

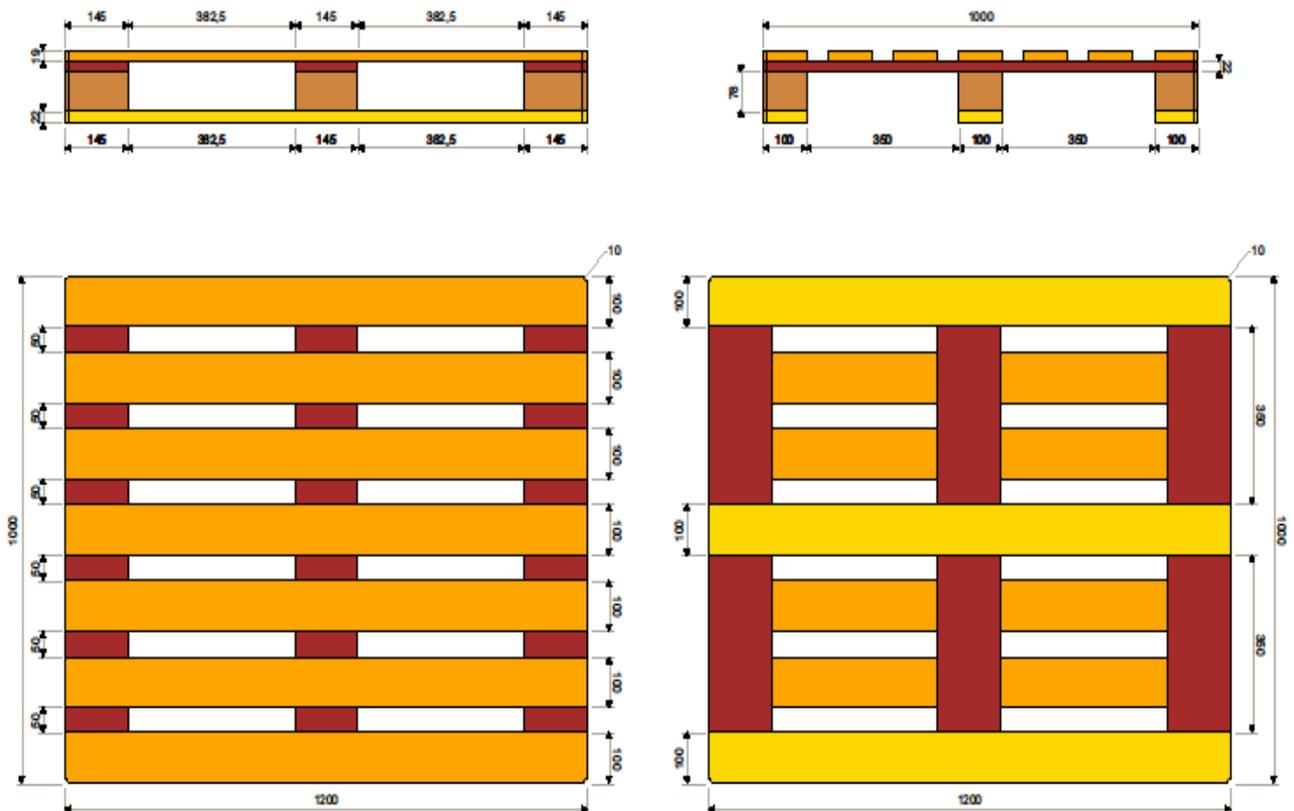
## 1. General Requirements

- 1.1 The below requirements on palletization, packaging and labelling apply to **all shipments to:**
- 1.1.1 **UNFPA,**
  - 1.1.2 **UNICEF** and
  - 1.1.3 UNICEF warehouses **outside** Copenhagen.
- 1.2 For non-compliant shipments, UNICEF reserves the right to apply a re-work fee as per the fees listed on the UNICEF website (<https://www.unicef.org/supply/technical-specifications-packing-packaging-and-labelling>) or reject. All additional costs in relation to the rejection of the shipment shall be borne by the manufacturer.

