



To pack



To ship



To satisfy



BEST PRACTICES

Practical guide for preparing parcels



LA POSTE
SOLUTIONS BUSINESS

A WELL-PREPARED PARCEL

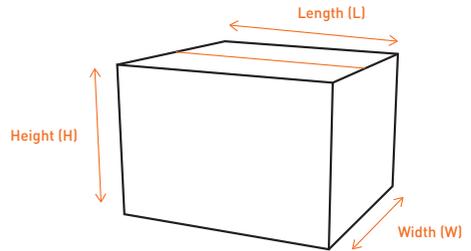
The key to a successful shipment

Our state-of-the-art technical tools ensure rapidity, reliability and that your parcels are tracked from A to B. Your logistics chain now reaches to your consignee's end address.





To ensure that your parcels arrive in the best possible condition, you must make sure that you wrap and label them carefully to comply with the technical standards. Colissimo has compiled these rules and recommendations in a practical guide to help you prepare your shipments.



Dimension and weight rules

	HOME DELIVERY	DELIVERY TO AN ALTERNATIVE PICK UP LOCATION		RETURNS
Delivery option	Home	La Poste Pick up location	Selected stores	Return
Not permitted				
Weight	> 30kg	> 20kg ⁽¹⁾		
Dimensions	L + W + H > 200 cm and/or L > 200 cm			
Non-machinable permitted				
Weight	< 30kg	< 20kg ⁽¹⁾		
Dimensions	150 cm < L + W + H and/or 100 cm < L < 200 cm*			
Permitted				
Weight	< 30kg	< 20kg ⁽¹⁾		
Minimales dimensions	16 cm (Length) x 11 cm (Width) x 1 cm (Height)	23 cm (Length) x 16 cm (Width) x 1 cm (Height)	21 cm (Length) x 16 cm (Width) x 1 cm (Height)	
Maximum dimensions	L+W+H = 150 cm et L = 200cm			

(1) 30 kg in a selection of French Post Offices.

A WELL-PREPARED PARCEL

The key to a successful shipment

So that your parcel is machinable and reaches its destination, it must comply with the following conditions.





Packaging

It must :

- **Be stable** so that it does not tip over; don't hesitate to wedge, stuff and evenly distribute the contents of the parcel.
- **Opt for regular shapes:** make sure you have at least one horizontal surface onto which you can affix the shipping label.
- **Be prepared using packing solutions that do not stick out** i.e. string, handles, flaps, etc.
- **Use wrapping that is sufficiently resistant and adapted to the content:** avoid overly irregular shapes and materials that affect the legibility of the label such as plastic, cellophane, etc., which are too reflective.
- **When sending tubes, use machinable tubes** (triangular or square tubes that ensure parcel stability). Traditional non-machinable tubes are always subject to additional charges. For more information, please read our General Terms & Conditions of Sale.

What do not to do

- Exceed the maximum weight of 30 kg.
- Wrap the parcel in paper - even partially.
- Group parcels using straps, string, etc.
- Give us unwrapped goods: they will not be accepted.
- Use overly loose straps and string.



Label

It must to be read by La Poste machines.

- **Please comply with the minimum dimensions:**
L = 16 cm; W = 11 cm
- **Check legibility:**
 - Check the printing quality of your label.
 - All information on the label and in particular the barcode must be completely legible.
 - Print your label without white lines, deletions and lateral offset.
 - Use non-porous paper.
- **Make sure the label is really flat:**
 - Choose the largest surface of the parcel and affix your label on one side only.
 - Make sure you only affix one label to each parcel.
 - If you are sending a tube, make sure you affix the label widthways rather than lengthways.

What do not to do

- Fold the label and affix it so that it overlaps an edge or place it above/below wrapping materials or adhesive tape.
- Use the label as an adhesive (e.g. tape).
- Under no circumstance should the wrapping conceal any of the label information, even partially.**

THE 9 CATEGORIES OF **FORBIDDEN HAZARDOUS GOODS**:

A few examples

Dangerous goods are contents which present a potential danger in their transport or handling (according to Universal Postal Union). They may not be transported by post.



