



# KreziCart Packaging Guidelines

## Contents

1. About these Guidelines: purpose; scope; and application
2. Where do I find packaging material?
3. Types of packaging material
4. Packaging by product category
5. Rules for important categories
6. Quality health and safety
7. General Dos and Don'ts
8. Examples of good and bad packaging
9. Understanding and avoiding the common causes of bad packaging
10. What are the consequences of violation of these Guidelines?
11. More information



# 1. About the Packaging Guidelines

## Purpose

The purpose of these Guidelines is to provide information to KreziCart's sellers on packaging of products sold to buyers on the KreziCart marketplace.

## Scope

These Guidelines cover:

- the required packaging for different types of products;
- Packaging rules
- best practice packaging; and
- how to avoid bad packaging.
- violation

## Application

These Guidelines apply to packaging of all products sold to buyers on the KreziCart marketplace.






# 2. Where do I find packaging material?



You can get packaging material by directly placing an order in the KreziCart marketplace.






### 3. Types of packaging material

#### Internal packaging materials



Type	Description
<b>Cardboard Flute</b> 	Internal structure flutes or channels provide resistance to avoid crushing and provide cushioning during handling and stowage. Corrugated sided flute is mainly used as interior packaging to separate and protect individual items. It is extremely flexible and can be shaped around the product to protect them from damage. It should be self-attached to the product, leaving the flat side visible outside.
<b>Bubble wrap</b> 	Good for irregular forms due to its versatility. It is very light, shock resistant, and recommended for very fragile items.
<b>Polyfoam</b> 	It is very similar to plastic bubbles with the same characteristics but having less resistance to sharp objects.
<b>Kraft Paper rolls</b> 	Suitable for stuffing within boxes, also serves to cover irregular surfaces, or thinly cover an area to avoid tears, and to hide valuable things from being visible thus decreasing the possibility of theft. It is recommended to wrap items with higher value, only if they are up to medium size and have a good container – an example is laptops.
<b>Shredded Paper</b> 	Suitable for stuffing within boxes. Paper is pressed between items, thus immobilizing the items. It is one of the most ecological and economic fillings. It is useful against impact and crushing damages.

<p><b>Crushed Styrofoam / Peanut</b></p> 	<p>Serves as stuffing within boxes, provides cushioning and immobilizes the items. It is more annoying for the customer to unpack this type of filler as the main problem is that upon impact peanuts tend to move. It is useful against crushing damages.</p>
<p><b>Air Cushion</b></p> 	<p>Air cushion packaging is a dual material solution of a corrugated box and plastic film bag that is filled with air.</p>





### External packaging materials

Type	Description
<p><b>Cartons</b></p> 	<p>The structure prevents impact on the product, and protects against crushing. The cartons can bundle two or more items and also protect fragile containers. The boxes have two types – paperboard is used for light items and corrugated for heavy items.</p>
<p><b>Shrink Wrap</b></p> 	<p>It is a plastic with high strength, elongation and adhesion which serves to hold in place packing material and put pressure on it. Though it does not protect against impact, it is very useful for maintaining two objects together and avoiding wetting the product. The shrink wrap should be stretched by exerting pressure to fulfill its role.</p>
<p><b>Manufacture box</b></p> 	<p>Original product package</p>



<p><b>Fliers</b></p> 	<p>Protect items from moisture, but low resistance from crushing and impact.</p>
<p><b>Bubble wrap envelope</b></p> 	<p>If you have an item that is especially valuable or fragile, you will want to take every possible precaution to keep it safe. In these cases, the bubble wrap envelope is a good choice.</p>




