



# Recommended Packing Guidelines

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## Packing guidelines:


- 1 Develop packing SOP
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# Basic Packing SOP





Pack your orders properly will ensure shoppers receive them in good condition, therefore it is good practice to standardize the packing techniques and materials. Print out the SOP and paste it at each packing station for clearer view on the steps.

## Basic packing SOP:

- 

1  
Wrap the item in 2-3 rounds of bubble wrap
- 

2  
Pack any accessories separately
- 

3  
Choose a box or pouch that is larger than the item. Fill the extra space with filler material
- 

4  
Tape the openings of the box or pouch and reinforce the seams

## Packing SOP for clothing products

Develop packing SOP

Set up packing station

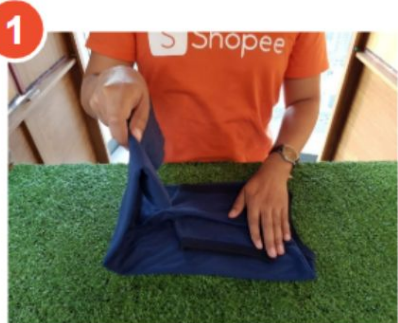
Prepare materials

Maximize protection

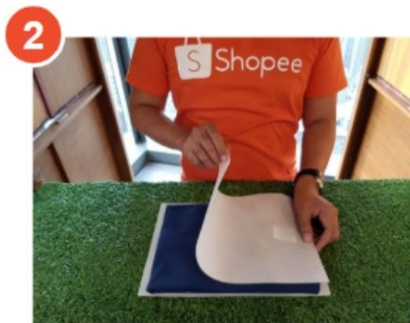
Implement QC

Pack your orders properly will ensure shoppers receive them in good condition, therefore it is good practice to standardize the packing techniques and materials. Print out the SOP and paste it at each packing station for clearer view on the steps.

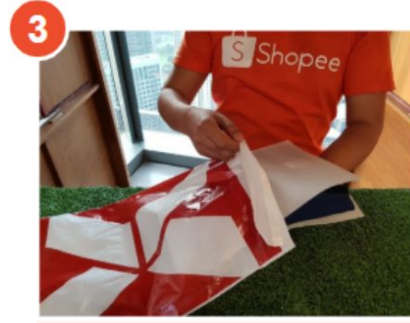
### General packing SOP for clothes:



Fold the clothing so that it fits into the pouch



Wrap with cement or parchment paper



Pack the clothing in a pouch and seal the pouch

## Packing SOP for high value electronics

Develop packing SOP

Set up packing station

Prepare materials

Maximize protection

Implement QC

Pack your orders properly will ensure shoppers receive them in good condition, therefore it is good practice to standardize the packing techniques and materials. Print out the SOP and paste it at each packing station for clearer view on the steps.

### General packing SOP for high value electronics:

1



Use a sturdy box that is slightly bigger than the item

2



Place any accessories in a separate bag

3



Use styrofoam padding to fill spaces between the box and the item.

4



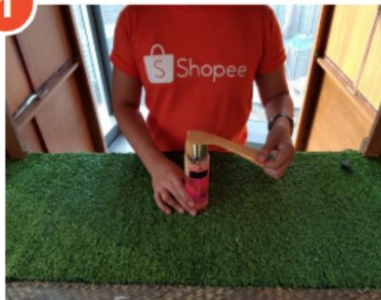



Tape the openings of the box or pouch and reinforce the seams

# Packing SOP for liquid products



Pack your orders properly will ensure shoppers receive them in good condition, therefore it is good practice to standardize the packing techniques and materials. Print out the SOP and paste it at each packing station for clearer view on the steps.

## General packing SOP for liquids:

<div data-bbox="90 452 154 518">1</div> 	<div data-bbox="502 452 566 518">2</div> 	<div data-bbox="913 452 977 518">3</div> 	<div data-bbox="1325 452 1389 518">4</div> 
<div data-bbox="119 788 502 914"> <p>Seal the caps completely and ensures it withstands pressure, then wrap with 2-3 rounds of bubble wrap</p> </div>	<div data-bbox="531 788 913 914"> <p>Place dividers in the box if multiple liquid items are to be packed</p> </div>	<div data-bbox="942 788 1325 914"> <p>Fill the extra space with filler material</p> </div>	<div data-bbox="1354 788 1736 914"> <p>Tape the openings of the box or pouch and reinforce the seams</p> </div>

**Seller Tips!**



Find out more in Seller Education Hub ([link](#))

## Set up a packing station

Develop packing SOP

Set up packing station

Prepare materials

Maximize protection

Implement QC

Locate packing station near product storing place for easier accessibility. Equip packing station with all necessary tools and consignment notes at one place.

### Sample of packing station:



### Sample of packer pouch:



#### Note:

Seller may opt for packer pouch if space is limited to set up a packing station.

**However, it is recommended to have a packing station in the long run.**

## What seller need to prepare before packing

Develop packing SOP

Set up packing station

**Prepare materials**

Maximize protection

Implement QC

Ensure that you have the necessary materials before you start packing. For proper packing, it is required that you have at least the following:





## How seller can maximize protection to parcels

Develop packing SOP

Set up packing station

Prepare materials

Maximize protection

Implement QC

Products are packed with minimum packaging and does not have enough protection. This will increase possibility of damaged parcel during delivery and lead to high return and refund cases especially bulky items.



### Steps to maximize protection to parcels:

- Apply at least 2-3 layer of bubble wraps per product.
- For liquid products, tape the opening of container and include air cushion in packing to prevent spilling.
- If there are multiple items in an order, tape them together tightly to avoid collision during delivery.
- Do double packaging (2 layer cardbox) for bulky, fragile items, fill up empty space with fillers.
- Paste '**fragile**' sticker on the surface of the box for fragile items.
- Tape the packaging box with H-taping method.
- Invest in better packaging material for bulky items and high value items.

**Seller Tips!**



Pos Laju do not accept aerosol items. For those items, it's best to enable only J&T courier so the items will not get rejected during transit.

# How seller can implement quality check



Implement quality check, tracking performance and verify with supplier to proactively monitor product quality before ship out to customers:

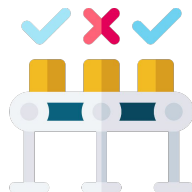
1



## Look for supplier with better product quality

- Visit the supplier to verify the production capability.
- Communicate with your supplier to ensure the quality of stocks.
- Keep track on supplier's performance.

2



## Check product condition during inbound and packing process

- Check on the expiry date during inbound time.
- Products might be placed on racks and not moving for a period of time, hence the second QC should be done during packing process.

3



## Ensure the correct item is packed with the right airway bill

- Download the picklist and packing list in Seller Centre to help you check that you have packed the right items. You should also check the if the correct airway bill is pasted on the parcel

**Seller Tips!**



Find out more on **How to download picklist, packing list and airway bill simultaneously** in Seller Education Hub ([link](#))