

### **Packaging and labelling requirements for shipments**

1. The packaging shall protect the shipment from damage, loss, unauthorised opening and also from causing any damage to other shipments or to third parties and their property.
2. The type of transport packaging shall be appropriate to the type of contents (Table 1).
3. The packaging method shall be appropriate to the type of contents, (Table 1) and shall include additional packaging materials:
  - for cushioning inside and outside individual packaging and filling voids (filler) inside the packaging: bubble wrap, AIRPAKER air bags, "filler" presspaper, wrapping paper, corrugated cardboard sheets (3 and 5 layers), polystyrene sheets, foam plastic, honeycomb sheets, stretch film and convenient items (rags, crumpled newspaper, cardboard scraps and other materials capable of guaranteeing amortisation);
  - for separation when there are two or more contents in one package: AIRPAKER air bags, "filler" presspaper, corrugated cardboard sheets (3 and 5 layers), expanded polystyrene sheets, foam plastic, honeycomb sheets;
4. Packaged items (including factory packaging) must not contain any empty spaces inside. If the factory packaging is made of laminated cardboard and already has an "inner crate", e.g. at least 2 cm thick foam plastic, then no additional packaging is required.
5. Shipments requiring a "wooden crate" should be packed with cushioning and protection materials. (Table 1)
6. Packages must not show any signs of re-use: punctures, dents, scuffs, oil and dirt marks, or any information not related to the shipment: labels, logos, inscriptions, barcodes, etc.
7. The dimensions and weight of the contents must not exceed the permissible weight and dimensions of the transport package and no parts of the shipment shall protrude beyond the limits of the package.
8. Irregularly shaped shipments: round, oval, with an unstable surface (possible rolling, overturning, etc.), with sharp and protruding parts, etc., must be carefully packed and secured inside the package in order to prevent displacement and damage to other shipments.
9. Shipments within a transport package consisting of several contents or contents consisting of several parts must be individually packed with cushioning materials, placed in the transport package and lined with separation and filler materials.
10. Inside the corrugated cardboard box, the shipment shall be placed in the centre, the distance from the shipment to the sides, bottom and top of the box, shall be at least 2 cm and no more than 5 cm. The voids shall be filled with filler materials.
11. The shipment label shall contain the following information.

- A shipping label barcode, which is applied after packing to each shipment, including multi-item shipments. The shipping label barcode must be of A6 size (100x150 mm/ 105x148.5 mm) and have clear, legible contours in the barcode area, without deformations or transitions from one surface to another.

The barcode labels are printed on self-adhesive paper.

It is recommended that the following materials be used for printing:

- on a thermal transfer printer: semi-gloss paper label, ribbon with wax-resin coating;
- on a thermal printer: ThermoTop coated paper label

Customers can print out the barcode:

- via their Customer Profile;
- a member of staff in the Contractor's office.

Placement of the barcode: for CDEK packages in a designated place, for other packages on the front side or top surface that is not put on the flap of the package.

- Security stickers (recommended): soft seal barcode (package number), sealing devices (package number and tamper evident).

12. Customers can purchase packaging materials from CDEK or pack them in their own packaging. Types of packaging and packaging guide: <https://www.cdek.ru/ru/calculate>.

13. CDEK shall not be liable in case of damage to shipments if the Customer fails to comply with the Packaging and Labeling Requirements, unless the nature of the damage is not related to the improper packaging of the shipment, or a part of the shipment (corner, etc.) for which proper packaging has been provided, is damaged.

#### **Table 1. Types of transport packaging, packaging methods, types of contents.**

(If the shipment is not in the table, reference should be made to similar shipments in view of their similar nature and description)

Type of packaging	Type of contents	Packaging method, comments
<b>Cardboard, paper packaging (Craft paper)</b>		
Courier cardboard envelope	<b>Shipments: format up to A4, weight up to 0.5 kg, height 15 mm</b> Printed goods: documents, passports, photographs, books, booklets, magazines, etc.	Items shall not be packed. Pack the contents in an envelope, close and label it.
Envelope with an air space Aeropack (Craft paper)	<b>Shipments:</b> <b>A4 format, weight up to 0.5 kg, height 15 mm</b> <b>A5 format, weight up to 0.3 kg, height 10 mm</b> Fashion jewellery Printed goods: photographs, books, booklets, magazines, etc. Souvenirs/CDs/DVDs Jewellery	Pack the contents in an envelope, close and label it.

