



Mystore Packaging Guidelines Handbook

Introduction

At Mystore, we understand the importance of proper packaging in ensuring the safe delivery of your shipments. That's why we provide comprehensive packaging guidelines that cover various aspects such as measuring and weighing packages, packaging methods, sealing and labeling instructions, as well as guidelines for handling restricted items.

Expected takeaways from the packaging guideline handbook are as follows:





1. An overview of packaging process
2. The different categories of products
3. The packaging process of different categories
4. The Final Checklist

An overview of packaging process

1. Understanding the item for appropriate packing choices

An understanding about the product/item to be shipped makes it easy to choose an efficient and cost effective packaging. The following table relates the basic characteristics of the item to the parameters for selection of packages:

The relationship : Item & package choice

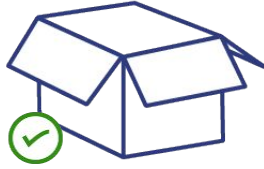
Dimension of item	<ul style="list-style-type: none">• Helps in selection of appropriate size of boxers/flyers• Minimize inventory & cost	
Weight of the item	<ul style="list-style-type: none">• Optimize for the maximum strength required for the box• Ensure safety of the item	
Fragility of item	<ul style="list-style-type: none">• Helps in selection of appropriate box strength• Helps in optimizing the cushioning items	
Physical state	<ul style="list-style-type: none">• Identifies the need for any special requirements of the protection of item• E.g. Liquid products need additional leak proofing	

2. Selection of Boxes

The right selection of boxes are crucial for the safety delivery of any item shipped.

Box selection

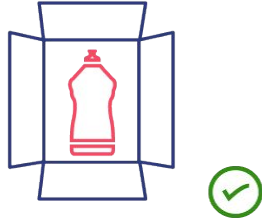
Material	<ul style="list-style-type: none">• Use corrugated boxes of 3 ply for the products below 4 Kgs or not fragile• Use corrugated boxes of 5 ply for the products above 4 Kgs and fragile• Use tamper evident box/flyer for high value items (Cost above 7000)• Ensure the material used can withstand the required edge crush & burst factor load
Size	<ul style="list-style-type: none">• Optimize the size of the boxes as per the product dimensions• The box should not be too small or too big for the item shipped. An optimum size box should be chosen
Quick check	<ul style="list-style-type: none">• Inspect the box for holes, tears, crushed items & sturdiness. Avoid poor quality boxes for the safety of items• Box is very compared to the item shipped



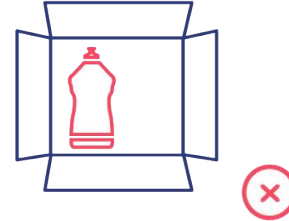
Sturdy, No Damage Box



Crushed Torn Damage Box



Size of the box as per the item dimensions



Size of the box is bigger than the item dimensions

Choose appropriate size of the box by considering the dimension of the item to be shipped

3. Selection of Flyer & Boxes

Flyers are quick & handy in packing of flexible items such as apparels or can be used as an added protection for the safety of the shipment from external fluids, tampering etc.

Flyer Selection

Material	<ul style="list-style-type: none">• Choose 60-80 microns hot melt glue adhesive LDPE polybag• Use tamper evident poly bags for high value items (Cost above 5000)
Quick Check	<ul style="list-style-type: none">• Inspect the polybag for any damages• Ensure the opening is sealed properly after picking the item

4. Packaging of an item

Packaging of an item involves leak proofing, cushioning, placing of the item & filling of the voids in the box. Enough cushioning needs to be provided to ensure no loads are transferred to the items

Cushioning

Material	<ul style="list-style-type: none">• Bubble wrap• Foam sheets
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Bubble Wrap



Foam Sheets

REFERENCE TABLE : Internal Packaging material vs. Functionality

Material	Functions			
	Cushioning	Void fill	Surface protection	Divider
Bubble wrap	Yes	Yes	Yes	
Foam Sheets	Yes	Yes	Yes	
Airbags		Yes		
Shredded paper		Yes		
Crumpled Paper		Yes		
Corrugated Inserts		Yes		Yes

5. Packaging of an item

Liquid items need to be made leak proof before cushioning or packing. Common leak proofing techniques are mentioned below.

