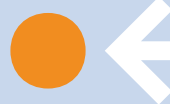


Packing Guide

03.2024



GLS.



Introduction

At GLS we do everything we can to ensure that your shipment reaches the recipient on time and in perfect condition. Please read the following recommendations carefully and make sure you pack your parcel properly. Please note that this document is a general guide and is not linked to GLS Spain's insurance policy, nor is it a warranty document in itself. The responsibility for correct packaging is the sole responsibility of the shipper. For further details, please refer to our General Terms and Conditions, available on the website [gls-spain.es](https://www.gls-spain.es)

General recommendations for safe shipping



Use GLS packaging for GLS shipments only. Any type of packaging other than GLS packaging is prohibited.



Make sure you use the right type of packaging for the material of the product you are shipping. The packaging must be adapted to the type, weight and robustness of the item.



Check the packaging requirements and regulations of the country you are shipping to. Avoid unnecessary inconvenience and expense.



If reusing boxes, remove labels from previous shipments and make sure they are fit for a second use.

Avoid damage and loss!

The packaging consists of:



1. Outer packaging



2. Interior protection



3. Sealer



4. Labelling







1. Outer packaging

- Be sure to use boxes strong enough to withstand the weight of the items you are shipping. Use high-quality, moisture-resistant, double-walled cardboard boxes.
- Do not reuse used boxes, they are usually not very resistant.
- The heavier the parcel, the stronger the packaging needs to be. Please note that the shipment does not travel alone and may be stacked alongside other shipments.
- Choose the right size box for the contents being shipped. Do not use small boxes because they can break and very large ones can become misshapen. To avoid this, choose the right size for the contents of your shipment.
- Protect corners, edges and surfaces.



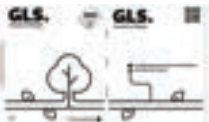
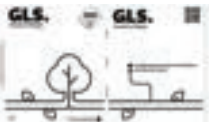


Outer packaging material

Type of box	Description	Size (Cm)	Material	Weight limit	Bursting strength test ¹ (Pounds per square inch)	Crush test ² (Pounds per square inch)
	Brown single-wall cardboard box	30 x 20 x 10	B-Flute Flexographic Printing	Up to 15 Kg. Approximately	614 bars	6.66 KN/m
	Brown double-wall cardboard box	30 x 20 x 17 40 x 30 x 25 44 x 32,5 x 42 60 x 40 x 29 60 x 60 x 60	B-Flute Flexographic Printing	Up to 45 Kg. Approximately	1604 bars	5.48 KN/m

¹ The burst test (also known as the Mullen test) is the force in pounds per square inch required to break or burst the side of a corrugated box. The result indicates the ability of the box to withstand extreme or internal forces and how the box will contain its contents during rough handling.

² Method that measures the crushing that corrugated cardboard suffers in the transverse direction. In doing so, it provides the information necessary to determine the ability of a sheet of corrugated cardboard to resist possible crushing.

Envelope type	Description	Size (cm)	Material	Weight limit	Stitching ³ strength	Tensile ⁴ strength
	Courier envelope		White/Black from 50- 70% Recycled			
	Express8:30 Express10:30 Express14:00 Express19:00 ExpressSaturday	25 x 30 x 4	70% Recycled	10 kg or envelope capacity limitation	>5 N	MD 10/ TD 14 (N/15mm)
	Express8:30 Express10:30 Express14:00 ExpressSaturday	36 x 42 x 5	70% Recycled	10 kg or envelope capacity limitation	>5 N	MD 10/ TD 14 (N/15mm)
	GLS estándar pequeño GLS estándar mediano GLS estándar semi grande GLS estándar grande	25 x 30 x 4 36 x 42 x 5 45 x 60 x 4 70 x 60 x 5	70% Recycled	10 kg or envelope capacity limitation	>5 N	MD 10/ TD 14 (N/15mm)

³ Stitching strength refers to the load necessary to break a seam.