<b>Soft packaging</b>		
<b>Courier package / Plastic Security Bag</b>  <b>Format of bags, weight of contents:</b> <b>A2, weight 4 kg</b> <b>A3, weight up to 3 kg</b> <b>A3+, up to 4 kg</b> <b>A4, weight up to 2 kg</b> <b>A5, weight up to 0.5 kg</b>  The bag must be sealed anywhere on its surface	<b>Shipments made of durable materials that cannot break, break off, spill, crumble, become deformed, etc.</b>  Children's stuffed toys Leather goods: gloves, bags, Clothing Footwear (boxed) Backpacks Textiles: bedding and kitchen accessories in the manufacturer's packaging Jewellery	Wrap the contents with cushioning material, e.g. 3 and more layers of bubble wrap, pack it in a bag. Apply the labels. <b>It is not permitted to pack:</b> - items containing fragile parts, liquids, powders, etc. - objects that do not fit in size and shape (rounded, irregularly shaped); - objects with sharp edges or other parts that can tear the bag; - items in the manufacturer's packaging, which is an inseparable part of the contents and which, if damaged, may constitute an insured event. For example, branded footwear, branded clothes, etc; - any type of liquid (gels, oils).
<b>Combined packaging</b>  <b>No.1</b> Bubble wrap or wrapping paper + stretch film + adhesive tape with the logo  <b>No.2</b> Stretch film + Cardboard + Stretch film + adhesive tape with the logo.  <b>No.3</b> Stretch film +	<b>Shipments made of durable materials that cannot break, break off, spill, crumble, become deformed, etc.</b>  <b>For No.1</b> Travel bags Sports bags Duffel bags, etc. *Suitcases  <b>For No.2</b> Car tyres  <b>For No.3</b>	<b>When packing bags and suitcases, fill the empty spaces inside with fillers or convenient items.</b>  <b>No.1.</b> Wrap the contents with cushioning material, e.g. bubble wrap 3 or more layers or one layer of crumpled wrapping paper, then wrap with a thick layer of stretch film 4-6 layers to protect from moisture and dust (we recommend black stretch film), secure the package with adhesive tape with the logo along and across the shipment. * When packing suitcases, provide handles, wheels, supports with protective corrugated cardboard inserts or pressboard. Apply the labels.  <b>No.2.</b> Wrap the contents 3-4 times with stretch film, then wrap or pad with cardboard, then re-wrap with 3-4 layers of stretch film (we recommend black stretch film), secure with adhesive tape with the logo along and across the shipment. Apply the labels.  <b>No.3</b> Wrap the contents with 3-4 layers of stretch film, place in a bag or sleeve, or wrap in canvas,

