

## DISPATCH OF GOODS IN BAGS

# PACKAGING TIPS FOR PLASTIC POUCHES

To ensure fast and reliable shipping, we use highly automated production processes with state-of-the-art conveyor technology. Therefore, using robust packaging is very important. Should you use plastic pouches instead of the recommended cardboard packaging recommended, you will find essential tips and information on the correct material, packaging and placement of the label.



### Possible consequences in the production process due to unsuitable plastic pouches

- No protective effect against transport stresses if packaging is too soft
- Canting or hanging of incompletely filled or too flat (< 1cm circumferentially) film/shipping bags in the production process
- Loss of or damage of the goods if the sealing tabs are not properly glued
- Poorly legible inscription if the shipping label is not glued on without folds, e.g. due to areas of the shipping bag not being filled in

### Possible consequences of using unsuitable plastic pouches

- Delay in transit time for damaged shipments, because of reworking them
- Poor first impression with your customers and increased returns rate
- Liability for damage to processing equipment (e.g. conveyor belts) or Third party shipments
- Damage to the contents of the shipment when using the same plastic pouche for the return shipment

### IMPORTANT NOTE

According to the General Terms and Conditions and the Conditions of Dispatch of Deutsche Post DHL, a shipment must be packed in such a way that it is adequately protected against damage and loss and so that Deutsche Post DHL and third parties cannot suffer any damages.

### OUR RECOMMENDATION

You would like to test your packaging? Please contact DHL packaging consulting. Detailed information and further tips on how to pack correctly can be found at [dhl.de/packinginstructions](https://www.dhl.de/packinginstructions)

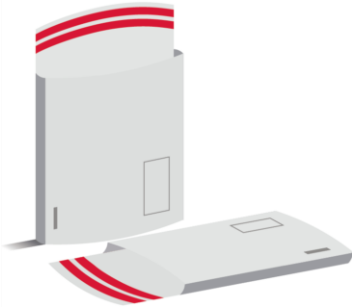
### TIP

Safe is safe: use the DHL approved poly-bag. More information on [dhl.de/approvedpolybag](https://www.dhl.de/approvedpolybag)

# PLEASE NOTE THE FOLLOWING TIPS AND HINTS FOR THE SHIPPING OF PLASTIC POUCHES:

## The correct material

If the bags do not slide through the machines in the required manner, this may result in disruptions in the sorting process. Therefore, it is necessary that the material used meets the following requirements:

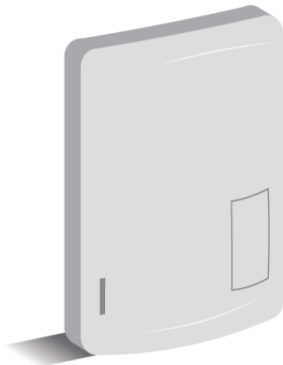


- ✓ **Coefficient of friction between 0.15 and 0.2 in accordance with DIN EN 8295:** You should preferably have your supplier confirm the coefficient of friction in writing.
- ✓ **Bag thickness may be no less than 80 µm.:** Pay attention to tear resistance, tensile strength, resistance to tear propagation. Tearing can be avoided in this way.
- ✓ **Seal seam:** This must be able to withstand the entire production process (including returns).
- ✗ **No black outer packaging:** Such packaging cannot be processed automatically, which leads to transit time delays.

**The higher the weight of the contents, the higher the bag thickness!**

## Package items correctly

In this way you avoid the risk of damaged contents due to possible transport loads along the entire production process:



- ✓ **Select bags** only for contents that have a **straight surface**
- ✓ **Sufficient padding depending on the content**
- ✓ **Circumferential depth of at least 1 cm and rectangular shape** (with the minimum dimensions 15 x 11 x 1 cm)
- ✓ **For unstable contents** (such as textiles):
  - reinforce the envelope, e.g. **by inserting a corrugated cardboard blank**
  - use the **appropriate plastic pouch / envelope size**
- ✓ **Put the closing flap close to the contents and seal it**
- ✗ **For dimensional stability do not mix loose individual items together:** e.g., shoes with no box.
- ✗ **Avoid protruding parts, e.g. handles/carrying straps**
- ✗ **Please do not place small items in large pouches**

**The more stable, filled and cuboid the shipping bag, the easier is the production process!**

## Correct placement of the address label

Please ensure that your label is applied in a machine-readable way that avoids slipping or reflection.



- ✓ Label placed on **firm, deformation-free backing**
- ✓ Label **on the largest side**, leaving enough space from the edge
- ✓ Label **on the side with the adhesive flap**, so that the bag do not stick to the sorting machines if they are not sufficiently
- ✗ **Do not insert the label under transparent plastic pouches** (because of possible mirroring)

**The more correct the placement of the label, the higher the automated readability!**

**ATTENTION:** If plastic pouches have to be manual processed, they must then be treated as bulky goods with additional costs. This is the case if they are not machine-compatible, do not fit into the 450 x 350mm conveyor aids or have the following characteristics, for example:

- missing circumferential depth of at least 1 cm
- uneven supporting surface or protruding packaging parts that are unstable
- unstable contents and insufficient inner packaging, if not transportable on the sorting plant
- unsuitable plastic pouches

Find more details about bulky goods on [dhl.de/bulkygoods](https://www.dhl.de/bulkygoods)