



# Packaging Guide

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## Introduction

This guide will inform you about The Warehouse Group Ltd specifications for packaging and shipping requirements.

## Policy Statement

It is The Warehouse Group Ltd policy that all packaging:

- Be fit for its intended purpose of transport, storage, protection, and display
- Comply with our marking, information, and pricing requirements
- Conform to our environmental principles of reducing unnecessary packaging, facilitating the re-use of recycling of packaging materials and restricting or eliminating particular types of packaging materials
- Conform to all relevant New Zealand Standards and Regulations

## Carton Packaging and Packing Standards

Packaging of products with respect to quantity per carton and presentation of selling unit is at the Buyer's discretion, and the requirements are documented in the contract of sales (purchase order). You must comply with these instructions as part of your contractual requirements.

However, when packing merchandise in cartons to satisfy the logistics and transport requirements, please ensure the following guidelines are followed:

- Cartons must be of sufficient strength and quality to be able to withstand double pallet stacking without creasing or collapsing
- Cartons are to be stacked on their bases
- Carton size must be chosen to closely fit the volume of contents within
- Merchandise must not overfill the carton
- Empty spaces left in the top of the cartons are not acceptable
- Stacking cartons of varying sizes must be stacked from the largest and heaviest on the bottom layer graduating up to the smallest and lightest on the top layer
- It is TWL policy that we do not accept second-hand cartons for any deliveries
- Metal staples, metal strapping and polypropylene strapping are not to be used to seal cartons without prior consent