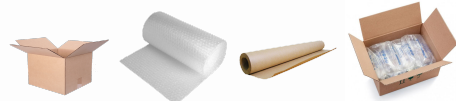


### Closures and safety stickers


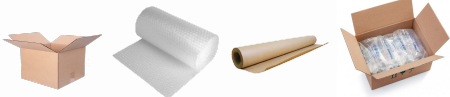






Type	Description
<p><b>Scotch Tape</b></p> 	<p>It is generally used for closing cartons. It easily loses its stickiness when it comes in contact with sunlight, moisture. Thus, it can be easily taken off and replaced without keeping any mark.</p>
<p><b>Gorilla Tape</b></p> 	<p>It has a component which, upon contact with water, produces a reaction that becomes a powerful adhesive to close cardboard boxes. The gummed paper is made from craft paper and the glue plant has the advantage of being biodegradable and fully recyclable. Besides, after application, it becomes inviolable as the part must be broken. It also increases the strength of the box.</p>
<p><b>Fragile Sticker</b></p> 	<p>They are ideal for closed cardboard packages requiring special treatment such as fragile glass material.</p>
<p><b>Heavy-item Sticker</b></p> 	<p>They are used to indicate the handling requirement of the item so that it should be lifted properly and carefully.</p>



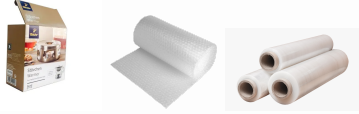


## 4. Packaging by product category





Different types of packaging materials required to be used in packaging of different types of products in KreziCart.

**Please note** that if the product came with the original manufacturer box, do not remove the product from the manufacture box. Just add the package inside KreziCart cartons and add other types of packaging materials to protect it. **(It is not necessary to add the manufacture box inside KreziCart cartons. As long as you add KreziCart stickers and KreziCart shipping labels on the manufacture box, you are good to go.)**


Product category	Product sub-category	Type of packaging material
<b>Clothes &amp; Apparel</b>	Men's clothing, Women's clothing	Flier or Cartons + Kraft Paper rolls 
<b>Underwear</b>	Swimsuits, underwear	Flier or Cartons + Kraft Paper rolls 
<b>Fashion Accessories</b>	Women's accessories, Men's accessories, Watches, Sunglasses	Flier or Cartons + Bubble wrap + Kraft Paper Rolls 
<b>Footwear</b>	Men's shoes, Women's shoes, Kids shoes	Cartons + Bubble wrap OR carton with Kraft Paper rolls (Air cushion, Paper, Styrofoam)  
<b>Bags, Purses Wallets</b>	Women's accessories > Bags Formal bag, hand bags, clutches, sling bags	Flier OR Cartons + Bubble wrap + Kraft Paper rolls 

<b>Jewelry + Other items</b>	Jewelry, watch, Accessories	Bubble wrap envelope or Cartons + Bubble wrap OR Kraft Paper rolls 
<b>Fragrances</b>	Beauty & Perfumes > Men & Women's perfumes	KreziCart Carton + bubble wrap and Kraft Paper rolls (Air cushion, Styrofoam)  
<b>Books</b>	Books & Stationery > Books	Flier OR Carton + Kraft Paper rolls 
<b>Baby</b>	Kids and Baby > Baby, Baby care & safety, Baby feeding, Baby toddler toys, Sleeping & Nursery Strollers	KreziCart Carton + Kraft Paper rolls (Air cushion, Styrofoam), Shrink wrap  
<b>Toys &amp; games</b>	Kids & Baby > Baby, Car & remote-control toys, Dolls, puzzles, educative toys, crafts, Sports games, outdoor toys, Kids laptops & tablets, Bricks, blocks & buildings	KreziCart Carton + Kraft Paper rolls (Air cushion, Styrofoam) 
<b>Phones</b>	Phones > Phones & accessories, Landline phones	Flier OR Carton + Bubble wrap 
<b>Computers, laptops, tablets &amp; components</b>	Computing > Laptops, desktops & Monitors, Printers & Scanners, External HD, Flash drives, Adapters, Batteries, Chargers, Software	KreziCart Carton (Air cushion, Kraft Paper rolls, Styrofoam) OR Manufacturer carton + Shrink wrap

