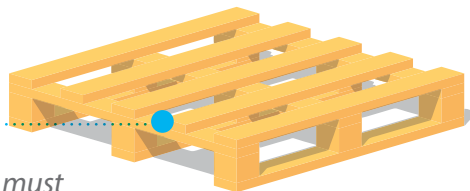# RÖHLIG | SUUS LOGISTICS

HOW TO PREPARE A PALLET SHIPMENT
IN LTL TRANSPORTATION?

» Place the parcel **on an undamaged EURO UIC, EPAL pallet,** or **other carrier** suitable for mechanical handling*.

⚠ **REMEMBER!** *The elements of the parcel must not protrude beyond the pallet outline.*

* The possibility of transshipment by both forklift and manual pallet truck. The strength of the pallet should correspond to the type of loaded goods.
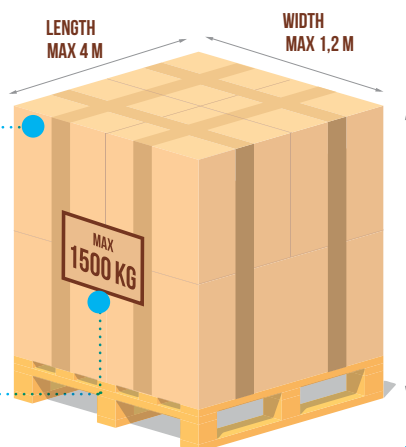
RÖHLIG SUUS

YES | NO

✓
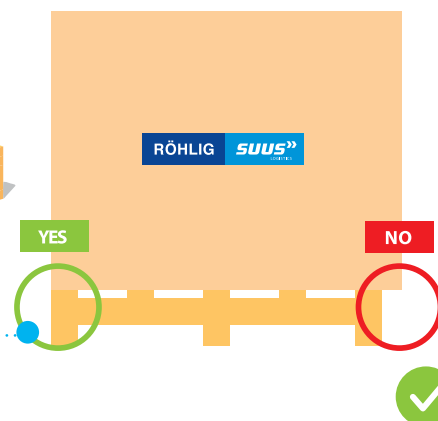
» Stack **from heaviest to lightest,** stacking **from the bottom to the top.**

⚠ **REMEMBER!** *The finished transport unit must not exceed:*

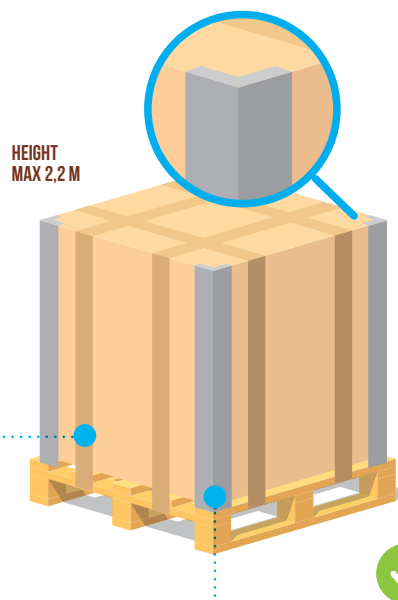- **4 m** in length
- **1,2 m** in width
- **2,2 m** in height
- **1500 kg** in weight*

*the maximum dynamic load capacity for a given carrier type cannot be exceeded.

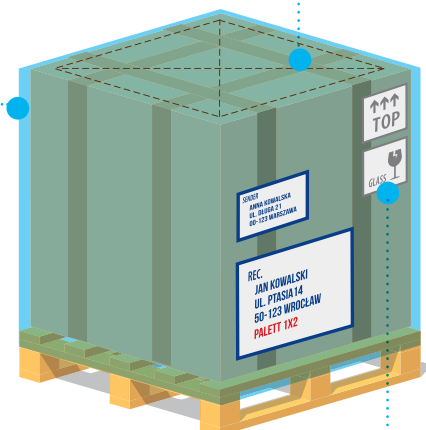» **Secure the goods firmly** to the pallet. Use **heavy-duty straps** for this.

» **Secure the corners** of the parcel using cardboard or Styrofoam protection.