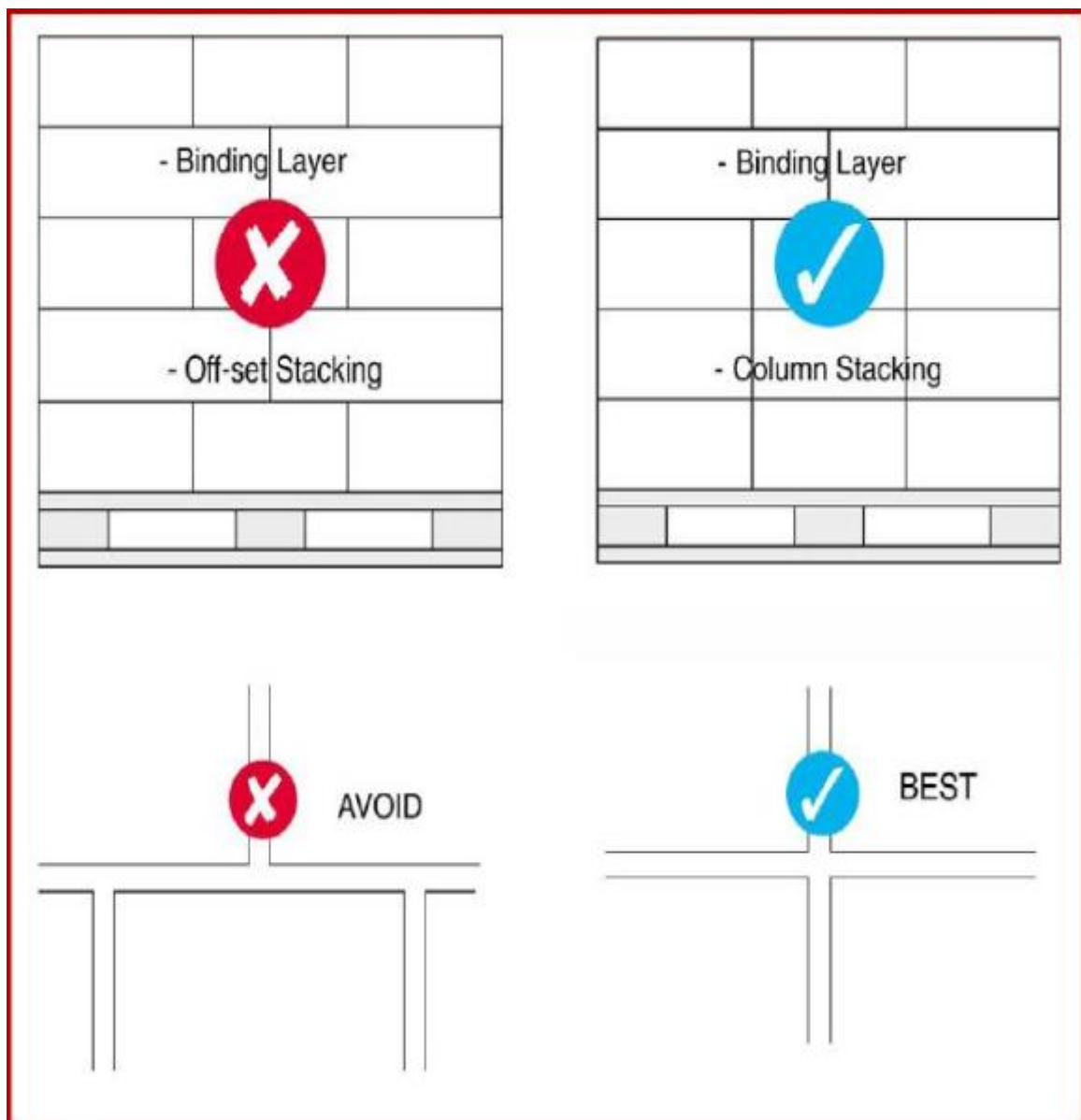
## Board Grade

The minimum acceptable board grade carton is:

- Board grade 4
- C flute (Flutes must run vertical to ensure box stacking is fully maximised)
- Single wall
- Inferior quality board should not be used

