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# PACKAGING GUIDELINE

Whether you're looking for general guidelines for packing day to day shipments or specific guidelines for shipping specialty items, you'll find it all here in our packaging guideline

## Packing Materials

- Tamper proof Polythene Bags
- Corrugated Boxes
- Bubble Wraps
- Plastic Bags (as the final layer of Packaging)

## Prohibited Packaging Materials

- Paper bags, paper envelopes, shopping bags, tulip bags, brown paper bags or similar bags and cardboard bags with open top must not be used as packing material
- Transparent Poly Bags (as the final Packaging)
- Usage of Staples (as they can be removed easily)
- Original product packaging must not be used as packaging and every order must be packed with a packing material

## Fragile Product Packaging (Glass Products, Flower Vases, etc.)

- Fragile products must be packaged to prevent handling damages
- Fragile products must be packaged with both internal packaging (minimum 6cm layer of bubble wrap or similar) and external packaging (double wall box)
- There must not be any empty spaces inside the packaging for fragile products. Only bubble wrapping is not suitable for fragile items
- Place a “FRAGILE” sticker on the outer surface of the package visible to anyone who sees it

## How to Pack?

- Each order must be packaged in a TAMPER PROOF (No-Tamper) polythene bag
- Position bottles that contain liquids (cosmetic products, colognes, plastic bottles, etc.) upright. Use an inner seal and perforated breakaway cap. The inner packaging must be able to contain leaks.
- Liquid Products should be covered with a box as an inner packaging. Then the box should be covered with bubble wraps as a second layer packaging and finally the bubble wrapped box should be covered in a bag and then the bag should be fully sealed.
- Clothes should be packaged in a polythene bag as the inner packaging (to avoid damages caused by weather, other liquid products, etc.) and as the final packaging a thick plastic bag which is fully sealed should be used
- Chipboard boxes, such as gift or shoe boxes, must be bubble wrapped and packed into a corrugated outer box and should be sealed

## Sealing the Package

- Each order must be packaged in a TAMPER PROOF (No-Tamper) polythene bag
- Apply tape evenly across flaps and seams to both the top and bottom of the outer packaging
- After package is being fully sealed, there cannot be any open / torn ends

## Labelling the Package

- Package labels and packing slips should be applied facing the same direction on the same side of the package
- Place shipping labels on the package's largest surface



**For further guidance on packaging please refer the exhibits A and B below**

**Exhibit A** (Packaging that falls out of the Standards and Guidelines mentioned above)



**Exhibit B** (A packaging that complies with guidelines)



## Liability

- Simplex would not be liable for any loss or damages of shipments caused by inadequate packaging. We would neither refund the amount nor waive off the delivery charges if a damage occurs to a certain product that has not followed the packaging guideline given above.

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