



Well packed – safely to the destination

Useful tips for your packing operations





Every day we
ship around
two million
parcels for our
customers ...

... using state-of-the-art, fully automated sorting systems at the depot, and in swap bodies and vans on the road.

We handle all parcels with care. In spite of this, during handling and transport the parcels are always exposed to forces such as pressure, impact, vibration and friction. This is why it is very important to ensure that your goods are well and securely packaged.

This document will help you. It shows you how to package your goods correctly so that they reach their destination safely and intact.

Outer packaging

The outer packaging should protect your goods from damage during transport. For this reason, please always use corrugated cardboard boxes which are new or as good as new, and will retain their shape. The more sensitive to pressure and shocks, heavy and large your shipment is, the larger and more durable the corrugated cardboard box needs to be.

The outer packaging has to ...

- be sturdy and pressure-resistant
- consist of at least double-walled corrugated cardboard for a parcel weighing less than 8 kg,
- consist of at least triple-walled corrugated cardboard for a parcel weighing more than 8 kg
- be large enough to accommodate the entire contents and inner packaging
- ensure that the contents can't fall out, become damaged or damage other shipments
- completely enclose the goods to be transported with nothing sticking out
- be adapted to the specific features of any fragile contents
- be able to withstand a possible fall from a height of about 80 cm on its edge, corner or side
- be able to withstand fluctuating climatic conditions
- retain its shape up to a stacking height of 2 metres.
- be sealed in such a way that unnoticed access to the contents of the parcel during transport is not possible.



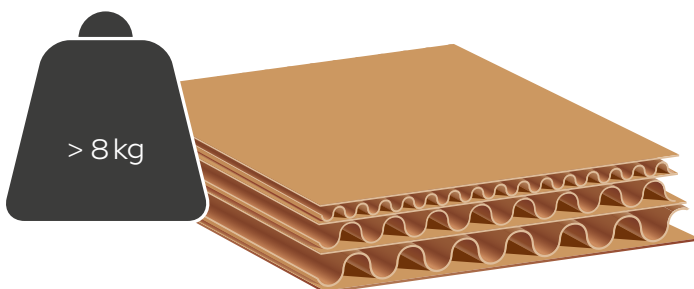
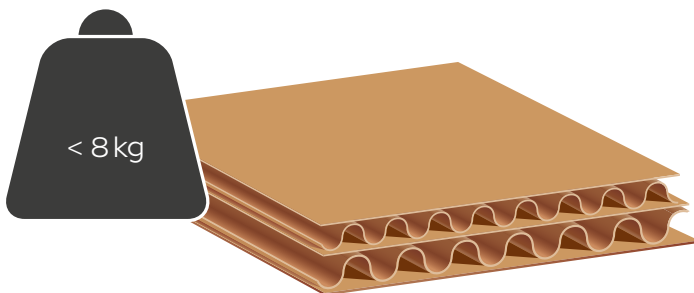
Special case: containers and shrink film

Buckets, cans, canisters or other containers made of plastic or metal are not suitable as packaging for shipping with DPD. During the fully automated transport process, strong friction and other mechanical stresses can lead to wear or damage to the containers. For this reason, manual handling is necessary, for which we have to charge you an additional fee.

If you wish to use shrink film as packaging for your shipment, please contact your sales contact in advance to clarify whether shrink film is suitable as packaging for your goods.

Tip:

When you apply the shrink film, make sure that no wrinkles form. Allow the shrink film to cool sufficiently to prevent the label from deforming and becoming illegible.



Inner packaging

The inner packaging serves to sufficiently cushion and fix your goods within the outer packaging. Used correctly it cushions shock and vibration forces, prevents the outer packaging from being punctured and protects your goods from damage.

The inner packaging has to ...

- consist of soft padding in the case of light goods and harder padding in the case of heavy goods
- completely fill all cavities in the carton (exception: constructive packaging)
- be suitable for the most fragile goods in the carton to make sure that these are optimally protected and secured

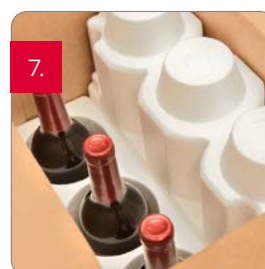
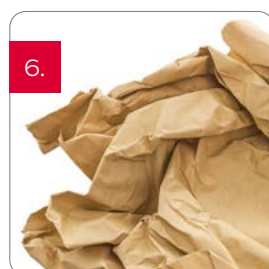
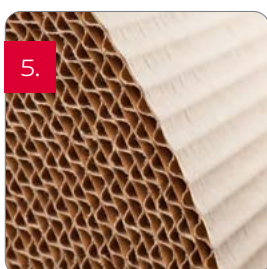
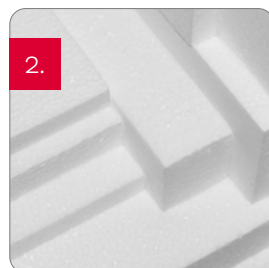
- ensure that the various goods to be shipped are not in direct contact, either with the outer carton or with each other (recommended distance to all 6 surfaces: at least 5 cm)

Special case: small parts and liquids

- **Loose bulk** materials such as small parts or screws should be secured against escaping by means of additional outer packaging, which also takes the weight into account.
- **The centre of gravity** of the parcel should be in the middle if possible.
- **Liquids** such as paints, varnishes or soaps must also be provided with suitable leak protection (such as a tear-resistant plastic bag) and sealed accordingly.

