

Packaging regulations for parcel shipments



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1. General conditions

Dear Customer,

Safe and proper packaging of the parcel is essential during transportation.

In order to ensure that your shipment reaches the consignee in a timely manner and undamaged, we ask that you carefully read the packaging regulations for parcel shipments.

Yours, Itella

PLEASE NOTE:

- Shipments must be with such inner and outer packaging as is necessary to prevent damage to the contents of the shipment:
 - during handling of shipment at any angle
 - shipment being subject to shocks or falling from a low height (automated sorting lines)
 - below the weight of other shipments to the extent of 2-3 times the weight of the shipment itself

- If the outer packaging of the shipments is not damaged, while the content is damaged - that means the packaging has been insufficient to withstand the handling cycle

- Different goods require different types of packaging depending on the type and nature of goods

- Labels on the packaging such as “Fragile”, “Caution-Brittle” and the directional arrows for handling cannot be taken into account when handling parcels on conveyor lines used for operational sorting of shipments

2. ABC of Packaging

4 basic steps when preparing a parcel

1

Assess

What is the weight of the parcel?
Is the content of the parcel fragile?
Can the content of the parcel leak or spill?



2

Pack

Use the double cardboard box;
Pack it leaving at least 6 cm space
between the items and the sides of the
parcel;
Fill the empty space with the inner
packaging to prevent the items from
moving.



3

Seal

Please use durable packaging
tapes.
Seal all edges in H-tape
pattern.



4

Attach the label

Please attach the label on the
top of the parcel;
Attach it on ONE surface.



3. Content Assessment before Packaging

- Assess the content of the parcel before packaging
- Suitable packaging will protect the content of your shipment from the possible damage during transportation



QUESTIONS THAT WILL HELP YOU CHOOSE THE RIGHT TYPE AND METHOD OF PACKAGING

Weight	<ul style="list-style-type: none"> • Is the cardboard box strong enough and of sufficient quality to withstand the weight of the shipment?
Size and shape	<ul style="list-style-type: none"> • Is there enough space in the box for the entire shipment content? • Is the shipment content elongated or of irregular shape, with sharp corners?
Type and nature of items	<ul style="list-style-type: none"> • How fragile is the content of the shipment? • Is this a content with high value? • Does it contain several units of goods? • Does it contain liquids or loose substances?
Do You want to resell item in same packaging?	<ul style="list-style-type: none"> • Is the item in an industrial packaging and intended for resale?

4. Parcel Dimensions

1. Express Business Day shipments

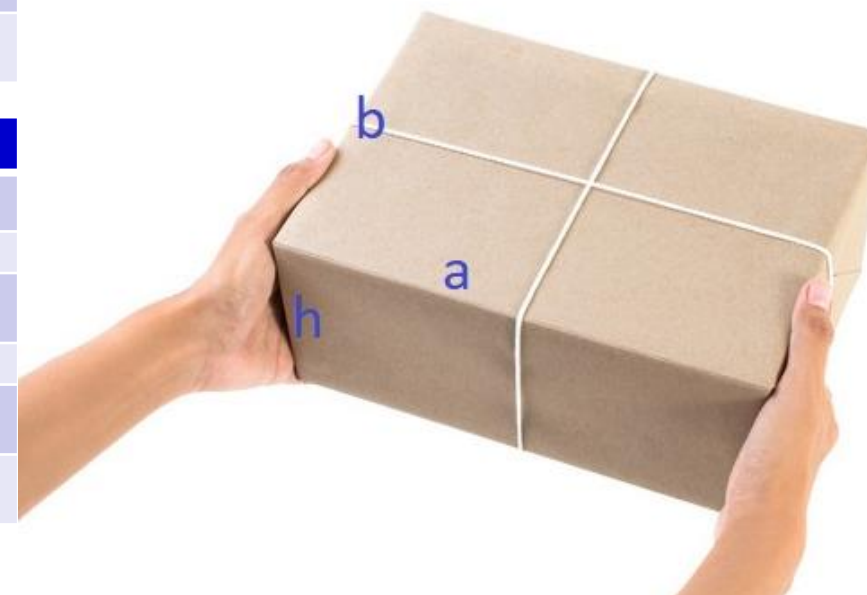
Min. size:	25 x 15 x 3 cm
Max. Size:	120 x 60 x 60 cm (Estonia, Lithuania, Finland) 200 x 80 x 60 cm (other EU countries)
Min. weight:	0.1 kg
Max. weight:	35.0 kg (Latvia, Estonia, Lithuania, Finland) 40.0 kg (other EU countries)
Max. Circumference:	Up to 300 cm

