



APAC Packaging Guidelines

⚠️ Why proper packaging matters?

To help ensure your shipments are adequately and securely wrapped, packed, and cushioned for transportation, we offer these general packaging guidelines. From preparing small package shipments to palletizing your freight, we cover the basics on how to pack your shipments properly and securely.

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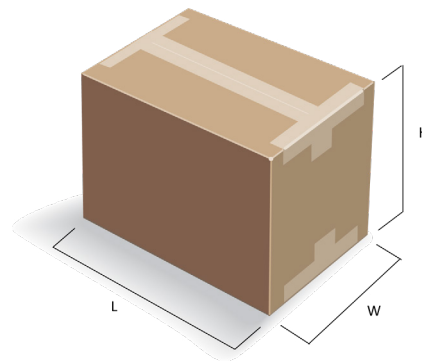
Small Package

Determine Your Packaging Needs

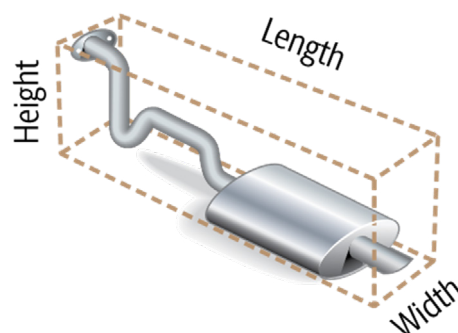
Protect your goods from damage with quality packaging. A crucial first step is to evaluate your specific packing needs to ensure your goods are transported safely and effectively.

Weight and Size

With UPS Express and Expedited Services, you can ship up to 70kg per package, up to 274cm in length, and a maximum size per package of 400cm in length and girth $[(2 \times \text{width}) + (2 \times \text{height})]$ combined.



For irregularly-shaped packages, treat it as if it is a rectangular box. Measure the length, width and height of the package from its extreme points to determine dimensional weight and whether the package is within maximum limits.



Selecting Packaging Materials

External Packaging Materials

To prepare packages for UPS shipment, you may use your own packaging, provided the boxes are new or in like-new condition, or choose from a variety of packaging offered free of charge for use with selected UPS services. It is important to choose a box appropriate for the weight for your shipment. You can refer to the table below to determine which external packaging is most suitable for your needs.

Weight (Lbs.)	0 - 30	31 - 50	51 - 65	66 - 80	81 - 100	101 - 120	121 - 140	141 - 150
Weight (Kg)	0 - 13	14 - 22	23 - 29	30 - 36	37 - 45	46 - 54	55 - 63	64 - 68
Size Limit (Inches)	< 75	75 - 85	85 - 96	95 - 105	95 - 105	105 - 110	110 - 115	115 - 120
Bursting Test (Lbs./ Square Inch)	200	250	275	350	350	400	500	600
Edge Crush Test (Lbs./ Inch Width)	32	44	55	-	61	71	82	-
Recommended Walls	Single		Single		Double	Double		

Single  Double 

The above box strengths are only guidelines to help assure the containment and protection of products transported through single-package distribution environments. They are not to be considered packaging specifications, and all packaged products should be tested in accordance with the International Safe Transit Association (ISTA) Test Procedure 3A to ensure the most appropriate level of product protection is achieved.

*The size limits on the above chart refer to the maximum size of a box that can be manufactured based on the strength of the corrugated material. The size limits specified in this chart and on the Box Maker's Certificate are unrelated to length and girth measurements used by UPS for dimensional measurements. Please refer [here](#) for more information on determining weight and size.

Selecting Packaging Materials

External Packaging Materials

Customers with a UPS account can request supplies at Packaging and Shipping Supplies on UPS.com.

Envelopes & Paks

Description

UPS Express Envelope



For urgent correspondence and documents.

(34cm x 25cm)

UPS Express Pak (Regular)



Appropriate for flat, unbreakable articles such as large printed reports.

(41cm x 32cm)

UPS Express Pak (Big)



Appropriate for flat, unbreakable articles such as large printed reports.