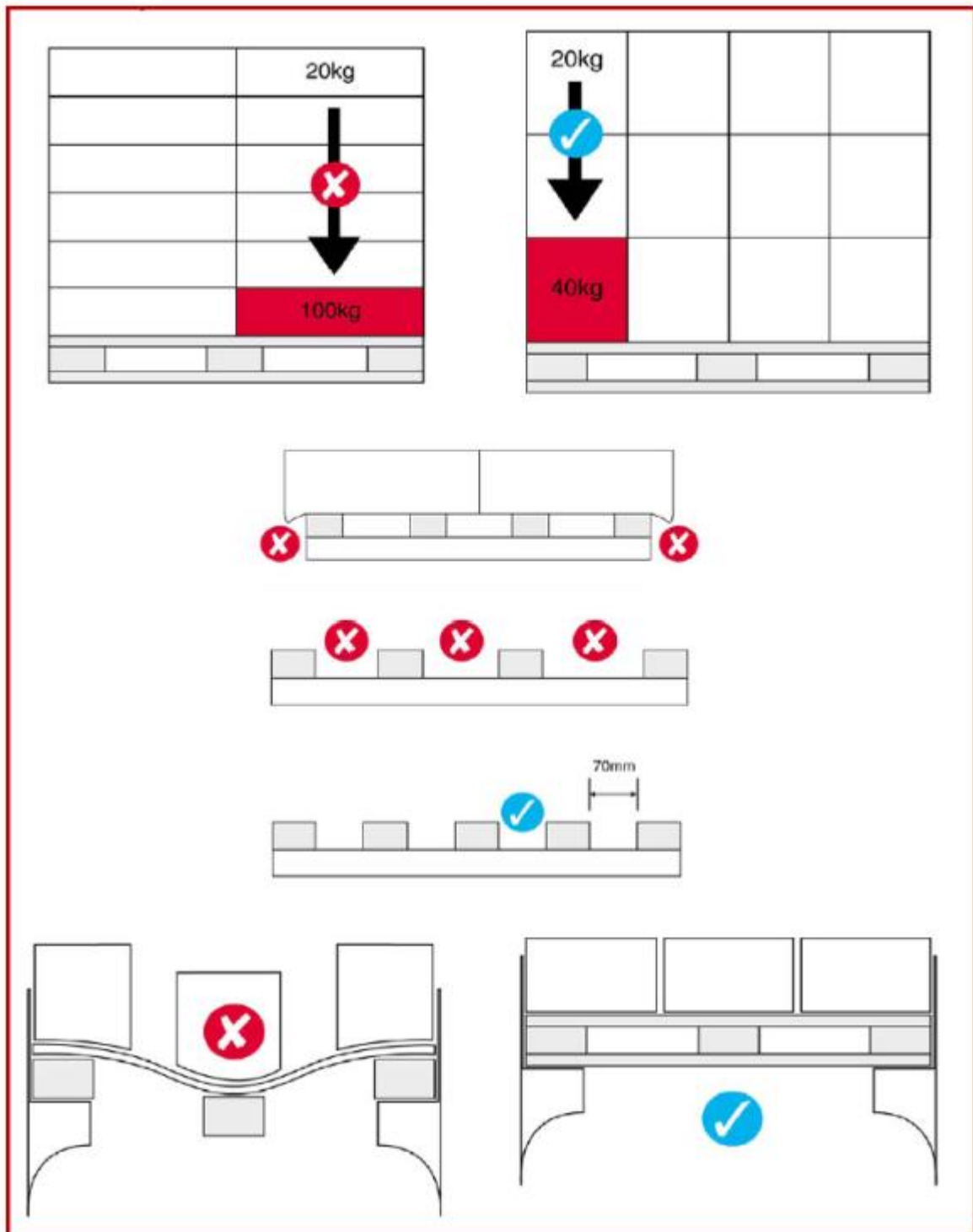
## Pallet Configuration

This diagram illustrates best practice in pallet configuration. Following these guidelines will ensure that the strength values of cartons and shippers are maintained to the greatest degree once transferred to a pallet.

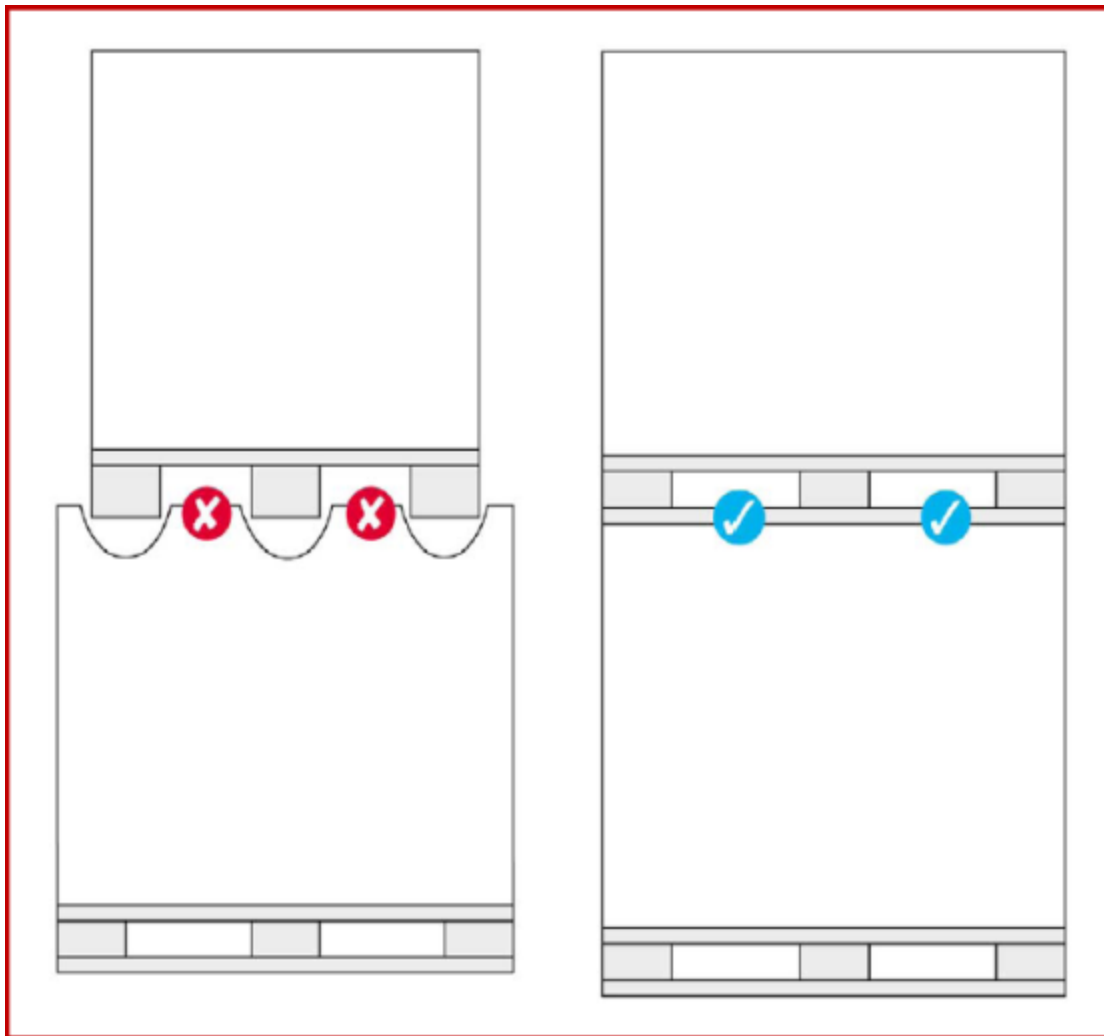


## Configure cartons for minimum load on the bottom layer

- Cartons must not overhang pallets
- All pallets must have top and bottom deck boards ensuring the support and stability of the pallet
- The distance between the inner deck boards on the pallet must not exceed 70mm



