

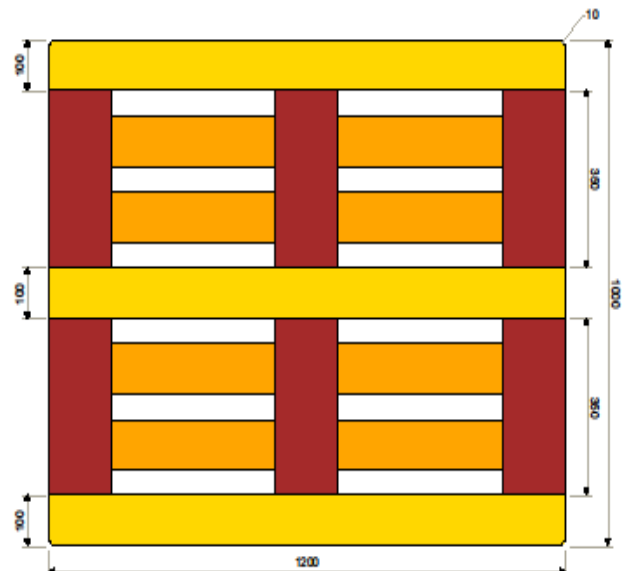
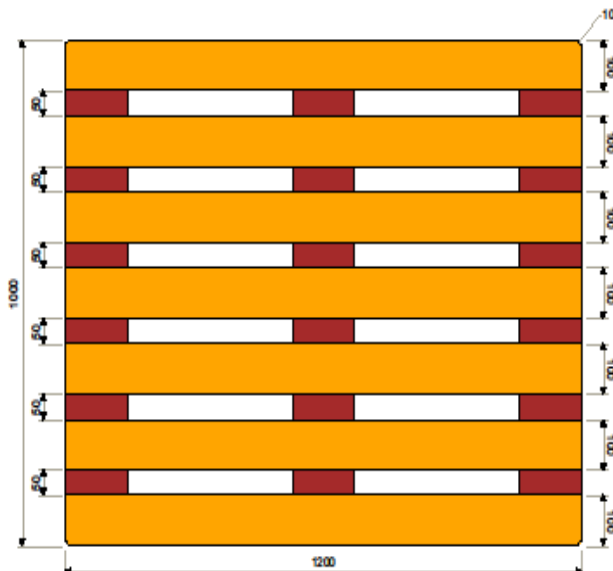
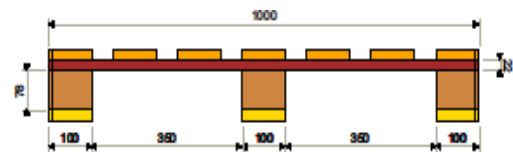
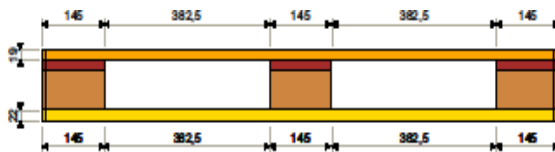
## 1. General Requirements

- 1.1 The below requirements on palletization, packaging and labelling apply to all shipments to UNICEF warehouse in **Copenhagen**.
- 1.2 Contractors who do not comply with the outlined requirements herein shall be invoiced the extra cost of re-work upon arrival at the UNICEF Warehouses as per the fees listed on the UNICEF website ([https://www.unicef.org/supply/index\\_41950.html](https://www.unicef.org/supply/index_41950.html)).
- 1.3 UNICEF also reserves the right to reject non-compliant shipments. 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