## 2. Pallets

### 2.1 Pallet size

- 2.1.1 1200 x 1000 mm (Preferred size), One Way Pallet, Heat treatment according to ISPM 15

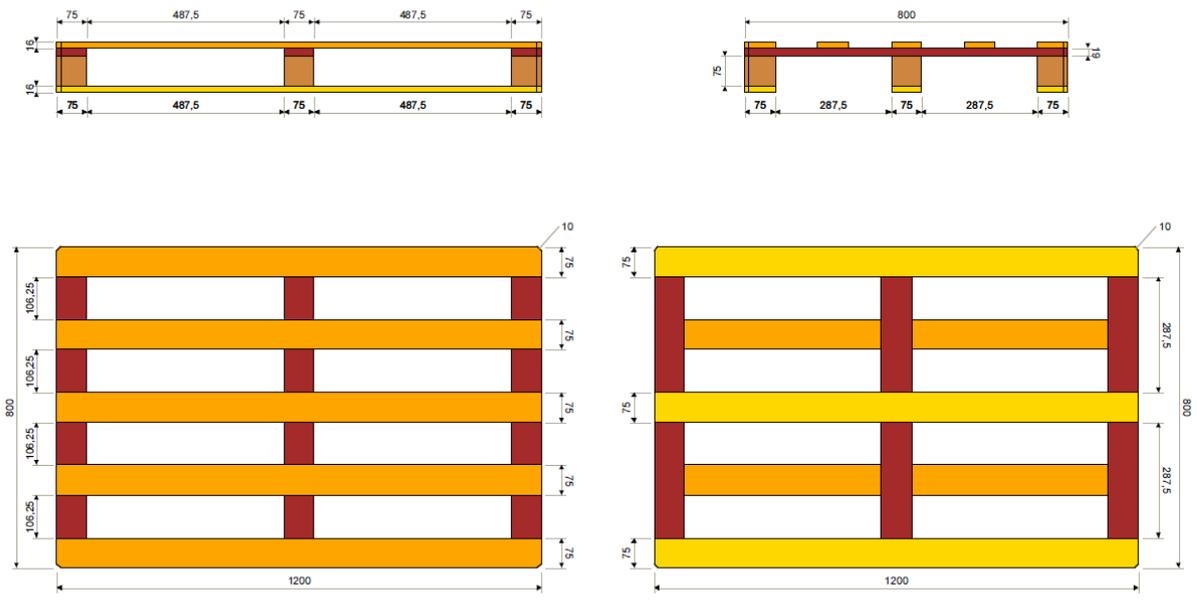


Nails/Joint:	Deck board/Block	2 pcs. 3.1/85 mm ring nail
	Deck board/Stringer board	2 pcs. 2.5/45 mm round nail (diamond shaped)
	Bottom board/Block	2 pcs. 3.1/75 mm ring nail

Tolerances:	Pallet length	-0/+3 mm
	Pallet width	-0/+3 mm
	Board length	-0/+3 mm
	Board width	-3/+3 mm
	Board thickness	-0/+1 mm
	Block length	-3/+3 mm
	Block width	-3/+3 mm
	Block height	-0/+2 mm
	Entry height	Min. 100 mm

Wood:	Moisture content	<20 %
	Wanes	<15 mm
	Single knot	<1/3 of width
	Sum of knots	<1/2 of width
	Insect holes and rot	are NOT allowed
	Heat treatment	According to ISPM 15

**2.1.2 1200 x 800 mm, One Way Pallet (Euro) as per UIC 435-2 , Heat treatment according to ISPM 15**



Nails/Joint:	Deck board/Block	2 pcs. 3.1/85 mm ring nail
	Deck board/Stringer board shaped)	2 pcs. 2.5/45 mm round nail (diamond shaped)
	Bottom board/Block	2 pcs. 3.1/75 mm ring nail

Tolerances:	Pallet length	-0/+3 mm
	Pallet width	-0/+3 mm
	Board length	-0/+3 mm
	Board width	-3/+3 mm
	Board thickness	-0/+1 mm
	Block length	-3/+3 mm
	Block width	-3/+3 mm

Block height	-0/+2 mm	
	Entry height	Min. 97 mm
Wood:	Moisture content	<20 %
	Wanes	<15 mm
	Single knot	<1/3 of width
	Sum of knots	<1/2 of width
	Insect holes and rot are NOT allowed	
	Heat treatment	According to ISPM 15