Leak Proofing

Material	<ul style="list-style-type: none">• Heat shrink sleeves• Taping of bottle caps• Zip lock or leak proof pouches
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Heat Shrink Sleeves



Taping Of Bottle Caps



Zip lock or leak proof pouches

6. Packing of the item

All the voids in the box needs to be filled to restrict the movement of the items in the box. Void fill materials as listed below can be used for the purpose.

Void Fill

Material	<ul style="list-style-type: none">• Air cushions/Air pouches• Crumpled paper• Cardboard inserts (also used as divider for multiple products)
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Air cushions/Air pouches



Crumpled paper



Cardboard inserts

7. Sealing of the consignment

Sealing ensures that the properly packed item is secured and intact inside the box throughout the journey of the shipment.

Sealing

Tape	<ul style="list-style-type: none">• Use branded pressure sensitive tapes such as BOPP
Locations	<ul style="list-style-type: none">• Seal the center seam of the top and the bottom of the box• For heavy, liquid & fragile items, apply H-taping by sealing both the center and edge seams on the box



Taping for light weight shipments



H-Taping for heavy, liquid and fragile shipments

8. Labelling of the Shipment

Proper labelling is crucial for faster & safe handling of the shipment in reaching the intended destination.

Shipment label

Essential Data	<ul style="list-style-type: none">• Barcode• Waybill number and barcode (Incase of shipments of order value above 50,00)• Order number & barcode• Consignee address• Return address• Retail / Tax Invoice
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DELIVER TO:

Ravi Kumar Mishra
Khandsa Road Gurgaon
Gurgaon,
Haryana-122001
IN
Phone : +919897101020



20908210013055

AWB No. : 20908210013055
Logistics : Delhivery
Weight(kgs) : 600.00
Order Date : 2023-06-16
Order ID : 13589
Pieces : 3
Type : PREPAID



13589

Name	Quantity	Value	Total Amount
FALAH HANDICRAFTS SOCIETY FHS Ethnic Golden Bling box Clutch for bridal, wedding, party casual	1	1549	1549
FALAH HANDICRAFTS SOCIETY Party Wear Clutch - Black	1	1199	1199
FALAH HANDICRAFTS SOCIETY FHS Stylish Party Maroon Queen Bling Clutch Purse	1	1599	1599
Total			4435.5

This is computer generated document, hence does not require signature.

9. Labelling of the shipment

The label should be pasted at the right location to make it compatible with the requirements of logistics system for a fast & efficient delivery

Location of Label

Essential Data

- Paste the label on the seamless flat face of the box/flyer
- Paste the label away from the seams or edges of the box
- Readability of barcode is important for faster and correct processing of shipments
- In flyers/polybags all the essential data on labels should be visible and the label should be placed flat
- The pocket containing the label in the flyer should be taped at the opening to avoid the loss of label
- Thermal printed labels are strongly recommended over regular labels



Paste the label always on a seamless flat surface



Do not paste label on the edges as shown above



Do not use torn labels as shown above



Do not paste the label with the barcode over the seam. It can damage the barcode



Label without barcode cannot be processed as shown above



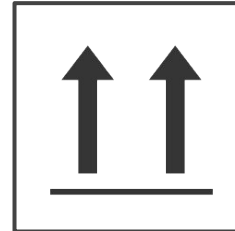
The label should not be crumpled and unsealed as shown above

10. Special handling labels

Special handling labels helps in communicating the necessary information for appropriately handling the shipment.

