

PACKAGING AND SHIPMENT GUIDE



THE IDEAL PACKAGE

1. Parts are delivered clean, dry, safely covered.
2. Every Production Order is packed in separate brand new cardboard box(es) of max. 25 kg each.
3. No empty space in the box: parts cannot move around.
4. Parts cannot touch each other: wrapped in paper and separated by cardboard pads.
5. Corrosion-prone steels are preserved with anti-corrosion materials right after production.
6. Boxes are securely packed, with clearly visible delivery and handling labels attached.
7. No branded packaging is allowed.

ANTI-RUST

PARTS MADE OF CORROSION-PRONE STEEL (GRADES 1.0XXX, 1.2XXX, 1.6XXX, 1.7XXX, 1.8 XXX) REQUIRE ANTI-CORROSION PRESERVATION RIGHT AFTER PRODUCTION

don't know what to use? ask



PACKAGE REPORT

Report packaging for delivery using:

Telegram bot

1. Install Telegram messenger ([telegram.org](https://www.telegram.org)).
2. Find @shiftgmbhbot and enter PIN.
3. Select proper PO to report.
4. Go to "Report packaging for delivery".
5. Follow the instructions. More info: <https://xometry.de/en/telegram-partners/>



Partner area web

1. Follow the web link: partners.xometry.de/orders/
2. Select proper PO to report.
3. Upload package dimensions and photos.

E-mail

1. Feel free to contact us if you have any questions: production@xometry.de. Do not forget to write the Production Order number (e.g. PO-1234-5678)

RECOMMENDED PACKAGING MATERIALS:



LAYERED CARDBOARD BOXES
sized to match the size, weight and number of parts. **USE ONLY:** brand new high quality boxes with 2-3 layers.
STRICTLY PROHIBITED:
Second-hand cardboard or plastic boxes.



KRAFT (BROWN) PAPER
to wrap parts to prevent contact with each other and fill in empty spaces.



CARDBOARD PADS
to prevent parts from contact and movement. Pads can be made of used cardboard if dry and clean.



MESH (NET) SLEEVE
to protect turning parts.



STRETCH FILM/ PLASTIC FOIL
to prevent the box from damage and water during transportation.



ADHESIVE (GLUE) TAPE
with min. 48mm width to pack boxes securely.



HANDLING LABELS
Required:
„Fragile“, „Keep dry“, „Handle with care“, „This way up“.



LOOSE FILLING CHIPS
Hard chips are highly recommended for better protection.

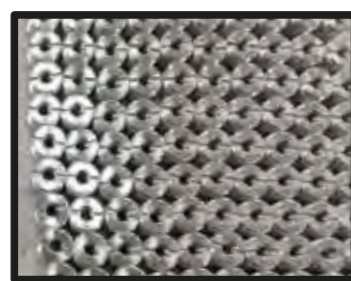


SELF-GLUE CLEAR WINDOW ENVELOPE
for any documents required outside the box.

1. PREPARE PARTS FOR PACKAGING



PARTS MUST BE CLEAN, DRY AND NOT DAMAGED
If necessary, repair the parts, clean, dry and degrease them with compressed air before packaging.



COUNT THE PARTS. TWICE!
Check number of each type of parts against the Production Order.



PHOTO CHECKPOINT
Take Photo of parts **before packaging**. Upload photos online in Partner Area or using Telegram bot @shiftgmbhbot



APPLY ANTI-CORROSION SPRAY
Spray all surfaces, holes and grooves. Apply right after production.



WRAP EACH PART IN PAPER OR IN MESH SLEEVE (IF APPLICABLE)
to protect parts from contact. **For carbon steel and corrosion-metals, use anti-corrosion paper (VCI).**

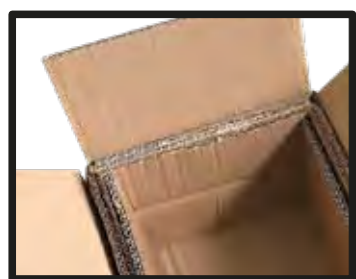


PROTECT SHARP EDGES AND PROTRUDING ELEMENTS
Use cardboard pads wrapped up in glue tape.



PHOTO CHECKPOINT
Take photo of **individually packed parts**. Upload photos online in Partner Area or using Telegram bot @shiftgmbhbot

2. PLACE PARTS IN BOX AND FILL IN EMPTY SPACE



MAKE PROTECTIVE WALL OF CARTON INSIDE THE BOX
3 layers on bottom, sides and top of outside box to protect external walls.



USE CARDBOARD SEPARATORS
to prevent contact between the parts. If necessary, use additional hardening pads to prevent any damage to the parts.



PHOTO CHECKPOINT
Take photo of parts **separated from each other with dividers**. Upload photos online in Partner Area or using Telegram bot @shiftgmbhbot



MAX. 25KG PER BOX
Maximum gross weight of the box is 25kg. Choose the number of boxes accordingly.

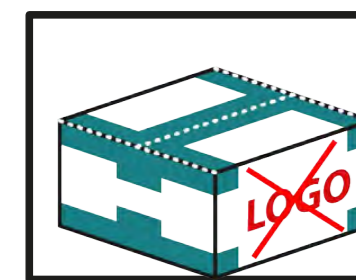


FILL IN ALL EMPTY SPACE
Use bended or wrapped corrugated cardboard so that the package retains its shape even under pressure and its content is well protected.

