

Category Specific Packaging Guidelines for Sellers

Packaging Guidelines

The objective of Packaging Guidelines is to ensure the product reaches the customer intact, without damages or tampered. Damaged and Tampered products have been observed as one of the primary impacts to customer experience. A customer who receives a damages or tampered product does not only feel disappointed with service & quality but also feels helpless as he/she must go through the entire return process that takes up a lot of time and energy.

So, your product packaging must be such that it can bear, wear and tear without affecting the product. Thus, if primary or secondary packaging is not adequate it can lead to packaging tampering and worse, product damage, which in turn will affect customer experience negatively and ultimately lead to sale loss.

It is imperative that sellers can leave a lasting impression in the minds of their customers. This is where packaging comes into play. Let's begin with understanding the importance of packaging for any e-commerce business.

Types of Packaging Material

There are mainly two kinds of packaging involved in the packaging of your products – external and internal packaging.

External Packaging

This involves Jiffy bags, Mailer bags, Shipping carton/ corrugated box, T folder carton etc.

Jiffy bags and mailer bag to be used for light weight, small size, soft, non-fragile and non-critical articles.

Corrugated box to be used to pack medium weight, heavy & critical items, and T folder to pack small items only.

In special case (for high value products which are more prone to theft) temper proof jiffy bag / mailer bags to be considered as external packaging, as such products boxes to be packed inside the tamperproof bags also while shipping.

The following table can be used for reference while choosing the right external packaging.

Weight	Type of parcel
0-1 kg	Mailer Bags – Apparel articles/ nonfragile/ non sensitive articles. Jiffy bags – non sensitive article but need little protection (wallet/ belts etc.)
0-1 kg	T folder (3 PLY)
Up to 3 kg	Single walled CFC (3 PLY)
Up to 15 kg	Double walled CFC (5 PLY)

Category Specific Packaging Guidelines for Sellers



Internal Protection Packaging

Internal packaging materials include protective paper sheet wrap, paper air bags, 2ply paper sheet, cardboard partition, etc. These have various functions like cushioning, void filling, protection, dividers, and shock absorption. When packing fragile/special/critical products, it is must that these products be used in ample quantity along with the correct internal packaging to avoid any rattling and damages.

The following table talks about different kinds of internal packaging material and their function.

Type of material	Function			
	Cushioning	Void fill	Protection	Divider
Protective paper sheet wrap	✓	✓	✓	
Leak-proof Bag (thickness above 50 Micron) (to be used only when liquid products to be packed)			✓* (*to leak)	
Crumpled paper		✓	✓	

Category Specific Packaging Guidelines for Sellers

2ply corrugated paper	✓	✓	✓	
Corrugated Board inserts		✓	✓	✓

Steps to Package your Product

Analyze > Prep > Pack > Seal > Label

Analyze

This step involves a proper analysis of your product. Like size, weight of product/ products and sensitivity of product. Accordingly type of packaging material to be selected (Internal & External packaging material).

Also check if product falls under high value category, as defined by Justdial team / portal.

Preparation before Packing (Prep)

This step involves preparation of specific article for packing them inside the shipping carton, like wrapping of fragile items, bagging of liquid packs (non-leak proof packs) and bagging of oil / liquid pouch and bottles etc.

Some Examples of prep:

1) Fragile item Prep-

Glass and fragile articles to be wrapped with appropriate with cushioning material and tape it properly.

Tin packs (oil ghee jars) also to be considered as fragile and are also required to be wrapped.



Category Specific Packaging Guidelines for Sellers

2) Liquid item Prep.-

Using transparent cello tape (1" tape) Flip top cap, dispensers, nozzles etc. should be taped with bottle so that in any transit handling, this does not open & leaks and pack it inside a leakage proof bag. Leakage proof bags thickness should be 50 Micron or above.



3) Loose item Prep-

Articles which are loose and may come out from box to be bundled/ packed appropriately



Category Specific Packaging Guidelines for Sellers

4) Toy item Prep-

Toys which have window box/ display box to be packed inside a small box and to be pack inside shipping carton.

If it is fragile toy / sensitive & prone to damage, it must be wrapped before packing inside inner carton.

If toy already has a strong outer box to be packed directly inside shipping box.

If there are Batteries as part of product offering, Batteries are to be packed separately in separate pack & its outer packaging must contain HAZMAT warning sticker



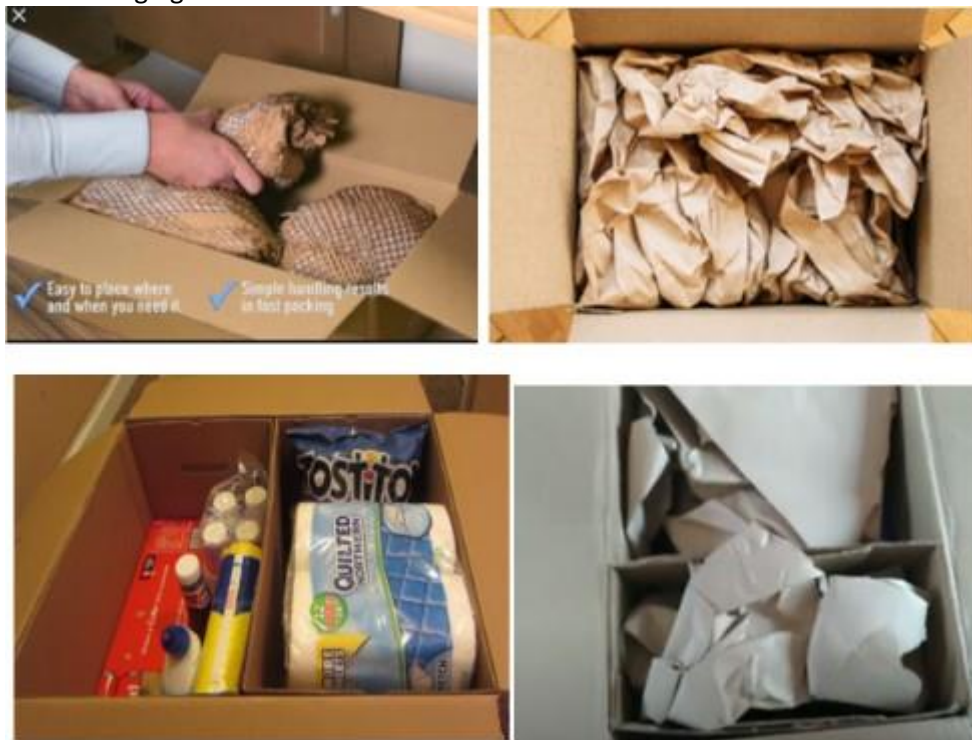
Pack

Choose the packaging material for your shipment and place your product package into the shipping packaging material. Choose properly lined boxes/bags as the primary packaging and if required make use of a thick secondary packaging as well. Add in fillers wherever required.

- 1) **Single box packing** – if there are multiple articles in an order pack all product inside the shipping carton, consider above Prep requirement, and after filling shipping box use fillers to eliminate any void space in carton to avoid any transit damage.

If there is need to use partition / separation between products use Sleeves/ C partition etc.

Category Specific Packaging Guidelines for Sellers



2) Over box packing

If there is a product which has an outer box (like electronic article, crockery article, toy etc.) to be packed inside a shipper carton/ over box. Use fillers to fill void space between the cartons.



3) T folder Packaging –

T folder to be used to pack nonfragile articles like handbags, wallets, belts, and another soft article.



- 4) **Odd article packaging** (which product can't be packed in box, as size is long).



- 5) **Jiffy / Mailer bag packaging**

Articles which are non-sensitive and non-fragile to be packed inside jiffy / mailer bag like apparels or other soft articles. For high value items jiffy / mailer bags must be temper proof.



Seal

Seal the package thoroughly from all ends. Make sure you use pressure sensitive and water-resistant tapes. The edges must be sealed securely, and the package shall be firm from all ends. Always use H-tape method for sealing Box. To seal T folder seal all overlapping sides.

Jiffy bag / Mailer bag to have temper evident permanent seal, which can't be open without damaging the bag after sealing it once.



Label

These labels are the package's identity and all the details mentioned on them must be true. Attach the shipping label to the top surface of the package and make sure it even and easily readable.

Shipping label to be pasted on top side of shipping carton and on the centre seal tape. And on Jiffy bags it should be pasted on flat top surface of bags.



Other article specific packaging instructions to be followed -

In case of Glass and other fragile items, multiple layers (2 layer or min. 10mm thick) of cushioning material wrap/ 2ply paper corrugated sheet are mandatory. Use stretch film / tape to bundle all the products together (if multiple units are there).

Tin packs also to be consider as fragile packs and to be wrapped with protective wrap properly.

In case of electronic product, box in box packing is required. If there are multiple products inside the box (wrap each individual item before packing inner carton).

The packing carton used should be as per the package items/ of similar in size or 1 to 2 inches larger than of the product. (Void space must be filled with fillers).

In case of liquid packs (having non-leak-proof caps), items must be packed inside the Leak-proof bag first, before packing them in shipping carton.

Non leak proof packs – which do not have peel off seal under the cap or has a cap without temper evident feature, in which product can be taken out with single action – like pull cap, flip cap etc.)

Critical items to be packed in Protective packaging first, before packing inside the shipping carton.

Critical packs – liquid / gel pouches, ghee/oil bottles.

Odd shaped products – which can't be packed inside shipping box like broom, whipper, and long handle brushes – to be wrapped with protective sheet/ 2 ply sheet and to be shipped without outer carton.

High value articles which are more prone to theft (as classified in Justdial portal) must be packed inside temper proof mailer / jiffy bag.

There should be no free space inside the carton thus allowing no rattling. In case of free space, extra layers of cushioning material wrap/ paper fillers should be used.

There should be a neat application of tapes on the cartons.

The shipping label and invoice should not be damaged in any case, the contents should be clear and readable, and Barcode should scan able.

As you have just been acknowledged the amount of technicality required for perfect packaging, it is very much required to use appropriate quality packaging material. The commonly used packaging materials are Tamper proof courier bags, Jiffy bags, Shipping carton, adhesive tapes, stretch film, protective sheet wrap/rolls, 2ply paper corrugated sheet, paper rolls, leak proof bag, foam sheet, corrugated partition/ sleeve/ separator.

Technical Parameters of packaging Material

Corrugated packing material (T folder,CFCs)

Paper corrugated fibreboard must have proper bending qualities. The facings must be firmly glued to the corrugating medium at all points of contact.

Type of material / Usage	Quality Parameters
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Category Specific Packaging Guidelines for Sellers

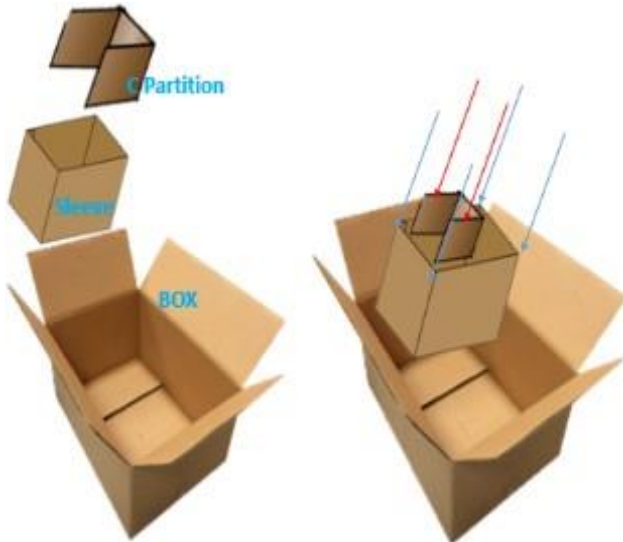
	Fluting	Board GSM	Bursting strength	Edge crush test value
T folder (0-1kg)	B (Narrow)	Min. 470 gm/square meter	Min. 7.5 kg/square cm	Min. 3.5 KN/m
3ply Corrugated box (up to 3 kg)	B (Narrow)	Min. 470 gm/square meter	Min. 7.5 kg/square cm	Min. 3.5 KN/m
5ply Corrugated box (>3 kg up to 12 kg)	BC (Narrow + Medium)	Min. 820 gm/square meter	Min. 11.5 kg/square cm	Min. 5 KN/m

Corrugated Packaging Box Sizes Currently in use

Box TYPE	Box Dimensions (L X B X H) IN MM Tolerance: +/- 3 mm		
3 PLY	150	70	130
3 PLY	119	101	195
3 PLY	160	160	130
3 PLY	180	180	180
5 PLY	286	184	180
5 PLY	280	205	130
5 PLY	280	230	215
5 PLY	405	280	130
5 PLY	610	355	130
5 PLY	415	310	290
5 PLY	505	365	365
5 PLY	660	520	440
5 PLY	620	500	440
5 PLY	540	410	440
5 PLY	590	390	350

Note - Above are CFC sizes, inner Sleeve and C partition to be designed accordingly so that it fits inside the respective carton, as mentioned below –

Category Specific Packaging Guidelines for Sellers



It is suggested to have handling instructions printed on shipping cartons, as shown below.



Please note:

Category Specific Packaging Guidelines for Sellers

1. Please do not use shrink wrapping below 50 microns in any case as there are plastic bans in some states, it is better to avoid shrink wrap for outer packaging.
2. Please use sticker type shipment label to avoid potential loss of shipping info. Shipping Label should be Sticker type & preferably of size 6"x4" for proper readability & visibility.
3. Shipment label must be in the direction of arrow direction (This Side UP). This practice must be followed from source. Not pasting label in right direction might force various touch points to disregard package handling guidelines issued time to time.

Jiffy bag/ Mailer Bags material

Jiffy bag / mailer bag must have temper evident and permanent sealing flap. It should meet PWM guidelines and printed mandatory information on it (film thickness to be above 50 micron), Suggested bags sizes as mentioned below.