(51cm x 42cm)

UPS Express Pad Pak



Use this bubble-pak interior package to provide extra protection for your air and international shipments. To be used for UPS Express and domestic UPS Expedited shipments only.

(41cm x 32cm)

Selecting Packaging Materials

Boxes	Description
UPS World Ease Document Box  A small, rectangular box with a green and black design. The top half is green with the text "World Ease Document Box" and the UPS logo. The bottom half is black with the text "World Ease Document Box" and the UPS logo.	Use this box as the lead package for your World Ease shipment. If needed, use the inside of the box for packing slips or other internal documents. (46cm x 32cm x 8cm)
UPS 10KG Box  A brown cardboard box with red and black accents. The top is brown with the UPS logo. The sides are red with the text "Express Box" and "10 Kg". The bottom is black with the text "Express Box" and "10 Kg".	A box used for UPS Worldwide Express shipments up to 10kg (22lb). Charges are based on flat rate and zone. (2 per pack) (42cm x 34cm x 27cm)
UPS 25KG Box  A brown cardboard box with red and black accents. The top is brown with the UPS logo. The sides are red with the text "Express Box" and "25 Kg". The bottom is black with the text "Express Box" and "25 Kg".	A box used for UPS Worldwide Express shipments up to 25kg (55lb). Charges are based on flat rate and zone. (2 per pack) (50cm x 45cm x 34cm)

Selecting Packaging Materials

Boxes	Description
Express Box Mini 	Ideal for smaller items that require a sturdy container but don't need much depth. (20cm x 13cm x 6cm)
Express Box Small 	Ideal for smaller items that require a sturdy container but don't need much depth. (33cm x 28cm x 5cm)
Express Box Medium 	The most versatile mid-sized box for your items. (40cm x 29cm x 8cm)
Express Box Large 	A large box used for bulkier or heavier international shipments. (46cm x 32cm x 8cm)

Selecting Packaging Materials

Internal Packaging Materials



Air-Encapsulated Plastic (Cell Bubble Sheeting)

- Designed to protect and cushion lightweight items.
- Used in multiple wraps and layers to ensure that the item is completely protected, especially on corners and edges.
- When wrapping product, use flat surface of bubble wrap (bubbles facing away from product).



Inflatable Packaging (Air Bags)

- Used primarily as void-fill material for lightweight items.
- Not recommended for items with sharp corners or edges.
- Extreme hot or cold temperatures may affect the ability of air bags to provide adequate product protection.

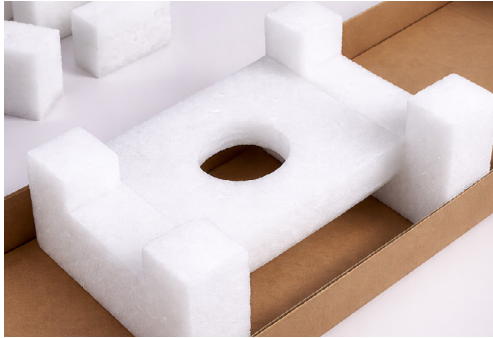


Expanded Polystyrene “Peanuts” (Loose Fill)

- Used primarily as void-fill material for lightweight items.
- Do not use with flat or narrow products that may move to the edge or bottom of the box in transit.
- Due to the shifting and settling properties of peanuts, use a minimum of two inches of cushioning around the contents of the box.
- Flat pieces of corrugated fiberboard may also be used between contents and peanuts to help prevent movement.
- Peanuts cause static electricity and may damage electronic items. Use anti-static peanuts for electronic items, along with bubble sheeting around the item.

Selecting Packaging Materials

Internal Packaging Materials



Engineered Foam Closures

- Materials may include polystyrene, polyethylene, polypropylene, or copolymers.
- Enclosures should be pre-engineered for specific products.



Corrugate Liners and Inserts

- May be added to the package to increase box strength.



Crumpled Kraft Paper

- Used primarily as void-fill material for lightweight, non-fragile items. Must be tightly crumpled.
- Place at least two inches of paper between contents and outer box.

General Packing Methods

One-Box Method/Basic Packing Method/Single-Box Packing Method

Ideal for pre-packaged goods, soft/durable goods, easily soiled goods, or tiny/granular goods.