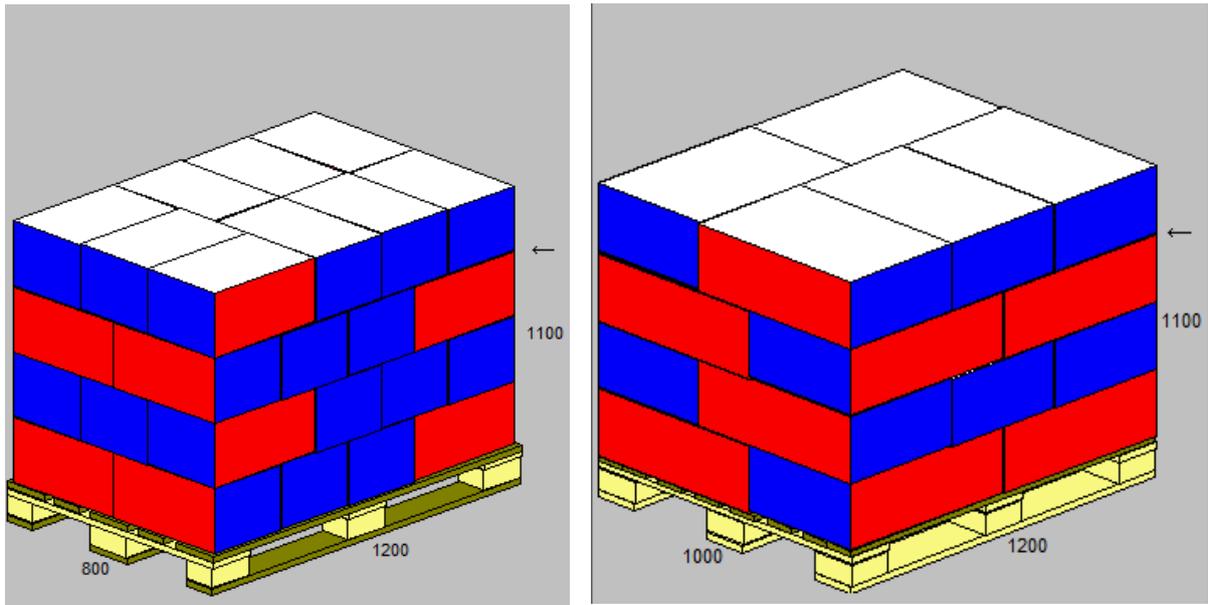
## 2.2 Carton stacking

Generally, the maximum height is **110 cm including** the pallet. However, depending on the situation and capacity utilization with regards to containerization this could be adjusted after Country Office's (consignee's) approval.

The maximum weight of the cargo including the pallet is **950 kg**. However, depending on the situation and capacity utilization with regards to containerization this could be adjusted after Country Office's (consignee's) approval.

The cartons shall be cross stacked on the pallets whenever possible.

No overhang is allowed.



### 2.3 Cargo

The pallets/cartons shall contain **only** one material.

For batch managed materials, e.g. pharmaceuticals and medical devices, the cartons/pallets shall contain **only** 1 single batch.

### 2.4 Wrapping

The cargo on the pallets shall be shrink-wrapped.

The shrink-wrapping shall allow the pallet to be handled by fork-lift.

Loose foil ends are not tolerated.

Pallets must not be wrapped together.

### 2.5 Strapping

As an alternative to shrink-wrapping, the cargo can be fixed with straps of polypropylene. Steel straps are not acceptable.

The cargo shall be fixed with at least 4 straps, 2 on the pallet's short side and 2 on its long side.

## 3. Cartons

### 3.1 Export cartons

#### 3.1.1 Design

Box style	Full-overlap slotted container (FOSC)
FEFCE/ESBO Code	0203 modified as described below
Closure	Outside flap, glued and stitched
Flute designation	BC double wall
Structural instructions	Meeting inner flaps.

	All corners of long side flaps are chamfered 25x25 mm.
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### 3.1.2 Quality and standards

Edge Compression Test (ECT)	≥ 17 kN/m	(EN ISO 3037)
Bursting strength (Mullen)	≥ 2200 kPa	(EN ISO 2759)
Water absorptiveness (Cobb 1800)	< 155 g/m <sup>2</sup>	(EN ISO 535)
Bending stiffness	MD: ≥ 44000 Nmm CD: ≥ 19500 Nmm	(EN ISO 5628)

### Quality instructions

Min. 60% of resulting box strength must be maintained in tropical conditions, i.e. 40°C and 90 % R.H.