<p>polyethylene or polypropylene bag (or sleeve, canvas) + adhesive tape</p> <p><b>No.4</b> Bubble wrap or wrapping paper + pressboard (or wooden strip or corrugated cardboard or honeycomb cardboard) + stretch film + adhesive tape</p>	<p>Advertising products: banners, posters Construction materials: wallpaper, linoleum, carpeting, etc. Textiles: carpets, fabrics, etc.</p> <p><b>For No.4</b> Sticks Skis Snowboards Scooters (folded) Skateboards Curtain rails, etc.</p>	<p>shape the package into a roll, scroll or tube, secure with adhesive tape with the logo along and across the package, paying particular attention to the end pieces. Apply the labels.</p> <p><b>No.4</b> Wrap the contents with 3-4 layers of stretch film, if the contents are paired (e.g. skis) wrap each one separately, tightly fasten with adhesive tape, then wrap with 3 or more layers of bubble wrap or crumpled wrapping paper, fasten with adhesive tape, make the frame (or tube) to the width and length of the packaged item from pressboard, or create a rigid support "rail" to the width and length of the packaged item from a wooden strip, honeycomb cardboard or other materials, then wrap with a thick layer of stretch film (we recommend black stretch film), then secure the packaging with adhesive tape with the logo along and across the shipment. Apply the labels.</p>
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<b>Semi-rigid packaging</b>		
<p><b>Corrugated cardboard box</b></p> <p>When selecting a box, you must consider the following:</p> <ol style="list-style-type: none"> <li>1. Type of cardboard: it must be multi-layer corrugated cardboard (at least three layers).</li> <li>2. Maximum weight of the box: do not load the box with more weight than it can bear, pay attention to the markings on the box.</li> <li>3. Pick the size of the packaging so that the 6 sides of the box (top, bottom and four side walls) from the walls of the box to the contents shall be kept to a minimum of 2 cm and a maximum of 5 cm.</li> </ol> <p>Use adhesive tape with the CDEK logo to tape the box with the assistance of a CDEK employee. All edges of the box must be taped for additional box strength and protection against unauthorised opening.</p>	<p><b>Nature and description of the shipment:</b> Weight up to 30 kg, length conditions: packed items must not touch the walls of the box. Products made from durable materials that are not capable of breaking, breaking off, spilling, crumbling, etc.</p> <p><b>Examples of shipments:</b> Automotive spare parts: Plastic discs, pads, brake cylinders, clutch, etc. Tools for construction, renovation, musical instruments, surgical, games, crafts tools, etc. Stationery Leather Goods Clothing Footwear Printed goods: books, booklets, albums Household items: Tableware, dish sets, cutlery sets, sets for kitchen, bath, home and garden Interior furnishings: figurines, souvenirs, frames, candlesticks, etc. Textiles: fabrics, carpets, curtains, throw blankets, bedding, etc.</p>	<p><b>Contents that do not require special protection:</b></p> <ol style="list-style-type: none"> <li>1. Wrap the contents with a cushioning material, e.g. with 3 and more layers of bubble wrap, tape the edges together</li> <li>2. Place the packaged item in the centre of the corrugated cardboard box, with the distance from the contents to the sides of the box must be at least 2 cm and no more than 5 cm and the voids must be filled with filling materials (fillers).</li> <li>3. Close the box, apply the labels.</li> </ol>
	<p><b>Nature and description of the shipment:</b></p> <ol style="list-style-type: none"> <li>1. Weight up to 30 kg, length conditions: packed items must not touch the walls of the box No. 1 (see packing method on the right)</li> <li>2. Product material, purpose: <ul style="list-style-type: none"> <li>- <b>glass:</b> container, crockery, crystal, laboratory, optical, quartzoid, medical, vacuum, fireproof, heat-resistant, thermal, protective, glass fibre.</li> <li>- <b>ceramics:</b> pottery made from clay, porcelain, semi-porcelain, fireclay, faience, majolica, etc.</li> <li>- <b>metals in the product</b> (aluminium, lead, copper, zinc, cast iron, etc.).</li> <li>- <b>textolite, bakelite, polyether resin, epoxy resin, in electrical and radio engineering</b></li> </ul> </li> </ol>	<p><b>Fragile contents. The "box No. 1 in box No. 2" method</b></p> <p><b>a) If the shipment is unpackaged:</b></p> <ol style="list-style-type: none"> <li>1. Wrap the contents with cushioning material, e.g. bubble wrap with 3 or more layers.</li> <li>2. Place the packaged shipment in the centre of box No. 1, close box No. 1.</li> <li>3. Place box No. 1 in the centre of the larger box No. 2, the distance from box No. 1 to the walls of box No. 2 must be at least 2 cm and no more than 5 cm, the gaps must be filled with filling materials (fillers).</li> <li>4. Close box No. 2, apply the labels.</li> </ol> <p><b>Alternatively, box No. 1:</b> Homemade "tube" made of corrugated cardboard or presspaper filler.</p> <p><b>b) If the shipment is in its original packaging</b></p>