Step 1:

Choose a box suitable for your packaging.



Step 2:

Fill empty spaces within the box with any of the following filler materials to limit movement during shipping: cell bubble sheeting, loose-fill peanuts, kraft paper, and other similar material.



Step 3:

For items that could be affected by moisture, dirt, or spills, or for small/granular products, place these goods inside a strong, sealed plastic bag or container for added protection.



Step 4:

Tape closures and seams to seal your package. (use the H taping method)



Step 5:

Attach shipping label onto the package.



General Packing Methods

Two-Box Method/Box-in-box Method

Ideal for sharp/fragile goods, bags and accessories, travel goods, or luxury goods.

Step 1:

Choose a box suitable for your packaging.



Step 2:

Fill empty spaces within the box with any of the following filler materials to limit movement during shipping: cell bubble sheeting, loose-fill peanuts, kraft paper, and other similar material.



Step 3:

For the outer box, use a box that has a depth, width and length 15cm greater than the inner box.



Step 4:

Secure your box with an additional 8cm of cushioning material around the inner box to fill the spaces between the inner box and outer box.



General Packing Methods

Two-Box Method/Box-in-box Method

Ideal for sharp/fragile goods, bags and accessories, travel goods, or luxury goods.

Step 5:

Fill the box with more filler material of your choice to cover any remaining empty spaces.



Step 6:

Tape closures and seams to seal your package. (use the H taping method)



Step 7:

Attach shipping label onto the package.



Nature of Goods

Are your goods high-value, fragile or do they require special handling? For such items, standard packaging may not suffice. You will need to plan for specialized materials, specific packing techniques, and additional cushioning or protection. Proper labeling is also crucial to alert handlers to the special care required. Identifying these needs before you start packing will ensure your items are adequately protected throughout transit.

Seal and Label

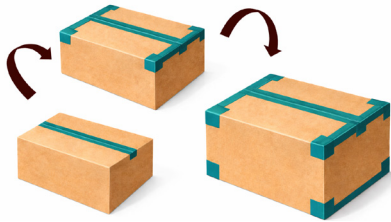
Sealing Your Shipment



For optimal strength and durability, we recommend using pressure-sensitive plastic or nylon reinforced filament tapes that are at least 5cm wide.

Do not use masking tape, cellophane tape, duct tape, water activated paper tapes, string or paper over-wrap.

H-Tapping Method



To ensure your package is securely sealed and protected, use the H-taping method on both the top and bottom of your box:

- Apply one strip of strong packing tape directly along the main center seam where the flaps meet.
- Apply two additional strips of tape across the short edge seams, perpendicular to the center strip, forming an “H” shape.
- Add more strips of tape as needed for extra security and durability for heavier shipments.
- Apply the same H-taping method to the opposite side of the box (top and bottom) to fully seal all seams.

General Packing Methods

Applying Shipment Label



Clearly displaying your shipment labels is crucial for ensuring your package moves swiftly through transit and arrives on time. Follow these key guidelines for proper label placement:

- Securely affix UPS-issued paper shipping document or label generated through an approved UPS automated shipping system to the largest, top surface of your package. Ensure it includes complete delivery and return information (UPS tracking number, name, address information and telephone numbers for both the shipper and consignee).
- Ensure that the label is fully visible. Do not let other labels, tapes or paperwork cover the shipment label.
- Do not place the label on a seam, edge, closure or on top of sealing tape.
- Remove or cross out any old address labels on the outer box.
- Place a duplicate shipment label inside the package. This acts as a vital backup, allowing us to identify and deliver your shipment even if the original external label becomes detached or damaged.
- Use a plastic self-adhesive clear window pouch to hold any loose documents that are required to be placed outside of the box.
- For shipments with multiple child packages, do ensure that every package has a 1Z air waybill label to avoid customs and delivery issues.

Dos and Don'ts

Recommended:

Do

- ✓ Good to add an extra label with the addresses/phone numbers of the shipper and recipient to the box.
- ✓ Use adequate cushioning material and strong tape designed for shipping.
- ✓ Position individual items towards the center of the box.
- ✓ Seal and place bottles/containers in plastic or spillproof bags.
- ✓ Remove any outdated labels and ensure each package only has one tracking label.