Box compression test (BCT) must be provided.

## 3.2 Inner cartons

### 3.2.1 Design

Box style	Regular slotted container (RSC)
FEFCE/ESBO Code	0201 modified as described below
Closure	Inside flap, glued
Flute designation	C single wall
Structural instructions	All corners of short side flaps (inner flaps) are chamfered 10 x 20 mm (10 mm on top edge).

### 3.2.2 Quality and standards

Edge Compression Test (ECT)	≥ 6,1 kN/m	(EN ISO 3037)
Bursting strength (Mullen)	≥ 1680 kPa	(EN ISO 27597)
Water absorptiveness (Cobb 1800)	< 155 g/m <sup>2</sup>	(EN ISO 535)
Bending stiffness	MD: N/A, CD: N/A	(EN ISO 5628)

### 3.2.3 Quality instructions

Min. 60% of resulting box strength must be maintained in tropical conditions, i.e. 40°C and 90 % R.H.

Box compression test (BCT) must be provided.

## 4. Labelling

### Specific to UNICEF only.

Labelling is required for tertiary packaging (export cartons) and pallets. The label shall contain UNICEF's purchase order number, UNICEF's material number and description as well as the quantity of the packaging. For batch managed materials, batch number, manufacture and expiry dates are also required. The label information shall be written in full as well as encoded in barcodes.

If special storage, transport and/or handling conditions are required, labelling indicating such requirements shall also be affixed visibly both to the tertiary packaging and the pallet. For temperature sensitive goods, both the tertiary packaging and the pallets shall be clearly and visibly labelled with the storage and transport temperature requirements. For goods classified as dangerous goods, both the tertiary packaging and the pallets shall be clearly and visibly labelled with the storage and transport requirements.

All tertiary packaging (cartons) shall be numbered consecutively.

### 4.1 Barcode labelling

The tertiary packaging and pallets shall be labelled with the following information in both writing and encoded in a **Data Matrix** barcode:

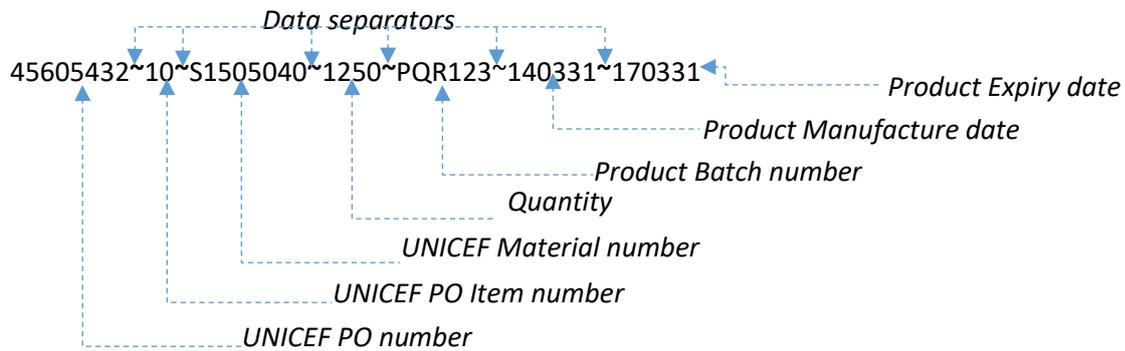
Order of encoding	Data Element	Description	Maximum Field Length
1.	UNICEF PO number	The Purchase Order number provided by UNICEF. Example 45605432	10
2.	UNICEF PO Item number	The PO Item number provided by UNICEF. Example 20	4
3.	UNICEF Material Number	The material number provided by UNICEF. Example S1505040 or U441500 or SL008400	10
4.	Quantity	The quantity of the packaging unit/pallet in accordance with UNICEF's purchasing unit	8
5.	Product Batch number	The vendor batch number if the product is batch managed	10
6.	Product Manufacture date	The manufacturing date of the product if batch managed. Format: YYMMDD	6
7.	Product Expiry Date	The expiry date of the product if batch managed. Format: YYMMDD	6

#### 4.1.1 Barcode label sample

	<b>PO No.:</b> 45605432
	<b>PO item:</b> 10
	<b>Material No.:</b> S1505040
	<b>Quantity:</b> 1250
	<b>Batch No.:</b> PQR123
	<b>Man.Date:</b> 14.03.31
	<b>Expiry Date:</b> 17.03.31

#### 4.1.2 Encoding sample

The entire data string should look like this:



#### 4.2 Quantity

The quantity on both carton and pallet labels should reflect the quantity of UNICEF’s purchasing unit.

