up to 0.5 kg, height 15 mm A5 format, weight up to 0.3 kg, height 10 mm Fashion jewellery Printed goods: photographs, books, booklets, magazines, etc. Souvenirs/CDs/DVDs Jewellery	Pack the contents in an envelope, close and label it.

Soft packaging		
Courier package / Plastic Security Bag Format of bags, weight of contents: A2, weight 4 kg A3, weight up to 3 kg A3+, weight up to 4 kg A4, weight up to 2 kg A5, weight up to 0.5 kg	Shipments made of durable materials that cannot break, break off, spill, crumble, become deformed, etc. Children's stuffed toys Leather goods: gloves, bags Clothing Footwear (boxed) Backpacks Textiles: bedding and kitchen accessories in the manufacturer's packaging Jewellery	Wrap the contents with cushioning material, e.g, 2-3 layers of bubble wrap, pack it in a bag. Apply the labels. It is not permitted to pack: - items containing fragile parts, liquids, powders, etc items that do not fit in size and shape (rounded, irregularly shaped); - items with sharp edges or other parts that can tear the bag; - items in the manufacturer's packaging, which is an inseparable part of the contents and which, if damaged, may constitute an insured event. E.g., branded footwear, branded clothes, etc.; - any type of liquid (gels, oils).

Combined packaging	Shipments made of durable materials that cannot break, break off, spill, crumble, become deformed, etc.	When packing bags and suitcases, fill the empty spaces inside with fillers or convenient items.
No.1 Bubble wrap or wrapping paper + stretch film + adhesive tape with the logo	For No.1 Travel bags Sports bags Duffel bags, etc. *Suitcases	No.1. Wrap the contents with cushioning material, e.g. bubble wrap 2-3 layers or one layer of crumpled wrapping paper, then wrap with a thick layer of stretch film 4-6 layers to protect from moisture and dust (we recommend black stretch film), secure the package with adhesive tape with the logo along and across the shipment. * When packing suitcases, provide handles, wheels, supports with protective corrugated cardboard inserts or pressboard. Apply the labels.

No.2 Stretch film + Cardboard + Stretch film + adhesive tape with the logo.

For No.2
Car tyres

No.3 Stretch film + polyethylene or polypropylene bag (or sleeve, canvas) + adhesive tape For No.3

Advertising products: banners, posters Construction materials: wallpaper, linoleum, carpeting, etc.

Textiles: carpets, fabrics, etc.

No.4 Bubble wrap or wrapping paper + pressboard (or wooden strip or corrugated cardboard or honeycomb cardboard) + stretch film + adhesive tape For No.4 Hockey sticks Skis Snowboards Scooters (folded) Skateboards Curtain rails, etc. **No.2**. Wrap the contents with 3-4 layers of stretch film, then wrap or pad with cardboard, then re-wrap with 3-4 layers of stretch film (we recommend black stretch film), secure the package with adhesive tape with the logo along and across the shipment. Apply the labels.

No.3 Wrap the contents with 3-4 layers of stretch film, place in a bag or sleeve, or wrap in canvas, shape the package into a roll, scroll or tube, secure the package with adhesive tape with the logo along and across the shipment, paying particular attention to the end pieces. Apply the labels.

No.4 Wrap the contents with 3-4 layers of stretch film, if the contents are paired (e.g. skis) wrap each one separately, tightly fasten with adhesive tape, then wrap with 2-3 layers of bubble wrap or crumpled wrapping paper, fasten with adhesive tape, make the frame (or tube) to the width and length of the packaged item from pressboard, or create a rigid support "rail" to the width and length of the packaged item from a wooden strip, honeycomb cardboard or other materials, then wrap with a thick layer of stretch film (we recommend black stretch film), then secure the package with adhesive tape with the logo along and across the shipment. Apply the labels.

Semi-rigid packaging

Corrugated cardboard box

When selecting a box, you must consider the following:

- 1. Type of cardboard: it must be multi-layer corrugated cardboard (at least three layers).
- 2. Maximum weight of the box: do not load the box with more weight than it can bear, pay attention to the markings on the box.

 3. Pick the size of the packaging so that the

six sides of the box (top, bottom and four side walls) from the walls of the box to the contents shall be kept to a minimum of 2 cm and a maximum of 5 cm.

Nature and description of the shipment:

Weight up to 30 kg, length conditions: packed items must not touch the walls of the box.

Shipments made of durable materials that cannot break, break off, spill, crumble, etc.