Bag type	Bag Width Inner (mm) Tolerance: +/- 5 mm	Bag Height w/o flap (mm) Tolerance: +/- 5 mm	Total Height with closing flap (mm) Tolerance: +/- 5 mm
Mailer bag	140	225	275
Mailer bag	240	290	340
Jiffy bag	260	380	430
Jiffy bag	360	360	410
Jiffy bag	710	560	610

Bopp Tape Material

BOPP Tape for sealing carton to be of 42 Micron thickness (23micron BOPP film & 19 Micron Adhesive). Tape width to be used for packing order are as mentioned below-

Commonly known as	Tape width	Usage of Tape
1-inch Tape	24 mm	To be used for Prep. Activities
2-inch Tape	48 mm	To be used for T folder or 3 ply carton sealing
3-inch Tape	72 mm	To be used for T folder or 5 ply carton sealing

Annexure 1: Packaging Guidelines for Baby care products


The recommended packaging is corrugate box of 5 ply in case article of more than 3 Kg or multiple articles with primary packaging. And product weight is less than 3kg, 3 ply carton boxes to be used. If article is non sensitive and do not have any electronic part in it that can be shipped in a jiffy bag.

If any free or offer product is with a pack that free unit to be attached / bundled with the pack with tape, band or paper wrapping.




Select right packaging / shipping material as mentioned in below ref. table.

This table is for your ready ref. although based on article criticality packaging material can be selected appropriately, as already explained.


Baby Gear products

Product Name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Infant Carries		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. > Functional components to work properly (locks, any electronic part etc.). 	<ul style="list-style-type: none"> > Not req. for flexible articles. > Ensure article is packed in original poly bag. > If there is no bag from manufacture, use paper to wrap it. 	> Jiffy bag	<ul style="list-style-type: none"> > HU label to be pasted on jiffy bags. > Jiffy bag to be folded appropriately while sealing and seal to be temper evident.





Category Specific Packaging Guidelines for Sellers

Walkers, rockers, Bouncers, swings		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. > Functional components to work properly (locks, any electronic part etc.). 	<ul style="list-style-type: none"> > Pack the article in original corrugated box. Or if not available Do wrap with 2 ply corrugated sheet. 	<ul style="list-style-type: none"> > Use 3ply box (for <3kg article) and 5ply box (for >3kg article). And fill empty space in the carton with paper fillers. 	<ul style="list-style-type: none"> > Seal the corrugated box with 3inch tape (H type sealing). > HU label to be pasted on top of the corrugated box.
Strollers, Prams & Carriers		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. > Functional components to work properly (locks, any electronic part etc.). 	<ul style="list-style-type: none"> > Pack the article in original corrugated box. Or if not available Do wrap with 2 ply corrugated sheet. 	<ul style="list-style-type: none"> > Use 5ply box (for >3kg article). And fill empty space in the carton with paper fillers. 	<ul style="list-style-type: none"> > Seal the corrugated box with 3inch tape (H type sealing). > HU label to be pasted on top of the corrugated box.
Car Seats & Accessories		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. > Functional components to work properly (locks, any electronic part etc.). 	<ul style="list-style-type: none"> > Pack the article in original corrugated box/Polybag. Or if not available Do wrap with 2 ply corrugated sheet. 	<ul style="list-style-type: none"> > 3ply box (for <3kg article) and 5ply box (for >3kg article). And fill empty space in the carton with paper fillers. 	<ul style="list-style-type: none"> > Seal the corrugated box with 3inch tape (H type sealing). > HU label to be pasted on top of the corrugated box.

Baby Furniture products

Product Name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Cots & Cribs		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. > Functional components to work properly (locks, any electronic part etc.). 	<ul style="list-style-type: none"> > Ensure article is packed in original poly bag/ box. > If box if not available use 2 ply roll for wrapping the product. 	<ul style="list-style-type: none"> > Use 5ply box (for >3kg article). And fill empty space in the carton with paper fillers. 	<ul style="list-style-type: none"> > Seal the corrugated box with 3inch tape (H type sealing). > HU label to be pasted on top of the corrugated box.



Category Specific Packaging Guidelines for Sellers

Cradles & Bassinets		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. > Functional components to work properly (locks, any electronic part etc.). 	<ul style="list-style-type: none"> > Ensure article is packed in original poly bag/ box. > If box if not available use 2 ply roll for wrapping the product. 	<ul style="list-style-type: none"> > 3ply box (for <3kg article) and 5ply box (for >3kg article). And fill empty space in the carton with paper fillers. 	<ul style="list-style-type: none"> > Seal the corrugated box with 3inch tape (H type sealing). > HU label to be pasted on top of the corrugated box.
Playpen / Play yard		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. > Functional components to work properly (locks, any electronic part etc.). 	<ul style="list-style-type: none"> > Ensure article is packed in original poly bag/ box. > If box if not available use 2 ply roll for wrapping the product. 	<ul style="list-style-type: none"> > Use 5ply box (for >3kg article). And fill empty space in the carton with paper fillers. 	<ul style="list-style-type: none"> > Seal the corrugated box with 3inch tape (H type sealing). > HU label to be pasted on top of the corrugated box.
Crib Mattress		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. > Functional components to work properly (locks, any electronic part etc.). 	<ul style="list-style-type: none"> > Not req. for flexible articles. > Ensure article is packed in original poly bag. > If there is no bag from manufacture, use paper to wrap it. 	<ul style="list-style-type: none"> > Jiffy bag 	<ul style="list-style-type: none"> > HU label to be pasted on jiffy bags. > Jiffy bag to be folded appropriately while sealing and seal to be temper evident.
Crib Bedding Set		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. > Functional components to work properly (locks, any electronic part etc.). 	<ul style="list-style-type: none"> > Not req. for flexible articles. > Ensure article is packed in original poly bag. > If there is no bag from manufacture, use paper to wrap it. 	<ul style="list-style-type: none"> > Jiffy bag 	<ul style="list-style-type: none"> > HU label to be pasted on jiffy bags. > Jiffy bag to be folded appropriately while sealing and seal to be temper evident.

Feeding Products and Baby toys

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
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Category Specific Packaging Guidelines for Sellers

Nibblers, feeders & feeding bottles		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. 	> Ensure article is packed in original poly bag/ box.	> Use T folder corrugated box	> Seal the corrugated box with 3inch tape (Seal all open sides) > HU label to be pasted on top of the corrugated box.
Pacifiers & Teethers		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. 	> Ensure article is packed in original poly bag/ box.	> Use T folder corrugated box	> Seal the corrugated box with 3inch tape (Seal all open sides) > HU label to be pasted on top of the corrugated box.
Breast feeding accessories		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. > Functional components to work properly (locks, any electronic part etc.). 	> Ensure article is packed in original poly bag/ box.	> Use 3ply corrugated box. And fill empty space in the carton with paper fillers.	> Seal the corrugated box with 3inch tape (Seal all open sides) > HU label to be pasted on top of the corrugated box.
Cleaning and Sterilisation		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. 	> Ensure article is packed in original poly bag/ box.	> Use T folder corrugated box	> Seal the corrugated box with 3inch tape (Seal all open sides) > HU label to be pasted on top of the corrugated box.
Bibs and Napkins		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. 	> Ensure article is packed in original poly bag/ box.	> Use Jiffy bag	<ul style="list-style-type: none"> > HU label to be pasted on jiffy bags. > Jiffy bag to be folded appropriately while sealing and seal to be temper evident.






Category Specific Packaging Guidelines for Sellers

Bottle accessories		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. > Functional components to work properly (locks, any electronic part etc.). 	> Ensure article is packed in original poly bag/ box.	> Use T folder corrugated box	> Seal the corrugated box with 3inch tape (Seal all open sides) > HU label to be pasted on top of the corrugated box.
Squeeze Toys		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. > Functional components to work properly (locks, any electronic part etc.). 	> Ensure article is packed in original poly bag/ box.	> Use T folder corrugated box	> Seal the corrugated box with 3inch tape (Seal all open sides) > HU label to be pasted on top of the corrugated box.
Bath Books		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. > Functional components to work properly (locks, any electronic part etc.). 	> Ensure article is packed in original poly bag/ box.	> Use T folder corrugated box	> Seal the corrugated box with 3inch tape (Seal all open sides) > HU label to be pasted on top of the corrugated box.
Learning & Activity Bath Toys		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. > Functional components to work properly (locks, any electronic part etc.). 	> Ensure article is packed in original poly bag/ box.	> Use T folder corrugated box	> Seal the corrugated box with 3inch tape (Seal all open sides) > HU label to be pasted on top of the corrugated box.





Baby Bedding Sets & Pillows and furnishing products

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
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Category Specific Packaging Guidelines for Sellers

BLANKETS, QUILTS & WRAPS		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. 	> Ensure article is packed in original poly bag/ box.	> Use Jiffy bag (if <1kg pack) or 3 ply corrugated box	<ul style="list-style-type: none"> > Paste HU label on jiffy / on top of the box. > Seal jiffy bag appropriately, Tape box from all side with 3inch tape.
Blankets & Quilts		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. 	> Ensure article is packed in original poly bag/ box.	> Use Jiffy bag (if <1kg pack) or 3 ply corrugated box	<ul style="list-style-type: none"> > Paste HU label on jiffy / on top of the box. > Seal jiffy bag appropriately, Tape box from all side with 3inch tape.
Wrappers & Swaddles		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. 	> Ensure article is packed in original poly bag/ box.	> Use Jiffy bag (if <1kg pack) or 3 ply corrugated box	<ul style="list-style-type: none"> > Paste HU label on jiffy / on top of the box. > Seal jiffy bag appropriately, Tape box from all side with 3inch tape.
Baby Sleeping Bag		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. 	> Ensure article is packed in original poly bag/ box.	> Use Jiffy bag (if <1kg pack) or 3 ply corrugated box	<ul style="list-style-type: none"> > Paste HU label on jiffy / on top of the box. > Seal jiffy bag appropriately, Tape box from all side with 3inch tape.
Mosquito Net		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. 	> Ensure article is packed in original poly bag/ box.	> Use Jiffy bag (if not rigid part) if there is rigid part in net use 3 ply corrugated box	<ul style="list-style-type: none"> > Paste HU label on jiffy / on top of the box. > Seal jiffy bag appropriately, Tape box from all side with 3inch tape.






Category Specific Packaging Guidelines for Sellers

Baby Gaddi Set		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. 	> Ensure article is packed in original poly bag/ box.	> Use Jiffy bag (if <1kg pack) or 3 ply corrugated box	<ul style="list-style-type: none"> > Paste HU label on jiffy / on top of the box. > Seal jiffy bag appropriately, Tape box from all side with 3inch tape.
Baby Pillows & Bolster Set		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. 	> Ensure article is packed in original poly bag/ box.	> Use Jiffy bag (if <1kg pack) or 3 ply corrugated box	<ul style="list-style-type: none"> > Paste HU label on jiffy / on top of the box. > Seal jiffy bag appropriately, Tape box from all side with 3inch tape.
Mustard Seed Infant Pillows		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. 	> Ensure article is packed in original poly bag/ box.	> Use Jiffy bag	<ul style="list-style-type: none"> > HU label to be pasted on jiffy bags. > Jiffy bag to be folded appropriately while sealing and seal to be temper evident.
Baby Neck Support		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. 	> Ensure article is packed in original poly bag/ box.	> Use Jiffy bag	<ul style="list-style-type: none"> > HU label to be pasted on jiffy bags. > Jiffy bag to be folded appropriately while sealing and seal to be temper evident.

Child Proof and Safety products

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Baby Monitors		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. > Functional components to work properly 	> Ensure article is packed in original poly bag/ box.	> 3ply box (for <3kg article) and 5ply box (for >3kg article). And fill empty space in the carton with paper fillers.	<ul style="list-style-type: none"> > Paste HU label on top of the box. > Seal jiffy bag appropriately, Tape box from all side with 3inch tape.

Category Specific Packaging Guidelines for Sellers

		(locks, any electronic part etc.).			
Bed Guards & Rails		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. > Functional components to work properly (locks, any electronic part etc.). 	<ul style="list-style-type: none"> > Ensure article is packed in original poly bag/ box. 	<ul style="list-style-type: none"> > 3ply box (for <3kg article) and 5ply box (for >3kg article). And fill empty space in the carton with paper fillers. 	<ul style="list-style-type: none"> > Paste HU label on top of the box. > Seal jiffy bag appropriately, Tape box from all side with 3inch tape.
Corner & Edge Guards		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. 	<ul style="list-style-type: none"> > Ensure article is packed in original poly bag/ box. 	<ul style="list-style-type: none"> > Use T folder or 3 ply corrugated box and fill empty space in the carton with paper fillers. 	<ul style="list-style-type: none"> > Paste HU label on top of the box. > Seal jiffy bag appropriately, Tape box from all side with 3inch tape.
Child Safety Locks		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. 	<ul style="list-style-type: none"> > Ensure article is packed in original poly bag/ box. 	<ul style="list-style-type: none"> > Use T folder or 3 ply corrugated box and fill empty space in the carton with paper fillers. 	<ul style="list-style-type: none"> > Paste HU label on top of the box. > Seal jiffy bag appropriately, Tape box from all side with 3inch tape.
Elbow and Kneepads		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. 	<ul style="list-style-type: none"> > Ensure article is packed in original poly bag/ box. 	<ul style="list-style-type: none"> > Use Jiffy bag. 	<ul style="list-style-type: none"> > HU label to be pasted on jiffy bags. > Jiffy bag to be folded appropriately while sealing and seal to be temper evident.
Safety Gates		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. > Functional components to work properly (locks, any electronic part etc.). 	<ul style="list-style-type: none"> > Ensure article is packed in original poly bag/ box. 	<ul style="list-style-type: none"> > 3ply box (for <3kg article) and 5ply box (for >3kg article). And fill empty space in the carton with paper fillers. 	<ul style="list-style-type: none"> > Paste HU label on top of the box. > Seal jiffy bag appropriately, Tape box from all side with 3inch tape.

