Qogita

Seller packaging guidelines

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Shipments <20kg

Shipments - Max ± 20 KG (44 LBS) per box

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Shipping labels & dangerous goods

When a shipment does not contain Dangerous Goods, please ensure no DG marks are present on the shipment.

Please attach one shipping label to the left top corner of the box.

Stickers for shipping liquids

When shipping liquids, please **always** add a sticker indicating 'This side up', per the image below. This sticker should be placed on two opposite sides on the box.

Stickers for Dangerous goods

When shipping Dangerous Goods; the Seller is responsible for adequate packaging, complying with ADR DG regulations; the section below advises best-practices and Qogita's standards.

When shipping Dangerous Goods in Limited Quantities (LQ), **it is mandatory** to add the DG LQ logo to the box. Please ensure the logo does not contain any UN numbers, and has a size of 10*10cm.

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Choose the correct box

To validate the quality of packaging, Qogita might perform a 90cm (h)+(height) drop test on select shipments.

All boxes must be able to pass this test.

When picking a box size, make sure there is no wasted space. Try to pick the smallest box that meets the weight limit requirements.

If items don't fit in one box, please split the shipment into multiple unmarked/unbranded boxes.

Your box must meet the following criteria:

- ☑ It corrugated
- ☑ At least double-walled
- ☑ Does not contain any company branding
- ☑ Recyclable/ Environmentally friendly produced
- ☑ It must be able to be opened without destroying the box

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Close the box & documentation

Do not place priced invoices inside of boxes.

Items packed in boxes should follow the **H-Tape method** with additional tape over the middle.

Add the necessary documentation

Packing slip must be placed on top of the box before closing it.

Never include any other documents unless specified.

In case additional documents were requested, place those on top of the box **before closing it**.

3

Pick your packaging

All fragile items such as glass bottles, items with a pump mechanism or have the potential to leak need to be wrapped individually.

The bottom and the walls of the box should be covered with packaging material. The packaging material should be chosen on the fragility of the products.

Approved packaging material



Other packaging

You may use other packaging to fill the box as long as the contents arrived undamaged and leaks are contained to the single leaking item.

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Fill in the box

Once the bottom and the inner walls of the box are covered with packaging material, you can place individually wrapped items in the box.

Make sure to fill in empty space with packaging material, so the items cannot move inside.

If you have any questions or concerns, please contact your Qogita Account Manager