Examples of shipments:

Automotive spare parts: plastic discs, pads, brake cylinders, clutch, etc.

Tools for construction, renovation, musical instruments, surgical, games, crafts tools, etc.

Stationery

Leather Goods

Clothing

Footwear

Printed goods: books, booklets, albums Household items: tableware, dish sets, cutlery sets, sets for kitchen, bath, home and garden, etc.

Contents that do not require special protection:

- 1. Wrap the contents with cushioning material, e.g. with 2-3 layers of bubble wrap, tape the edges together.
- 2. Place the packaged item in the centre of the corrugated cardboard box; the distance from the packaged contents to the sides of the box must be at least 2 cm and no more than 5 cm and the voids must be filled with filling materials (fillers).
- 3. Close the box, apply the labels.

Use adhesive tape with the CDEK logo to tape the box with the assistance of a CDEK employee. All edges of the box must be taped for additional box strength and protection against unauthorised opening.

Interior furnishings: figurines, souvenirs, frames, candlesticks, etc.

Textiles: fabrics, carpets, curtains, throw

blankets, bedding, etc.

Nature and description of the shipment:

- 1. Weight up to 30 kg, length conditions: packed items must not touch the walls of box No. 1 (see packing method on the right)
- 2. Product material, purpose:
- **glass:** container, crockery, crystal, laboratory, optical, quartzoid, medical, vacuum, fireproof, heat-resistant, thermal, protective, glass fibre.

ceramics: pottery made from clay, porcelain, semi-porcelain, fireclay, faience, majolica, etc.

- metals in the product (aluminium, lead, copper, zinc, cast iron, etc.).
- textolite, bakelite, polyether resin, epoxy resin, in electrical and radio engineering (microcircuits).
- plastic: opaque, inside the products.
- wood: opaque, construction, furniture, crockery, interior, etc.

Examples of shipments:

Automotive parts: headlights, lights, side mirrors, interior components, tuning, etc.

Tools / electrical tools: for construction, renovation, musical instruments, surgical, games, crafts tools, etc.

Stationery: souvenir and gift sets.

Small appliances: irons, hairdryers, kettles, mixers, blenders, multi-cookers, meat grinders, coffee grinders, microwaves, vacuum cleaners, shavers, etc.

Electronics: laptop (up to 17"), phone, tablet, video recorder, photo frames, etc. Optical instruments: binoculars, spyglasses, telescopes, etc.

Household items: Tableware, dish sets, cutlery sets, sets for kitchen, bath, home and garden, etc.

Fragile contents. The "box No. 1 in box No. 2" method

- a) If the shipment is unpackaged:
- 1. Wrap the contents with cushioning material, e.g. with 2-3 layers of bubble wrap.
- 2. To protect from moisture and dust, wrap the contents with 4-5 layers of stretch film, secure the package with adhesive tape with the logo.
- 3. Place the packaged shipment in the centre of box No. 1, close box No. 1.
- 4. Place box No. 1 in the centre of the larger box No. 2, the distance from box No. 1 to the walls of box No. 2 must be at least 2 cm and no more than 5 cm, the gaps must be filled with filling materials (fillers).
- 5. Close box No. 2, apply the labels.

Alternatively, box No. 1:

Homemade "tube" made of corrugated cardboard or presspaper filler.

- b) If the shipment is in its original packaging (hereinafter referred to as box No. 1):
- 1. Inside box No. 1, there must be filling materials (fillers); if these are not available, add them and repackage.

If the contents consist of several parts inside the package, each part shall be wrapped with cushioning material, e.g. bubble wrap with 2-3 layers, and separation material should be placed between the parts.

- 2. Wrap box No. 1 with cushioning material, e.g. 2-3 layers of bubble wrap, tape together with adhesive tape with the logo.
- 3. Place box No. 1 in the centre of the larger box No. 2, the distance from box No. 1 to the walls of box No. 2 must be at least 2 cm and no more than 5 cm, the gaps must be filled with filling materials (fillers).
- 4. Close box No. 2, apply the labels.