LENGTH MAX 4 M
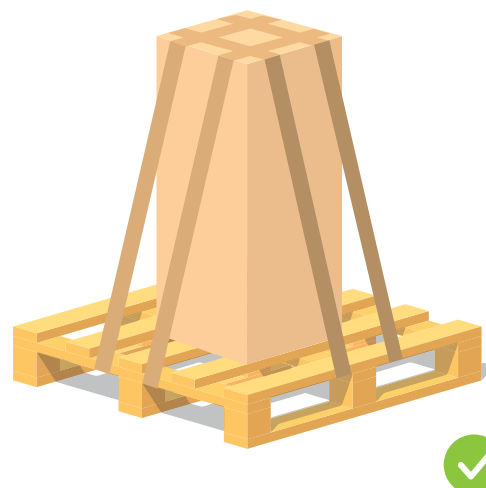WIDTH MAX 1,2 M
HEIGHT MAX 2,2 M

MAX 1500 KG

✓

» Secure the parcel by **wrapping it in three layers on all sides with stretch film and branded tape,** to prevent access to the contents.

⚠ **REMEMBER! Never stick** *labels on top of the parcel.*

» Apply an **address label** on **the long side** of the parcel and place information on the **handling requirements** (e.g. 'handle with care!').

↑↑↑ TOP

GLASS

SENDER
ANNA KOWALSKA
UL. TKQD.21
50-123 WARSZAWA

REC.
JAN KOWALSKI
UL. PTASIA 14
50-123 WROCŁAW
PALETT 1X2

⚠ **REMEMBER!** *Tall and narrow parcels should be placed on a carrier than ensures stability.*
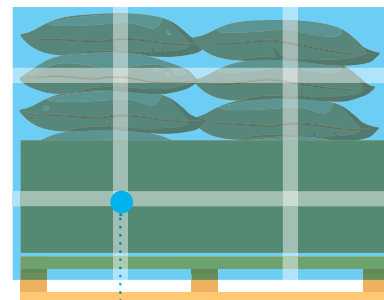
✓

RÖHLIG SUUS» LOGISTICS

HOW TO PREPARE A PALLET SHIPMENT
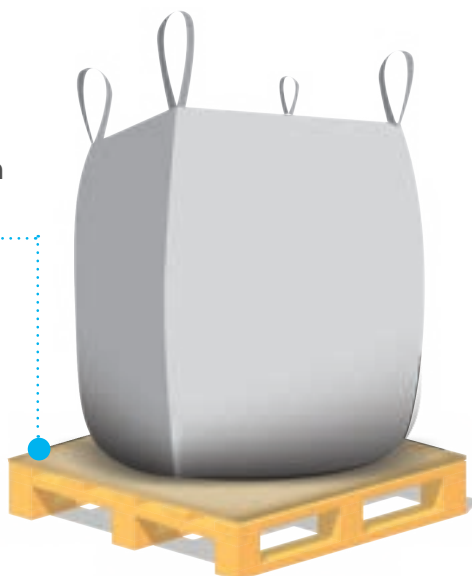# IN LTL TRANSPORTATION?

» For bulk bags stacked on pallets, **put a cardboard divider on the bottom (before stacking the bags)** and **secure it around the parcels bottom.**
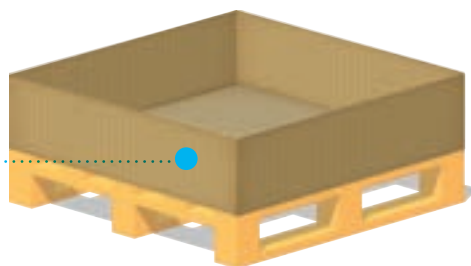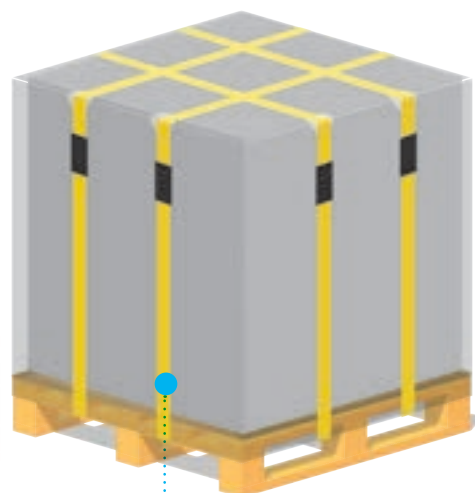
» Then, wrap the entire parcel with foil and plastic strap.

