PACKAGING GUIDELINE

CHG

General Packaging Instructions:

- This guideline serves as a guide for the packaging of equipment that is not returned in its original packaging and is intended to prevent damage in transit.

- If additional precautions are required to allow safe packing of the equipment, those shall be taken by the dispatcher to ensure maximum protection against damage in transit.

- All pallets or transport units must be labeled with the CHG transport order number.

- The devices/boxes/pallets must be packed and labeled in compliance with the Dangerous Goods Regulations (ADR).

- All pallets must be wrapped with stretch film.

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1. PC systems

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- PC systems are to be packed on pallets.

- A layer of cardboard must be used as an intermediate layer.

- The PC systems are to be distributed evenly on the pallet to create the required stability.

- The PC systems are to be packed in such a way that they are clearly visible from the outside and the serial numbers of the devices are facing outwards.

- On one pallet fit, depending on the size

    - approx. 25 large tower servers or workstations

    - approx. 30 medium towers or desktops

    - approx. 50 small factor desktops

Required packing material:

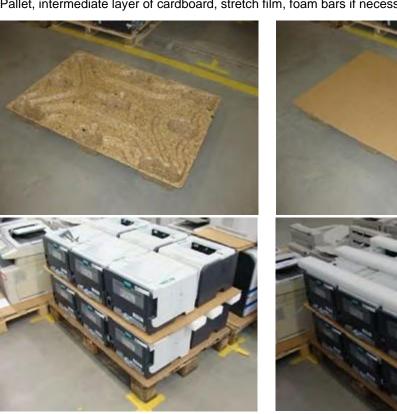Pallet, intermediate layer of cardboard, stretch film

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2. Printers
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2.1. Desktop printers

- Desktop printers must be packed on pallets.

- A layer of cardboard should be used as an intermediate layer, and an additional foam bar should be used for sensitive equipment, so that a flat surface is created.

Required packing material:

Pallet, intermediate layer of cardboard, stretch film, foam bars if necessary.

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2.2. Multifunction printers

- Multifunction printers must be packed on pallets.

- Depending on the model, they might be stackable.

- When stacking, use foam bars or a layer of cardboard as an intermediate layer so that a flat surface is created.

- Protruding small parts (paper holders or other attachments) must be folded in or removed.

Required packing material:

Pallet, intermediate layer of cardboard, stretch film, foam bars if necessary.

2.3. Copiers and printers on rolls, plotters

- Take special care with the rolls.

- Brakes must be released, pedestals turned upwards.

- The individual device must be wrapped with foil or cardboard and secured in the truck with lashing straps.

- The printers must stand on their pedestal to prevent toner from spreading inside the printer or ink from leaking from the cartridge.

Required packing material:

Stretch film, cardboard if necessary and foam bars.

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3.   Storage, network, etc.

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- Devices must be packed in such a way that all damage to them can be excluded.

- It is important that all accessories are included (rack rails, cables, etc.).

- To protect the equipment from scratches and slipping, it is important to add intermediate layers of foam, stretch film or the like.

Required packing material:

Pallet, intermediate layer of TFT sleeves/stretch film.

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4. Monitors

- Monitors are to be packed in cardboard boxes and protected with a foam cover/bubble wrap.
- If the original packaging is available, the devices should preferably be packed in that.

Required packing material:

Pallet, box, foam cover/bubble wrap

5. Smartphones and tablets

- Smartphones and tablets are to be packed in cardboard boxes and protected with a foam cover/bubble wrap.
- The boxes must be filled with bubble wrap or cardboard to keep the equipment in place and prevent it from shifting.
- If the original packaging is available, the devices can preferably be packed in that.

Required packing material:

Pallet, box, foam cover/bubble wrap

6. Loose rechargeable and non-rechargeable batteries

- Loose batteries must be packed in a shock- and drop-proof manner.
- One outer box may contain max. 30kg (several outer boxes are possible).
- Cavities in the carton must be filled and the batteries must be separated from each other by filling material.
- Poles must be completely and securely taped.
- The outer boxes must be secured on a composite pallet in a crash-proof manner.
- The transport of loose rechargeable and non-rechargeable batteries must be announced separately in advance.

Required packing material:

Cardboard, foam cover/bubble wrap

7. Laptops/ Notebooks

- Put the laptops in an upright position into a cardboard box.
- The laptops should face the back edge downwards.
- Free space in the cardboard box should be filled with foil or paper to stop the assets from moving during the transport.
- Please notice that any kind of accessories belonging to the devices and that are part of the leasing contract should be returned as well. Please pack accessories into a separate box.

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- Close the cardboard box with tape and place them on a pallet.
- Wrap the pallet with the box(es) with foil. The foil should keep the box and pallet together.
- Place the Labels "UN3481" and "Overpack" onto the pallet.
- Please don't include any devices which are bloated! Due to dangerous goods regulations we are not allowed to transport these devices. Please get in touch with us if you need support for the disposal of such devices.

Required packing material:

Pallet, box, material for filling, foil, UN-label (available online, print version is sufficient)

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