⁴ Tensile strength is the maximum tension a material can withstand while being stretched or pulled before failing or breaking



2. Interior protection

- Fill in the empty spaces inside the parcel. Items must not move within the box or be in direct contact with the outer packaging.
- Interior protection must be appropriate for the type of contents. For heavy and delicate items use, for example, polyethylene moulds.
- Protect and insulate fragile products, for example, with bubble wrap. Avoid leaving empty spaces so that they do not hit each other.



Individual packaging and use of dividers

When several items are shipped in a single parcel, it is recommended to wrap and separate each product individually to avoid damage that may occur during transport when they come into contact with each other and if shipments are stacked. Always take the item into account when determining the material of the dividers.



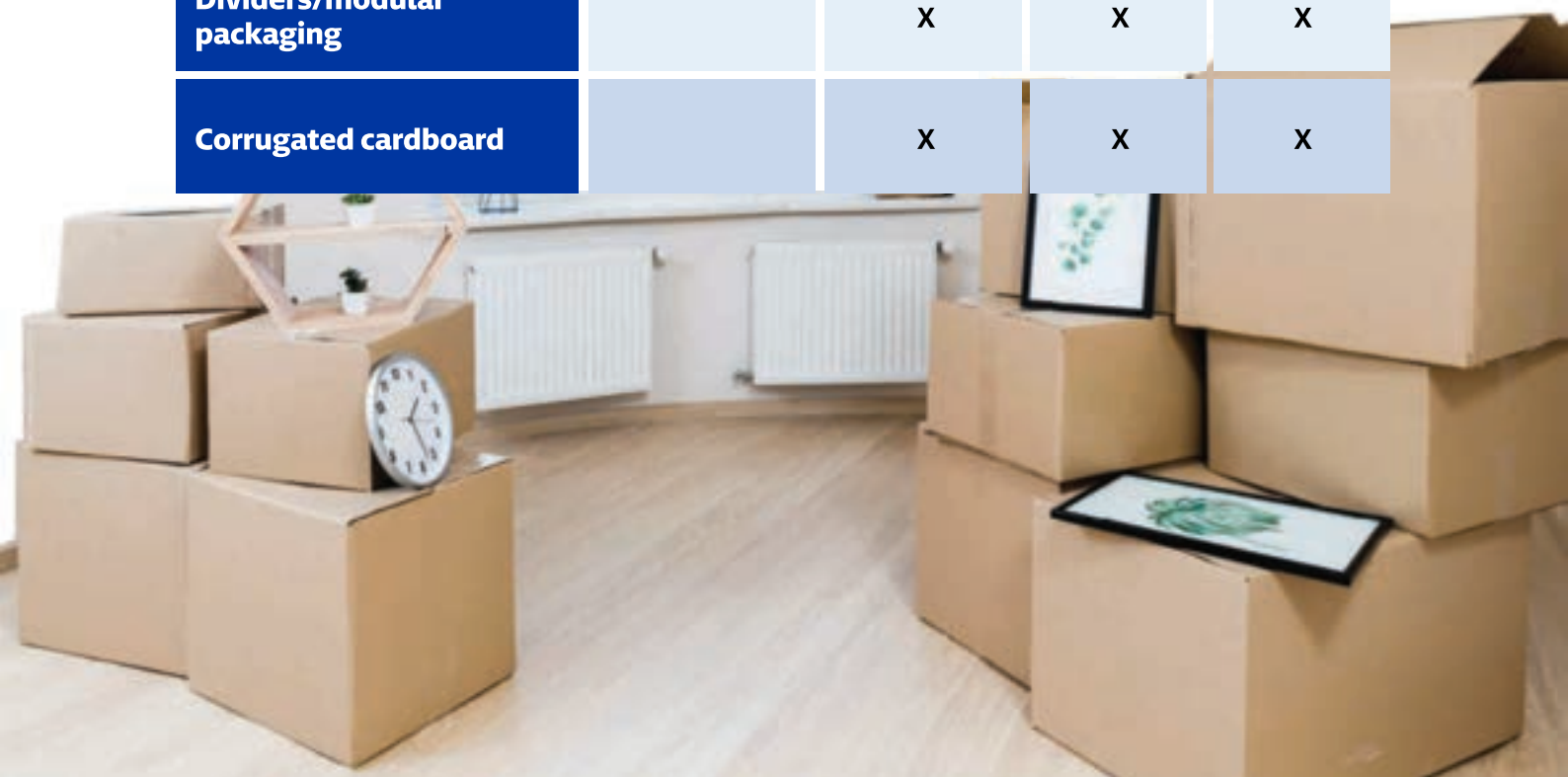
It is recommended that small or loose items be placed in a GLS envelope. Please note that the parcels pass through conveyor belts.