## Configuration for palletising



## Carton Markings

All outer cartons must be clearly marked with the information as specified on the purchase order contract. Strict adherence to this instruction will ensure that the shipment will arrive at the designated port of discharge and to the right **consignee**.

### FOB Carton Markings

Outer Cartons to be clearly marked with:

- Department i.e. toys, clothes etc (as specified in the purchase order)
- Sub- Department (as specified in the purchase order)
- Purchase Order Number
- Product Barcode / Item Number
- Brief Product Description
- Pieces per Inner
- Inners per Outer
- Gross Weight
- Carton Dimensions
- TWG Brand Name (eg. The Warehouse Ltd)
- Name of Country specific (New Zealand)
- Distribution Location (eg. NIDC or SIDC)
- Made in (Country)
- Carton Number of Total Cartons (eg. 1 of 20)
- Carton Barcode Scannable (GTIN14 if available)
- Product Barcode Scannable

If cartons include Buying Packs, whereby a carton has a mixture of sizes and colours, the pack ratio of size and colour must be clearly labelled on the Outer Carton.

### Local Carton Markings

Outer cartons must be clearly marked with:

- Product Barcode / Item Number
- Brief Product Description
- Pieces per Inner
- Inners per Outer
- Gross Weight
- Carton Dimensions

Where possible, outer cartons should be marked with:

- Department i.e. toys, clothes etc (as specified in the purchase order)
- Sub- Department (as specified in the purchase order)
- Purchase Order Number
- TWG Brand Name (eg. The Warehouse Ltd)
- Distribution Location (eg. NIDC or SIDC)
- Carton Number of Total Cartons (eg. 1 of 20)
- Product Barcode Scannable

For carton marking templates, please refer to the Appendix for more information.

## Weight and Dimension

Due to New Zealand's Occupational Health and Safety Law, Employee Health and Safety Act, it is requested that suppliers understand and give consideration to cartons they use for shipping merchandise.

The weight and dimension of the Outer Carton is restricted to the following measures. (This can vary depending on the commodity e.g. furniture, sporting goods or any single item, which can exceed the preferred maximum weight and dimension).

The maximum acceptable gross weight per outer carton for shipment is 16kg and a minimum of 500 gm.

The acceptable dimension per outer carton is as follows: -

<b><i>Dimension</i></b>	<b><i>Minimum</i></b>	<b><i>Maximum</i></b>
<b>Width</b>	150mm	550mm
<b>Height</b>	100mm	550mm
<b>Length</b>	225mm	900mm
<b>Weight</b>	500gm	16kg

## Large and Bulky Merchandise

Merchandise greater than 0.4 cubic metres - must be supplied with handholds that:

- are made of appropriate materials which can bear the weight of the merchandise
- are securely fixed to the merchandise
- are positioned appropriately for carrying the merchandise
- have appropriate room for hands to grasp them securely



## Standard Weight Marking Icons for Outer Shipping Carton and Heavy Weight/Bulky Products





All single packaged product, inners and outers or transit packaging carton weighing in excess of 16kg or is of a bulky nature, must carry one of the following approved Weight/Bulky Marking Icons.

Tickets must be attached to any individual product that weighs in excess of the approved standards below as well as the outer packing carton or bag.

Stickers must also be applied to the outer bag where hanging garments are bagged together weighing in excess of the approved standards.

### Purpose

To minimise workplace injuries and improve workplace safety by alerting person/s lifting packages of a heavy or bulky nature.