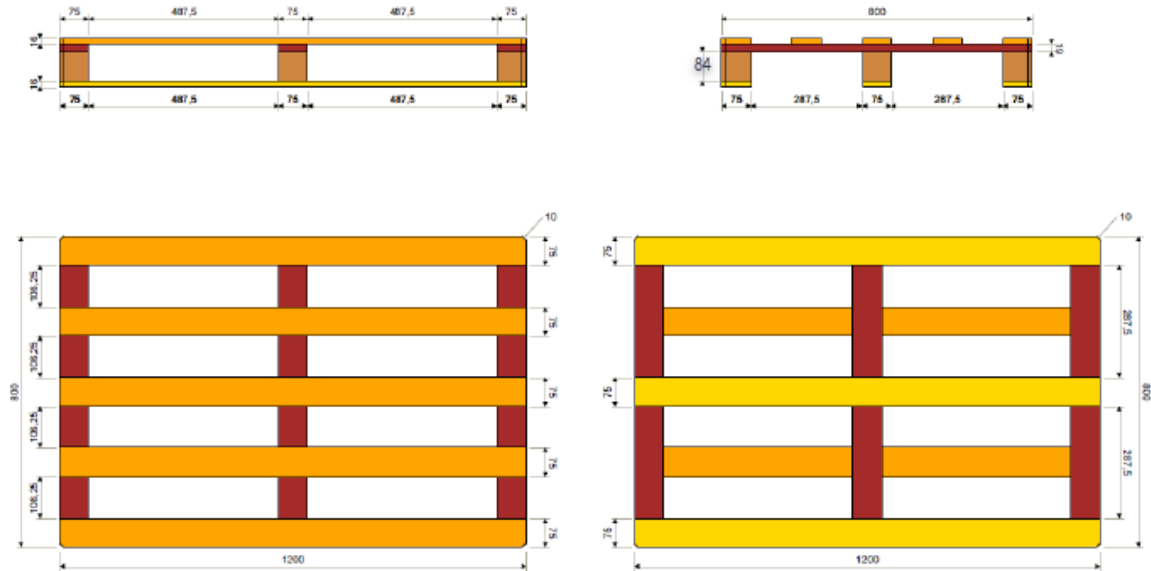
	<b>Packing Specifications CPH Warehouse</b>
	Last modified on: 04.09.2020

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	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

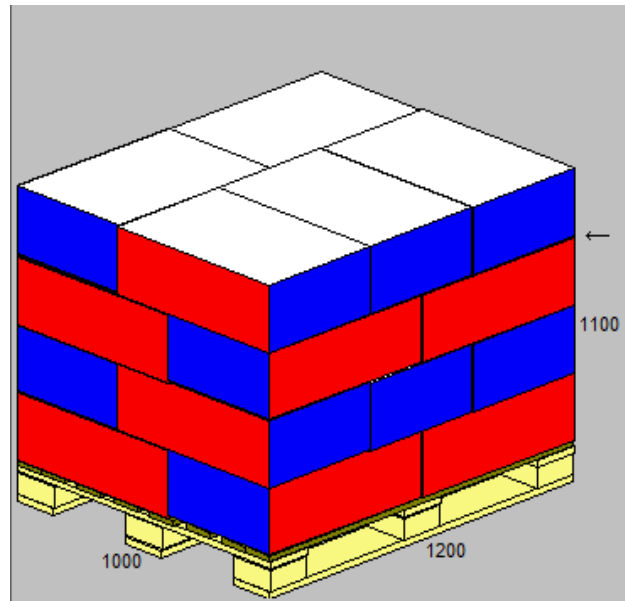
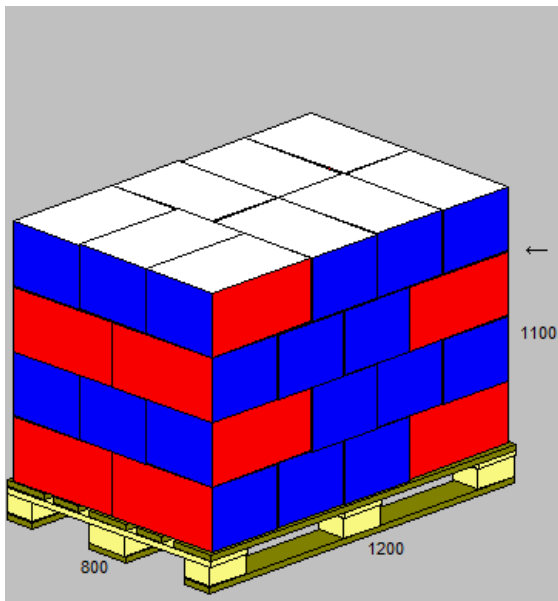
## 2.2 Carton stacking

The maximum height is **110 cm including** the pallet.