Interior furnishings: souvenirs, candlesticks, vases, jars, figurines, chandeliers, light bulbs, LED, lighting fixtures, mirrors, clocks, etc. Plants, seedlings Plumbing (faucet, tap, etc.) Jewellery	
Contents of "very fragile" materials Nature and description of the shipment: Glass items up to 1 mm thick	c) If the shipment is "very fragile" in its original packaging (hereinafter referred to as box No.1): 1. Inside box No. 1, there must be filling materials (fillers); if these are not available, add them and repackage. If the contents of box No.1 consist of several parts inside box No.1, each part shall be wrapped with cushioning material, e.g. bubble wrap with 2-3 layers, and separation material should be placed between the parts. 2. Wrap box No. 1 with cushioning material, e.g. 2-3 layers of bubble wrap, tape together with adhesive tape with the logo. 3. Place box No. 1 into box No. 2, close box No. 2. 4. Place box No. 2 in the centre of the larger box No. 3, the distance from box No. 2 to the walls of box No. 3 must be at least 2 cm and no more than 5 cm, the gaps must be filled with filling materials (fillers). 5. Close box No. 3, apply the labels.
For two or more items Nature and description of the shipment: 1. Weight up to 15 kg, length conditions: packed items must not touch the walls of the box. 2. Shipments made of durable materials that break, break off, spill, crumble, etc.	1. Wrap each of the contents with cushioning material, e.g. 2-3 layers of bubble wrap, put separation material, e.g. corrugated cardboard, between the contents 2. Place the packaged contents in the centre of the corrugated cardboard box; the distance from the packaged contents to the sides of the box must be at least 2 cm and no more than 5 cm, and the voids must be filled with filling materials (fillers).

be at least 2 cm and no more than 5 cm, and the voids must be filled with filling materials (fillers).
3. Close the box, apply the labels.

Contents containing liquids

Household chemicals: up to 5 litres in original packaging only

Liquids: up to 5 litres in factory containers only, barrels, kegs, canisters, jars (plastic, metal, glass).

Cosmetics: creams, shampoos, lotions, oils, etc. (in the manufacturer's packaging)

Medication that does not require special temperature regimes in liquid form, in the manufacturer's packaging only (glass, plastic)

Perfumes in the manufacturer's packaging (for shipment, ground transportation only)

- 1. Close the contents in an airtight polythene bag (or wrap with 2-3 layers of stretch film), wrap with 1-2 layers of bubble wrap, tape the edges together with adhesive tape with the logo.
- 2. Place the contents in the centre of box No. 1 in an upright position), close box No.1.

Place box No. 1 in the centre of the larger box No. 2, the distance from box No. 1 to the walls of box No. 2 must be at least 2 cm and no more than 5 cm, the gaps must be filled with filling materials (fillers).

4. Close box No. 2, apply the labels.

Alternatively, box No. 1:

Homemade "tube" made of presspaper filler.

Contents containing loose (powders) and strong smelling contents

Medication that does not require special temperature regimes in liquid form, in the manufacturer's packaging only

- 1. Close the contents in an airtight polythene bag (or wrap with 2-3 layers of stretch film), wrap with 1-2 layers of bubble wrap, tape the edges together with adhesive tape with the logo.
- 2. Place the contents in the centre of the corrugated cardboard box; the distance from the packaged contents to the sides of the box must be at least 2 cm and no more than 5 cm, and the voids must be filled with filling materials (fillers).

Rigid Packaging

"Inner crate" combined packaging, "NOT WOODEN", based on a corrugated cardboard box, into which a sheet frame from 2 cm thick material (foam plastic, polystyrene foam, presspaper filler, honeycomb cardboard, air packaging) is placed.

The frame must cover the inside walls of the box, on six sides (top, bottom and four side panels), sheets are attached together in close proximity, without gaps.

Nature and description of the shipment:

- 1. Weight up to 30 kg, length conditions: packed items must not touch the walls of the inner crate installed in the box.
- 2. Product material, purpose:
- glass: container, crockery, crystal, laboratory, optical, quartzoid, medical, vacuum, fireproof, heat-resistant, thermal, protective, glass fibre.
- **ceramics:** clay pottery, porcelain, semiporcelain, claystone masses, fireclay, faience, majolica, etc.
- **metal** (aluminium, lead, copper, zinc, cast iron, etc.) in the product.
- textolite, bakelite, polyether resin, epoxy resin, in electrical and radio engineering.
- plastic: opaque, inside the products.
- wood: opaque, construction, furniture, crockery, interiors, etc.

Shipments packed in corrugated cardboard boxes, including factory packaging:

- 1. Inside the corrugated cardboard box, there must be filling materials (fillers); if these are not available, add them and repackage. If the contents consist of several parts inside the package, each part shall be wrapped with 2-3 layers of bubble wrap, and separation material should be placed between the parts.
- 2. Wrap the corrugated cardboard box with 5-6 layers of stretch film, tape with adhesive tape with the logo.
- 3. Place the packaged item in the centre of the inner crate; the distance from the packaged contents to the sides of the box must be at least 2 cm and no more than 5 cm and the voids must be filled with filling materials (fillers).
- 4. Close the box, apply the labels.