Inner packaging according to material

Material / Function	Cushioning	Vacuum Filling	Protection	Dividing
Bubble wrap	X	X	X	
Inflatable packaging		X		
Moldable foam	X	X	X	
Kraft paper		X	X	
Polyethylene chips	X	X		X
Dividers/modular packaging		X	X	X
Corrugated cardboard		X	X	X



3. Sealing the parcel

- Good sealing helps to protect the parcel during transport.
- Use pressure-sensitive tapes as they are stronger and more durable.
- The shipment must be completely sealed on all sides.
- Draw an H with the adhesive tape on all possible seams.
- The heavier or larger the parcel, the stronger the adhesive tape should be.
- It should not be possible to open the shipment without leaving marks.
- Do not use duct tape, painter's tape, masking tape or kitchen cling film to seal parcels.



H-taped sealing

Cover all the joints or flaps using the H sealing method.

1. Stick a strip of tape along the central seam
2. Apply 2 strips of tape along both edge seams and secure.
3. Perform steps 1 and 2 on both sides (top and bottom).

If the shipment is heavy, repeat the H-sealing.

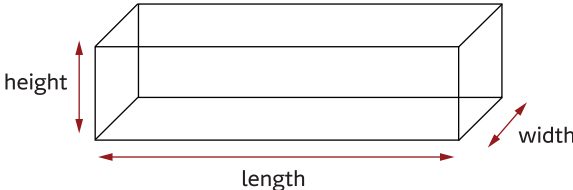


Maximum weights and measures¹

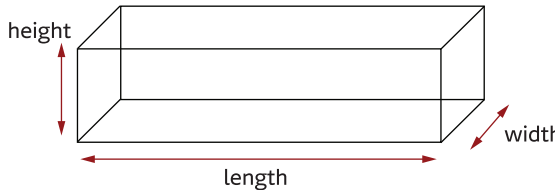
International			National		
	EuroBusinessParcel	GlobalExpressParcel	ExpressParcel	BusinessParcel	ShopDeliveryParcel
	(International)	(International)	(National)	(National)	(National)
Weight*	40kg max.	68 kg. max.	40kg max.	40kg max.	30kg.max. (Parcel Shop) 20kg. max (Lockers ²)
Length	200 cm. max.	270 cm. max.	The combined length and girth of a parcel may not exceed 300 cm		Parcel Shop: max. 150 cms. Locker: max. 100 cms
Width	80 cm. max.	80 cm. max.			
Height	60 cm. max.	60 cm. max.			
Circumference	300 cm. max.	330 cm. max.			

Calculation of measurements

2 x height + 2 x width + 1 x more length side



The sum of the three sides of the parcel (height, width, length) must not exceed the maximum diameter indicated.



¹ for information on restrictions, please contact your GLS branch or agency.

4. Labelling the shipment

The labels are printed using the IT solution that best suits the customer's needs.

- All shipments must have the label affixed to the top at the time of collection. This will help the sorting staff keep the shipment in the correct position and speed up the various processes.
- Fix the label to a visible part of the shipment and make sure that it is not partially or totally covered by an external element.
- Remove any previous labels.
- If you need to attach documentation, use a kangaroo envelope or packing list (transparent self-adhesive plastic window bag). It should go on the outside of the box.