The maximum weight of the cargo including the pallet is **950 kg**

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

No overhang is allowed.



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## 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.

#### 3.1.2 Quality and standards

Edge Compression Test (ECT)	$\geq 17 \text{ kN/m}$	(EN ISO 3037)
Bursting strength (Mullen)	$\geq 2200 \text{ kPa}$	(EN ISO 2759)
Water absorptiveness (Cobb 1800)	$< 155 \text{ g/m}^2$	(EN ISO 535)
Bending stiffness	MD: $\geq 44000 \text{ Nmm}$ CD: $\geq 19500 \text{ Nmm}$	(EN ISO 5628)

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### 3.1.3 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.

## 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

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.

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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 (export 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 barcodes as per encoding type GS1-128:

Order of encoding	Data Element	Description	Identifier
1.	UNICEF PO number	The Purchase Order number provided by UNICEF. Example 68006879	400
2.	UNICEF Material Number	The material number provided by UNICEF. Example S1537120	93
3.	Product Batch number	The vendor batch number if the product is batch managed	10
4.	Product Manufacture date	The manufacturing date of the product if batch managed	11
5.	Product Expiry Date	The expiry date of the product if batch managed	12
6.	Quantity	The quantity of the packaging unit/pallet in accordance with UNICEF's purchasing unit	37

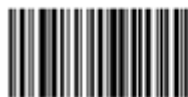
##### 4.1.1 Barcode label sample

##### 4.1.2

**Purchase Order (400)0068006879**



**Material (93)S1537120**



**Sulf.800mg + Trimet.160mg tabs/PAC-100**

**Batch (10)10AE12344**





## Packing Specifications CPH Warehouse

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**Manufac./Exp.Date**

**(11)11010914(12)010919**



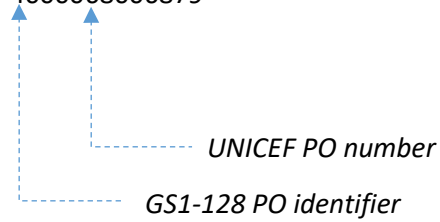
**Quantity**

**(37)2300**

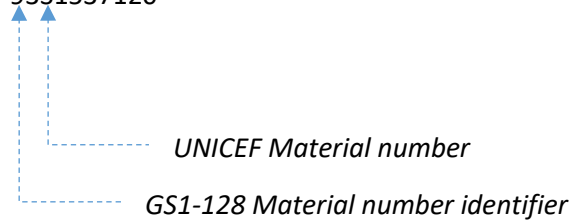


### 4.1.2 Encoding samples

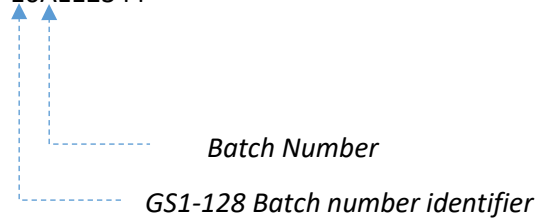
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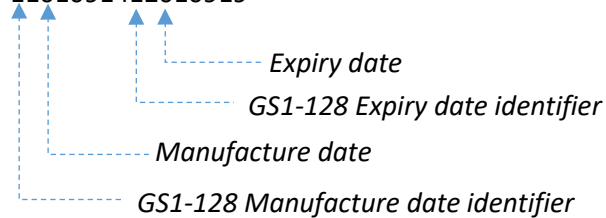
93S1537120



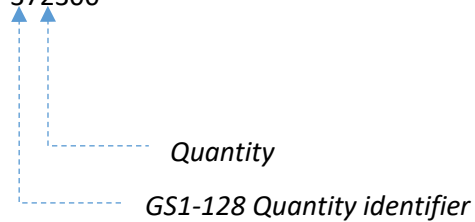
10AE12344



1101091412010919



372300





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## 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 formats should be used:

DD/MM/YYYY

DD/MM/YY

MM/YYYY

MM/YY

## 4.4 Label positioning

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

# 5. Packing List

## 5.1 Single shipment

A detailed packing list including UNICEF's Purchase order number, UNICEF's material number, 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 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 a smooth and correct goods receipt. Below is an example of the standard packing list as per UNICEF's specifications:

