

Safe parcel dispatch – this is how it works

For a smooth transport your parcels must be sufficiently packed and properly labelled. This check list for dispatch preparation and packaging is supposed to advise you.

1. The right outer packaging

Should suit the type, weight and robustness of the item being sent. The packaging consists of outer packing, internal padding and sealing.

a. Use a solid outer packing

- Use **cardboard boxes** made of high-quality, moisture-resistant, double-wall cardboard.
- **Corner, surface and edge protection** are especially important.
- Use **new boxes** – the heavier the contents, the more stable the outer packing needs to be.



b. Use internal padding

- **Any empty spaces** inside a box should be filled with padding. Goods should not be allowed to move around.
- The padding material should be compatible with the goods being sent; for heavy and sensitive goods **precise-fit polystyrene moulds** should be used.
- **No direct contact** should be possible between goods and the outer packing.



c. Seal the parcel carefully

- The parcel should be wrapped with **adhesive tape** and well-sealed on all sides. The heavier or larger the parcel, the stronger the adhesive tape needs to be.
- Robust sealing (ideally with company tape) is essential for **secure transport and proof of originality**.
- It should not be possible to **access the parcel's content** without leaving marks.

2. Maximum measures and weights

| | <i>BusinessParcel ExpressParcel</i> (domestic) | <i>EuroBusinessParcel EuroExpressParcel GlobalExpressParcel</i> (domestic and export) | <i>BusinessSmallParcel EuroBusinessSmallParcel</i> (domestic and export) |
|--------------|--|---|--|
| Weight | max. 30 kg | max. 40 kg* | max. 3 kg |
| Length | max. 2,00 m | max. 2,00 m | max. 0,40 m |
| Width | max. 0,80 m | max. 0,80 m | The parcel must fit the SmallParcel frame. |
| Height | max. 0,60 m | max. 0,60 m | |
| Belt measure | max. 3,00 m | max. 3,00 m | |

* For information about exceptions please contact your GLS depot.

Belt measure =

$$2 \times \text{height} + 2 \times \text{width} + 1 \times \text{longest side.}$$



3. Print and apply parcel label

GLS offers you several IT dispatch systems for parcel handling – whether online tool or highly efficient hardware solution. Your GLS depot will be pleased to advise you which system suits best for your shipping requirements.

- Parcel labels generated by a **dispatch system** automatically contain all necessary transport information.
- The label should be fixed to the **largest side** of the parcel. Old stickers should be removed.
- Parcels must not be bundled but always sent **individually**, each applied with their own parcel label.

4. Non-conveyable goods

Need to be sorted manually, therefore a surcharge applies, as for example for:



Tyres



Rolls/Tubes



Bags



Wooden boxes



Plastic buckets and canisters



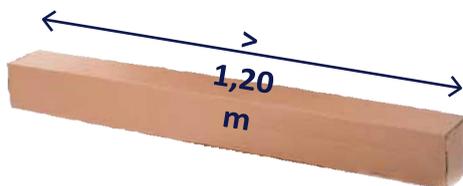
Bundling with Strapex ribbon



Fabric rolls



Parcels with protruding parts that need to be sorted manually



Parcels with a length over 1.20 meters



No-Read-Parcels (label not scannable)

5. The goods and parcels listed below shall be excluded from transportation by GLS.

These include in particular, but not exclusively:

- Parcels with a goods value of over € 5,000,
 - Goods which are insufficiently packed,
 - Goods which require special handling (e.g. being particularly fragile or have to be transported upright or only lying on a certain side),
 - Perishable and temperature sensitive goods, remains, live animals,
 - Precious metals and stones, watches, jewellery and pearls, objects of art, collector's items and antiques with a value of more than € 350.00 per parcel,
 - Goods which possess a low value themselves but whose damage or loss could cause high consequential damages (e.g. volumes with sensitive data),
 - TV Screens,
 - Phone cards and pre-paid cards (e.g. for mobile phones),
 - Money and documents with monetary value (e.g. securities, acceptance bills, savings books),
 - Firearms, essential weapon parts as well as ammunition,
 - Hazardous goods of any class,
 - Parcels whose content, external quality, dispatch or storage violates a legal or public authority prohibition including applicable export or import regulations,
 - Additionally excluded from transportation abroad are:
 - Hazardous goods of all kinds,
 - Tobacco products and liquors,
 - Personal effects and carnet ATA goods,
 - Tyres, if Sweden is the destination country,
 - Lithium batteries.
 - Excluded from airfreight:
 - Prohibited articles according to the regulation (EC) No 300/2008 of 11 March 2008 and its implementing rules as amended from time to time.
 - Parcels that exceed maximum size and maximum weight are also excluded from transport with GLS.
- Further dispatch information you'll get in your local GLS depot or online at gls-group.eu. Moreover the relevant version of GLS Ireland's General terms and conditions applies.