» For Big Bags, place the parcel on a pallet, **secure the bottom with a cardboard divider.**

» Next, secure **the parcel to the carrier using, for example, a tie strap to prevent it from moving.**

» Place parcels protruding beyond the pallet, such as metal sheets, boards, panels, etc., on the carrier **and secure the load with plastic strap on all sides** to immobilise it.
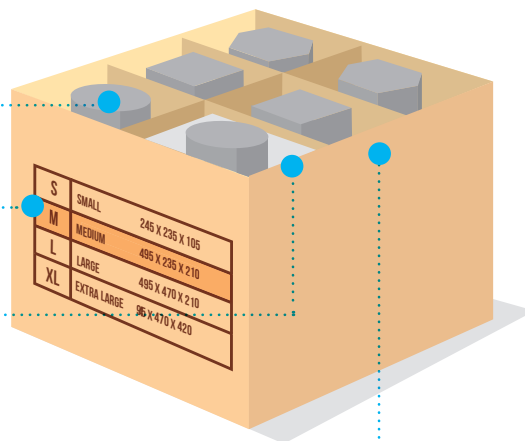
» Secure all **protruding sides of the parcel with cardboard corners,** or – if shipping metal sheets – with wooden corners.
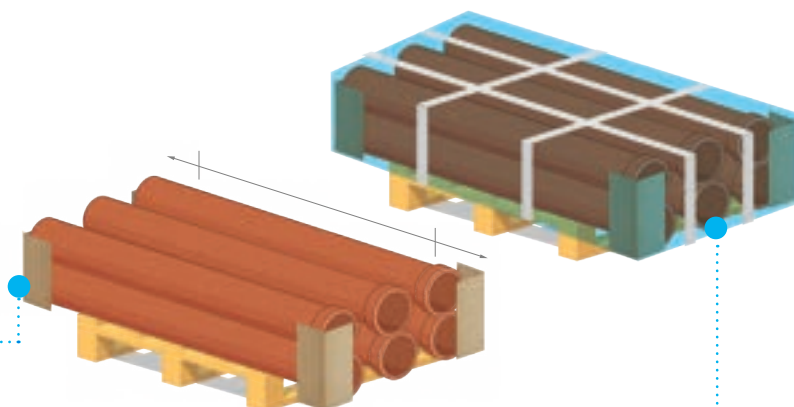
» Wrap the parcel with foil and heavy-duty straps.

RÖHLIG SUUS LOGISTICS

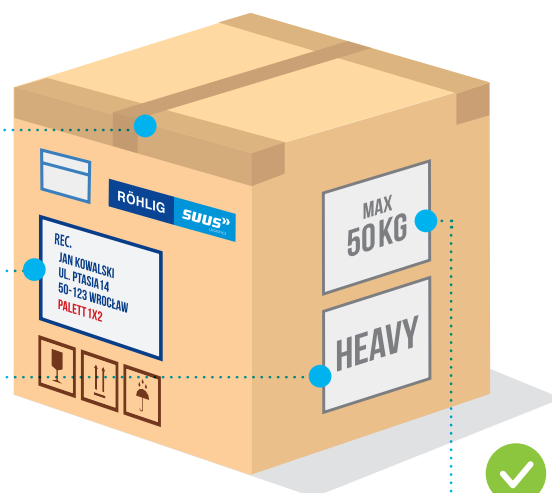## HOW TO PREPARE A PARCEL IN A CARDBOARD BOX
IN LTL TRANSPORTATION

» **Match the strength of the packaging to the weight** and shape of the contents so that manual handling is possible.

» **Adjust the size of the package to the contents of the parcel,** to avoid empty spaces.

» **Fill in the empty spaces with filler,** to minimize the risk of damage to the parcel.

» **Use baffles and fillers inside the package.** Pad the bottom and sides with bubble wrap and/or shaped Styrofoam.

S	SMALL	245 X 235 X 105
M	MEDIUM	495 X 235 X 210
L	LARGE	495 X 470 X 210
XL	EXTRA LARGE	95 X 470 X 420

» Tape the parcel with branded tape to prevent access to the contents. Preferably, wrap so as to trom **the letter H** at the top and base of the package.

» Place the **address label** on the **side of the package**. Label the parcel with approriate warning pictograms.