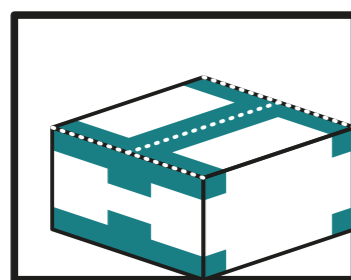


PHOTO CHECKPOINT
Take Photo of **open box just before sealing**. Upload photos online in Partner Area or using Telegram bot @shiftgmbhbot

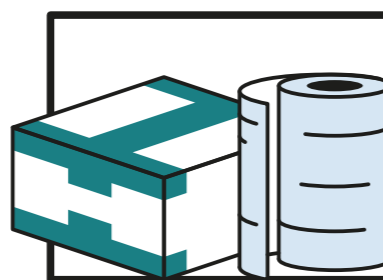
3. SEAL AND WRAP BOX(ES)



DO NOT USE BRANDED/ LABELLED PACKAGING
No branded packaging allowed.



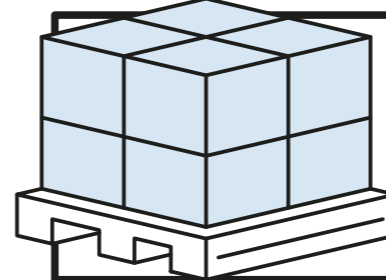
GLUE WITH H-TAPING METHOD
Glue the carton box with glue tape so that it cannot be opened. Use H-taping method to seal all edges and seams.



WRAP THE BOX WITH STRETCH FILM AND GLUE TAPE
with at least 4 layers of film.



PUT HANDLING LABEL ON EACH BOX
Required: „Fragile“, „Keep dry“, „Handle with care“, „This way up“.

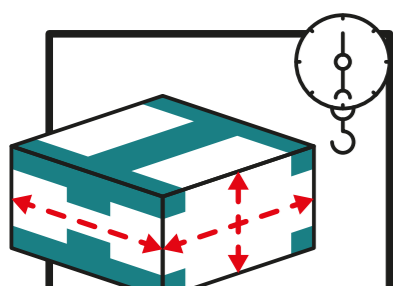


IF NECESSARY, ASSEMBLE ON A PALLET
without exceeding the pallet dimensions. To ensure that pallet is stable, stack in rows and offset. Wrap pallet with stretch film and packing straps so that nothing shakes or slides over
One pallet = 350 kg max.

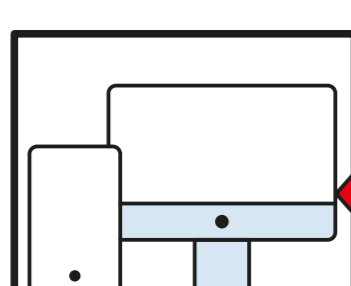


PHOTO CHECKPOINT
Take Photo of package sealed. Upload photos online in Partner Area or using Telegram bot @shiftgmbhbot

4. REQUEST FOR DELIVERY, LABEL AND SHIP THE BOX(ES)

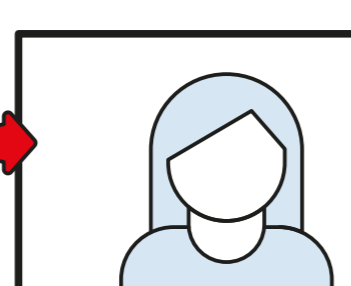


WEIGHT AND MEASURE THE PACKAGE
If there are several boxes, weight and measure them separately.



SIGN QC CHECKLIST & PROVIDE INFORMATION FOR DELIVERY
- sign and upload a picture of the QC checklist.
- provide the number of boxes, weight and size in Partner Area or using Telegram bot @shiftgmbhbot

We will arrange delivery and send you delivery label and delivery date/time when courier comes for the box(es).



PRINT RECEIVED DELIVERY LABEL AND GLUE IT ON TOP OF THE BOX
Ensure the label is 100% visible and is not over any corners. Do not let other labels, tapes or paper cover the shipment label.



ATTACH THE DOCUMENTS (UNLESS OTHERWISE AGREED): PROD.ORDER AND DELIVERY NOTE
Use a plastic self-glue clear window envelope for any documents that need to be outside the box.



GIVE THE BOX(ES) TO COURIER
Courier will arrive on date/time agreed with Xometry. In case of any questions, please email production@xometry.de with number of Production Order in the email subject.

NEVER DO IT

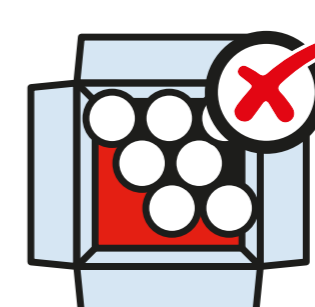
The following actions may cause damage of parts during transportation:



NEVER WRAP THE PARTS IN PLASTIC (FOIL, BUBBLE, ETC.) as this may cause condensation and subsequent corrosion.



NEVER OVERLOAD THE BOX MAX. 25 KG ALLOWED Heavy boxes are more likely to be damaged or broken during transportation.



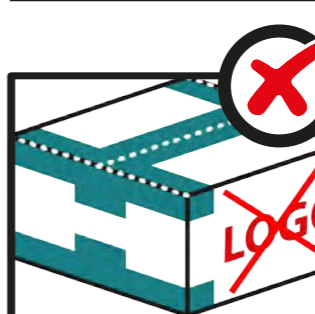
NEVER LEAVE EMPTY SPACE 63% of claims are caused by damages of box content due movements and shakes during the transportation.



NEVER KEEP CARDBOARD BOXES IN HUMID ROOM Wet cardboard loses its rigidity and shock absorbing properties and cannot protect parts during transportation.



NEVER USE SHREDDED PAPER



NEVER USE BRANDED/ LABELLED PACKAGING