

Proper packaging - safe carriage

In order to ensure that the parcels that pass through the GLS system can be forwarded safely and efficiently, proper and professional packaging is essential.

Please, ...

...use appropriate external packaging!

Choose a box appropriate for the size, weight and quantity of the product. Good packaging ensures sufficient strength to preserve the integrity of the goods under the physical impacts that inevitably occur during their sorting and carriage. During parcel sorting, the consignments are lifted, put on top of each other, aligned and grouped by address by GLS's staff several times. Packaging that provides adequate protection is a good-quality, strong, dimensionally stable, stackable, 5-layer cardboard box. Please do not use any damaged, repeatedly used or crumpled cardboard boxes, and do not create any irregularly shaped, amorphous consignments!

...do not forget about the interior padding materials either!

Please make sure that the product placed in the cardboard box fits comfortably, but does not come into contact with the wall of the box. Choose padding materials adequate for the type of the goods and do not leave empty space in the box, in order to prevent the object from moving. Please also pay particular attention to the individual packaging of the items.



...seal the box securely and stick the package label to it!

Only fully sealed parcels may be dispatched for delivery. Please seal all sides of the cardboard box with a wide and, if possible, individually marked, adhesive tape. Gluing the edges can further reduce the risk of the box opening. Stick the parcel label to the largest surface of the parcel.

...make sure you are aware of the types of goods that are excluded from carriage!

GLS does not accept parcels for forwarding if the goods may get damaged enroute or may endanger the safe handling of other parcels. These include goods that are packaged unsatisfactorily and/or in a manner unsuitable in trade, as well as the products specified in the General Business Conditions (<https://gls-group.eu/HU/en/terms-and-conditions>).

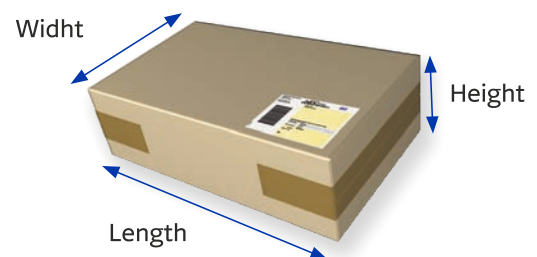


Weight limit

For both domestic and export deliveries, only packages weighing up to 40 kg can be dispatched, as these can be handled safely.

Size limit

The combined length and circumference of the parcel may not exceed 3 metres. (Girth = 2x height + 2x width + 1x length)
A maximum length of 2 metres is acceptable for safe handling.



	Small Parcel	Normal parcel	Parcel Locker compartment size			
			S	M	L	XL
Weight	max. 2 kg	min. 0,1 kg – max. 40 kg	min. 0,1 kg – max. 40 kg			
Length	max. 40 cm	min. 10 cm – max. 200 cm	42 cm	42 cm	42 cm	42 cm
Height		min. 15 cm – max. 60 cm	8 cm	16 cm	35 cm	73 cm
Width		min. 5 cm – max. 80 cm	59 cm	59 cm	59 cm	59 cm

CORRECT

INCORRECT

Boxes of different sizes

During carriage and sorting, the consignments are lifted, put on top of each other, aligned and grouped by address by GLS's staff several times. Please dispatch boxes of different sizes separately.

Please do not glue or strap them together, because the parcel block may fall apart, in which case only the parcel identified with a label will reach its destination.



Boxes of the same size

Two identically-sized boxes can be safely transported if they are shrink-wrapped together tightly, so, if necessary, you should combine 2 boxes of the same size into one unit, observing the weight and size limits for one unit, and stick a single parcel label on the unit. Please avoid strapping as it may loosen during transport and the parcel unit may fall apart. Irregularly shaped consignments consisting of boxes of different sizes are difficult to handle and cannot be stacked, and there is also a risk of damage during carriage or sorting.



Placing various products inside the box

If you want to place several products in one box, please take special care to ensure that the items do not move inside the parcel, they do not touch each other and do not directly touch the wall of the box. Please use dividers and padding materials to avoid damage. During transport, the box can also turn on its side, so you should pack liquid-containing products separately and check the caps on them in order to avoid any leakage that may damage the other products. If possible, pack the same groups of products together.



Safety bags, air-cushioned envelopes For packaging small-size products

Safety bags and air-cushioned envelopes are ideal for transporting small and lightweight (non-pointed or sharp) products. When using them, please take into account the fact that this packaging material is not suitable for shock-sensitive or fragile goods. Depending on the nature of the product, you should use an air-cushioned lining or, even better, a cardboard box for packaging, to avoid any possible damage.



Sacked goods

Sacked packaging (e.g. pet food) does not retain its shape, so it may get stuck on roller conveyors. Please pack the sacked goods into a cardboard box as well, or make a solid and rectangular package using a strong cardboard sheet and shrink-wrap plastic, to make the consignment suitable for forwarding. Do not stick or wrap together multiple sacks!

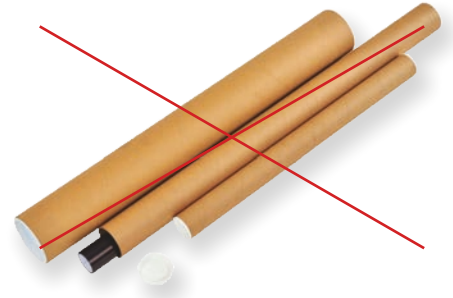


CORRECT

INCORRECT

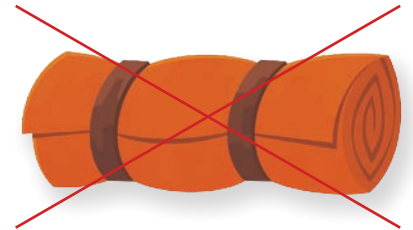
Packaging long-shaped products

For packaging long-shaped products, paper rolls or documents, please use square boxes because the narrow document-holder cylinders will roll off the roller conveyor and cause congestion during sorting. If necessary, use padding material inside the box.