#### 4.3 Date formats

Only the below Manufacture/expiry date format should be used:

YYMMDD

#### 4.4 Label positioning

The labels shall be affixed to the two short sides of the pallets, outside the plastic wrapping.

#### Specific to UNFPA only

The marking and labelling on export cartons shall strictly adhere to the following UNFPA requirements:

<p>{UNFPA logo}</p>  <p>UNFPA/Project No.:</p> <p>Contents:</p> <p>Country of destination:</p> <p>UNFPA PO No.:</p>	<ul style="list-style-type: none"> <li>• Supplier name</li> <li>• Case / Carton number</li> <li>• Manufacturing date</li> <li>• Weight</li> <li>• Volume</li> <li>• Max. temperature, if applicable</li> <li>• Specific instructions (if any)</li> </ul>
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Storage conditions shall be specified on the cartons and all the shipping documents. All the requested labelling information should be ink printed in the tertiary packaging and not be added through stickers or any other form, where there is a risk of removal or lose.

## 5. Packing List

### 5.1 Single shipment

A detailed packing list including UNFPA's/UNICEF's Purchase order number, UNFPA's/UNICEF's material number, UNFPA's/UNICEF's material description, quantity and batch number/s if applicable, shall be attached to both short sides of minimum the first pallet of the shipment. The packing list must contain the same UoM (unit of measure) as indicated in UNFPA's/UNICEF's purchase order.

### 5.2 Multiple shipment

In case of multiple shipments of the same order, separate/individual packing lists must be prepared for each container/truck to ensure the smooth and correct goods' receipt. Below is an example of the standard packing list as per UNICEF's specifications:

unicef 		Packing Specifications (non-CPH destinations)							
		Last modified on: 24.05.2019							
<b>DETAILED PACKING LIST</b>									
<b>UNICEF PO NUMBER: 45161991</b>									
<b>Container number/Truck Number : CNIU2175666</b>									
<b>UNICEF MATERIAL NUMBER: S1552116</b>									
Pallet No	Supplier's Product code	UNICEF Material Number	Product description as per UNICEF's PO	Batch Nr.	Mfg. Date	Expiry date	No of cartons	Quantity per carton	Total Quantity
1	XXXX	S1552116	Glucose hyperto n.inj 50% 50mL vI/B OK-25	854008	Nov-18	Nov-21	10	12	120
2	XXXX	S1552116	Glucose hyperto n.inj 50% 50mL vI/B OK-25	854008	Nov-18	Nov-21	10	11	110
								Total Batch Qty.	230
3	XXXX	S1552116	Glucose hyperto n.inj 50% 50mL vI/B OK-25	854009	Nov-18	Nov-21	10	12	120
4	XXXX	S1552116	Glucose hyperto n.inj 50% 50mL vI/B OK-25	854009	Nov-18	Nov-21	10	11.5	115
								Total Batch Qty.	235
5	XXXX	S1552116	Glucose hyperto n.inj 50% 50mL vI/B OK-25	854010	Nov-18	Nov-21	10	11	110
6	XXXX	S1552116	Glucose hyperto n.inj 50% 50mL vI/B OK-25	854010	Nov-18	Nov-21	10	12	120
7	XXXX	S1552116	Glucose hyperto n.inj 50% 50mL vI/B OK-25	854010	Nov-18	Nov-21	10	10	100
							Total	Total Batch Qty.	330
8	XXXX	S1552116	Glucose hyperto n.inj 50% 50mL vI/B OK-25	854011	Nov-18	Nov-21	10	11	110
						Total		Total Batch Qty.	110
								Total Qty.	906

### Specific to UNFPA only

Additionally, all packing lists shall clearly indicate the Purchase Order number, the item(s) contained in each package with a brief description, goods value, quantity, gross weight, dimensions, manufacturing batch number (where applicable) and cross-reference to the carton numbers and markings including the full consignee address. The markings on the boxes shall be as per Purchase Order instructions.

UNFPA reserves the right to request change on the marking and labelling to be printed on shipping cartons.