If the shipment is unpackaged:

1. Wrap the contents with cushioning material, e.g. with 2-3 layers of bubble wrap.

Examples of shipments: Car parts: Headlights, lamps, etc. Household appliances:

Plasma and LCD panels, televisions Satellite dishes, music centres, home cinemas, etc.

Household chemicals: Only in the manufacturer's packaging.

Decorative items: framed paintings, panels, vases, sculptures, cups, etc.

Liquids: up to 5 litres, packed in original consumer containers (drums, kegs, canisters, jars) made of plastic, glass or metal.

Office equipment, with and without manufacturer's packaging: monitor displays, all-in-one PC, laptops, printers, scanners, etc.

Interior furnishings, including lighting fixtures, chandeliers, lamps, light bulbs, LED, light fixtures, etc.

Plants, seedlings, flowers (no special transport requirements).

If the contents consist of several parts, wrap each part with 2-3 layers of bubble wrap, put the separation material between the parts, e.g, corrugated cardboard, align the parts and wrap with a thick layer of stretch film 5-6 layers

- 2. Place the packaged item in the centre of the inner crate; the distance from the packaged contents to the sides of the box must be at least 2 cm and no more than 5 cm and the voids must be filled with filling materials (fillers).
- 3. Close the box, apply the labels.

"Wooden

wooden frame (board), around the shipment, with side inserts of wooden strips (boards)

Not applicable for shipments that require a solid wooden crate.

Nature and description of the shipment:

- 1. Weight from 30 kg
- 2. Product material, purpose:
- glass: window, container, crockery, crystal, laboratory, optical, quartzoid, medical, vacuum, fireproof, heat-resistant, thermal, protective, glass fibre.
- **ceramics:** clay pottery, porcelain, semiporcelain, claystone masses, fireclay, faience, majolica, etc.
- **metal** (aluminium, lead, copper, zinc, cast iron, etc.) in the product.
- textolite, bakelite, polyether resin, epoxy resin, in electrical and radio engineering products.
- plastic: opaque, inside the products.
- wood: opaque, construction, furniture, crockery, interiors, etc.

Shipments requiring wooden crates are accepted only as pre-packed:

- 1. Wrap the contents with cushioning material, e.g., with 2-3 layers of bubble wrap, protruding parts and corners shall be provided with a double layer of cushioning.
- 2. To protect from moisture and dust, wrap the contents with 4-5 layers of stretch film, secure the package with adhesive tape with the logo.
- 3. Apply the labels.

Examples of shipments:

Car parts: auto glass, doors, hoods, fenders, bumpers, moldings, instrument panels, engines, transmissions, tanks, frames, radiators, rear axles, levers, stamped or cast wheels, etc.

Slot machines: gaming, ATMs, payment, vending, etc.

Aquariums, cages for animals in assembled form.

Decorative items: framed pictures and panels, floor mirrors, vases, sculptures, cups, floor clocks, etc. Liquids over 5 litres: packaged in plastic, glass or metal factory consumer containers, barrels, kegs, canisters, jars.

Large household appliances in manufacturer's packaging and without it:

Large household appliances in manufacturer's packaging and without it: refrigerators, ovens, hobs, washing machines, dishwashers, air conditioners, water heaters, cooker hoods; plasma LCD panels, televisions, monitor displays satellite dishes, music centres, music installations, home cinemas, etc.

Upholstered furniture: sofas, armchairs, chairs, footstalls, etc.

Assembled furniture: wardrobes, partitions,

etc.
Furniture components: worktops, doors, showcases, fronts, stained glass, etc.
Musical instruments: harps, pianos, grand

pianos, synthesizers, drum sets, cellos, double basses, etc.

Equipment: medical, pharmaceutical, laboratory, industrial, storage, exhibition, electrical and radio equipment.

Lighting: UV lamps, quartz lamps, recirculators, etc.

Household items: wrought iron grills, cast pots, etc.

Gardening and construction equipment: lawnmowers, mini tractors, chainsaws, etc. Ceramic, faience, porcelain sanitary ware, shower cubicles, etc.

Tanning beds, showers, bathtubs
Construction materials: shaped tube, Usections, rails, angles, bars, slabs, cement,
bricks, laminate, ceramic tiles, etc.
Transport: electric scooter, hoverboard,
motorbike, moped, bicycle, motorboat, etc.