» Place a **'HEAVY'** label on the side of the package if parcels weight is **more than 20 kg.**

⚠ *REMEMBER! A transport unit ready for carriage must not exceed **50 kg in weight***
(If it is heavier than 50 kg, then it must be on the carrier).

* excluding household appliances with the possibility of transport on a specialised cart with a maximum weight of up to 126 kg.

MAX 50KG

HEAVY

REC.
JAN KOWALSKI
UL. PTASIA 14
50-123 WROCŁAW
PALETT 1X2

» If the parcel contains **more than 5 boxes,** then it must be packed on the carrier in accordance with the rules for packing a pallet shipment.

REC.
JAN KOWALSKI
UL. PTASIA 14
50-123 WROCŁAW
PALETT 1X2

RÖHLIG SUUS» LOGISTICS
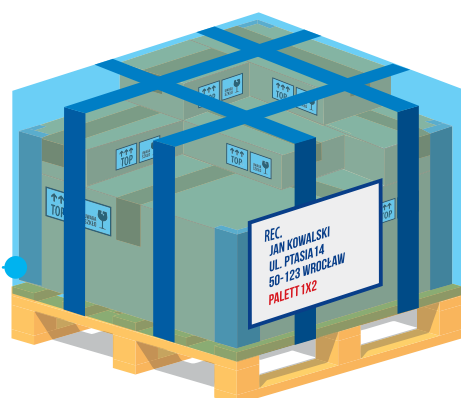
HOW TO PREPARE A ROLLED PARCEL
IN LTL TRANSPORTATION?

» **Secure the ends** of the parcel/ roll with cardboard or other abrasion-resistant material.

» For weight over **50 kg**, it must enable manual handling with a special **mandrel.**

» Secure the parcel by **wrapping it** several times **on all sides with stretch film and protect it with branded tape.**

⚠ *REMEMBER! The transport-ready unit must not exceed **4 meters in length.** Put a **'HEAVY'** label on the package **if the roll weights more than 20 kg.***

HEAVY

MAX: 4 M
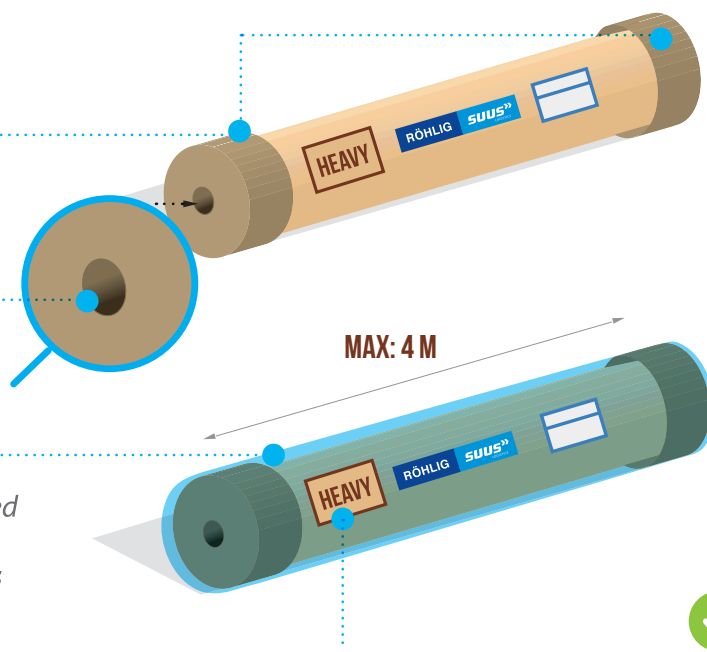
» If the parcel contains more **than 5 rolls,** it must be packed on the carrier in accordance with the rules for packing a pallet shipment.

REC. JAN KOWALSKI UL. PTASIA 14 50-123 WROCŁAW PALETT 1X2
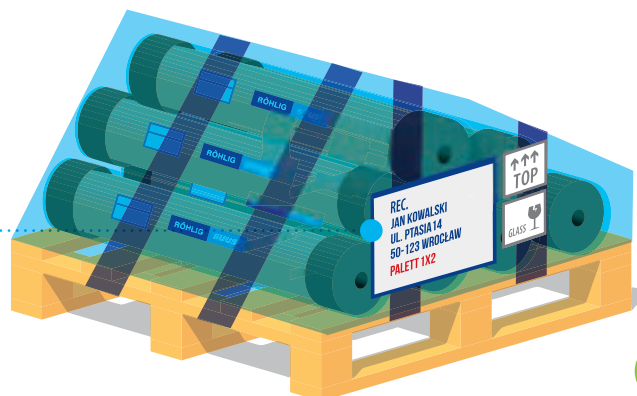
HOW TO PREPARE RETURN DOCUMENTS
IN LTL TRANSPORTATION?