Category Specific Packaging Guidelines for Sellers

Electric Socket Covers		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. 	> Ensure article is packed in original poly bag/ box.	> Use T folder or 3 ply corrugated box and fill empty space in the carton with paper fillers.	<ul style="list-style-type: none"> > Paste HU label on top of the box. > Seal jiffy bag appropriately, Tape box from all side with 3inch tape.
Anti-Radiation Device		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. > Functional components to work properly (locks, any electronic part etc.). 	> Ensure article is packed in original poly bag/ box.	> 3ply box (for <3kg article) and 5ply box (for >3kg article). And fill empty space in the carton with paper fillers.	<ul style="list-style-type: none"> > Paste HU label on top of the box. > Seal jiffy bag appropriately, Tape box from all side with 3inch tape.
Baby Head Supporters		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. 	> Ensure article is packed in original poly bag/ box.	> Use Jiffy bag	<ul style="list-style-type: none"> > HU label to be pasted on jiffy bags. > Jiffy bag to be folded appropriately while sealing and seal to be temper evident.
Baby Helmets		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. > Functional components to work properly (locks, any electronic part etc.). 	> Ensure article is packed in original poly bag/ box.	> 3ply box (for <3kg article) and 5ply box (for >3kg article). And fill empty space in the carton with paper fillers.	<ul style="list-style-type: none"> > Paste HU label on top of the box. > Seal jiffy bag appropriately, Tape box from all side with 3inch tape.

Annexure 2: Packaging Guidelines for Personal care products



The recommended packaging is corrugate box of 5 ply in case article of more than 3 Kg or multiple articles with primary packaging. And product weight is less than 3kg, 3 ply carton boxes to be used

Select right packaging / shipping material as mentioned in below ref. table.

This table is for your ready ref. although based on article criticality packaging material can be selected appropriately, as already explained.

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
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Category Specific Packaging Guidelines for Sellers



Health Supplements		<ul style="list-style-type: none"> > MFD/Expiry date > It should not have any damages / Cracks. 	<ul style="list-style-type: none"> > In case of liquid pack product to be wrapped in a poly bag first. > Fragile pack (glass jars/ bottles) to be wrapped with 2 ply corrugated sheet. 	<ul style="list-style-type: none"> > Box in box packing. > 3ply corrugated box (<3kg pack) or 5 ply corrugated box (>3kg pack) and fill empty space in carton with paper fillers. 	<ul style="list-style-type: none"> > Paste HU label on top of the box. > Seal the box with 3-inch tape (H taping).
Sports Nutrition		<ul style="list-style-type: none"> > Product should be sealed properly and there should not be any leakage. 			

Annexure 3: Packaging Guidelines for Staples (Dry fruits)


In case primary packaging of Dry fruits is Glass Packaging, then the product becomes Fragile in nature & we need to use 5 Ply corrugated box and glass pack to be wrapped with 2 ply sheets.

If any free or offer product is with a pack that free unit to be attached / bundled with the pack with tape, band or paper wrapping. Select right packaging / shipping material as mentioned in below ref. table.

This table is for your ready ref. although based on article criticality packaging material can be selected appropriately, as already explained.

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Almond, Cashew, Dates, Dried Seeds, Mixed Dry Fruits, Pistachios, Raisins etc.	Pouch pack 	<ul style="list-style-type: none"> > MFD/Expiry date. > Product should be sealed properly and there should not be any leakage/ open seal. 		<ul style="list-style-type: none"> > 3ply corrugated box (<3kg pack) or 5 ply corrugated box (>3kg pack) and fill empty space in carton with paper fillers. 	<ul style="list-style-type: none"> > Paste HU label on top of the box. > Seal the box with 3-inch tape (H taping).
Almond, Cashew, Dates, Dried Seeds, Mixed Dry Fruits, Pistachios, Raisins etc.	Carton/ Tin/ Plastic box pack 	<ul style="list-style-type: none"> > MFD/Expiry date. > Product should be sealed properly and there should not be any leakage/ open seal. > Pack must be free from damages. 		<ul style="list-style-type: none"> > 3ply corrugated box (<3kg pack) or 5 ply corrugated box (>3kg pack) and fill empty space in carton with paper fillers. 	<ul style="list-style-type: none"> > Paste HU label on top of the box. > Seal the box with 3-inch tape (H taping).

Category Specific Packaging Guidelines for Sellers

Almond, Cashew, Dates, Dried Seeds, Mixed Dry Fruits, Pistachios, Raisins etc.	Glass Container pack 	> MFD/Expiry date. > Product should be sealed properly and there should not be any leakage/ open seal. > Jar must be free from cracks/damages.	> Fragile pack (glass jars/ bottles) to be wrapped with 2 ply corrugated sheet.	> 3ply corrugated box (<3kg pack) or 5 ply corrugated box (>3kg pack) and fill empty space in carton with paper fillers.	> Paste HU label on top of the box. > Seal the box with 3-inch tape (H taping).
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Annexure 4: Packaging Guidelines for Health and Personal care appliances

The recommended packaging is corrugate box of 5 ply in case article of more than 3 Kg or if product weight is less than 3kg, 3 ply carton boxes to be used.

Select right packaging / shipping material as mentioned in below ref. table.

This table is for your ready ref. although based on article criticality. Corrugated box is required for this product categories as these products are fragile / sensitive/ has electrical components.





Health monitoring products

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Blood pressure monitor, Body composition monitors, Weight Scales					
Body fat monitors, Breathing trainers & monitors, Health alert and monitoring systems		> MFD/Expiry date if applicable. > It should not have any damages / Cracks. > Functional components to work properly (Switched, any electronic part etc.).	> Ensure article is packed in its original box packing. > Inside box there should not be any loose article, fill void space with paper filler (if products are rattling inside original box).	> Box in box packing. > 3ply corrugated box (<3kg pack) or 5 ply corrugated box (>3kg pack) and fill empty space in carton with paper fillers.	> Paste HU label on top of the box. > Seal the box with 3-inch tape (H taping).
Heart rate monitors, Pedometers, Pulse oximeters, Thermometers					

Wellness, relaxation, activity tracker and massage equipment





Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
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Category Specific Packaging Guidelines for Sellers

Clips, Arm & Wrist bands		<p>> MFD/Expiry date if applicable.</p> <p>> It should not have any damages / Cracks.</p> <p>> Functional components to work properly (Switched, any electronic part etc.).</p>	<p>> Ensure article is packed in its original box packing.</p> <p>> Inside box there should not be any loose article, fill void space with paper filler (if products are rattling inside original box).</p>	<p>> Box in box packing. > 3ply corrugated box (<3kg pack) or 5 ply corrugated box (>3kg pack) and fill empty space in carton with paper fillers.</p>	<p>> Paste HU label on top of the box.</p> <p>> Seal the box with 3-inch tape (H taping).</p>
Accessories					
Electric foot massager					
Electric back massager					

Personal care products (Hair styling, power shaving, power toothbrush)

Category Specific Packaging Guidelines for Sellers

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Curling Irons, Straighteners					
Hair Dryers, Hair Stylers		<p>> MFD/Expiry date if applicable.</p> <p>> It should not have any damages / Cracks.</p> <p>> Product should be sealed properly and there should not be any leakage.</p>	<p>> Ensure product in packed in its original packaging / box.</p>	<p>> T folder / 3ply corrugated box to be used. And fill void space with the help of paper fillers.</p>	<p>> Paste HU label on top of the box.</p> <p>> Seal the box with 3-inch tape (H taping).</p>
Electric Shavers, Epilators and Trimmers & Clippers					
Power Toothbrushes					

Annexure 5: Packaging Guidelines for Kitchen & Home Appliances

The recommended packaging is corrugate box of 5 ply in case article of more than 3 Kg or if product weight is less than 3kg, 3 ply carton boxes to be used.




Select right packaging / shipping material as mentioned in below ref. table.

This table is for your ready ref. although based on article criticality. Corrugated box is required for this product categories as these products are fragile / sensitive/ has electrical components.



Coffee, Tea & Espresso

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
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Category Specific Packaging Guidelines for Sellers

Coffee Grinders (Electric)		<ul style="list-style-type: none"> > MFD/Expiry date. > Product should not have any damages / cracks. > Product to be packed in original pack/box. 			
Coffee Machines (Espresso Machines, Super-Automatic Coffee Machines)		<ul style="list-style-type: none"> > All inner components must be packed in original packing. > If there is any rattling inside the box use paper filler to arrest the movement 	<ul style="list-style-type: none"> > Ensure if there is any loose item inside the box that should be wrapped with paper sheets. And pack inside the original box packing. 	<ul style="list-style-type: none"> > Box in box packing. > 3ply corrugated box (<3kg pack) or 5 ply corrugated box (>3kg pack) and fill empty space in carton with paper fillers. 	<ul style="list-style-type: none"> > Paste HU label on top of the box. > Seal the box with 3-inch tape (H taping).
Kettles & Tea Machines (Electric kettles, Hot/iced tea machine)		<ul style="list-style-type: none"> > Functional components must work properly. 			




Heating, Cooling & Air Quality

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Fan (Celling, Exhaust, Pedestal, Table, Tower Fan)		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > Product should not have any damages / cracks. > Product to be packed in original pack/box. > All inner components must be packed in original packing. 	<ul style="list-style-type: none"> > Ensure if there is any loose item inside the box that should be wrapped with paper sheets. And pack inside the original box packing. 	<ul style="list-style-type: none"> > Box in box packing. > 3ply corrugated box (<3kg pack) or 5 ply corrugated box (>3kg pack) and fill empty space in carton with paper fillers. 	<ul style="list-style-type: none"> > Paste HU label on top of the box. > Seal the box with 3-inch tape (H taping).
Humidifiers (Mist Humidifier, Room Humidifier)		<ul style="list-style-type: none"> > If there is any rattling inside the box use paper filler to arrest the movement > Functional components must work properly. 	<ul style="list-style-type: none"> > Pack fan blade box and motor box together inside an outer carton. 		





Category Specific Packaging Guidelines for Sellers

<p>Room Heaters (Fan, Halogen, Heat convector, electric)</p>					
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Small Kitchen Appliances

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
<p>Blenders, Juicer, Mixer, Mixer Grinder</p>		<p>> MFD/Expiry date if applicable. > Product should not have any damages / cracks. > Product to be packed in original pack/box. > All inner component /parts must be packed in original packing. > If there is any rattling inside the box use paper filler and arrest the movement > Functional components must work properly.</p>	<p>> Ensure if there is any loose item inside the box that should be wrapped with paper sheets. And pack inside the original box packing.</p>	<p>> Box in box packing. > 3ply corrugated box (<3kg pack) or 5 ply corrugated box (>3kg pack) and fill empty space in carton with paper fillers.</p>	<p>> Paste HU label on top of the box. > Seal the box with 3-inch tape (H taping).</p>
<p>Crepe maker, Sandwich maker</p>					
<p>Egg boiler, Electric Cooker & Steamers</p>					

Category Specific Packaging Guidelines for Sellers

Food Processor, fryer					
Induction cooktop					
Soup kettles maker, Toasters					
Electric knife sharpeners					

Annexure 6: Packaging Guidelines for PPE products (Mask, gloves, filters and Face shield)

The recommended packaging is corrugate box of 5 ply in case article of more than 3 Kg or if product weight is less than 3kg, 3 ply carton boxes to be used.

Select right packaging / shipping material as mentioned in below ref. table.

This table is for your ready ref. although based on article criticality. Corrugated box is required for this product categories as these products are fragile / sensitive/ has electrical components.

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
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Category Specific Packaging Guidelines for Sellers


Masks, Gloves PPE Kit					
Strap extenders, filters		<ul style="list-style-type: none"> > MFD/Expiry date. > Product should not have any damages / cracks. > Product to be packed in original pack/box. 	<ul style="list-style-type: none"> > If rigid component use paper fillers for cushioning. 	<ul style="list-style-type: none"> > Jiffy bags for soft articles. > If there is any right component/box then use 3ply corrugated box/ T folder (<3kg pack) or 5 ply corrugated box (>3kg pack). 	<ul style="list-style-type: none"> > Paste HU label on top of the box / Jiffy bag. > Seal the box with 3-inch tape (H taping).
Face Shield				<ul style="list-style-type: none"> > Use 3ply corrugated box / T folder (<3kg pack) or 5 ply corrugated box (>3kg pack). 	

Annexure 7: Packaging Guidelines for Home care - Pet Supplies

The recommended packaging is corrugate box of 5 ply in case article of more than 3 Kg or if product weight is less than 3kg, 3 ply carton boxes to be used.

Select right packaging / shipping material as mentioned in below ref. table.

This table is for your ready ref. although based on article criticality. Corrugated box is required for this product categories as these products are fragile / sensitive/ has electrical components.

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Pet Supplies (Birds, cats, dogs, fish, and other animals)		<ul style="list-style-type: none"> > MFD/Expiry date. > Pack should not have any damages / leakage. 		<ul style="list-style-type: none"> > 3ply corrugated box (<3kg pack) or 5 ply corrugated box (>3kg pack) and fill empty space in carton with paper fillers. 	<ul style="list-style-type: none"> > Paste HU label on top of the box. > Seal the box with 3-inch tape (H taping).

Annexure 8: Packaging Guidelines for Home & Kitchen





The recommended packaging is corrugate box of 5 ply in case article of more than 3 Kg or if product weight is less than 3kg, 3 ply carton boxes to be used.

Select right packaging / shipping material as mentioned in below ref. table.





Category Specific Packaging Guidelines for Sellers

This table is for your ready ref. although based on article criticality. Corrugated box is required for this product categories as these products are fragile / sensitive/ has electrical components.