Special Handling Labels

Common Categories	<ul style="list-style-type: none">• Fragile• Perishables• Dangerous Goods• Package orientation• Keep Dry
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The categories and Items

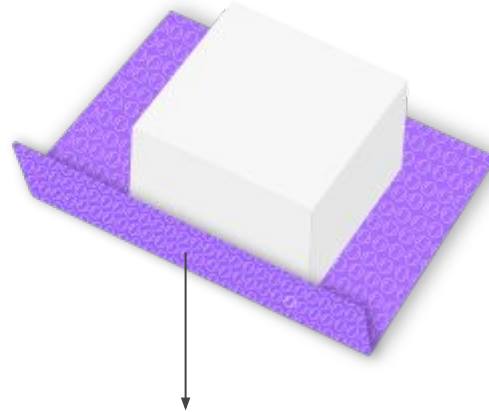
CATEGORIES	DIFFERENT ITEMS
Electronic Items	<ul style="list-style-type: none"> • Mobile Phones & Accessories • Tablets • Laptops, Personal computers and their accessories
Electrical Items	<ul style="list-style-type: none"> • Small home appliances • Power equipments • Industrial equipments
Fragile Items	<ul style="list-style-type: none"> • Glassware • Crockery • Home Decor
Apparels	<ul style="list-style-type: none"> • Flexible Packaging • Rigid Packaging
Fashion Accessories	<ul style="list-style-type: none"> • Jewellery • Watches
Liquid Items	<ul style="list-style-type: none"> • Beauty & Personal Care • Food products, Medicines • Automotive
Others	<ul style="list-style-type: none"> • Books & Stationeries • Travel Gears

Packaging Process For Electronics Items

1. Packaging Process: Preparing the item



Check the product
seal and order

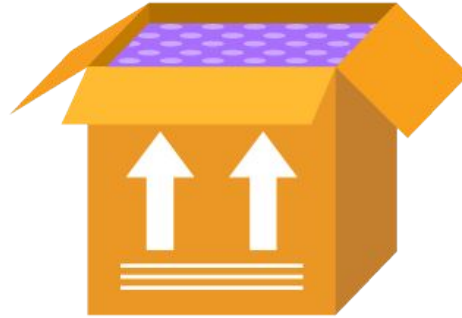


Wrap the product in
the bubble wrap

2. Packaging Process: Packaging the item in the box



i) Choose a sturdy 3-ply corrugated box



ii) Place the item in the corrugated box ensuring all voids are filled



iii) Seal the box with BOPP tape



iv) Place the sealed box in a LDPE polybag*

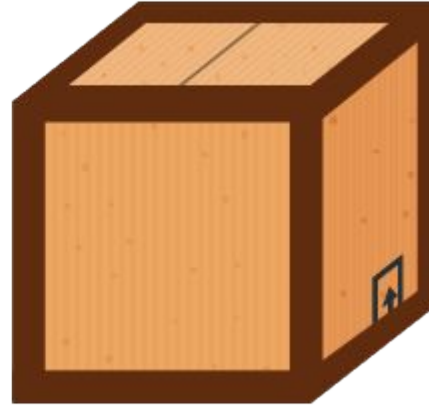
* For items above Rs 7000, use tamper evident packaging: box/flyer

Packaging Process For Electrical Items

1. Packaging Process: Preparing the item



Inspect the condition of the primary packaging for the safety of the product

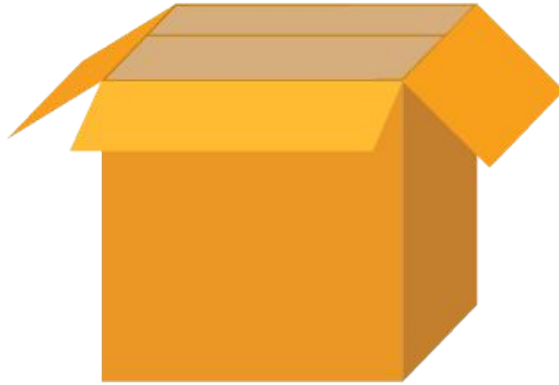


For heavy items, prepare the edges with hardboard angles

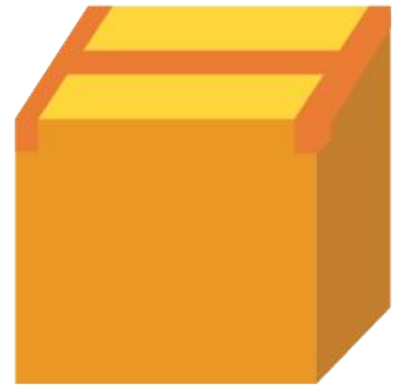
2. Packaging Process: Packaging the item in the box



i) Choose the sturdy 3/5 ply corrugated box



ii) Place the item in the corrugated box ensuring all voids are filled



iii) Seal the box with BOPP tape.
Ensure H-Taping is done

Packaging Process For Fragile Items

1. Packaging Process: Preparing the item



Wrap the fragile item in 3-4 layers of bubble wrap or foam sheet. It prevents stretches and provides cushioning to the product.