		
<b>Groceries</b>	Beverages, Food	<p>KreziCart Carton + Kraft Paper rolls (Air cushion, Styrofoam) OR Manufacturer carton + Shrink wrap</p> 
<b>Musical instruments</b>	TV, Audio & Video, Musical instruments, Guitars, Drums & Percussion, Live & studio, Pianos	<p>Manufacturer package + Bubble wrap + Shrink wrap</p> 
<b>Kitchen &amp; dining</b>	Kitchen & Dining, Kitchen tool & accessories, Kitchen storage, Table linen & Accessories, Tableware, Cookware, Bakeware, Cooking knives	<p>KreziCart Carton + (Air cushion, Styrofoam) OR Manufacturer package+ Shrink Wrap + bubble wrap</p> 
<b>Large appliances &amp; electronics</b>	Appliances > Washing machines, Dryers, Fridges & Freezers, Wine & Bar, Dishwasher, Air conditioning, Heaters, Hot water systems	<p>Manufacturer package + Shrink Wrap</p> 
<b>Small appliances &amp; electronics</b>	Appliances > Small Appliances, Mixers & Blenders, Cookers & Toasters, Ironing & Laundry, Vacuum cleaner, Floorcare	<p>Manufacturer package + Shrink Wrap or KreziCart Carton + Kraft Paper rolls (Air cushion, Styrofoam)</p>

		
<b>Bedding &amp; Bathroom</b>	Bedding, Bathroom, Bedlinen, bedding accessories, Pillow, Towel, mat & robe, Shower	<p>KreziCart Carton + bubble wrap and Kraft Paper rolls (Air cushion, Styrofoam)</p> 
<b>Decor</b>	Home Decor, Decorative pillow, Wall art, Curtains, blinds & shades, Mirror, wall art, clock	<p>KreziCart Carton + bubble wrap + Kraft Paper rolls (Air cushion, Paper, Styrofoam)</p> 
<b>Lighting</b>	Lighting, Decorative ceiling light, lamp, lampshade, bathroom light, bulbs	<p>Manufacturer package OR KreziCart Carton + bubble wrap + Kraft Paper rolls (Air cushion, Styrofoam)</p> 
<b>Furniture</b>	Furniture, Bedroom & Living room, furniture, Kitchen & dining furniture, Office furniture & Game, room furniture	<p>KreziCart Carton + Kraft Paper rolls (Air cushion, Styrofoam) OR Manufacturer package with Shrink wrap</p>

		
<b>Home</b>	Home fixture, Door hardware, Safety & Security, Toilet & Toilet fixtures, Electrical fixtures, Laundry fixtures	<p>KreziCart Carton + Kraft Paper rolls (Air cushion, Styrofoam) OR Manufacturer package + Shrink wrap</p> 
<b>Pets</b>	Pets, Pet food, Pet accessories & toys, Pet care	<p>KreziCart Carton + Kraft Paper rolls (Air cushion, Styrofoam)</p> 
<b>Games, consoles, CD, DVD</b>	Games & Console > portable consoles, PlayStation & Xbox, Board & card games, Gaming accessories	<p>KreziCart Carton + (Air cushion, Kraft Paper rolls, Styrofoam)</p> 
<b>Outdoor Fun &amp; Sports</b>	Sports equipment & accessories > Fishing, Golf. Camping, Hiking, Tennis, Yoga, Hunting, Fitness, Bodybuilding	<p>KreziCart Carton + Kraft Paper rolls (Air cushion, Styrofoam) OR Manufacturer + Shrink wrap + bubble wrap</p> 

<b>Vehicle accessories</b>	Automotive & Motorcycle > Oils, fluids & spray, Car fresheners & electronics, Station equipment, Batteries for Car, Car lights & accessories, Car stickers, Tyres & wheelers	KreziCart Carton + Kraft Paper rolls (Air cushion, Styrofoam) OR Manufacturer package + Shrink wrap 
----------------------------	--	---

## 5. Rules for important categories

### Large items must be packaged by:

- always using an arrow to indicate if an item must be loaded on one side only
- protecting edges and corners with cardboard edge protectors;
- only ever using strapping with edge protector;
- using strapping or strong tape to seal and secure the box;

### Batteries and battery-operated products must:

- be protected by removing batteries from products and packaging separately; and
- only supplied as dry batteries (e.g. AA or AAA batteries) in good condition and in original sealed packaging.

### Books must be packaged by:

- wrapping heavy/hardback books in multiple layers of bubble wrap
- stacking in a cardboard box using appropriate cushioning material (cardboard is fine) to ensure that there is no space and movement between items.

### Ceramics must be packaged by:

- wrapping of each individual item, separately, in at least two layers of thick bubble wrap;
- placing each individually wrapped item in its own, separate, cardboard container;
- wrapping smaller boxed items again with bubble wrap and sealing with sellotape and placing into a larger, strong outer cardboard box filled with appropriate dunnage (air cushion or polystyrene chips) to eliminate movement;
- closing the outer container with multiple layers of strong tape; and
- placing a “fragile” label on all sides of the outer package.



**Bicycles must be packaged by:**

- disassembling wheels and pedals;
- using bubble wrap to protect pedals;
- securing wheels with thick bubble wrap and placing cardboard between them to prevent friction and damage
- using thick bubble wrap to pack the bicycle frame
- placing all components in a strong cardboard box; and
- using internal packaging or polystyrene foam to stabilize the contents so the bicycle does not move during handling and transport.

**Cutlery and sharp objects must be packaged by:**

- covering sharp edges with cardboard;
- packing in a thick box; and
- packing in a further outer package with multiple layers of strong tape.

## 6. Quality health and safety

The guidelines in this section 3 represent best practice in respect of packaging of the categories of products identified.

Particular products may however have additional/alternative packaging requirements, and KreziCart expects sellers to exercise good judgment and apply best practice quality, health and safety principles to maintain the quality of packaging (and enclosed products).

## 7. General Dos and Don'ts

**DO**

- pack small and fragile items in bubble envelopes and protect them with soft cushioning around each item;
- ensure that goods face the right way, as some fragile goods must be kept upright;
- use cardboard dividers between flat, fragile material such as glass bottles;
- ensure that fragile stickers are applied on all sides of a package;
- remove all labels and stickers when reusing a box and ensure that the box is not worn out;
- ensure that packages are easy to open and reuse for returned items;
- use cardboard edge protectors to protect the edges and corners of large, bulky or heavy items; and
- use an arrow to indicate if an item (especially in heavy, large, bulky or heavy items) must be loaded on one side only.





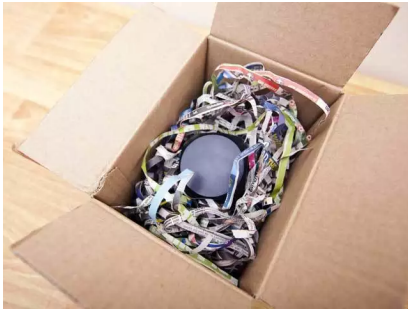
## DO NOT

- overload a box with more weight than it can handle
- allow space for contents to move within the packed box or flier;
- consider “fragile” and “handle with care” labels as a substitute for careful packaging
- use substandard or damaged cartons;
- allow fragile items inside a package to contact each other;
- use bags made of fabric or cloth;

## 8. Examples of good and bad packaging

### Good packaging





### Bad packaging



## 9. Understanding and avoiding the common causes of bad packaging

Sellers are required to test their packaging materials, storage and transportation, to ensure that they avoid the common causes of damage to products and packaging described in the table below.

Type	Description
Impact	Occurs due to mishandling during transportation and handling of the product.
Flattening	Occurs when a product is subject to more weight than it can endure. It can be due to a bad stowage or piling other heaving objects on the packaging.
Humidity	Occurs when the product comes into contact with or other liquid or moisture, often resulting in fungi growth and weakening the strength of the packaging.
Improper packing	Occurs when staples, shafts, etc. damage the box rather than help protect it.

## 10. What are the consequences of violation of these Guidelines?

Failure to comply with these Guidelines may result in KreziCart taking one or more of the following actions:

- refusing receipt of the products;
- returning the products to the seller;
- repacking the products and invoicing the seller for the same; and/or
- applying a financial penalty as provided for by the Seller Penalty Policy.

If your packages are not following the guidelines, then KreziCart or our logistics partners will under no circumstances be liable for any damages incurred in transit.

## 11. More information

If you are a seller and you have any questions about this Policy, please contact us at: [seller@kreziart.com](mailto:seller@kreziart.com)