Don't

- ✗ Reuse old boxes especially if they are worn out and flimsy.
- ✗ Let other labels, tapes or paperwork cover the shipment label.
- ✗ Do not reuse packaging with hazardous materials indicators.

Freight / Palletized Shipments

Palletized (Freight)

What are Pallets?

Pallets are portable rigid platforms used to consolidate shipments and allow for ease of freight movement. Quality pallets are commonly made of either wood or plastic and can weigh between 9 and 32kg. Pallets should be large enough to accommodate the shipment without overhang. Anything overhanging the pallet edges may be damaged from punctures, abrasions and compression.

Palletizing freight helps multiple-piece shipments remain together and provides increased protection from damage. Each pallet, including its contents, is considered one piece. In contrast, loose items, such as boxes or containers that have not been secured to a pallet, are considered non-palletized freight.

UPS Worldwide Express Freight Midday and UPS Worldwide Express Freight shipments must be palletized, stackable, able to be lifted by forklift and shrink-wrapped or banded to the pallet.

Size and Weight Limitations

UPS Worldwide Express Freight has maximum weight and size limits that vary by lane. Each pallet must be within the maximum weight and size dimensions for both the origin and destination locations. Visit [here](#) for more details.

Pallet Types and Materials

It's recommended that you use a new pallet for all shipments instead of one that is damaged or has been repaired. A new pallet is designed to support the product's weight and withstand the harsh conditions of transit. While a damaged or repaired pallet may save money, its integrity is unreliable, and its strength is only as good as the repair itself. If you do reuse pallets and crates, make sure to inspect them regularly for signs of wear and tear.

Recommended:



Standard Wood Pallets

- Suitable for heavy items.
- Any wood packaging material (WPM) used for transporting or packaging goods for export or import must be treated.
- All compliant WPM must be marked with the following: International Plant Protection Convention (IPPC) logo Standardization (ISO) code for the country that treated the WPM.



Plastic Pallets

- Low weight.
- Impervious to moisture and chemicals, offering a rot-proof and corrosion-free base that maintains structural integrity in any climate.
- More expensive as compared to wooden pallets.

Stacking Your Pallet

Column Stack



- Most effective way to protect your goods from damage during transport.
- Maximizes top-to-bottom compression strength by aligning the load's weight directly onto the boxes' corners and edges.
- Secure the pallet with banding or stretch wrap to prevent shifting and ensure stability.

Interlocking Stack

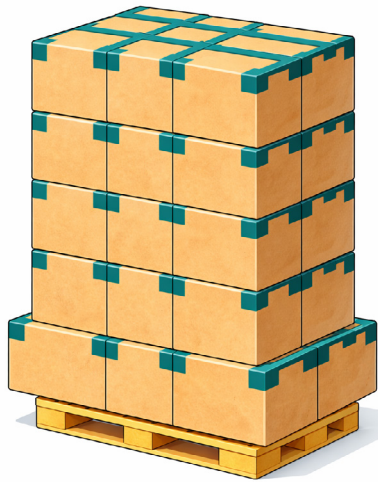


- Great way to improve pallet stability, especially when the boxes contain rigid products.
- Always stack boxes corner-to-corner and edge-to-edge, regardless of the stacking pattern, for maximum stacking strength.



Stacking Your Pallet

Overhanging Stack



- Never allow boxes to overhang the edges of the pallet.
- Highly susceptible to damage from tears, punctures, and impacts during transit and handling.
- Reduces individual box strength by more than 30%.

Pyramid Stack



- Not recommended for shipping.
- Uneven top surface leaves the top layer of boxes exposed to potential damage.



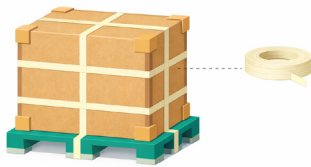
Protecting Your Freight Shipments

Corner/Edge Boards



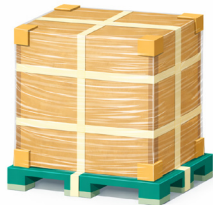
- Increases vertical stacking strength, helps to prevent damage to corner edges and stabilize the load.
- Should extend to the full height and length of the load and should be used on all corners.