Packaging methods

The most common methods of packaging are "individual box" and "box within a box"



- Use boxes strong enough to withstand the weight of the items being shipped.
- Fill all the empty space inside with the appropriate material and ensure that it is appropriate for the weight of the shipment's contents.
- Items must not move inside the box during transport, nor be in direct contact with the outer packaging.
- Place shipments that may be affected by moisture in a sturdy plastic bag.
- Make sure your items are placed in the centre of the box with at least 6 cm clearance from any external walls and corners.



This method is used to provide additional protection, especially when transporting fragile items or when shipping promotional items.

- Use the manufacturer's original packaging as the inner box, whenever possible, and follow the instructions for the individual box method.
- The outer box must be at least 14 cm larger, in all dimensions, than the inner box, to provide sufficient protection for the packaging. The ideal is to have a double-wall box. If using a single-wall box, make sure it is strong enough to support the weight of the item.
- Fill the inside of the outer box with cushioning material, and check that it does not move.



Bottles



- They require packaging that separates them from each other and provides immobilisation and cushioning during transport.
- The bottles must be hermetically sealed and separated by partitions to prevent movement and collision.
- They must have an absorbent packaging.

Sports equipment / Musical instruments



- Use packaging appropriate to the size and shape of the musical instrument or sports item.
- The cases themselves are not suitable for transportation. Use it as a base packaging and place it inside a second box.
- Loosen the tension on the strings to eliminate tension on the neck of the instrument.
- If the case is not available, pack the instrument or equipment according to our recommendations and, if possible, follow the "box within a box" method.

Suitcases and travel bags



- Check that the label is securely attached. If it becomes detached during transport, the suitcase loses its identification. Use, for example, cling film.
- Place additional identification in outside pockets or compartments (name and a contact telephone number to reach you if necessary).
- Protect the wheels.



Although electronic items usually come in their original packaging, it is recommended to use the “box within a box” method for more stability and greater protection.

- Please note that the original packaging is usually not sufficient to provide adequate protection during transport.
- If you do not have the original packaging, protect the item with protective material that separates them by at least 5 cm from each side of the box.
- Place the product inside a sturdy outer box that is at least 14 cm larger than the inner box overall. This box must be strong enough to protect the item. If possible, use a double-thick box. If using a single-wall box, make sure it is strong enough to support the weight of the item.
- Fill the inside of the outer box with cushioning material and check that it does not move.
- An additional option is the use of foam corners to maintain sufficient space between the inner and outer box.



Documents



- Use the GLS Envelope for shipping documents of up to 24 pages or 500 g in weight.
- The cardboard design offers basic protection against bending and creasing.
- Seal the envelope and, for added protection against stains and moisture, place it in a GLS courier envelope.



Tyres/Wheels



If you are sending tyres and wheels, please note the following tips:

- Protect them with cardboard or film.
- Make sure the parcel label is securely attached to the outer packaging.
- The following maximum measures should not be exceeded:
 - Height 60 cm, width 80 cm, length 200 cm
 - Perimeter 300 cm
 - Weight 40 kg, for national and international shipments



Only for EuroBusinessParcel shipments

Tyres with rims

Can only be shipped fully packed in cardboard boxes (max. one tyre on the rim per parcel).

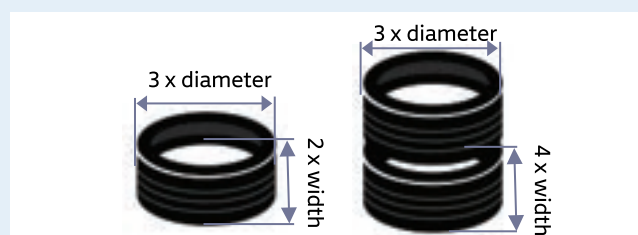
Max. width 300 cm = 2 x height + 2 x width + 1 x length



Car tyres without rims

They can be shipped individually or in packs of two.

Max. circumference 300 cm = Individual: 3 x outer diameter + 2 x tyre width
Parcel: 3 x outer diameter + 4 x tyre width



Bicycles and motorbikes

When bundling bicycle and motorbike tyres, the height of the bundle must not exceed the diameter of one tyre.