What to use for packaging

Material	Use	For light goods	For heavy goods
1. Polystyrene chips	Cavity filler*	■	
2. (Hard) foam	Cavity filler	■	■
3. Foam film	Cover, wrapping, separating or intermediate layer, moisture protection	■	
4. Bubble wrap/bubble cushion	Cavity filler, wrapping, separating or intermediate layer, moisture protection	■	
5. Corrugated cardboard	Cavity filler, partitions, as sleeves for bottles and cans	■	■
6. Paper	Cavity filler, wrapping for individual articles	■	
7. Foam moulding	Cavity filler	■	■
8. Corner and edge protection	Protection for fragile sections and goods	■	■



*Not suitable for electronic goods.



Well secured

Parcels must always be tightly and securely closed so that the packaging does not accidentally open during transport, to make sure the goods can't fall out of the parcel and that third parties can't access its contents unnoticed.



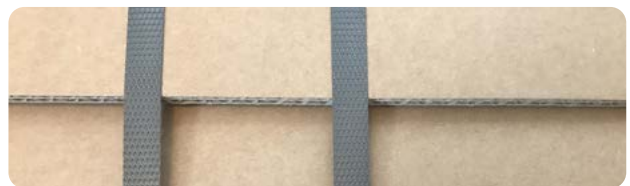
Adhesive tape and glass fibre reinforced adhesive tape

- We recommend a 50 mm wide adhesive tape which is tear-resistant, abrasion-resistant and moisture-resistant.
- The adhesive tape must be suitable for the weight of the goods to be shipped. For heavy packages, please use additional plastic adhesive tape with a higher breaking load.
- Parcels with high-quality goods are best sealed with secure adhesive tape.



Metal staples

For heavy goods you can also reinforce the outer carton with metal staples.



Strapping

- If you use strapping, make sure that the tape is strong enough and that the outer packaging is sufficiently rigid for the strapping.
- The straps must be tight and must not come loose. Strapping that does not fit tightly can damage the sorting equipment as well as the parcel and its contents.
- For heavy parcels you should use edge protection so that the tape does not cut into the outer cardboard box.
- Please only strap individual parcels with strapping tape.

Please note: special case!

Shipping of liquids in glass and plastic bottles

- Make sure that the inner or outer packaging is leak-proof, so that any damaged bottles do not contaminate or damage other goods.
- Separate individual bottles with partitions or corrugated cardboard sleeves. This avoids direct contact between the bottles and significantly reduces the risk of damage. In addition, the weight of the goods is distributed throughout the box. Please note: without separating elements even small impacts can lead to breakage.
- In order to prevent bottles from opening, especially in the case of plastic bottles, please secure the bottle caps by means of a suitable locking device.
- Due to the fact that transport is partially or fully automated, stickers such as „Fragile“, „Caution“, „Glass“ or directional arrows can unfortunately not be considered at all stages.
- For wine shipping we recommend the use of special packaging tested by DPD. For more details please see: www.dpd.de/weinkartonage



Shipping of liquids in break-resistant containers

- Liquids such as wall paints must be contained in a break-resistant container with the lid secured additionally and leak-proof outer packaging.
- Pack the containers in a square/rectangular cardboard box and provide them with suitable internal fixing.
- Use separating elements when shipping several containers in one carton.



Fragile goods

- Fragile goods must be packed with particular care.
- At best they should be packed individually, with sufficient cushioning material and in a pressure-resistant cardboard box.
- Due to the fact that transport is partially or fully automated, stickers such as „Fragile“, „Caution“, „Glass“ or directional arrows can unfortunately not be considered at all stages.



Do you wish to ship tyres, rims or hazardous goods?

In this case special provisions apply. Your sales contact person will be happy to help you.

High-quality goods

- In the case of high-quality goods such as electronics, the original packaging must be packed additionally in outer packaging with padding. Please also consider the requirements for adequate inner packaging.
- Before dispatch you should unplug any connections in the goods to be shipped.
- Use neutral packaging that doesn't reveal the nature of the contents of the parcel and their value.





The perfect parcel

Thought of everything?

Here are the most important facts in a nutshell:

- ✓ Square/rectangular, robust cardboard box
- ✓ Everything fitted securely in with nothing sticking out
- ✓ Soft padding for light goods, hard padding for heavy goods
- ✓ Nothing in the parcel can move around
- ✓ The parcel is sealed and the edges secured by adhesive tape
- ✓ Parcel label on the largest side of the parcel, easy to read and not concealed
- ✓ Old barcodes and conflicting address information have been removed



This document provides you with general and non-binding tips and recommendations for the packaging of your goods. It is not a comprehensive manual for the packaging of the goods that we accept for transport. The responsibility for proper packaging in accordance with the statutory provisions and contractual agreements lies with you as the shipper.