Automotive, Industrial & Scientific

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Auto Care		> MFD/Expiry date. > Pack should not have any damages / leakage.	> Liquid product to be wrapped in a poly bag. > Spray/ pump bottle pack to be wrapped with 2 ply corrugated sheet also.	> Jiffy for wipe / foam (soft packs). > 3ply T folder / box for small unit (wax). > Corrugated box (jar/bottle pack) 3ply for <3kg and 5ply for >3kg pack.	> Paste HU label on top of the box / jiffy bag. > Seal the box with 3-inch tape (H taping).
Industrial & Scientific Supplies			> Wrap the product with 2 ply corrugated sheet if there is no outer carton box (like in spanner and other tools).	> Use 3 ply box for <3kg pack and 5ply box for >3kg pack and fill empty space with paper filler.	> Paste HU label on top of the box. > Seal the box with 3-inch tape (H taping).
Janitorial & Sanitation Supplies			> Liquid product to be wrapped in a poly bag. > Spray/ pump bottle pack to be wrapped with 2 ply corrugated sheet also.	> Jiffy for wipe / foam (soft packs). > 3ply T folder / box for small unit (wax). > Corrugated box (jar/bottle pack) 3ply for <3kg and 5ply for >3kg pack.	> Paste HU label on top of the box / jiffy bag. > Seal the box with 3-inch tape (H taping).
Lab & Scientific Products & Test, measure & inspection products			> Wrap the product with 2 ply corrugated sheet if there is no outer carton box (like in spanner and other tools).	> Use 3 ply box for <3kg pack and 5ply box for >3kg pack and fill empty space with paper filler.	> Paste HU label on top of the box. > Seal the box with 3-inch tape (H taping).






Bags & Travel Luggage

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Trolley & Suitcases		> MFD/Expiry date. > Pack should not have any damages / leakage. > Functional part should work properly (like locks, electronic parts etc.).	> Product to be wrapped in original poly bag / box.	> Corrugated box 3ply for <3kg and 5ply for >3kg pack.	> Paste HU label on top of the box > Seal the box with 3-inch tape (H taping).
Backpacks & Bags				> Use Jiffy bags for bags do not have rigid parts. > 3 ply boxes for <3kg pack & 5ply box for >3kg pack and fill empty space with paper filler.	> Paste HU label on top of the box / Jiffy. > Seal the box with 3-inch tape (H taping).
Travel Accessories			>Sunglasses / fragile products to be packed properly with its original packing. > Leather products to be wrapped with soft paper.	> Use Jiffy bags for soft articles. > 3 ply boxes for <3kg pack & 5ply box for >3kg pack and fill empty space with paper filler.	> Paste HU label on top of the box / Jiffy. > Seal the box with 3-inch tape (H taping).
Travel Duffle			> Product to be wrapped in original poly bag / box.	> Use Jiffy bags for bags do not have rigid parts. > 3 ply boxes for <3kg pack & 5ply box for >3kg pack and fill empty space with paper filler.	> Paste HU label on top of the box / Jiffy. > Seal the box with 3-inch tape (H taping).

Bathroom & Laundry and Accessories

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
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Category Specific Packaging Guidelines for Sellers

Buckets, Mugs & Tubs		<p>> Pack should not have any damages / leakage.</p> <p>> Functional part should work properly (like locks, folding etc).</p>	<p>> Ensure article is packed in original poly bag or wrap it with paper.</p> <p>> If any articles have sharp edge wrap it with 2 ply corrugated sheet.</p>	<p>> Corrugated box 3ply for <3kg and 5ply for >3kg pack.</p>	<p>> Paste HU label on top of the box/ Jiffy.</p> <p>> Seal the box with 3-inch tape (H taping).</p>
Stool					
Hooks, Clips & Hangers					
Bathroom Accessories					
Laundry Accessories				<p>> Use Jiffy bag.</p> <p>> If article has any breakable part use 3ply box (<3kg) or 5ply box (>3kg).</p>	




Books

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
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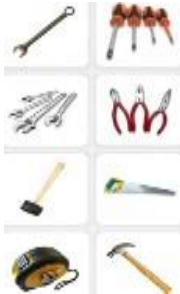
Category Specific Packaging Guidelines for Sellers

Books		> Pack should not have any damages.	> Ensure article is packed in original poly bag or wrap it with paper.	> Corrugated box 3ply for <3kg and 5ply for >3kg pack. And fill the empty space with paper fillers.	> Paste HU label on top of the box. > Seal the box with 3-inch tape (H taping).
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Carpentry & work accessories

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Adhesives & Sealants				> Jiffy bag for very small / nonfragile packs (like tape, M seal, glue stick). > 3ply T folder / box for small packs (fevikwik, another liquid adhesive pack). > 5ply box for >3kg pack.	
Locks & Hardware		> Check MFD / Expiry of the pack. > Pack should not have any damages/ leakage. > functional components should work properly like locks, keys, hinges etc.)	> Ensure article is packed in original poly bag or wrap it with paper. > Any sharp article to be wrapped with 2 ply corrugated sheet.	> 3Ply T folder / Box for small packs (like locks, hinges etc.) > 5ply box for heavy packs (>3kg).	> Paste HU label on top of the box. > Seal the box with 3-inch tape (H taping).
Safes & Security				> 3 ply corrugated box for <3kg & 5ply box for >3kg packs.	


Category Specific Packaging Guidelines for Sellers

Tools & Implements				<p>> 3Ply T folder / Box for small packs (like locks, hinges etc.)</p> <p>> 5ply box for heavy packs (>3kg).</p>	
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Dining

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Barware					
Cups, Mugs & more		<p>> It should not have any damages / Cracks.</p> <p>> Functional components to work properly (locks, any electronic part etc.).</p>	<p>> Ensure article is packed in original poly bag/ box.</p> <p>> If any fragile (glass/ceramic) article, to be wrapped with 2 ply corrugated sheet.</p> <p>> Check the articles inside the box, they should be wrapped with paper / original cushioning packaging (foam, bubble etc.).</p> <p>> Ensure internal articles are not moving, if so, use paper filler to arrest movement.</p>	<p>> Use 3ply box (for <3kg pack) or 5ply box for >3kg pack. And fill empty space in the carton with paper fillers.</p>	<p>> Paste HU label on top of the box.</p> <p>> Tape box from all side with 3inch tape. (H taping).</p>
Cutlery & Serving Aids					

Category Specific Packaging Guidelines for Sellers

Dinnerware, Tableware					
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Disposables


Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Disposable Bowls & Containers, Plates & Glasses					
Disposable Cutlery		<p>> Check MFD / Expiry if applicable.</p> <p>> It should not have any damages / Cracks.</p>	<p>> Ensure article is packed in original poly bag/ box.</p> <p>> If there is no original packing stack the articles properly and Wrap then with paper sheet.</p> <p>> Fragile / breakable article to be</p>	<p>> Use 3ply T folder / 3ply box (for <3kg pack) or 5ply box for >3kg pack. And fill empty space in the carton with paper fillers.</p>	<p>> Paste HU label on top of the box.</p> <p>> Tape box from all side with 3inch tape. (H taping).</p>

wrapped with 2 ply corrugated sheet.



Category Specific Packaging Guidelines for Sellers

Foil & Cling Film					
Garbage Bags					
Kitchen & Toilet Rolls, Paper Tissues & Napkins					




Electrical

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Batteries		<ul style="list-style-type: none"> > Check MFD / Expiry. > It should not have any damages / cracks etc. > Function products should work properly. 	<ul style="list-style-type: none"> > Ensure article is packed in original pack / box. > Fragile / breakable article to be wrapped with 2 ply corrugated sheet. 	<ul style="list-style-type: none"> > Use 3ply T folder / 3ply box (for <3kg pack) or 5ply box for >3kg pack. And fill empty space in the carton with paper fillers. 	<ul style="list-style-type: none"> > Paste HU label on top of the box. > Tape box from all side with 3inch tape. (H taping).

Category Specific Packaging Guidelines for Sellers






LED Bulbs					
Other Electrical Needs					

Furnishing


Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Bedsheets, Blanket, Quilts & Dohars					
Table & Kitchen Linen, Curtains & Accessories		<ul style="list-style-type: none"> > It should not have any damages / cracks etc. > Function products should work properly (umbrella locos etc.) 	<ul style="list-style-type: none"> > Ensure article is packed in original pack / box. > If there is no original box/ bag, use paper sheet to wrap them. > If umbrella do not have cover use 2ply paper sheet to wrap it. 	<ul style="list-style-type: none"> > Jiffy bags to be used for soft articles. > If there is any breakable component (like umbrella) Use 3ply T folder / 3ply box (for <3kg pack) or 5ply box for >3kg pack. And fill empty space in the carton with paper fillers. 	<ul style="list-style-type: none"> > Paste HU label on top of Jiffy bag / Box > Seal jiffy bag appropriately, Tape box from all side with 3inch tape.
Cushion & Cushion Covers, Pillow & Pillow Covers					

Garden & Outdoor





Category Specific Packaging Guidelines for Sellers

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark	
Barbeque		<p>> Check MFD / Expiry of the pack. > Pack should not have any damages/ leakage. > Functional components should work properly.</p>	<p>> Ensure article is packed in original box / bag. > Any sharp article to be wrapped with 2 ply corrugated sheet.</p>	<p>> 3ply / 5ply box to be used, ensure to fill empty spaces in the box.</p>	<p>> Paste HU label on top of the box. > Seal the box with 3-inch tape (H taping).</p>	
Gardening				<p>> 3Ply / Box for small packs (like pliers, tong etc.) > 5ply box for heavy packs (>3kg).</p>		
Insect & Animal Control			<p>> Ensure article is packed in original box / bag. > Liquid packs to be wrapped with poly bag.</p>	<p>> 3 ply corrugated box for <3kg & 5ply box for >3kg packs.</p>		
Outdoor Décor			<p>> Ensure article is packed in original box / bag. > Any sharp article / Wooden article / earth wares to be wrapped with 2 ply corrugated sheet. > Electrical / solar products to be packed in original box properly, there should not be any rattling inside the box. Fill empty space with paper.</p>	<p>> 3Ply Box for small packs (like locks, hinges etc.) > 5ply box for heavy packs (>3kg).</p>		
Outdoor Living						



Category Specific Packaging Guidelines for Sellers

Solar Power					
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Home décor

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Artificial Flora, Vases		<ul style="list-style-type: none"> > Check MFD / Expiry of the pack. > Pack should not have any damages/ leakage. > Functional components should work properly. 	<ul style="list-style-type: none"> > Ensure article is packed in original box / bag. > Any fragile/ ceramic/ breakable article must be packed properly fit inside original box (fill void space with paper filler) and wrap it with 2 ply corrugated sheet. 	<ul style="list-style-type: none"> > 3ply box for <3kg pack and 5ply box for >3kg pack to be used, ensure to fill empty spaces in the box. 	<ul style="list-style-type: none"> > Paste HU label on top of the box. > Seal the box with 3-inch tape (H taping).
Candle Holders, Home décor accents					
Wall Décor, Artwork, Decorative Stickers, Seasonal decorations			<ul style="list-style-type: none"> > Ensure article is packed in original box / bag. > Wrap the sticker's artworks with paper sheet. 	<ul style="list-style-type: none"> > 3Ply corrugated box to be used for <3kg pack. 	
Children's room décor, Wind Chimes			<ul style="list-style-type: none"> > Ensure article is packed in original box / bag. > Fill empty space inside the box with paper to avoid rattling. 	<ul style="list-style-type: none"> > 3Ply Box for <3kg packs and 5ply box for >3kg packs. > ensure to fill empty space in the box with the help of paper fillers. 	

Category Specific Packaging Guidelines for Sellers

Clocks, Mirrors, Photo Frames			<ul style="list-style-type: none"> > Ensure article is packed in original box / bag. > Fill empty space inside the box with paper to avoid rattling. > wrap the fragile article box with 2 ply corrugated sheet. 		
Home décor accents, Home Fragrances					


Kitchenware

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Bakeware					
Containers & Storage, Tiffin Box		<ul style="list-style-type: none"> > Check MFD / Expiry if applicable. > Pack should not have any damages/ leakage. > Functional components should work properly. 	<ul style="list-style-type: none"> > Ensure article is packed in original box / bag. > Any fragile breakable article must be packed properly fit inside original box (fill void space with paper filler) and wrap it with 2 ply corrugated sheet. > If any pack there is no outer box (from OEM) wrap the pack with 2ply corrugated sheet. 	<ul style="list-style-type: none"> > 3ply box for <3kg pack and 5ply box for >3kg pack to be used, ensure to fill empty spaces in the box. 	<ul style="list-style-type: none"> > Paste HU label on top of the box. > Seal the box with 3-inch tape (H taping).
Cookware & Non-Stick					




Category Specific Packaging Guidelines for Sellers

Cutting & Chopping Implements					
Essential Kitchen Tools, Gas Stove & Accessories					
Flask & Bottle					



Mops, brushes & Scrubs

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Dust Cloth & Wipes, Scrub pad		<ul style="list-style-type: none"> > Pack should not have any damage / Breakage. > Function components to work properly (like mop locks, swings, bin hinges etc.,) 	<ul style="list-style-type: none"> > Ensure article is packed in original pack / bag. 	<ul style="list-style-type: none"> > Jiffy bags to be used for soft articles. 	<ul style="list-style-type: none"> > Paste HU label on top of jiffy bag.



Category Specific Packaging Guidelines for Sellers

Dustbin, Brooms & Dust Pans					
Mops, Wipers & Gloves			<ul style="list-style-type: none"> > Ensure article is packed in original pack / Box. > If there is no outer pack use 2 ply corrugated sheet to wrap. 	<ul style="list-style-type: none"> > Use Jiffy bag for soft articles (like gloves, cloth mops etc.) > The product has plastic components to be packed in 3ply Box (<3kg pack). > If product size if ODD like non foldable broom / brushes etc. wrap it with 2 ply corrugated sheet (2 rounds) and tape it properly. 	<ul style="list-style-type: none"> > Paste HU label on top of jiffy bag or on the box. > Seal the corrugated box with 3-inch tape (H taping). > On ODD shaped packs (wrapped with 2ply sheet) apply HU label on flat surface.
Toilet & Other Brushes					




Pooja needs

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Agarbatti/ Dhoop Stick			<ul style="list-style-type: none"> > Ensure article is packed in original pack / box. > If there is no original box/ bag, use 2 ply paper sheets to wrap them. 		
Camphor & Wicks, Diya/Candles & Match Box		<ul style="list-style-type: none"> > Check MFD / Expiry if applicable. > It should not have any damages / cracks etc. 	<ul style="list-style-type: none"> > If there are any liquid articles. Pack it in a poly bag first. > If Diya made if any metal / mud Diya etc. to be packed in its original box or if not provided by OEM then wrap it properly in 2 ply corrugated sheet. 	<ul style="list-style-type: none"> > Use 3ply T folder / 3Ply box for packing <3kg packs, 5ply for >3kg pack. And fill empty space in the carton with paper fillers. 	<ul style="list-style-type: none"> > Paste HU label on top of Box. > Tape box from all side with 3inch tape.