⚠ *REMEMBER! Return documents **must be** placed **on the first** pallet/ box/roll (if there are more than one).*

RETURN DOCUMENTS

1-3   2-3   3-3

RÖHLIG SUUS LOGISTICS

EXAMPLES OF INADEQUATE PACKAGING OF PARCELS
IN LTL TRANSPORTATION

RISK OF AMPERING WITH CONTENT

Sample cargo type: *loose, bagged*

❌ No protection of the stack of bags from the top, allowing access to the contents.

NO

✅ The goods on the carrier must be secured in such a way as to completely prevent access to their contents.
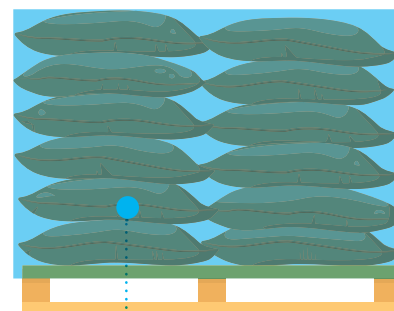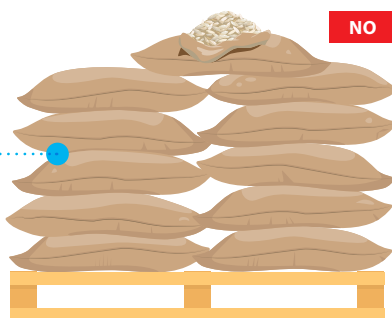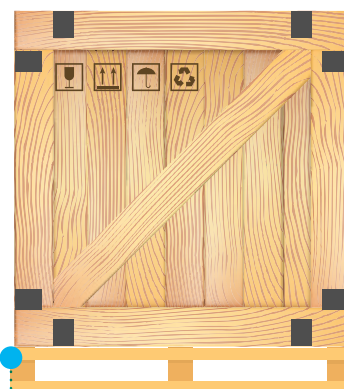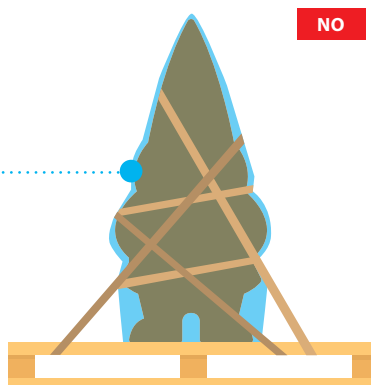
YES

FAILURE TO SECURE FRAGILE OBJECTS

Sample cargo type: *gypsum garden figure*

❌ Fastening with plastic strap to the carrier. Wrapping with stretch film **DOES NOT PROTECT** this type of goods from damage.

NO

✅ Sensitive goods should be placed in a wooden crate or cardboard box and protected with polystyrene or foam profiles and marked with warning pictograms.
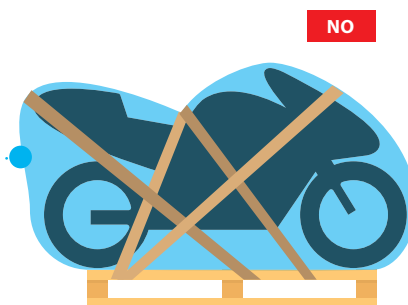
YES

RISK OF DAMAGE BY GOODS PROTRUDING BEYOND THE PALLET OUTLINE

Sample cargo type: *motorcycle*

❌ Goods protruding beyond the pallet outline may damage other parcels.

NO

✅ Such goods should be placed on a carrier that fits their size and should be properly secured.

YES

RÖHLIG SUUS LOGISTICS

IN LTL TRANSPORTATION

Risk of damage to shipment by stacking

NO

❌ **Stacking** the parcel may damage it!