2. Parcel Connect shipments:

Min. size:	15 x 11 x 3,5 cm
Max. Size:	120 x 60 x 60 cm
Min. weight:	0.2 kg
Max. weight:	31.5 kg
Max. Circumference:	Up to 360 cm

The circumference or total length of the sides of the parcel shall be calculated according to the formula:

$$(b + h) \times 2 + a$$



5. Outer Packaging

OUTER PACKAGING MATERIALS AND QUALITY REQUIREMENTS

Materials

- It is advisable to always use **high quality corrugated cardboard boxes**. For fragile or heavy shipments, 2 to 3 cardboard layers are recommended

Durability

- Boxes must be **impact-resistant** with flat (equal) corners
- Use **new, high-quality and durable cardboard boxes**. Do not use reusable outer packaging as it may have lost its firmness
- Film, paper or cloth packaging material shall not be considered as a durable outer packaging
- The outer packaging must not come loose or disassemble during handling of the package at any angle and when subject to shocks during handling
- **The outer packaging must not deform under the weight** of other shipments to the extent of 2- 3 times the weight of the shipment itself

Size

- Boxes with **insufficient filling** may be compressed under the weight of other shipments
- **Overflowing boxes** may come loose during handling

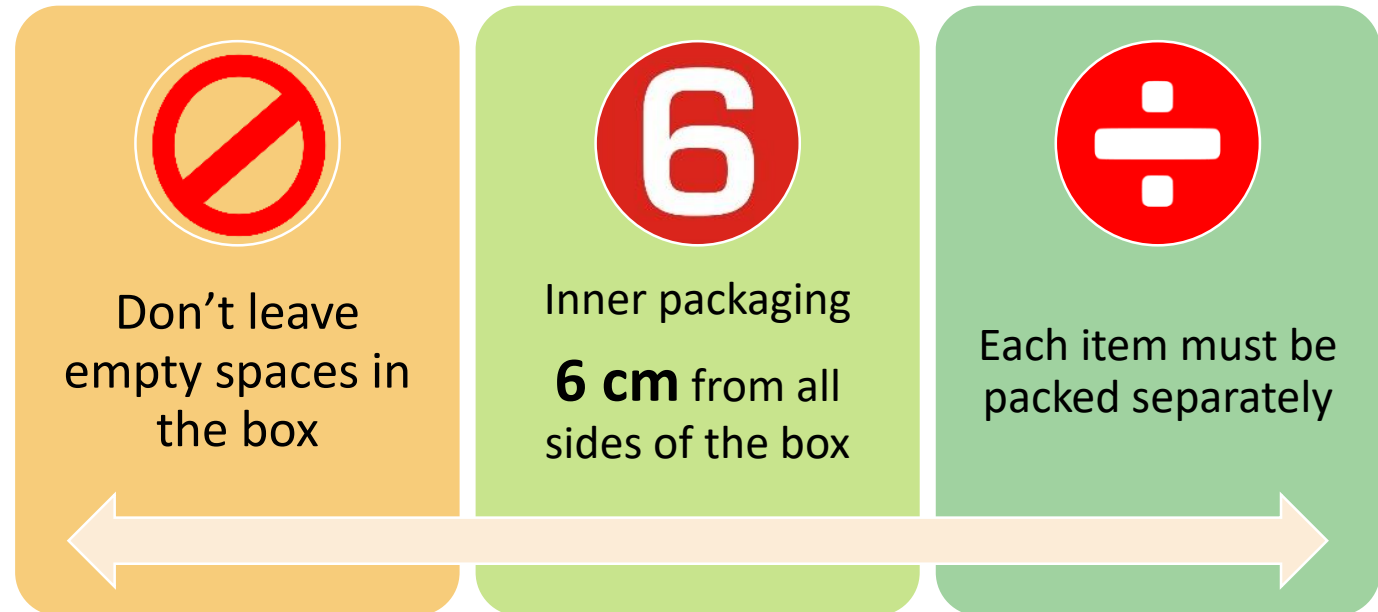


6. Inner Packaging

- ❑ The inner packaging serves as a shock absorber and protects the contents of the shipment from damage that may occur due to parcel shocks during loading processes and on the automated sorting lines
- ❑ The inner packaging must allow the contents of the shipment to remain fixed during handling
- ❑ The inner packaging should be used in such a way that it completely fills the free space inside the box