Category Specific Packaging Guidelines for Sellers





Lamp & Lamp Oil					
Pooja Accessories					

Sports, toy, and luggage






Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Bags & Travel Luggage, Trolley & Suitcases				> Corrugated box 3ply for <3kg and 5ply for >3kg pack.	> Paste HU label on top of the box > Seal the box with 3-inch tape (H taping).
Backpacks & Bags		> MFD/Expiry date. > Pack should not have any damages / leakage. > Functional part should work properly (like locks, electronic parts etc.).	> Product to be wrapped in original poly bag / box.	> Use Jiffy bags for bags do not have rigid parts. > 3 ply boxes for <3kg pack & 5ply box for >3kg pack and fill empty space with paper filler.	> Paste HU label on top of the box / Jiffy. > Seal the box with 3-inch tape (H taping).
Travel Duffle				> Use Jiffy bags for bags do not have rigid parts. > 3 ply boxes for <3kg pack & 5ply box for >3kg pack and fill empty space with paper filler.	> Paste HU label on top of the box / Jiffy. > Seal the box with 3-inch tape (H taping).

Category Specific Packaging Guidelines for Sellers






Travel Accessories		>Sunglasses / fragile products to be packed properly with its original packing. > Leather products to be wrapped with soft paper.	> Use Jiffy bags for soft articles. > 3 ply boxes for <3kg pack & 5ply box for >3kg pack and fill empty space with paper filler.	> Paste HU label on top of the box / Jiffy. > Seal the box with 3-inch tape (H taping).
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Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Toys, Games & Fitness		> Product should not have any damages.	> Ensure article is packed in original poly bag or wrap it with paper.	> Corrugated box 3ply for <3kg and 5ply for >3kg pack. And fill the empty space with paper fillers.	> Paste HU label on top of the box. > Seal the box with 3-inch tape (H taping).
Dolls, Action Figures & Stuffed Toys, Indoor & Board Games, Action & Toy Figures, Active Play, Learning & Education, Die-Cast & Toy Vehicles					
Model Building Kits, Building & Construction Toys, Model Trains & Railway Sets, Musical Toy Instruments					
Sport & Outdoor, Fitness accessories, Sporting Equipment & Accessories		> Check MFD/ Expiry if applicable. > Product should not have any damages.	> Ensure article is packed in original poly bag or wrap it with paper.	> Corrugated box 3ply for <3kg and 5ply for >3kg pack. And fill the empty space with paper fillers.	> Paste HU label on top of the box. > Seal the box with 3-inch tape (H taping).



Category Specific Packaging Guidelines for Sellers

Vehicles & Ride Ons		<ul style="list-style-type: none"> > Product should not have any damages. > Functional component should work properly. 	<ul style="list-style-type: none"> > Ensure article is packed in original box. > If no box provided by OEM wrap it with 2 ply corrugated sheet. 	<ul style="list-style-type: none"> > Corrugated box 3ply for <3kg and 5ply for >3kg pack. And fill the empty space with paper fillers. 	<ul style="list-style-type: none"> > Paste HU label on top of the box. > Seal the box with 3-inch tape (H taping).
Coin & Stamp Collecting, Sport collectibles		<ul style="list-style-type: none"> > Product should not have any damages. > Functional component should work properly. 	<ul style="list-style-type: none"> > Ensure article is packed in original box. Or wrap it with paper sheet. 	<ul style="list-style-type: none"> > Corrugated box 3ply for <3kg and 5ply for >3kg pack. And fill the empty space with paper fillers. 	<ul style="list-style-type: none"> > Paste HU label on top of the box. > Seal the box with 3-inch tape (H taping).
Novelty & Gag Toys, Dress up and pretend toys, Radio & Remote Control, Die-Cast & Toy Vehicles					
Baby & Toddler Toys		<ul style="list-style-type: none"> > Check MFD/ Expiry if applicable. > Product should not have any damages. 	<ul style="list-style-type: none"> > Ensure article is packed in original poly bag or wrap it with 2ply corrugated sheet. 	<ul style="list-style-type: none"> > Corrugated box 3ply for <3kg and 5ply for >3kg pack. And fill the empty space with paper fillers. 	<ul style="list-style-type: none"> > Paste HU label on top of the box. > Seal the box with 3-inch tape (H taping).
Yoga					




Category Specific Packaging Guidelines for Sellers

All exercise and fitness, Strength training, Cardio equipment		<ul style="list-style-type: none"> > Check MFD / Expiry if applicable. > Product should not have any damages. > Functional component should work properly. 	<ul style="list-style-type: none"> > Ensure article is packed in original box. > If there is no box by OEM then wrap it with 2 ply corrugated sheet. 	<ul style="list-style-type: none"> > Corrugated box 3ply for <3kg and 5ply for >3kg pack. And fill the empty space with paper fillers. 	<ul style="list-style-type: none"> > Paste HU label on top of the box. > Seal the box with 3-inch tape (H taping).
Camping and hiking					
Cricket		<ul style="list-style-type: none"> > Check MFD / Expiry if applicable. > Product should not have any damages. > Functional component should work properly. 	<ul style="list-style-type: none"> > Ensure article is packed in original box. > If there is no box by OEM then wrap it with 2 ply corrugated sheet. 	<ul style="list-style-type: none"> > Corrugated box 3ply for <3kg and 5ply for >3kg pack. And fill the empty space with paper fillers. 	<ul style="list-style-type: none"> > Paste HU label on top of the box. > Seal the box with 3-inch tape (H taping).
Cycling					
Football					




Category Specific Packaging Guidelines for Sellers

Badminton					
Running					



Stationary

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Art & Craft Supplies, Tapes and Adhesives, Colouring Tools		<ul style="list-style-type: none"> > Check MFD / Expiry of the product. > Article should not have any damage / Breakage. > Function components to work properly. 	> Ensure article is packed in original pack / bag.		
Clay & Dough				> Use 3ply T folder to pack these articles.	> Paste HU label on top of the carton box. > Use 3inch tape to seal the carton.
Diaries & Notebooks			> Ensure article is packed in original pack / bag. If there is no outer cover / poly bag on book / diaries use soft paper to wrap it.	> If any article is big use 3ply box or 5ply box appropriately.	

Category Specific Packaging Guidelines for Sellers

Markers & Highlighters, Pencils, Erasers & Sharpeners, Pens & Refills			> Ensure article is packed in original pack / bag.		
Office Supplies, Other Stationery, School Supplies, Pencil Cases & Geometry Box			> Ensure article is packed in original pack / bag. If there is no outer cover / poly bag on folders. Use soft paper to wrap it.		
Party Accessories					

Toy, games & fitness

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Action & Toy Figures		> Article should not have any damage / Breakage.	> Ensure article is packed in original pack / bag. > Internal parts / components to be packed properly, there should not be any rattling.	> Use 3ply box to pack these articles. If any article is big >3kg use 5ply box. And fill empty space in the box with the help of paper fillers.	> Paste HU label on top of the carton box. > Use 3inch tape to seal the carton.
Active Play		> Function components to work properly.	> Ensure article is packed in original pack / bag. > Internal parts / components to be packed properly, there should not be any rattling.		

Annexure 9: Packaging Guidelines for Mom and Baby




Category Specific Packaging Guidelines for Sellers

The recommended packaging is corrugate box of 5 ply in case article of more than 3 Kg or if product weight is less than 3kg, 3 ply carton boxes to be used.

Select right packaging / shipping material as mentioned in below ref. table.

This table is for your ready ref. although based on article criticality. Corrugated box is required for this product categories as these products are fragile / sensitive/ has electrical components.



Bath & Skin Care

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Bathing Accessories		<ul style="list-style-type: none"> > MFD/Expiry date. > Pack should not have any damages / leakage. 	<ul style="list-style-type: none"> > Ensure article is packed in original poly bag / box. > If any fragile pack (glass) wrap it with 2 ply corrugated sheet. 	<ul style="list-style-type: none"> > Soft articles /toys to be packed in jiffy bags. > Corrugated T folded box or 3ply box for <3kg and 5ply for >3kg pack. > fill the empty space with paper filler. 	<ul style="list-style-type: none"> > Paste HU label on top of the box/ Jiffy. > Seal the box with 3-inch tape (H taping).
Bathing Soaps, Body wash, Shampoo					
Oils, Creams & Lotions, Powders					




Diapers & Wipes

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
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Category Specific Packaging Guidelines for Sellers

Diapers & Pants		<ul style="list-style-type: none"> > MFD/Expiry date. > Pack should not have any damages / leakage. 	<ul style="list-style-type: none"> > Ensure article is packed in original poly bag / box. 	<ul style="list-style-type: none"> > Use Jiffy bags. > If any pack has carton box use 3ply carton box. 	<ul style="list-style-type: none"> > Paste HU label on top of the Jiffy / box. > Seal the box with 3-inch tape (H taping).
Wipes					




Feeding & Nursing

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Baby Food & Cereals, Infant Formulae		<ul style="list-style-type: none"> > MFD/Expiry date. > Pack should not have any damages / leakage. 	<ul style="list-style-type: none"> > Ensure article is packed in original poly bag / box. > If any fragile pack (glass) to be wrapped with 2 ply corrugated sheet. 	<ul style="list-style-type: none"> > Use 3ply T folder or 3 ply corrugated box for <3kg pack. > If product is >3kg use 5ply corrugated box. 	<ul style="list-style-type: none"> > Paste HU label on top of the Jiffy / box. > Seal the box with 3-inch tape (H taping).
Dishes & Utensils					
Feeding Accessories, Shippers & Bottles					

Category Specific Packaging Guidelines for Sellers






Teethers & Soothers					
Bibs & Hankies				<p>> use Jiffy bag for soft / noncritical articles.</p> <p>> If any carton box to be packed use 3ply T folder or 3ply corrugated box.</p>	

Grooming Essentials

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Brushes & Combs					
Grooming Accessories		<p>> MFD/Expiry date.</p> <p>> Pack should not have any damages.</p>	<p>> Ensure article is packed in original poly bag / box.</p>	<p>> Use 3ply T folder or 3ply corrugated box for <3kg pack.</p>	<p>> Paste HU label on top of the box.</p> <p>> Seal the box with 3-inch tape (H taping).</p>
Nail Clippers					

Category Specific Packaging Guidelines for Sellers



Health & Safety

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Baby Laundry Detergents		<p>> MFD/Expiry date. > Pack should not have any damages/ Leakage.</p>	<p>> Ensure article is packed in original poly bag / box. > If any fragile pack (glass) wrap it with 2 ply corrugated sheet.</p>	> Use 3ply T folder or 3ply corrugated box for <3kg pack. 5ply corrugated box for >3kg pack.	<p>> Paste HU label on top of the box. > Seal the box with 3-inch tape (H taping).</p>
Baby Toothbrushes, Toothpastes				> Use 3ply T folder or 3ply corrugated box for <3kg pack.	
Bottle Cleansers					
Cotton Buds & Balls				> Use 3ply T folder or 3ply corrugated box for <3kg pack.	
Gripe Water				> Use 3ply T folder or 3ply corrugated box for <3kg pack.	



Category Specific Packaging Guidelines for Sellers

Nasal Care					
Potty Training				> Use 3ply T folder or 3ply corrugated box for <3kg pack.	
Thermometers					




Mom & Maternity

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Breast Pads				> Use 3ply T folder or 3ply corrugated box for <3kg pack. 5ply corrugated box for >3kg pack.	
Breast Pumps		> MFD/Expiry date. > Pack should not have any damages/ Leakage.	> Ensure article is packed in original poly bag / box. > If any fragile pack (glass) wrap it with 2 ply corrugated sheet.	> Use 3ply T folder or 3ply corrugated box for <3kg pack.	> Paste HU label on top of the box / Jiffy. > Seal the box with 3-inch tape (H taping).

Category Specific Packaging Guidelines for Sellers





Gift Set				> Use 3ply T folder or 3ply corrugated box for <3kg pack.	
Maternity Wares				> Use jiffy for soft articles, for carton box packs use 3ply T folder or 3ply corrugated box for <3kg pack.	

Sleeping Needs

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Baby Bedding Needs, Pillows				> Use 3ply T folder or 3ply corrugated box for <3kg pack. 5ply corrugated box for >3kg pack.	
Cots, Cradles		> MFD/Expiry date. > Pack should not have any damages. > Functional parts must be working. (Locks etc.)	> Ensure article is packed in original poly bag / box.	> Use 3ply corrugated box for <3kg pack. 5 ply corrugated box for >3kg pack.	> Paste HU label on top of the box / Jiffy. > Seal the box with 3-inch tape (H taping).
Easy Dry				> Use Jiffy for soft articles, for carton box packs use 3ply T folder or 3ply corrugated box for <3kg pack.	