YES

✅ Mark the side of the parcel with a shipping label with an additional 'no stacking' label; mark the top of the parcel with **a cone or another 'no stacking' label.**
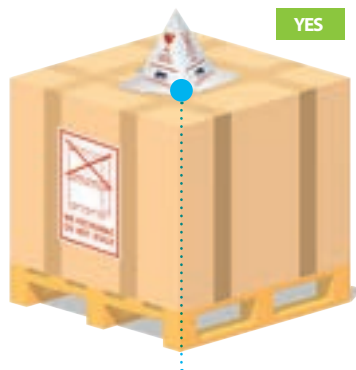
HOW TO PREPARE A PARCEL CONTAINING NUMEROUS ITEMS
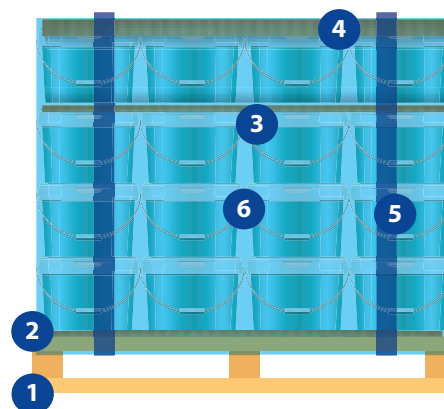# IN LTL TRANSPORTATION?

RULES FOR PACKING UNUSUAL PARCELS

Sample cargo type: buckets

1. The carrier pallet is not damaged and is of good quality.
2. **There is a cardboard divider** on the pallet.
3. **A cardboard divider is necessary** at least **every three layers.**
4. At the very **top is a divider that prevents the buckets from moving.**
5. The goods are firmly attached to the carrier with straps.
6. In addition, the pallet is wrapped in a very good quality film and the contents do not protrude beyond the pallet outline.
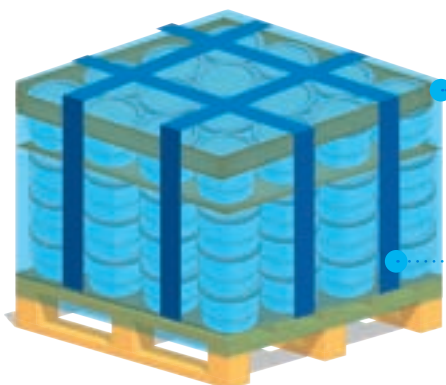
A cardboard divider that prevents the buckets from moving also protects the corners.
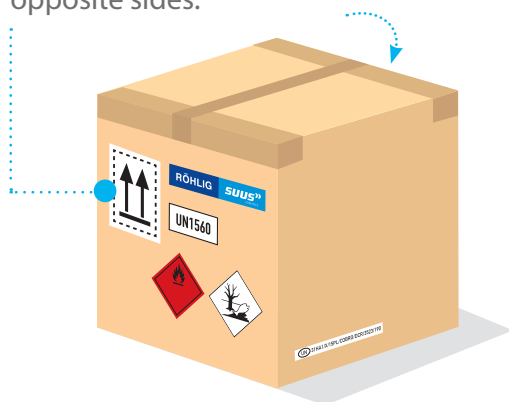
Plastic strap

HOW TO PREPARE AN ADR DANGEROUS PARCEL
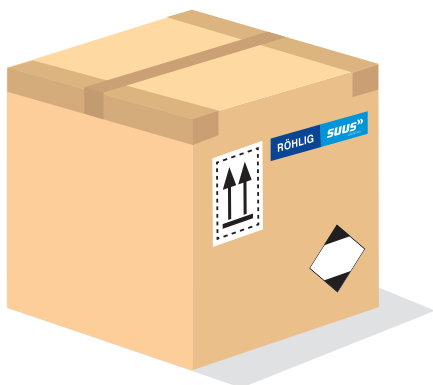# IN LTL TRANSPORTATION?

MARKING OF UNIT PARCELS

Warning stickers, UN number, if required:

✓ This sign should be used on two opposite sides.

UN1560

MARKINGS ON GOODS IN LIMITED QUANTITY

MARKING OF GOODS IN EXCEPTED QUANTITY

MARKING OF COLLECTIVE PACKAGING

✓ Use directional arrows on two opposite sides.

COLLECTIVE PACKAGING

COLLECTIVE PACKAGING

COLLECTIVE PACKAGING

UN1560

UN1560