	<p><b>Bulky Icon:</b> For packages and outer cartons (weighing up to 16kg) moved as individual units or on shelf ready packaging, where the carton size is larger than 0.13 cubic meters (or approx 50CM x 50CM x 50CM).</p> <p><b>Handling items within this category:</b> Proceed with caution. The use of a two person lift or a mechanical aid is to be considered.</p>
	<p><b>Heavy Weight Icon:</b> For packages and outer cartons moved as individual units or on shelf ready packaging (16kg up to 35kg category).</p> <p><b>Handling items within this category:</b> Proceed with caution. The use of a <b>two person</b> lift or a mechanical aid is to be considered.</p>
	<p><b>Very Heavy Weight Icon :</b> For packages and outer cartons moved as individual units or on shelf ready packaging (35kg up to 50kg category).</p> <p><b>Handling items within this category:</b> Warning. The use of a team lift or a suitable mechanical aid is advised.</p>
	<p><b>Extremely Heavy Weight Icon:</b> For packages and outer cartons moved as individual units or on shelf ready packaging (51kg and above category).</p> <p><b>Handling items within this category:</b> Danger. A team lift or a suitable mechanical aid is <b>REQUIRED</b> to lift products marked with this weight warning.</p>

## Pan Lifecycle Performance Requirements

Under the HSNO Act, the importation or manufacture of a hazardous substance without approval is prohibited. Any substance that meets the definition of a hazardous substance under the HSNO Act therefore requires an approval.

These controls extend across all the hazardous properties and focus on the management of substances throughout their full lifecycle. There are several sets of regulations covering:-

- Packaging
- Identification
- Emergency management
- Disposal
- Tracking
- Competency of persons handling hazardous substances

## Checklist prior to shipping

Before shipping your goods please compare the goods with our checklist below:

Correct items have been supplied according to the Purchase Order	
Total quantity is correct	
The number of selling units per inner/outer carton is as specified	
The department and sub-department of the selling unit is clearly labelled as per the Purchase Order	
Colours and sizes of merchandise are correct	
The pack ratio of colour and size per carton is correct	
The invoice FOB cost is as per the Purchase Order	















If you have any queries, please contact your buyer on + 64 9 489 8900

## Appendix – Carton Marking Template

Outer Cartons to be clearly marked with:

- Department i.e. toys, clothes etc (as specified in the purchase order)
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- Purchase Order Number
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- TWG Brand Name (eg. The Warehouse Ltd)
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- Carton Number of Total Cartons (eg. 1 of 20)
- Carton Barcode Scannable (GTIN14 if available)
- Product Barcode Scannable



		 <p>5 999269 090124 Made in Country</p> 	
<p><b>DEPARTMENT</b></p> <p><b>SUB-DEPARTMENT</b></p> <p><b>PO NUMBER</b> BARCODE / ITEM NUMBER PRODUCT DESCRIPTION</p>  <p>5 999269 090124 Made in Country</p> <p>12 PIECES/CARTON 4 INNERS/CARTON <b>GROSS WEIGHT: 30 KG</b> CARTON DIMENSIONS (23CM X 23CM X 23CM)</p> <p>THE WAREHOUSE LTD. NEW ZEALAND NIDC AUCKLAND</p> <p>Carton # ___ of ___</p>  	   <p>5 999269 090124 Made in Country</p>	<p><b>DEPARTMENT</b></p> <p><b>SUB-DEPARTMENT</b></p> <p><b>PO NUMBER</b> BARCODE / ITEM NUMBER PRODUCT DESCRIPTION</p>  <p>5 999269 090124 Made in Country</p> <p>12 PIECES/CARTON 4 INNERS/CARTON <b>GROSS WEIGHT: 30 KG</b> CARTON DIMENSIONS (23CM X 23CM X 23CM)</p> <p>THE WAREHOUSE LTD. NEW ZEALAND NIDC AUCKLAND</p> <p>Carton # ___ of ___</p>  	   <p>5 999269 090124 Made in Country</p>

## Buying Pack Template

Outer Cartons to be clearly marked with:

- Department i.e. toys, clothes etc (as specified in the purchase order)
- Sub- Department (as specified in the purchase order)
- Purchase Order Number
- Product Barcode / Item Number
- Brief Product Description
- Pieces per Inner
- Inners per Outer
- Gross Weight
- Carton Dimensions
- TWG Brand Name (eg. The Warehouse Ltd)
- Name of Country specific (New Zealand)
- Distribution Location (eg. NIDC or SIDC)
- Made in (Country)
- Carton Number of Total Cartons (eg. 1 of 20)
- Carton Barcode Scannable (GTIN14 if available)
- Product Barcode Scannable
- *Buying Pack ratio of size and colour must be clearly labelled*