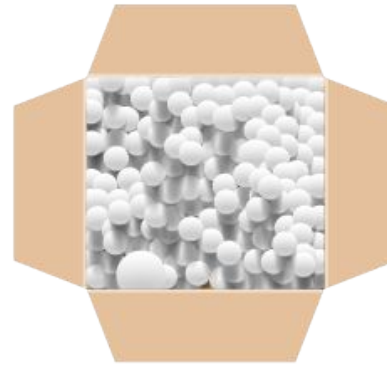
2. Packaging Process: Packaging the item in the box



i) Layer the bottom of the box with void fill material



ii) Place the item in the corrugated box maintaining the gap of 30-50mm from the wall of the box



iii) Fill the box completely and seal the box with BOPP tape



Packaging Process For Apparels

1. Packaging Process: Preparing the item



Case 1: Flexible primary packaging

Ensure the apparel without any additional box packaging is packed in a branded polybag



Case 2: Rigid/box type primary packaging

Check the condition of the box in which the apparel is packed

2. Packaging Process: Packaging the item in the box

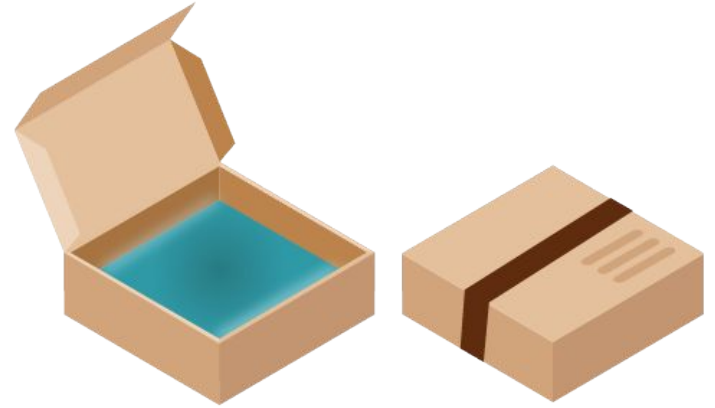
Case 1: Final packaging of the flexible product