Travel Needs

Category Specific Packaging Guidelines for Sellers

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Baby Bag, Backpacks		<ul style="list-style-type: none"> > MFD/Expiry date if applicable. > It should not have any damages / Cracks. 	<ul style="list-style-type: none"> > Ensure article is packed in original poly bag/ box. 	<ul style="list-style-type: none"> > Use Jiffy bag (if <1kg pack) or 3 ply corrugated box 	<ul style="list-style-type: none"> > Paste HU label on jiffy / on top of the box. > Seal jiffy bag appropriately, Tape box from all side with 3inch tape.
Baby Carrier		<ul style="list-style-type: none"> > It should not have any damages / Cracks. > Functional components to work properly (locks, any electronic part etc.). 	<ul style="list-style-type: none"> > Not req. for flexible articles. > Ensure article is packed in original poly bag. > If there is no bag from manufacture, use paper to wrap it. 	<ul style="list-style-type: none"> > Use Jiffy bag (if <1kg pack) or 3 ply corrugated box 	<ul style="list-style-type: none"> > HU label to be pasted on jiffy bags. > Jiffy bag to be folded appropriately while sealing and seal to be temper evident.
Stroller, Pram & Walker		<ul style="list-style-type: none"> > It should not have any damages / Cracks. > Functional components to work properly (locks, any electronic part etc.). 	<ul style="list-style-type: none"> > Pack the article in original corrugated box. Or if not available Do wrap with 2 ply corrugated sheet. 	<ul style="list-style-type: none"> > Use 5ply box (for >3kg article). And fill empty space in the carton with paper fillers. 	<ul style="list-style-type: none"> > Seal the corrugated box with 3inch tape (H type sealing). > HU label to be pasted on top of the corrugated box.
Baby Car Seat		<ul style="list-style-type: none"> > It should not have any damages / Cracks. > Functional components to work properly (locks, any electronic part etc.). 	<ul style="list-style-type: none"> > Pack the article in original corrugated box/Polybag. Or if not available Do wrap with 2 ply corrugated sheet. 	<ul style="list-style-type: none"> > 3ply box (for <3kg article) and 5ply box (for >3kg article). And fill empty space in the carton with paper fillers. 	<ul style="list-style-type: none"> > Seal the corrugated box with 3inch tape (H type sealing). > HU label to be pasted on top of the corrugated box.

Annexure 10: Packaging Guidelines for Furniture: Living Room/ bedroom/ Outdoor/ Dining room / storage solutions-

In case of furniture packaging, Basic requirement is to have structural support to the furniture, for that we need to select proper Internal and External packing material as explained in detail below-

General Packaging Requirements-

- Vendors shall use sustainable, recycled or easily recyclable packaging materials that meet or exceed all performance and quality standards.
- Single use packaging should not be reused (for customer deliveries, where multiple handlings are part of supply chain.
- Wherever possible use flat packaging where article itself is in CKD condition and components are secured separately within the outer box.
- Centre of gravity of the packed box should be as close as possible to the centre of the box/ pallet.
- Packaging materials must protect the product and not result in an increase in damages.
- For critical item PE, EPE Foam sheet can be used.

Unacceptable Packaging Materials

- Polyurethane, Polystyrene Cushioning.
- Loose fill (i.e., packing peanuts etc.)

Preferred Interior Packaging Materials

Listed below are preferred interior packaging options that will maintain product integrity-

Honeycomb - Honey comb is a paper based protective material offering a strong lightweight corrugate packaging, it is a greater option for corner and edge protection.



Multiwall corrugated – It is a protective packaging design composed to many layers of corrugated board. It can be produced in many styles such as flat, angled channel, U channel and pyramid.



Closed Cell Foam Cushioning – These type of foam has many material type like PE, PP, EPE although these are less sustainable but sometimes recommended on highly fragile products.



Dunnage paper – Paper dunnage and 2ply corrugated sheets can be used as void space fillers.

Pallet packaging – Large and heavy furniture parts that exceed 50kgs or 1.2mtr in length shall be placed onto wood pallets that are sized to be footprint of master carton, secured with plastic strapping, as shown below. Also Stone, marble dining tabletops should be packed and transit within wooden crate.

Category Specific Packaging Guidelines for Sellers



The following photo sequence illustrate steps for packaging-

Step 1



Step 2



Step 3



Packaging material Specifications –

Carton Guidelines - Product may need have a master carton and inner carton while packing. Inner carton means in which produce is surrounded directly and this carton may have graphics display. Master carton is large carton containing inner cartons.

Both cartons must follow requirements detailed, including carton strength, void space limits, and flute direction.

Carton strength -

The master shipping carton must provide sufficient strength to protect and contain the product and should be properly sized, allowing for no movement due to excess headspace or void space between the products and packaging components. Excess space leads to damage and increased material and transportation costs. To prevent this, minimize excess space to not exceed 10mm within the package; this allows for ease of packing and unpacking the product. The

Category Specific Packaging Guidelines for Sellers

table below will help to outline the specifications required in designing an adequate master carton. VERGIN GRADE PAPE RTO BE USED FOR MAKING MASTER CARTONS.

Weight of Product (lbs / kg)	Burst Test (lbs per in ² / kg per cm ²)	Edge Crush Test (ECT) (lbs per in / kg per cm)	Corrugated, Combined Board
0 to 30 lbs 0 to 13.6 kg	200 lbs per in ² 14.1 kg per cm ²	32 lbs per in 5.7 kg per cm	Double-wall
30+ lbs 13.6+ kg	275 lbs per in ² 19.3 kg per cm ²	44 lbs per in 7.8 kg per cm	Double-wall

Commonly Used Carton Styles

The Regular Slotted Container (RSC), Full Overlap Container (FOL), Full Telescope Design (FTD), and Double Cover (DC) carton styles are preferred as they typically provide the most effective protection for our products. These, along with many other styles, are widely available through packaging suppliers. The minimum board for all Master Cartons is double wall.

Flute Direction

To prevent damages due to compression, containers oriented in their shipping direction should have flutes in the vertical direction. To prevent damages that may occur due to compression, when carton is positioned in the shipping direction the flute must be in vertical direction.

Preferred flute sizes

- BC/ AB/ AC/ CC flute combination.

Product/Carton Fit

Products within the carton should be secured so no movement is possible. The maximum amount of void space in any direction should not exceed 10mm. Void space should be considered the space between the edge of the product and the interior wall of the carton. Failure to eliminate void space in cartons will result in chargebacks being issued, as void space can cause stacking instability and lead to damages during transit. Use 2ply corrugated rolls/ Paper dunnage fillers to fill void space.

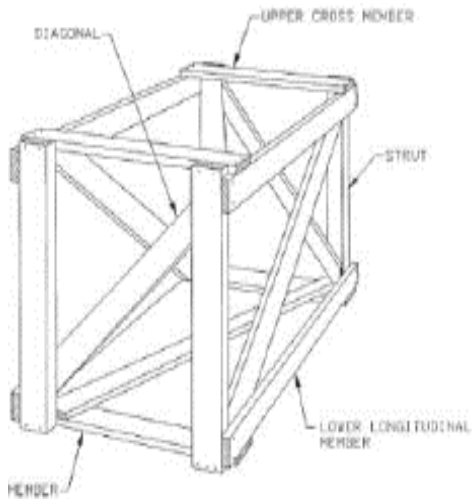


Wooden Crate Specifications

Wooden crates shall be sized to fit the outside dimensions of the corrugated Master Carton on all stone, marble table tops exceeding 50kg or 1.2-meter inches in the longest dimension or the diameter for round tables. Use solid, wood in the construction of any wood crate components. Wood joints shall be half-lap or mitered butt; do NOT use the basic

Category Specific Packaging Guidelines for Sellers

butt-style joints as this method provides weak corners and edges. Fasteners/ Screw shall be #8 or #10 screws head, with the screw length depending on the size and/or weight of the product. Do not use staples or nails.



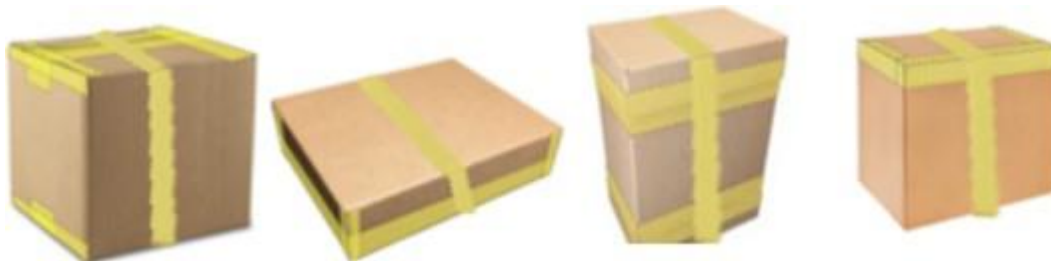
Left: Crate designs should make use of diagonal members to increase the structures rigidity. Please use screws as fasteners. This will allow our associates to easily remove the crate when needed without damaging the products.



Wooden Box packaging also can be used in place of wooden crates.

Closing of the Carton box -

Tape – 3-inch Pressure sensitive adhesive tape is preferred, use H method taping RSC containers. For other type of box taping ensure all the opening being closed. Additional vertical tape to be applied to reinforcement (incase box weight is >15kg).



Desiccant Packs

Desiccant packs must be used in all packages. The amount of desiccant required in a package can differ depending on a number of factors, as a general rule of thumb, please use min. 1 gram per 130 cubic inches.

Hardware

When packaging an item that contains hardware, please ensure that the hardware packet is clearly labeled and easy to identify, as it may be inadvertently disposed of or misplaced by the customer when unpacking the carton.

- A product's hardware should be packaged in an envelope or small box, and label envelop/ box as "Hardware Enclosed." Also mark the outer shipping box as "Hardware Enclosed in this box".
- Assembly Instructions should be packaged inside the same envelop/ box.
- Secure the envelope/box inside the carton in a way that will not damage the merchandise while in-transit and that is easy to identify when the carton is opened.



Upholstery packaging- Item Specific Packaging Example

Upholstery packaging also need same performance requirements as of all other furniture product packaging. Please follow the guidelines below as a minimum requirement for upholstery packaging.

Exterior Packaging

- **Carton:** For items that are less than 30 lbs. (13kg) the shipping container needs to be a minimum of 200 lbs./in 2 (32 ECT), For items that exceed 30 lbs (13kg) the corrugated tray and/or shipping container needs to be a minimum of 275 lbs./ in 2 (44 ECT)
- **Protective film:** Product needs to be fully covered to protect product from tears, snags, dust/dirt, moisture, etc. We suggest using multi-layered (minimum 2 layers of wrapping) film (stretch film> 50 Mic.) to provide proper film properties.

Interior Packaging

- **Legs:** If product has attached legs, legs must be suspended off the master carton/tray a minimum of 2". Legs should also utilize cushioning such as, foam caps to cushion the product from impacts during handling.



Left: Foam cushioning used to cap the end of the leg.

Sofa Packaging – Item Specific Packaging Example

Sofas can be packed using the tray and shrink/ stretch method or placed into a master carton. Ensure the method used follows the guidelines for exterior and interior packaging for Upholstery. When using the tray and shrink / stretch method, please ensure that the tray used extends over both arms of the sofa, rather than under one arm and across the entire back.



Sofa Chair Packaging – Item Specific Packaging Example

Chairs can be packed using the tray and shrink/ stretch method or placed into a master carton. Ensure the method used follows the guidelines for exterior and interior packaging for Upholstery. When using the tray and shrink / stretch method, please ensure that the tray used extends over both arms of the sofa, rather than under one arm and across the entire back.



Stools Packaging – Item Specific Packaging Example

Interior packaging should adhere to the interior packaging guideline listed in the interior packaging section. This example utilizes PE foam corner and edge protection and a suspension box to suspend the legs from the master carton, box suspension should be at least 2inch more than the height of the legs.



Cushion's packaging – Item Specific Packaging Example

Cushions must be packed in a corrugated box that adheres to the master carton specifications.

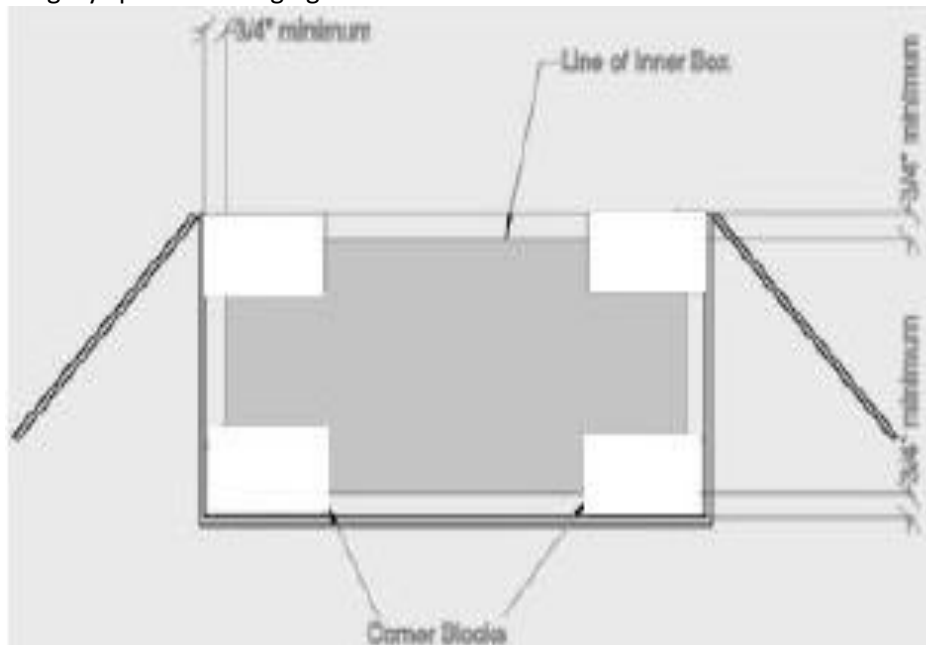
Case Goods/ Cupboard Packaging - Item Specific Packaging Example

Case goods need to be packed adequately as to protect the product from damage throughout the entire trip from the manufacturing facility to the customer's home. Please follow the guidelines below when packaging case goods.

- **Surface Protection:** To prevent abrasion and scuffing, wrap the product and/or components in protective, non-abrasive material such as, PE form or soft velvet cloth.
- **Corners:** All corners of the product must be protected using cushioning materials. Cushioning must be sufficient for the size and weight of the product, ensuring it covers the entire component / corner edges. Please follow the general guidelines for cushion thickness below-

Packaged Product Weight	Cushion Thickness
0-25 kg	¾"
26-50 kg	1"
50 + kg	1 ½"

Note- For >50 kg packs, wood based packing or wooden frame covering with corrugated box is must.