Strapping or Banding



- Helps to prevent pieces from getting lost or separated from the load.
- Should be drawn tightly to the load, possibly requiring running it underneath the top deck boards of the pallet.

Stretch Wrapping



- Use as an effective way to keep all pieces of a shipment together.
- Should first be applied around the pallet and continued upward around the load.
- Must be tight to prevent load shifting.
- Capture the pallet when wrapping bottom layer.
- Designed to stabilize the load, not to secure it to the pallet – Strapping or banding should be used in conjunction with stretch wrap to secure the load to the pallet.

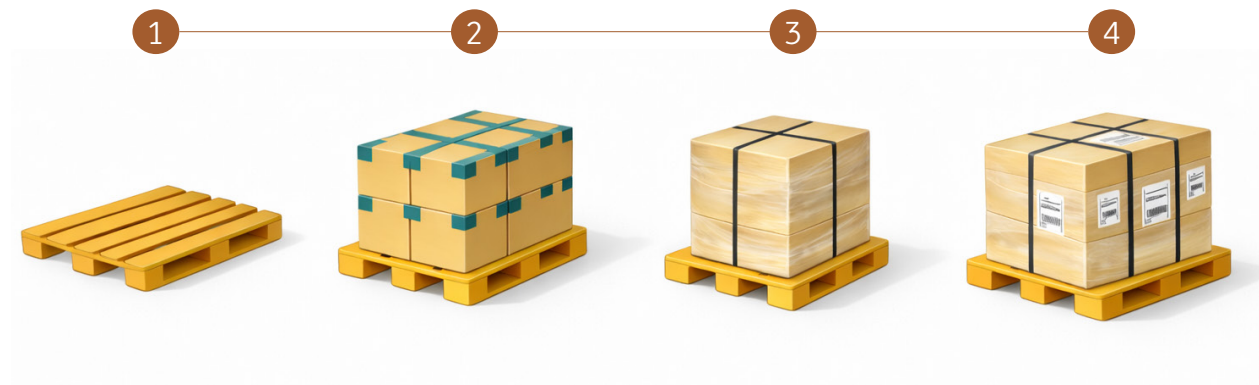
Top/Bottom Load Protector



- Layers of corrugated fiberboard or heavy paperboard.
- Use to help evenly distribute the weight of shipments that can be stacked upon one another.

Step by Step Guide

Palletizing Your Shipment



Step 1:

Select a four-way entry pallet for your freight shipment.

- Choose a pallet large enough to prevent overhang of shipment pieces.
- Pallet must be sturdy enough to support the load.
- Select a pallet with closely spaced pallet deck boards.
- Never exceed the rated capacity of your pallet.
- Do not select a pallet with broken boards or protruding nail heads.
- A pallet with four-way forklift entries is preferred for improved handling and damage reduction.

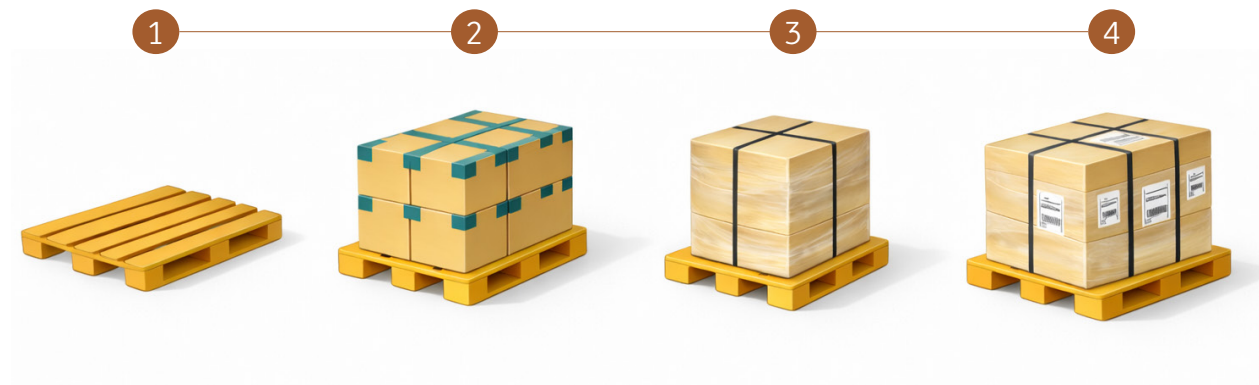
Step 2:

Stack boxes in column or interlocking format. Avoid placing freight beyond pallet edges.

- Securely close, staple and/or seal cartons.
- Protect contents from internal vibration with proper amounts of dunnage within cartons; no void areas/spaces between contents or on top of carton.
- Remove old labels from shipping cartons and contents.
- Cover the top layer with clear plastic to protect the shipment from inclement weather.

Step by Step Guide

Palletizing Your Shipment



Step 3:

Use strapping with stretch wrap to secure boxes to the pallet.

- Use a minimum of 60-gauge stretch wrap, five revolutions recommended, extending to bottom of pallet and across top, to prevent shifting.
- To ensure stability, corner boards and banding are recommended.
- Use three-way-locking, nailed corners (not staples) on crates; angle board must extend from the deck board to the top of the pallet load.
- Insert layers of cardboard between layers of freight to absorb vibration; distribute the weight evenly.
- Strap individual pieces over 68kg to the pallet with either heavy-duty metal strapping or unbreakable plastic straps applied around the box; or skid freight on all sides for shipments.

Step 4:

Place one label on each side and top of each pallet.

- Apply labels to each side, and on top, of every pallet in the shipment. Each label should have telephone numbers and complete address information, including postal code of the shipper and the consignee.
- Detailed preparation instructions are printed on the reverse side of the waybill.

Dos and Don'ts

Recommended:

Do

- ✓ Use column or interlocking stack methods.
- ✓ Choose pallets large enough to prevent overhang of shipment pieces.
- ✓ Select pallets with closely spaced pallet deck boards.
- ✓ Choose pallets with four-way forklift entry are preferred as they help to improve handling and reduce damage to the shipment.
- ✓ Use a minimum of 60-gauge stretch wrap, five revolutions recommended: tie to pallet and across top to prevent shifting.
- ✓ Use corner boards and banding to ensure stability.
- ✓ Use three-way locking – nailed corners (not staples) on crates; angle board must extend from the deck board to the top of the pallet load.
- ✓ Insert layers of cardboard between layers of freight to absorb vibration; distribute the weight evenly.
- ✓ Ensure information on the Bill of Lading (BOL) matches the shipment.
- ✓ Indicate in proper location on the BOL and check contract/tariff for liability limits if excess declared value is needed.

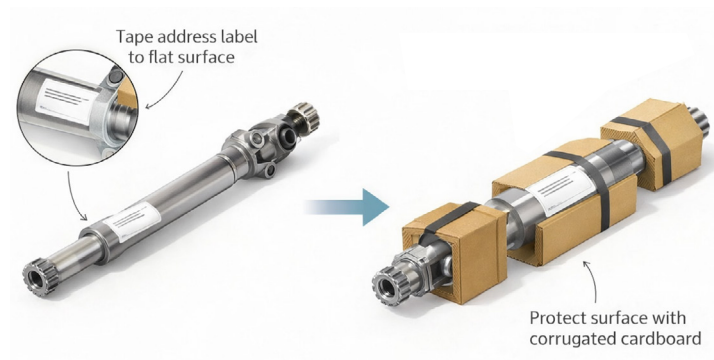
Don't

- ✗ Do not load your pallets in a pyramid or overhang stack.
- ✗ Do not ship prohibited goods. For detailed requirements regarding hazardous materials and dangerous goods, visit [ups.com/hazmat](https://www.ups.com/hazmat).
- ✗ Never exceed the rated capacity of your pallet.
- ✗ Do not select pallets with broken boards or protruding nail heads.