Place the packed apparel in a branded LDPE polybag

Seal the LDPE polybag

Case 2: Final packaging of the Rigid/box type product



Place the box in a corrugated box

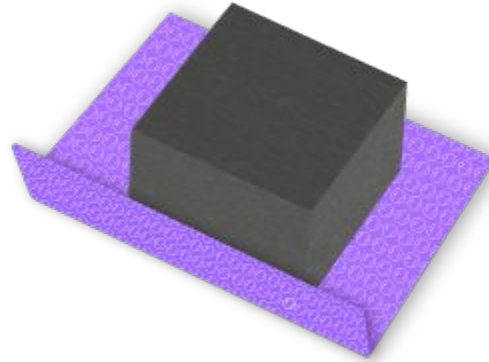
Seal the seams using BOPP tape

Packaging Process For Fashion Accessories

1. Packaging Process: Preparing the item



Check the product packaging
condition

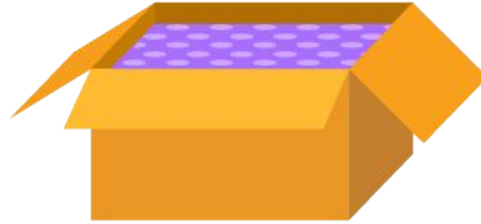


Wrap the product box in the
bubble wrap

2. Packaging Process: Packaging the item in the box



i) Choose a sturdy 3-ply corrugated box



ii) Place the item in the corrugated box ensuring all voids are filled



iii) Seal the box with BOPP tape



iv) Place the sealed box in a LDPE polybag*

Packaging Process For Liquid Items

1. Packaging Process: Preparing the item

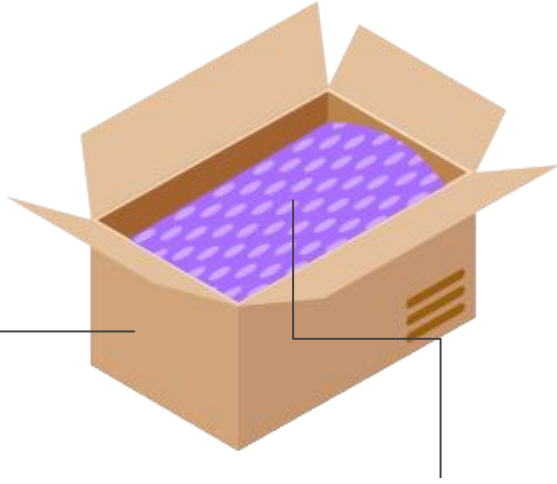


Seal the bottle opening to avoid leakage. Use tapes and shrink films



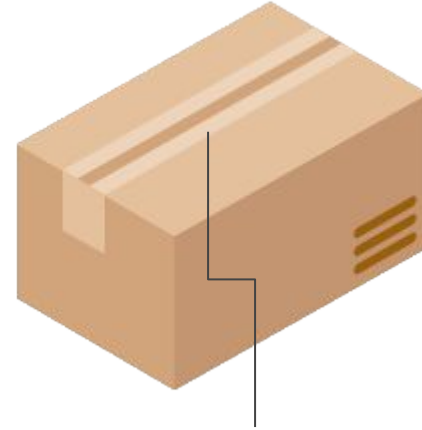
Pack the product in the leak proof polybag

2. Packaging Process: Packaging the item in the box



Choose a sturdy 3-ply corrugated box

Wrap the item in the bubble wrap and place it in the corrugated box ensuring all voids are filled. Choose the appropriate size of the box



Seal the box with BOPP tape

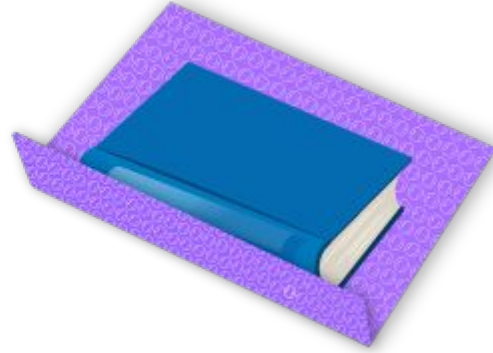
* For liquid items in fragile containers, add extra layers of cushioning. Adopt the method discussed for fragile items to securely place the item in the box

Packaging Process For Books and Stationery

1. Packaging Process: Preparing the item



Check the product condition

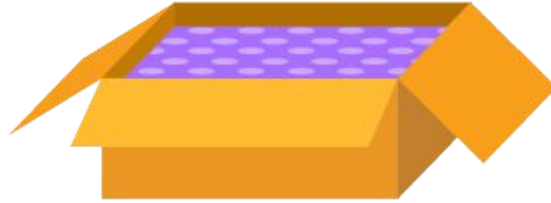


Wrap the product in the bubble wrap

2. Packaging Process: Packaging the item in the box



i) Choose a sturdy 3-ply corrugated box



ii) Wrap the item in the bubble wrap and place it in the corrugated box ensuring all voids are filled. Choose the appropriate size of the box



iii) Seal the box with BOPP tape

The Final Checklist

Final Checks

The Box	<ul style="list-style-type: none">• The box is sturdy with no damage• The box is not bulging out• No rattling sound of item when shaken• No wetness on the box
Packing	<ul style="list-style-type: none">• Correct the box size if bulging out• Provide sufficient void fills to avoid movement of item
Labelling	<ul style="list-style-type: none">• The label is not over any seams• The label is not over any edges• The barcodes are readable and are on the flat single surface• Essential data is visible on the shipment label• Special handling labels are visible
Sealing	<ul style="list-style-type: none">• The tape joins the seams intact• No gaps at the seams• H-taping is done for secondary packages



Thank You

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