	<p>(microcircuits).</p> <ul style="list-style-type: none"> <li>- <b>plastic:</b> opaque, inside the products.</li> <li>- <b>wood:</b> opaque, construction, furniture, crockery, interior, etc.</li> </ul> <p><b>Examples of shipments:</b>  Automotive parts: headlights, lights, side mirrors, interior components, tuning, etc.  Tools for construction, renovation, musical instruments, surgical, games, crafts tools, etc.  Stationery: souvenir and gift sets.  Small appliances: irons, hairdryers, kettles, mixers, blenders, multi-cookers, meat grinders, coffee grinders, microwaves, vacuum cleaners, shavers, etc.  Electronics: Laptop (up to 17"), phone, tablet, video recorder, photo frames, etc.  Optical instruments: binoculars, spyglasses, telescopes, etc.  Household items: Tableware, dish sets, cutlery sets, sets for kitchen, bath, home and garden, etc.  Interior furnishings: souvenirs, candlesticks, vases, jars, figurines, chandeliers, light bulbs, LED, lighting fixtures, mirrors, clocks, etc.  Plants, seedlings  Plumbing (faucet, tap, etc.)  Jewellery</p>	<p><u>(hereinafter referred to as box No. 1):</u></p> <ol style="list-style-type: none"> <li>1. Inside box number 1, there must be filling materials (fillers); if these are not available, repackage them.</li> </ol> <p>If the contents consist of several parts inside the package, each part shall be wrapped with cushioning material, e.g. bubble wrap with 3 or more layers, and separation material should be placed between the parts.</p> <ol style="list-style-type: none"> <li>2. Wrap box No. 1 with cushioning material, e.g. 3 or more layers of bubble wrap, tape together with adhesive tape with the logo.</li> <li>3. Place box No. 1 in the centre of the larger box No. 2, the distance from box No. 1 to the walls of box No. 2 must be at least 2 cm and no more than 5 cm, the gaps must be filled with filling materials (fillers).</li> <li>4. Close box No. 2, apply the labels.</li> </ol>
	<p><b>Contents of "very fragile" materials</b>  <b>Nature and description of the shipment:</b>  Glass items up to 1 mm thick</p>	<p><u>c) If the shipment is "very fragile" in its original packaging (hereinafter referred to as box No.1):</u></p> <ol style="list-style-type: none"> <li>1. Inside box No. 1, there must be filling materials (fillers); if these are not available, repackage them. If the content of box No. 1 consists of several parts inside box No. 1, you should wrap each part with cushioning material, e.g. bubble wrap with 3 or more layers of bubble wrap, and place separation material between the parts.</li> <li>2. Wrap box No. 1 with cushioning material, e.g. 3 or more layers of bubble wrap, tape together with adhesive tape with the logo.</li> <li>3. Place box No. 1 in box No. 2, close box No. 2.</li> <li>4. Place box No. 2 in the centre of the larger box No. 3, the distance from box No. 2 to the walls of box No. 3 must be at least 2 cm and no more than 5 cm, the gaps must be filled with filling materials (fillers).</li> <li>5. Close box No. 3, apply the labels.</li> </ol>
	<p><b>For two or more items</b>  <b>Nature and description of the shipment:</b></p> <ol style="list-style-type: none"> <li>1. Weight up to 15 kg, length conditions: packed items must not touch the sides of the box.</li> <li>2. Products made from durable materials that are not capable of breaking, breaking off, spilling, crumbling, etc.</li> </ol>	<ol style="list-style-type: none"> <li>1. Wrap each of the contents with cushioning material, e.g. bubble wrap with 3 or more layers, and put separation material, e.g. corrugated cardboard, between the contents.</li> <li>2. Place the packed contents in the centre of the corrugated cardboard box, with a minimum distance of 2 cm and a maximum distance of 5 cm, the gaps must be filled with filling materials (fillers).</li> <li>3. Close the box, apply the labels.</li> </ol>