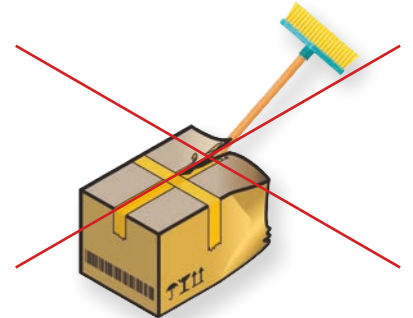
Shrink-wrapped cylinders (pl. e.g. rolled mattresses or carpets)

Larger-size, rolled products are protected jointly by the exterior and the interior packaging during transport. Please use at least 100-micron thick LDPE wrapping film for transport packaging. Try to hand over the product for transport in tight and sturdy packaging, with the air squeezed out of it. In a loose, shapeless packaging, the goods may get stuck on the roller conveyor and cannot be sorted.



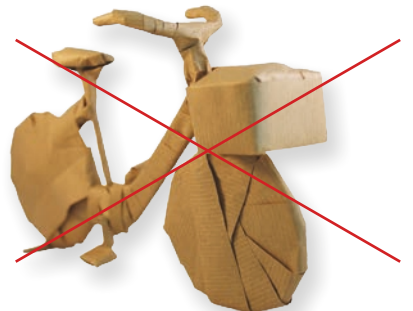
Parts protruding from the parcel

During carriage and sorting, the protruding parts may cause accidents, get stuck or get damaged on the roller conveyor, so no part of the product should stick out of the box. Please use regular, rectangular cardboard boxes for packaging, in sizes adequate for the nature of the goods. Wrap any sharp or pointed parts separately before placing them in the padded box.



Carriage of bicycles

If you want to have a bicycle sent, please use a cardboard box of appropriate width and height, which does not exceed the specified size limits even when the packaging is included. Turn the protruding parts (handlebars, pedals) inwards in the box, and use padding material. Packaging a bicycle with wrapping film or paper is inadequate, as it may get stuck on the roller conveyor, get damaged and cause damage to other items as well.



Protective packaging

Commercial or gift wrapping alone is not suitable for industrial parcel sorting and carriage, because the roller conveyor may leave a mark on it or the outer cardboard surface may become dirty. If you repack the goods in their original box, be sure to include padding materials to protect the goods. Please place the original box in a high-quality cardboard box of appropriate size, that retains its shape.

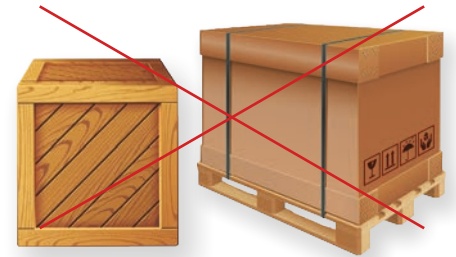


CORRECT

INCORRECT

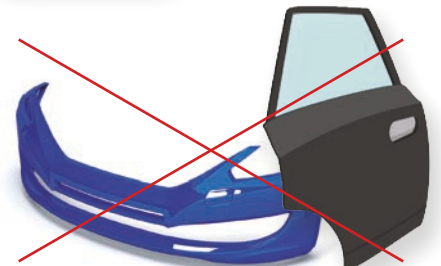
Wooden crates, pallets, protruding parts

Boxes placed in wooden crates, on pallets or with protruding legs may not be dispatched, because they may get stuck during the sorting process. You are, therefore, requested to dispatch such consignments in cardboard boxes suitable for transport, observing the size and weight limits. Loading and sorting of parcels is done manually and on a roller conveyor system; consignments requiring forklifts cannot be dispatched.



Unpacked goods

Unpacked goods are vulnerable, may cause accidents, endanger the safety of the workers and the physical integrity of other goods, and cannot be sorted on roller conveyors. Please pack all products in cardboard boxes, so that they can be transported and the goods may be protected inside the box as well. Chassis components or other irregularly shaped products may not be dispatched, even if packed in air-cushioned film or paper!



Padding materials

A good padding material placed inside the box protects the goods during transport. Please pack sensitive and fragile items (glass, porcelain, medicine vials, injection vials, infusion bottles, electronic items, etc.) with special care. Do not leave empty space in the box, as this may cause the goods to move about and get damaged, or the packaging may collapse and break. Padding material should be placed both on the bottom and on the top of the box. Interior edge protectors increase the load-bearing capacity of the box and provide more protection when placed on top of each other. For increased safety, pack the items individually as well, e.g. with air-cushioned film, and insert separating and movement-blocking cardboard sheets between them or use Styrofoam lining that reflects the shape of the product. Padding chips alone are not sufficient, because the padding material will shake about and become compacted during transport, and will not protect the goods from damage!



Buckets or containers

Goods packed in buckets or containers cannot be forwarded on the roller conveyor, so please prepare these products for transport in cardboard boxes of the right size and strength, making sure (by checking the caps or closing flaps) that the contents do not leak out, even if the box is laid on its side. Use padding material inside the box!



Tyres

Tyres cannot be transported unpacked because they can stain other packages. Please create one single consignment unit from not more than 2 tyres. Please do not strap them together, as they may fall apart, but shrink-wrap the tyres tightly, and then stick the package label to the outside of the wrapping.