- **Edges:** All edges of the product must be protected using approved protective materials (like edge guards, angle board corrugated rolls). It is recommended that 75% of the length of the edges be covered with protective material. Please refer to the cushion thickness chart on the following page for thickness requirements. If there are sharp edges / corners special attention must be taken for protecting itself and other surrounding component within the box.
- **Assembled Legs:** Assembled legs should not bear the weight of the load during distribution and storage. Legs need to be suspended and protected from direct contact with the bottom of the master carton. The corrugated box or partition used to suspend the legs must be strong enough to support the product. We suggest suspending the legs 2" off of the master carton; please see section 'Suspension Packs' below. In addition, each leg should be covered using foam or corrugated caps. Please make sure these caps are appropriately sized for the legs.
- **Glass:** Glass surfaces (i.e. glass window on doors) must be covered using protective foam or corrugated sheeting to protect damages and it should be identifiable from the outer packaging "to be marked as- Fragile surface this side".
- **Moveable components/ Drawers/ Doors:** Loose items, such as shelves / doors/ drawers must be bundled together separately within the master container or stretch wrapped and firmly secured inside the master carton.
- **Hardware:** Please refer to the "Hardware" section of this document for information on how to properly pack and label all hardware components.
- **Internal bracing:** If product that is packed does not have a great amount of rigidity, container should be braced for additional support.

Dining Tables- Knock Down (KD) Packaging - Item Specific Packaging Example

Dining tables that are shipped knocked down should be packaged according to the specifics of the product.

Round Tables



Non-Marble



Marble Tops



The three most common styles are shown above. Please see specifics below.

- **Roundtables:** Round tabletop must be suspended from the carton walls by use of triangle shaped cushions to make the stable shape of the outer packaging rectangle or square. Add additional layer of cushioning on the tabletop to be placed to avoid any scratches on the surface.
- **Non-Marble Tables:** Non-marble tables need to have corner and edge protection that is sufficient for the weight of the piece. Please refer to the cushioning table in the Interior Packaging section of this document. In addition, the top and bottom surfaces of the table should be protected with approved protective materials like PE foam/ corrugated sheet.
- **Marble Tables:** Marble tops are fragile and require special packaging to ensure they arrive without damage. Marble tops should be packed like non-marble tops; however, because these types of tops cannot withstand deflection the packaging needs to provide some rigidity. We suggest crating marble tops (especially large tops). See wood crating section for further details.

Tables that have unassembled components must be packed so that these pieces are all secured within the master carton. Each piece should be wrapped in non-abrasive material to prevent damage.

Assembled Tables Packaging - Item Specific Packaging Example

- **Table Frame Assembled:** Assembled table frames should be fully covered using corrugated face wrapping. Corners need to be protected using one of the preferred materials outlined in the Preferred Interior Packaging Materials section. Corner protection must be properly secured so that it cannot become dislodged during transit.
- **Assembled Tables:** Tables (dinning, accent, outdoor, etc.) that come fully assembled need to follow the packaging guidelines for case goods.



Chairs Packaging - Item Specific Packaging Example

When shipping chairs, you may stack multiple chairs within a master carton to maximize cube efficiency. Assembled chairs can be packed in master carton quantities of two.

Category Specific Packaging Guidelines for Sellers

Unassembled chairs should be packed in quantities of two unless it negatively affects container utilization, in which a master pack of four will be accepted. Due to height, barstools are typically packed in quantities of one.

Unassembled chair / Stackable chair packaging-

- Unassembled chairs / stackable chairs are typically packed in quantities of two or four units.
- In case of unassembled chair, Individual chair components are picked out of the master carton and need to be easily identified and removed to fulfil orders. Hardware and additional components should be in a packet labelled "Hardware Enclosed".
- While stacking the chairs, ensure in-between each chair there is a poly bag (if present), if not used PE foam seat in-between each chair.
- After stacking them, pack the set inside a master carton, ensure to fill all void space inside the master carton with the help of paper filler and 2 ply corrugated sheet.



Assembled Chairs Packaging -

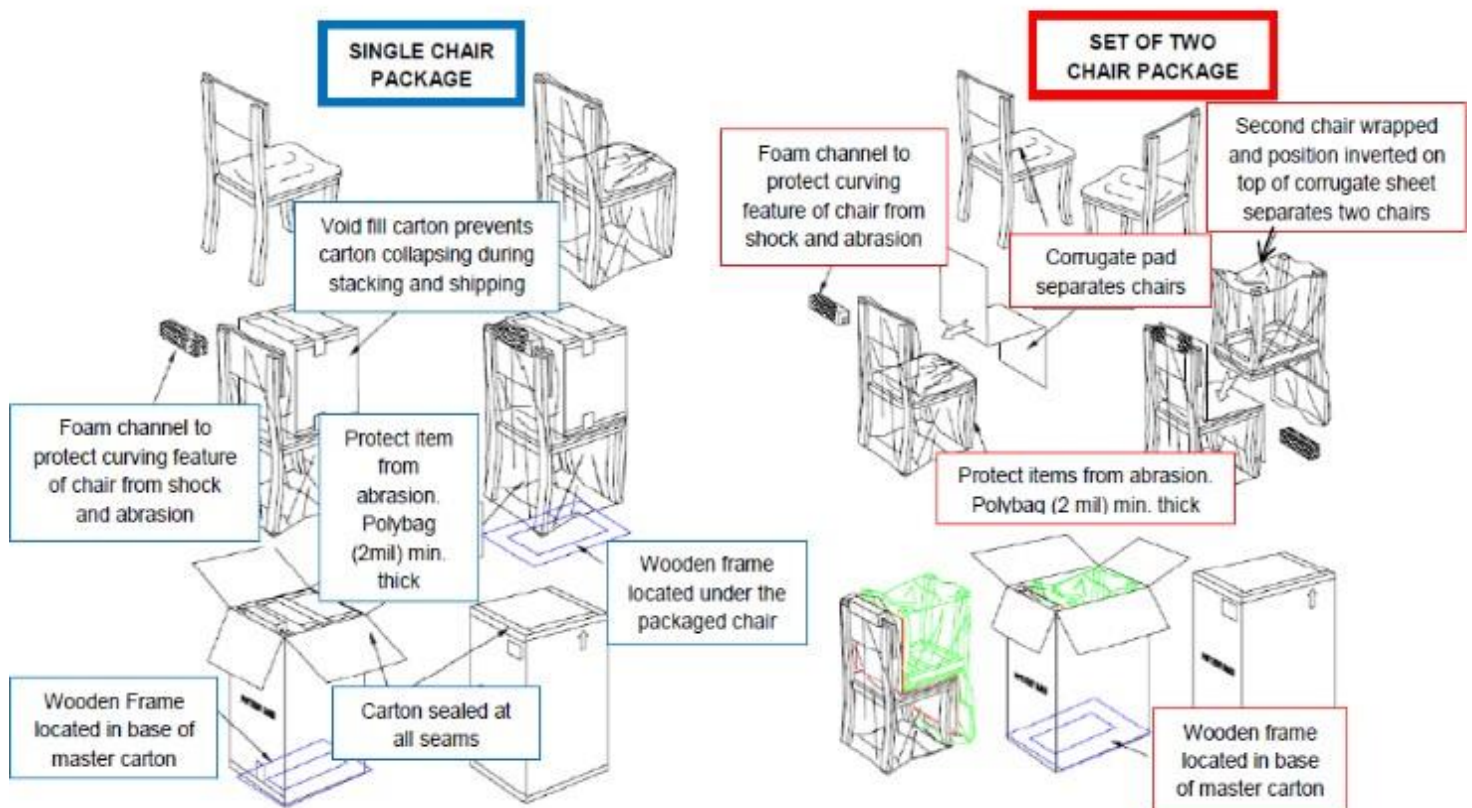
Although assembled chairs may be packed in quantities of one or more, a Master Carton quantity of two is typical. Spacer cartons should be used and sized to ensure the seats of the chairs do not damage each other and to prevent both chairs within the Master Carton from shifting during transit and handling. There should be cushioning around the legs to prevent further shifting and surface damage to the legs.

- Stack chairs seat to seat.
- If the height of the seat back (measured from the seat cushion) is greater than the height of the leg, please use a suspension box between the seats. The suspension box will lift the top of the inverted chair so that it is protected from the master carton. The stacked chairs need to form a rectangular shape – with the legs on the first chair even to the back of the second chair (that way the load is evenly distributed). Recommended construction of the suspension box: corrugated carton, corrugated board/pads, or honeycomb.
- Top Rail of the Chair: Use cushioning material such as corrugated U-board, honeycomb to protect the chair back.
- Top Edges/Rail of Chair & Arms: Use cushioning material such as multi-wall corrugated board, PE foam blocks, bubble (if the item is not too heavy) or similar material.
- Arms (if present): Chairs with arms typically are not to be double stacked.
- Arms should be protected using one of the approved packaging materials listed throughout this document.
- Chair Seats: Chairs constructed of velour type fabric (velvet, micro fibre, etc.) are prone to fabric damage from compression. We recommend using a fabric bag or PE foam to prevent damage.

Category Specific Packaging Guidelines for Sellers



Chair Packing and Packaging Requirements



Suspension Chair Packaging -

For packaged products with attached legs, please use a double wall, spacer carton to elevate the bottom of the legs away from the inner walls of the Master Carton.



Mattresses packaging- Item Specific Packaging Example

Rigid Mattresses Packaging (which can't be rolled)-

- Ensure that the shipment of mattresses should be in vertical position.
- Poly bag (Double bagged) (ensure poly bag is off bigger side than the matters, covering all sides of the mattresses).
- Heat sealed closure (Tape it with transparent tape).
- At least 50-micron thickness
- Corrugated "Boot" (Shown in picture, on bottom of mattress) (in case of 2-fold/ 3-fold type of mattresses).
- Contain desiccant packs to prevent moisture



Soft Mattresses Packaging (which can be rolled) -

- Roll the Mattress in a compact and tight manner. Roll the Mattress from it's with side (smaller dimension).
- Within a unit pack, each mattress must be individually rolled, do not roll multiple quantities within the same roll.
- SKU labels should be placed on both ends of the roll so it can be viewed from either end when stacked on a pallet (see illustration below).
- Please utilize Desiccant packs in all unit packs to absorb any excess moisture and prevent mould and odours in transit.
- After rolling the Matters pack it inside the corrugated box or with a 2ply corrugated roll at least 3 rounds of wrapping and tape it tightly.



Exterior Labels instructions –

HU label must be pasted on top/ side of the carton. So that it is easily visible.

Category Specific Packaging Guidelines for Sellers

Items with a separated boxed top and bottom base etc. must have all carton marked as “Box 1 of 2” and “Box 2 of 2” etc. with designation on each carton.

Fragile symbol to be pasted on front and back of the carton panels.



Annexure 11: Packaging Guidelines for Fashion Category products.

Fashion category products can be classified by different types like by user type Boys, Girls, Men, Women, infant wears, by Nature of the products they can be classified as Ethnic, Inner wear, night & Loungewear, western wear, Fusion wear, Maternity and Accessories.

From packaging point of view need should understand their classification by its primary packaging and folding type and product nature.

Classification of Fashion products –

- 1- **Box packaging** – Some ethnic products Kurta, frocks, Saree, Lengha, Sherwani, Jackets, sweater & other woollens, ties and bows, handkerchief, wallets, and belts.



- 2- **Poly bag Packaging / With & without paper board support** – Generally T-shirt, Jeans, shorts, Track pant, Tops, come in poly bag packing.

Category Specific Packaging Guidelines for Sellers



3- Product with Rigid part- like hat, Coat etc. with hangers.



4- No packaging / Sleeve packaging / Roll on Packaging – Some Tops & T shirts come without packaging and Jeans & T-shirts comes in roll on packs.





Category Specific Packaging Guidelines for Sellers



Follow below instruction while packaging of Fashion products -

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Fashion wears - Carton box packaging		> Product should not have any damages.	> Ensure article is packed in original poly bag / box. > Ensure that the box is sealed / or seal it with transparent tape.	> Use Jiffy bag to pack such items.	> Paste HU Label on top of the jiffy bag.
Fashion wears - Poly bag packaging (with or without backing cardboard)			> Ensure article is packed in original packing (if any). > Half fold the pack. (Do not fold if there is any cardboard).	> Use Jiffy bag. > Half fold the articles (if no backing board) 	> Paste HU Label on top of the jiffy bag.

Category Specific Packaging Guidelines for Sellers

Fashion wears - With rigid parts			> Ensure article is packed in original packing if any.	> Use 3 ply corrugated box for products having gifting packaging on it. > Fill all empty space inside the carton with the paper fillers.	> Paste HU label on top of the box. > Seal the box with 3-inch tape (H taping).
Fashion wears - With No packaging/ sleeve/ roll on packaging			> Ensure article is packed in original packing (if any). > Half fold the pack. (If needed).	> Use Jiffy bag to pack such items. 	> Paste HU Label on top of the jiffy bag.
Fashion wear - Having Gift Packaging			> Ensure article is packed in original poly bag / box. Inside the gifting box.	> Use 3 ply corrugated box for products having gifting packaging on it. > Fill all empty space inside the carton with the paper fillers.	> Paste HU label on top of the box. > Seal the box with 3-inch tape (H taping).


Annexure 12: Packaging Guidelines for Consumer Electronic Products

(Audio, Personal Audio, Car electronics, Home entertainment, Laptops & accessories, and Mobiles & tablets)



Refer below table for your ready ref. while selecting right packaging material of each subcategory mentioned.

Note - The products which are defines as high value products & more prone to theft by Justdial. To be over- packed in level 4 security mailer bag.



Audio and Personal Audio products

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Earphones & Headphones (Wired, wireless, Bluetooth, Headset, Neckband, and earbud)		> Pack should not have any damages. > It should be in functional condition.	> Ensure article is packed in original poly bag / box. > Ensure that the box is sealed / or seal it with transparent tape.	> Use 3ply T folder OR 3ply Corrugated box to pack such items.	> Paste HU label on top of the box. > Seal the box with 3-inch to seal the box.