Materials

Air bags
 Bubble wrap
 Shredded paper and cloth
 Corrugated cardboard
 Styrofoam
 Shavings
 Special fixing foam



7. Safe Methods of Packaging

Assess the contents of the shipment when choosing the right packaging method

Protection level 1

BASIC METHOD OF PACKAGING

- Suitable for durable goods (printed materials, metal parts, etc.)
- Pack it leaving at least 6 cm space between the goods and the sides of the parcel
- Fill all empty spaces inside the box with a cushioning filler (paper, corrugated cardboard, polystyrene foam or paper pellets, bubble wrap, or other fixatives)



7. Safe Methods of Packaging

Protection level 2

ADVANCED SECURITY LEVEL PACKAGING

- Suitable for goods with a high risk of damage (cosmetics, glassware, etc.)
- Pack each item separately before placing in a box by wrapping it securely with bubble wrap. Please use cardboard separators
- Pack it leaving at least 6 cm space between the goods and the sides of the parcel to be filled in with a cushioning filling (in particular, large bubble wrap, air bags are advisable) in order to ensure complete fixation of the items and amortization during transportation



7. Safe Methods of Packaging

Protection level 3 

HIGHEST SECURITY LEVEL PACKAGING

Suitable for high-value goods with a high risk of damage (hardware, mobile devices, etc.)

- ❑ Recommended when the original packaging of the product is intended for resale
- ❑ The first or inner box packaging principle is the same as the previous method
- ❑ The outer or second box must be at least 14cm larger than the first box to allow sufficient inner packaging between the two boxes
- ❑ For the outer box, it is recommended to use new unused corrugated cardboard box with 2-3 layers



8. Liquids and Viscous Substances

- ❑ When packing liquids or viscous substances, please pay special attention to **preventing the packages of goods from opening or breaking during handling**
- ❑ Choose a packaging method that protects the rest of the items inside the parcel in case one of the **items leaks or spills**

Liquids

Liquids must be placed in closed containers protected by a rigid cushioning inner packaging

For the inner packaging, please use special foam materials and cardboard separators

For the outer packaging, please use 2-3 layers of new corrugated cardboard box.

Viscous substances, odorous products

Before placing each individual item in the box, place it in a film bag, sealing it firmly with adhesive tape. Additionally, please use oil-resistant paper

9. Additional Protection of Corners and Edges

Falling from low height is possible when handled on automated sorting lines or during shipment transportation.

To further protect the contents of the shipment from damage to the corners and edges, use different material covers on the corners of the parts before placing them in the box

10. Sealing the Parcels

By carefully sealing the shipment with a durable adhesive tape you will ensure that the package will not open when handled and that the contents of the package will not be damaged or lost

Choose special adhesive tapes (polypropylene or vinyl) with high adhesion and security level

Do not use adhesive tapes or strings intended for paper, cellophane or stationery as these may tear during handling

Use the H-tape sealing method

1. Seal the central joint over the entire length of the package
2. Seal both side edges perpendicular to the middle tape
3. Repeat the process from both sides of the package
4. For heavy shipments, use several layers of adhesive tape



11. Attaching the Label to the Packaging

Properly attaching the shipment label or sticker is very important for the parcel to reach its destination successfully. Incorrectly attached labels may become detached during transportation and the shipment may become unidentifiable (lost)

IMPORTANT:

1. Attach the label with the address of the consignee on **the upper vacant surface of the parcel** - do not affix it to adhesive tapes, stitches or fasteners. If there is no such vacant surface, the contents should be placed in a larger box
2. The label **must not be glued over** or covered with adhesive tape
3. It is not advisable to use a used packaging, however, if you do so - make sure all previously used labels have been removed
4. For security reasons, we also recommend that you include the consignor and consignee data inside the parcel so that the shipment can be identified in the event of loss of the label