	<p><b>Contents containing liquids</b></p> <p>Household chemicals: up to 5 litres only in original packaging</p> <p>Liquids: up to 5 litres only in factory containers, kegs, canisters, jars (plastic, metal, glass).</p> <p>Cosmetics: creams, shampoos, lotions, oils, etc. (in the manufacturer's packaging)</p> <p>Medication that does not require special temperature regimes in liquid form, only in the manufacturer's packaging (glass, plastic)</p> <p>Perfumes in the manufacturer's packaging (for shipment, ground transportation only)</p> <p>All contents containing liquids must be hermetically sealed. The original packaging must not allow the contents to be opened freely and without effort (permissible options: the presence of a dispenser on the packaging, tight factory packaging, first opening control (lid with tamper-evident ring, etc.); lids that can be opened by pushing and pulling upwards, etc.).</p>	<ol style="list-style-type: none"> <li>1. Close the contents in an airtight polythene bag (or wrap in stretch film 2-3 times), wrap with 2 or more layers of bubble wrap, tape the edges together with adhesive tape with the logo.</li> <li>2. Place the shipment in the centre of box No. 1 in an upright position), close box No.1</li> </ol> <p>Place box No. 1 in the centre of the larger box No. 2, the distance from box No. 1 to the walls of box No. 2 must be at least 2 cm and no more than 5 cm, the gaps must be filled with filling materials (fillers).</p> <ol style="list-style-type: none"> <li>4. Close box No. 2, apply the labels.</li> </ol> <p><b>Alternatively, box No. 1:</b> Homemade "tube" made of pressboard filler.</p>
	<p><b>Contents containing loose (powders) and strong smelling contents</b></p> <p>Medications that do not require special temperature regimes in solid and loose form, only in the manufacturer's packaging.</p> <p>All contents containing loose substances and strongly smelling contents must be hermetically sealed. The original packaging must not allow the contents to be opened freely and without effort (permissible options: the presence of a dispenser on the packaging, tight factory packaging, first opening control (lid with tamper-evident ring, etc.); lids that can be opened by pushing and pulling upwards, etc.).</p>	<ol style="list-style-type: none"> <li>1. Close the contents in an airtight polythene bag (or wrap in stretch film 2-3 times), wrap with 2 or more layers of bubble wrap, tape the edges together with adhesive tape with the logo.</li> <li>2. Place the contents in the center of the box, the distance from the walls of the box to the contents should be at least 2 cm and no more than 5 cm, the gaps must be filled with filling materials (fillers)</li> </ol>

<b>Rigid Packaging</b>		
<p><b>"Inner crate" -</b> combined packaging, "NOT WOODEN", based on a corrugated cardboard box, into which a sheet frame from 2 cm thick material (foam plastic, polystyrene foam, presspaper filler, honeycomb cardboard, air packaging) is placed.</p> <p>The frame must cover the inside walls of the box, on six sides (top, bottom and four side panels), sheets are attached together in</p>	<p><b>Nature and description of the shipment:</b></p> <ol style="list-style-type: none"> <li>1. Weight up to 30 kg, length conditions: packed items must not touch the walls of the inner crate installed in the box.</li> <li>2. Product material, purpose: <ul style="list-style-type: none"> <li>- <b>glass:</b> container, crockery, crystal, laboratory, optical, quartzoid, medical, vacuum, heat-resistant, heat-resistant, thermal, protective, glass fibre.</li> <li>- <b>ceramics:</b> clay pottery, porcelain, semi-porcelain, claystone masses, fireclay, faience, majolica, etc.</li> <li>- <b>metal</b> (aluminium, lead, copper, zinc, cast iron, etc.) in the product.</li> <li>- <b>textolite, bakelite, polyether, epoxy resin, in electrical and radio engineering.</b></li> <li>- <b>plastic:</b> opaque, inside the products.</li> </ul> </li> </ol>	<p><u>Shipments packed in corrugated cardboard boxes, including factory packaging:</u></p> <ol style="list-style-type: none"> <li>1. There should be materials for filling gaps (fillers) inside the corrugated cardboard box, in their absence, they need to be provided. If the contents inside the package consists of several parts, it is necessary to wrap each part with 3 or more layers of bubble wrap, and separation material should be placed between the parts.</li> <li>2. Wrap the corrugated cardboard box, with 5-6 layers of stretch film, tape with adhesive tape with the logo.</li> <li>3. Place the packaged item in the centre of the inner crate, with a minimum distance of 2 cm and a maximum distance of 5 cm between the packaged item and the inner crate, filling the gaps with packing material (fillers)</li> <li>4. Close the box, apply the labels.</li> </ol>