Calculation of circumference based on tyre data - example tyre size 245/40 R 18

External diameter:	$245 \times 40 / 500 + 18 \times 2.54 = 65.32$
Tyre width:	$\text{cm } 245 / 10 = 24.50 \text{ cm}$
Circumference of 1 tyre:	$3 \times 65.32 + 2 \times 24.5 = 244.96 \text{ cm}$
Circumference of a 2-pack:	$3 \times 65.32 + 4 \times 24.5 = 293.96 \text{ cm}$

*It is not possible to ship tyres to Sweden.
Switzerland: They are only accepted if shipped in a cardboard box.



As they pass through our sorting centres, the parcels are automatically measured by calibrated volume scanners and sorted according to pre-defined values.

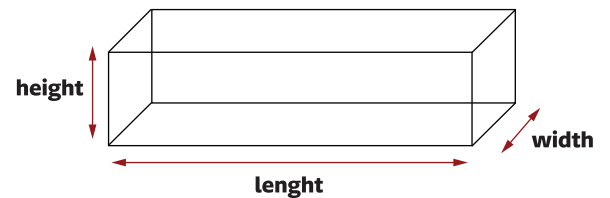
Depending on the dimensions of the parcel (length, width and height), the volume is calculated as follows:

$$\text{Volume in litres} = \frac{\text{Length} \times \text{Width} \times \text{Height (in cm)}}{1000}$$

Examples:

$$\frac{\text{Length 80 cm} \times \text{Width 50 cm} \times \text{Height 20 cm}}{1000} = 80 \text{ litres}$$

$$\frac{\text{Length 80 cm} \times \text{Width 50 cm} \times \text{Height 40 cm}}{1000} = 120 \text{ litres}$$





Items not accepted by the conveyor belt

Manual classification of the following items:



Plastic buckets and drums



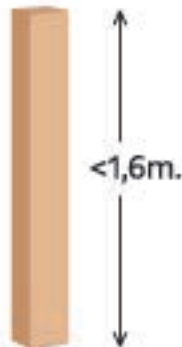
Sacks



Wooden boxes



Metal shipments



**Packages longer
than 1.60 m in length**



Plastic-coated rolls



**Parcels with non-automatically scannable
label or without label**



**Non-box shaped parcels
with protruding parts**

Biological Substance Category B - UN 3373 Marking

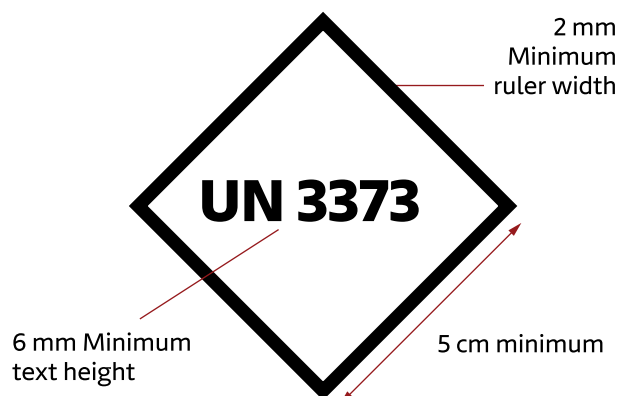


For the purpose of transport, the marking shown below shall be provided on the outside surface of each outer packaging, on a background which contrasts with the marking and is easily visible and legible.

The marking must be in the shape of a square with one vertex downwards (diamond), with minimum dimensions of 50 mm x 50 mm, the thickness of the lines must be at least 2 mm. And the height of the letters and figures must be at least 6 mm. The proper shipping name of "BIOLOGICAL SUBSTANCE, CATEGORY B", in letters of at least 6 mm. In height, it must be marked on the outer packaging next to the diamond-shaped marking.

For dangerous goods, only the UN 3373 will be accepted, accompanied by the consignment note.

Substance marking requirement



Packaging recommendations

Packaging / Triple packaging