EXPLOSIVES

Fireworks
Flairs
Ammunition
Black powder
Illuminating devices
Distress signals



COMPRESSED GAS

Lighter fuel
Diving tanks
Camping gas
Butane
Aerosols
Fire extinguishers



FLAMMABLE LIQUIDS

Oil and oil paint
Glue
Perfume containing alcohol
Alcoholic beverages



FLAMMABLE SOLIDS

Matches
Coal
Charcoal
Fuel paste



COMBUSTION ACCELERATOR

Chemical products generating oxygen
Peroxide (bleaching hair)
Bleaching agents



TOXIC AND CONTAMINATING PRODUCTS

Pesticides
Agricultural chemical products
Mercury
Bacteria, viruses



CORROSIVE SUBSTANCES

Electrolyte batteries
Mercury
Hydrochloric acid



RADIOACTIVE SUBSTANCES

Radioactive substances



MISCELLANEOUS HAZARDOUS SUBSTANCES

Battery
Mercury
Hydrochloric acid

THE FORBIDDEN HAZARDOUS GOODS:

A few examples

GOODS	DANGEROUS GOODS THAT MAY BE PRESENT
Electrically powered apparatus (wheelchairs, lawnmowers, etc.)	Wet batteries (corrosive), batteries or lithium batteries
Breathing apparatus	Cylinders of compressed air or oxygen
Toolboxes	May contain explosives (power rivets), aerosols, adhesives, etc.
Gas cylinders	Compressed gas
Cosmetics	Hairspray, flammable liquids and other dangerous goods
Samples for testing	May contain dangerous goods
Individual meal packs (IMP)	Flameless ration heaters (FRH) and self-heating beverages (SHB)
Diving equipment	Gas cylinders, high intensity diving lamps
Fireworks	Explosive substances
Agricultural supplies	Fertilizers, pesticides, herbicides
Party supplies	Compressed gases, explosive articles
Dental supplies	Resins or solvents
Medical supplies	Dangerous chemicals, thermometers, blood pressure instruments
Photographic supplies	Dangerous chemicals
Frozen fruit, vegetables	Dry ice

GOODS	DANGEROUS GOODS THAT MAY BE PRESENT
Instruments	Barometers, manometers and sphygmomanometers (medical measuring apparatus used for measuring blood pressure) containing mercury, mercury switches, thermometers, etc.
Switches (electrical)	Mercury switches
Toys	May be composed of flammable materials, batteries or lithium batteries
Cleaning fluids	Dangerous chemicals
Camping gear	Flammable gas or liquid, matches, other dangerous goods
Laboratory equipment	Dangerous chemicals
Electrical equipment	Mercury in switch and electron tubes
Perfume	Flammable liquids
Paint	Flammable solvents
Automobile parts	Wet batteries, shocks/struts with nitrogen, air bags, etc.
Machinery parts	May include adhesives, paints, sealants, solvents, etc.
Diagnostic specimens	Infectious substances
Chemicals	Often found to be dangerous
Swimming pool chemicals	Dangerous goods
Cryogenic	Very low temperature liquefied gases
Household goods	Paint, aerosols, bleaching powder, etc.
Pharmaceuticals	Dangerous chemicals
Chemistry kits	Dangerous chemicals
Repair kits	Adhesives, paints, organic peroxides, solvents, etc.

IN THE SPOTLIGHT

Lithium batteries

Lithium batteries are a special case for which air and road transport is subject to stringent conditions:



Only the following batteries, in the quantities and with the features listed below, used in one (or more) appliances, are authorised for road transport*:

- **A maximum of four batteries or two lithium-ion batteries UN3481** (packaging requirement 967, Section II) per parcel, batteries not exceeding 20 Wh, batteries not exceeding 100 Wh, with a maximum total battery weight of 5 kg per parcel.
- **A maximum of four batteries or two lithium-metal batteries UN3091** (packaging requirement 970, Section II) per parcels, batteries not exceeding 1g of lithium, batteries not exceeding 2g of lithium, with a maximum total battery weight of 5 kg per parcel.

* France and Europe only. Shipment by air (outside Europe) is not authorised.

IN THE SPOTLIGHT

Colissimo is here — to advise you...



Your contact is at your service to provide additional information and advice about:

- **The constraints associated with your line of business** and your customers' special requirements.
- **The organisation of equipment in your warehouses**, the configuration of your logistics chain, the composition of parcel flows and how they are managed (number of parcels, average weight, type of goods, type of packaging, etc.). This information will be examined by our technical and logistics teams to ensure optimal compatibility with our services.



Your sales contact will also look at any logged anomalies and will suggest actions to make improvements.



Thanks to this permanent dialogue, Colissimo can deliver your parcels quickly and well by meeting your high standards of quality.