<p>close proximity, without gaps.</p>	<p>- <b>wood:</b> opaque, construction, furniture, crockery, interiors, etc.</p>	<p><u>If the shipment is unpackaged:</u></p> <ol style="list-style-type: none"> <li>1. Wrap the contents with cushioning material, e.g. with 3 or more layers of bubble wrap. If the contents consist of several parts, wrap each part with 3 or more layers of bubble wrap, put the separation material between the parts, e.g. corrugated cardboard, align the pieces and wrap with a thick layer of stretch film 5-6 layers.</li> <li>2. Place the packaged item in the centre of the inner crate, with a minimum distance of 2 cm between the packaged item and the inner crate walls more than 5 cm, fill the gaps with filling materials (fillers)</li> <li>3. Close the box, apply the labels.</li> </ol>
<p><b>"Wooden crate"</b> - wooden frame (board), around the shipment, with side inserts of wooden strips (boards) <b>Not applicable for shipments that require a solid wooden crate.</b></p>	<p><b>Nature and description of the shipment:</b></p> <ol style="list-style-type: none"> <li>1. Weight from 30 kg</li> <li>2. Product material, purpose: <ul style="list-style-type: none"> <li>- <b>glass:</b> window, container, crockery, crystal, laboratory, optical, quartzoid, medical, vacuum, heat-resistant, heat-proof, thermal, protective, glass fibre.</li> <li>- <b>ceramics:</b> clay pottery, porcelain, semi-porcelain, claystone masses, fireclay, faience, majolica, etc.</li> <li>- <b>metal</b> (aluminium, lead, copper, zinc, cast iron, etc.) in the product.</li> <li>- <b>textolite, bakelite, polyether, epoxy resin, in</b> electrical and radio engineering.</li> <li>- <b>plastic:</b> opaque, inside the products.</li> <li>- <b>wood:</b> opaque, construction, furniture, crockery, interiors, etc.</li> </ul> </li> </ol>	<p>Shipments requiring wooden crates are accepted only as pre-packed:</p> <ol style="list-style-type: none"> <li>1. Wrap the contents with cushioning material, such as 5 or more layers of bubble wrap, protruding parts and corners shall be provided with a double layer of cushioning.</li> <li>2. To protect against dust and moisture, wrap the contents with 4-5 layers of stretch film, tape together with adhesive tape with the logo.</li> <li>3. Apply the labels.</li> </ol>

<p><b>Examples of shipments:</b></p> <p>Car parts: auto glass, doors, hoods, fenders, bumpers, moldings, instrument panels, engines, transmissions, tanks, frames, radiators, rear axles, levers, stamped or cast wheels, etc.</p> <p>Slot machines: gaming, ATMs, payment, vending, etc.</p> <p>Aquariums, cages for animals in assembled form.</p> <p>Decorative items: framed pictures and panels, floor mirrors, vases, sculptures, cups, floor clocks, etc.</p> <p>Liquids over 5 litres: Packaged in plastic, glass or metal factory consumer containers, barrels, canisters, jars</p> <p>Large household appliances in manufacturer's packaging and without: refrigerators, ovens, hobs, washing machines, dishwashers, air conditioners, water heaters, cooker hoods; plasma LCD panels, televisions, monitors satellite dishes, dishes; music centres, music installations, home cinemas, etc.</p> <p>Upholstered furniture: sofas, armchairs, chairs, footstalls, etc.</p> <p>Assembled furniture: Wardrobes, partitions, etc.</p> <p>Furniture components: worktops, doors, showcases, fronts, stained glass, etc.</p> <p>Musical instruments: harps, pianos, grand pianos, synthesizers, drum sets, cellos, double basses, etc.</p> <p>Equipment: Medical, pharmaceutical, laboratory, industrial, storage, exhibition, electrical and radio equipment.</p> <p>Lighting: UV lamps, quartz lamps, recirculators, etc.</p> <p>Household items: wrought iron grills, cast pots, etc.</p> <p>Gardening and construction equipment: lawnmowers, mini tractors, chainsaws, etc.</p> <p>Ceramic, faience, porcelain sanitary ware, shower cubicles, etc.</p> <p>tanning beds, showers, bathtubs</p> <p>Construction materials: shaped tube, channels, rails, angles, bars, slabs, cement, bricks, laminate, ceramic tiles, etc.</p> <p>Transport: electric scooter, hoverboard, motorbike, moped, bicycle, motorboat, etc.</p>	
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