

PACKING REGULATION OF DOCUMENTS AND GOODS

I. *General instructions*

- *Only use packaging of Party A for Goods sent via Party A's courier services; do not accept any uses for other purposes*
- *Party B can use your own packaging but must not damage Goods during transport due to packaging errors.*
- *Use double-wall boxes for heavier items.*
- *Fragile Goods have to pack in sponge boxes, spongy carton boxes with firm belt or wooden covering, mark or label on outter boxes*
- *Wrap each item by gasket materials (air bubble sheet, foam, bloom beads) and put them in the middle of carton boxes, separated from other items and away from the edges, corners, and bottom of boxes.*
- *For Goods with special or unusual shape have to be packed and taped all sharp edges or protruding parts.*
- *Goods are bottles containing liquid have to put upright, use lids on containers, and its wrap must be able to prevent leakage*
If there are many containers in a box, bottles have to be separated by a partition or using elastic materials sealed between gaps to prevent shifting. Goods containers must paste symbols vertically and note external liquid cargo outside shipments
- *For Goods susceptible to damage from moisture (electronic machines, electronic components, powder, food, drugs ...), Party B must pack Goods in nilon bags and ensure safety during delivery*
- *For chilled goods, Party B must pack goods into small leakage-proof bags (good weight does not exceed allowed weight limit); seale bags to keep cold and pack small bag on storage tank to transport (eg foam tank, wood or dedicated plastic); use cold insulation material like dry ice, liquefied petroleum gas (LPG) (using LPG to ensure compliance with aviation regulations of dangerous goods); use waterproof tape to seal barrel's mouth*
- *Goods to cause infectious diseases to humans and animals must be clearly notified or labeled "infectious substance" on postal items and must be wrapped as prescribed. Party B must ensure Goods to be wrapped carefully and does not cause any dangers to human and animals during delivery.*
- *Small Goods (smaller than 18 cm x 10 cm x 5 cm) have to put in hard boxes being inserted tight gasket material inside, not pack small goods in envelopes.*
- *Remove all old address labels from reused boxes before sending Commodities and ensure no holes, tears or pinch at corner outside boxes*

II. *General packing guidelines*

1. *Packing methods for single boxes*

- *Packing fragile Goods on hard boxes*
- *Use stuffs like crumpled newspaper, foam or air bubble cushion for filling gaps to avoid the movement of goods inside the box during delivery.*
- *Packing Goods may be affected by dirt, moisture conditions into plastic bags*
- *Goods with parts split or in form of powder, granular... must be put in sealed bags or bins then put into hard boxes because they can be spilled.*
- *Tape in the form of H letter to seal packages*

2. *Packing method for box- in- box*

- *Pack each items in bubble bags or thick spongy bags and insert cushioning materials to fill gaps among boxes to avoid movement.*
- *Close and tape inner box in the form of H letter in case box is opened randomly*
- *Place small box inside longer, wider and higher ones and insert cushioning materials to fill gaps on top, bottom and all sides among boxes*
- *Tape in form of H letter to seal packages*

3. *Packaging pallet package*

- *Use pallets with a strong base and in accordance with the requirements of the forklift.*
- *Stacking pallets in the form of columns and balancing sides, it ensures more stability pallets*
- *Goods must fit in pallets, not protruding out because this may be easily damaged or may damage other shipments*
- *Packed around a protective layer (carton, wood or plywood) to minimize external forces.*
- *Use straps to wrap around to keep goods fixed on pallets (straps must link goods to pallets). The sides of the pallet should be wrapped too to ensure balance and stability.*

4. *Package sealing*

- *Tape in the form of H letter and tape smoothly over lid and fixed from top to bottom of barrel to seal packages*

5. *Record address and package label*

- *Remove and delete old addresses outside boxes*
- *Record name, address and contact number of receivers and senders outside packages*
- *Label and Delivery Sheet have to tape on the same direction of the same sides of packages*
- *Do not tape label and Delivery Sheet around the corner, directly on the edge or seam of packages*

III. *Special commodity packing*

- *Artworks: paste vent duct adhesive tape crossing over glass surface to avoid splintering*

- *Pictures and Posters: Paste adhesive tap on hard materials like plywood, laminated fiber mats... or put prints between two pieces of corrugated pad and tape all the edges of the two pads together for flat commodities*
- *Wired musical instruments: loosen strings to reduce tension on instruments*
- *Printing products: bundle all products together to avoid shifting; insert enough cushioning materials before packing at least two layers outside.*
- *Curled Goods (paintings, maps): is curled and put into plastic pipes or tough paper (kraft wrapping paper) and place in paper boxes; or curl up again and place in plastic pipe or scroll paintings, maps ... with hard cartoon- made round tube with hard cover) and then sealed off with tape at both sides.*
- *Goods is fresh flower and greenery:*
 - *Fix Goods inside barrel with strings being tethered with container or put cushioning materials to avoid moving; use partition pannel to separate flower with bottle (for bunch of flowers); use covers to fix pots in carton (for greenery); using cover tray with lid that fits on the surface (for seedlings or gourd sprouts) to fix them into plastic trays during transport; for potted flowers (especially orchids) should use paper to wrap the flowers and leaves to increase cushioning layer to avoid break during transportation*
 - *Jars, vases or containers do not contain water and have topsoil (soil should be packaged) in pots or plant containers, especially gourd spouts have to ensure moderate soil moisture because they are easily to break if soil is too wet; label delivery sheet on top of box to ensure right transportation.*
 - *Goods are bouquets: Put bouquets on cage box matching with size of flowers, use pillows or horizontal belt to avoid shifting flowers in the box, select type of carton boxes with moisture-resistant adhesive layer and use duct tape to hold boxes (do not use string or twine to hold boxes)*
- *Commodities like electronic components, computer parts, equipments, household products are instructed to pack as fragile commodities and can choose below types of Commodity packing:*
 - *Use single box packing*
 - *Use box-in-box packing*
 - *Notes for specific commodities:*
 - ✓ *Computer screen: dismantle computer base and all parts attached with screen (if possible) and turn over screen during delivery.*
 - ✓ *Printing: remove ink box before delivery and put it into plastic bag to avoid spreading out. Bundle tape on all movable parts like lip, printing head to make them unmovable during delivery. Remove paper tray and pack separately.*
 - ✓ *Scanner: Fix scanning head to avoid moving during delivery.*