Special Packaging Needs

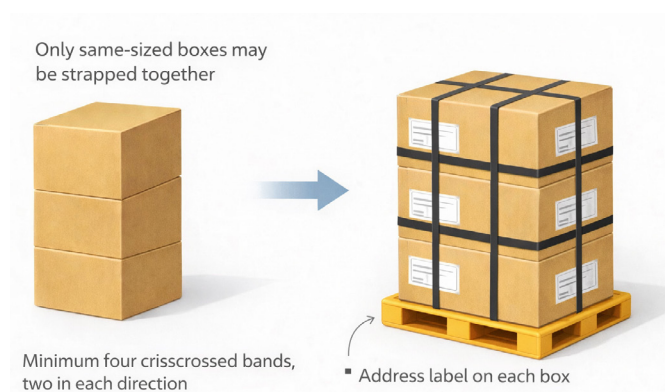
Irregularly Shaped Items and Bare Metals

Tape the address label on a flat surface of the item being shipped. Cover the label with clear tape. Do not use “flying tags” attached by string or metal. Blunt all sharp or protruding edges with taped-on, corrugated cardboard pieces. Protect the surface of the item as needed. An Additional Handling Charge will apply.



Bundled or Strapped Boxes

Only same-sized boxes may be strapped together. Use a minimum of four crisscrossed bands, two in each direction. An address label must be placed on each box. When strapping boxes together, each box must be strong enough to hold the total weight of the strapped bundle. An Additional Handling Charge may apply.



Large and/or Heavy Packages

If your parcel weighs more than 25kg, there may be an Additional Handling Charge for heavy or large parcels. For more information, please refer to the [UPS Rate and Service Guide](#).

If your parcel weighs over 70kg, your parcel is considered freight. Click [here](#) to calculate how much it will cost to ship it.

Tires

Apply a wide band of pressure-sensitive tape through the center and completely around the body of the tire so that the tape is attached to itself. Attach your address label to the tape band where it covers the tread. Cover the entire label with clear tape. An Additional Handling Charge will apply.

Batteries

A variety of batteries are regulated as hazardous materials. Batteries requiring shipping papers may only be tendered by shippers authorized by a hazardous materials shipping contract with UPS to tender such shipments. Any device with batteries installed must have their on/off switch protected from being activated, or have the batteries removed with the terminals protected. Simple devices like flashlights or rechargeable drills can generate a dangerous amount of heat if accidentally activated. Electronic items new or sent for repair, such as computers and cell phones, should be sent without batteries.

Lithium-ion Batteries

All lithium battery shipments must be labeled and marked clearly in compliance with IATA regulations. These labels and marks must be durable, legible, and easily identifiable, and must be placed on packages or overpacks so they are not obstructed.

The two primary classifications for these shipments are **UN3480** and **UN3481**, which are differentiated based on whether the batteries are packed with or without the equipment they power.



UN3480 Lithium-ion Batteries

Batteries are shipped alone without any associated equipment



UN3481 Lithium-ion Batteries Contained in Equipment or Packed with Equipment

Batteries are either installed in the device (e.g. laptop or phone) or is packed alongside it in the same box

*Indicate telephone number on label for additional information

It is crucial to label your packages with the correct UN number to clearly communicate the exact nature and potential hazard of the contents to carriers, warehouse personnel, and first responders. Incorrect labeling can lead to significant regulatory fines, shipment delays, and, most importantly, improper handling in an emergency, which could escalate an incident like a fire.

To find out more about packing batteries, please refer to this link [here](#).

Fabric and Wallpaper

Rolled goods travel best when shipped in corrugated boxes. If a fabric or wallpaper roll is shipped in a bag, UPS recommends a bag with a minimum thickness of six mils. Make sure the bag is tightly wrapped and taped against the roll to reduce the risk of tearing. A tail on an item shipped in a bag must be compressed to the body of the item using tape. Place the address label on a flat surface of the item being shipped. Place duplicate address labels inside cores or between top layers of material. An Additional Handling Charge may apply.

Hazardous Materials and Dangerous Goods

For additional information on this contract-only service, visit [here](#).



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