Category Specific Packaging Guidelines for Sellers

Speakers (Bluetooth Wi-fi, Smart Speaker, Preloaded and Tower Speaker)					
Professional Audio - (DJ & VJ equipment's, microphones, PA & Stage, Recording and computer)				> Use 3ply corrugated box.	






Car Electronic products

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Car Audio & Video - (Stereo, Speaker and Amplifier, Car Video monitors)	 	> Pack should not have any damages. > It should be in functional condition.	> Ensure article is packed in original poly bag and box. > Ensure that the box is sealed / or seal it with transparent tape. > Ensure display screen has proper cushioning and there is no rattling inside the box.	> Use 3ply corrugated box.	> Paste HU label on top of the box. > Seal the box with 3-inch to seal the box.

Home entertainment products

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
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Category Specific Packaging Guidelines for Sellers

Televisions- (Smart and Standard)		<p>> Pack should not have any damages. > It should be in functional condition.</p>		<p>> Can be sent in strong original box. > If box is >15kg or longer than 1 meter team handling instruction label must be printed or pasted on the box.</p> 	<p>> Paste HU Label on top of the box. > Ensure box is Sealed properly.</p>
Home Video- (Projector and Streaming Devices)				<p>> Ensure article is packed in original poly bag / box. > Ensure there is no rattling inside the product. > Ensure that the box is sealed / or seal it with transparent tape.</p>	
Home Audio - (Sound bar, Multimedia speaker, Home theatre, Party/ Speciality speaker and Radios)				<p>> Use 3ply corrugated box.</p>	<p>> Paste HU Label on top of the box. > Ensure box is Sealed properly (H taping).</p>
TV, Audio, Video Accessories- (Cable & Connectors)					

Laptops & Accessories products






Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
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Category Specific Packaging Guidelines for Sellers

All in one Desktop, Monitors, Laptops - Traditional, gaming, Refurbished and 2 in 1 laptop (High value items)				>Original corrugated box covered with tamperproof mailer /jiffy bag.	> Paste HU Label on outer mailer bag.
Computing Accessories & Software - Hub, Docking station, cover, graphic card, motherboard, table, keyboard, adaptor, bag, sleeve, batteries, laptop table, Skin, stands, cooling pad, mouse, mousepad, network cable, surge protector, UPS, USB & Webcam		> Pack should not have any damages. > It should be in functional condition.	> Ensure article is packed in original poly bag / box. >Ensure there is no rattling inside the product. >Ensure that the box is sealed / or seal it with transparent tape.	> Use Jiffy bag for soft articles (like laptop bag). > use T folder for small packs (like mouse, CDs, graphic card etc.) > Use 3ply corrugated box for bigger articles.	> Paste HU Label on top of the jiffy bag. > Paste Hu on top of the box. > Seal the box with 3inch (H taping).
Networking Devices - Data cards, dongles, hotspot, repeaters & extenders, Routers & Modems, Wireless USB Adapter				> Use 3ply T folder for small packs.	
Storage- Blank media, HDD, Hard disk bags, skins, memory cars, SDD, Pen drives and OTG Drives				> Use 3ply T folder for small packs.	
Printers - Laser printer, 3D Printer, Dot matrix Printer, Ink tank printer, Photo printer, plotter, and scanners				> Use 3ply corrugated box T folder for small packs.	> Paste HU Label on top of the box. > Ensure box is Sealed with 3inch tape properly (H taping).
Printers' consumables - Inks, Toners & Cartridges				> Use 3ply corrugated box T folder for small packs.	

Mobiles & Tablets

Category Specific Packaging Guidelines for Sellers

Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Mobile Phones, Tablets & E-Readers (High value items)		<ul style="list-style-type: none"> > Pack should not have any damages. > It should be in functional condition. 	<ul style="list-style-type: none"> > Ensure article is packed in original poly bag / box. > Ensure there is no rattling inside the product. > Ensure that the box is sealed / or seal it with transparent tape. 	<ul style="list-style-type: none"> > 3ply corrugated box. > Corrugated box to be packed inside temper proof mailer / jiffy bag. 	<ul style="list-style-type: none"> > Paste HU Label on top of temper proof mailer bag. > Ensure box inside the mailer bag, the corrugated must seal with 3-inch tape properly (H type taping).
Smartwatches & Smart Bands (High value items)					
Power bank		<ul style="list-style-type: none"> > Pack should not have any damages. > It should be in functional condition. 	<ul style="list-style-type: none"> > Ensure article is packed in original poly bag / box. > Ensure there is no rattling inside the product. > Ensure that the box is sealed / or seal it with transparent tape. 	<ul style="list-style-type: none"> > 3ply corrugated box. 	<ul style="list-style-type: none"> > Paste HU Label on top of the box. > Ensure box is Sealed with 3-inch tape properly (H taping).
Mobile Accessories - Card Holder, Cable & Adaptor, card reader, Case & covers, Changer, charging pad, Grip & stands, Batteries, Pen drive, skis, magnifiers, screen protector, SD card, selfie stick, stylus pen	 			<ul style="list-style-type: none"> > Use 3ply T folder for small articles. 	<ul style="list-style-type: none"> > Paste HU Label on top of the box. > Ensure box is Sealed properly.

Annexure 13: Packaging Guidelines for fashion products (Watches and accessories)

Category Specific Packaging Guidelines for Sellers

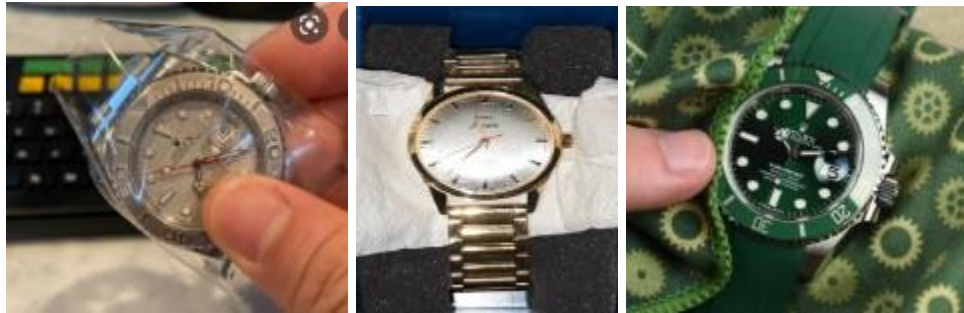
Mostly, watches will come in manufacturer packaging (in some kind of a box plastic, tin or cardboard). In this case only external packaging (shipping packaging) is required, tissue paper and paper fillers are required within the carton to fill any void space in the shipping box. Size of the box must close to 4x4x3-inch for watches and 6x2x2 inch for other accessories (straps and belts) or nearly same size i.e. Maximum box can be 2 inch larger in all dim. But the empty space inside the box must be filled with approved void space fillers.

In addition to shipping packaging for high value products & more prone to theft, temper proof mailer / jiffy bag to be used, over the shipping box.

In odd cases where product do not have it original box packaging (by product manufacturers) the sellers need to follow below process to make the product ready to pack in the shipping box.

In case of Watches (internal packaging when there is no packaging box form manufacturer)

Paste anti-scratch peel able plastic film (PVC Cling film) on dial of the watch or wrap the dial with velvet cloth/ soft tissue paper.



Clasped and wrap the watch around the C ring frame or on the foam sheet / soft paper roll (2-3-inch dia.)



Wrap the watch (along with C ring) with bubbles film or soft paper sheets (at least 4-5 rounds).



Now prepped pack to be packed inside a small carton box and empty space inside the box (if any) to be filled with soft paper sheets/ tissue paper. And seal the box with the approved branded tape by Justdial.

Category Specific Packaging Guidelines for Sellers



Now, watches packed as per above mentions process, to be treated as primary packed watches and to be shipped in shipping box as detailed in the below table.

In case of Straps and bands (internal packaging when there is no packaging box form manufacturer)

Place the Band and Strap inside the anti- scratch poly bag or soft tissue paper.






After wrapping with anti- scratch bag/ tissue paper, wrap it with bubble wrap or paper cushioning sheet (4-5 rounds).



Now, Straps and Bands to be packed inside a 3ply T folder. Post that it can be treated as primary packed straps/ bands and to be shipped in shipping box as detailed in the below table.



Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Watches (Analog, digital, Hybrid, Smart watches)		> Product should not have any damages. > It should be in functional condition.	> Ensure article is packed in original poly bag / box. > Ensure there is no rattling inside the product. > In case there is no original box packing by manufacture (above instructions be followed before packing the product in shipping box).	> 3ply corrugated box.	> Paste HU Label on top of the box. > Corrugated box must seal with 3inch tape properly (H type taping).
Watches (Analog, digital, Hybrid, Smart watches) (High value items)			> Ensure article is packed in original poly bag / box. > Ensure there is no rattling inside the product. > In case there is no original box packing, product to be wrapped with soft paper / bubble sheet (4-5 rounds).	> 3ply corrugated box. > Corrugated box to be packed inside temper proof mailer / jiffy bag.	> Paste HU Label on top of security temper proof mailer/jiffy bag. > Corrugated box must seal with 3inch tape properly (H type taping).
Watch Accessories (watch straps and bands)				> 3ply T folder or 3 ply corrugated box.	> Paste HU Label on top of the box. > Corrugated box must seal with 3inch tape properly (H type taping).

Packaging Guidelines for fashion products (Bags, belts, Wallets, Jewellery, eyewear & Sunglasses)

Mostly bags come in poly bag packaging from manufacturers and other products like belts, wallets, Jewellery, eyewear and sunglasses comes with manufacturer box packaging (in some kind of a plastic or cardboard box). In all these products only external packaging (shipping packaging) is required, paper fillers are required within the carton to fill any void space in the shipping box.

In addition to shipping packaging for high value products & more prone to theft, temper proof mailer / jiffy bag to be used, over the shipping box.

In odd cases where product do not have it original box packaging (by product manufacturers) the sellers need to follow below process to make the product ready to pack in the shipping box.

In case of bags (internal packaging when there is no packaging form manufacturer)

Paste anti-scratch peel able plastic film (PVC Cling film) on metal logo/ hardware (if any) on the bags or wrap the dial with velvet cloth/ soft tissue paper.

Leather bags should be filled with soft tissue paper (newspaper not allowed).

Fill the bag inside a transparent poly bag and seal it with transparent tape, after folding the poly bag appropriately.

Now this pre-prepped bag can be treated as primary packed straps/ bands and to be shipped in shipping bag / box as detailed in the below table.



In case of Belts and wallets (internal packaging when there is no packaging form manufacturer)

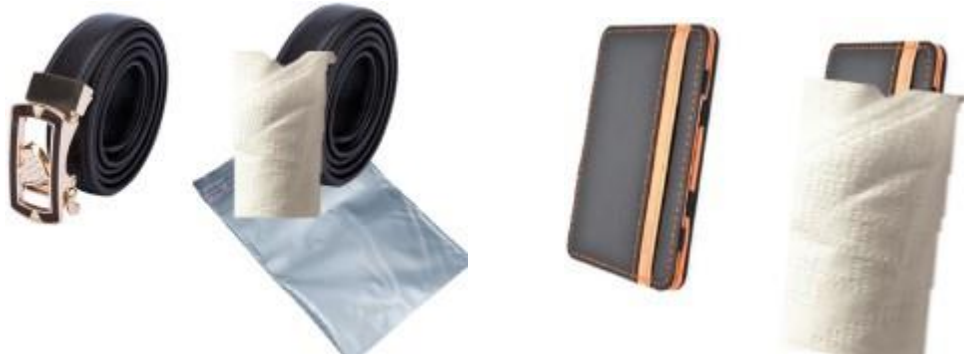
Apply soft tissue paper around the belt buckle / hardware on the purse (if any).

Roll the belts and fold the wallets properly.

Wrap the belt / wallets inside the soft paper / poly bag.

Now pack the belt and wallets in the poly bag or soft paper bag.

Now this pre-prepped belt / wallet can be treated as primary packed straps/ bands and to be shipped in shipping bag / box as detailed in the below table.



In case of Jewellery (internal packaging when there is no packaging form manufacturer)

Generally all Jewellery products will have its packaging box with it, in case of artificial Jewellery if there is no box, below instructions to be followed.




Pack the product in a soft poly bag and tape/seal the bag.

Wrap the products in a soft paper / bubble wrap (3-4 rounds).


Now this pre-prepped Jewellery, can be treated as primary packed straps/ bands and to be shipped in shipping bag / box as detailed in the below table.

Category Specific Packaging Guidelines for Sellers



Product name	Ref. Pic.	Initial Checks	Internal Packaging	External Packaging	Final pack / Remark
Belts and wallets		> Product should not have any damages.	> Ensure article is packed in original poly bag / box. > Ensure there is no rattling inside the product. > In case there is no original box packing by manufacture (above instructions be followed before packing the product in shipping box). > Ensure article is packed in original poly bag / box. > Ensure there is no rattling inside the product. > In case there is no original box packing, product to be prepped as per above instructions.	> 3ply corrugated box.	> Paste HU Label on top of the box. > Corrugated box must seal with 3inch tape properly (H type taping).
Bags				> Jiffy bag.	> Paste HU Label on top of security temper proof mailer/jiffy bag.
Jewellery (High value items)				> 3ply corrugated box. > Corrugated box to be packed inside temper proof mailer / jiffy bag.	> Paste HU Label on top of security temper proof mailer/jiffy bag. > Corrugated box must seal with 3inch tape properly (H type taping).

Category Specific Packaging Guidelines for Sellers

<p>Eyewear and Sunglasses</p>			<ul style="list-style-type: none"> > Ensure article is packed in original poly box. > Ensure there is no rattling inside the product. > In case there is no original cover/box, product to be placed inside anti-scratch poly bag or wrapped with soft paper/cloth 	<ul style="list-style-type: none"> > 3ply corrugated box. > For high value items, corrugated box to be packed inside temper proof mailer/ jiffy bag 	<ul style="list-style-type: none"> > Paste HU Label on top of security temper proof mailer/jiffy bag. > Corrugated box must seal with 3inch tape properly (H type taping).
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