THE WAREHOUSE GROUP

2026

TWG Supplier Guide: International Shipping and Carton Marking Requirements

GENERAL REQUIREMENTS – GMS + H2T

Supply Chain, Logistics & Packaging

The Warehouse Group

May 2026

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INTRODUCTION

The Warehouse Group Carton Markings and Shipping Guide provides comprehensive standards and requirements for packaging, palletising, container loading, and shipping to ensure safe, compliant, and efficient transport of goods, particularly to New Zealand.

The document is organised into four main sections along with appendices containing contact details and document examples.

- Section 1: Carton Packaging Standards
- Section 2: Palletising Cartons (if applicable)
- Section 3: Packing a Container
- Section 4: Organising Shipping

The Warehouse Group (TWG) requires all packaging to be suitable for transport, storage, protection, and display. It must meet TWG's labelling and pricing rules, follow environmental guidelines by reducing unnecessary material, waste and supporting reuse or recycling.

All Packaging must also comply with all relevant New Zealand (NZ) standards and regulations. Under **New Zealand's Health and Safety at Work Act 2015**, Suppliers are expected to ensure that shipping cartons are safe to handle. This means:

- Cartons must be in good condition, strong enough to protect goods in transit, while also within acceptable weight and dimension limits to reduce the risk of injury during lifting, carrying, or stacking.
- Containers and pallets must be loaded in a manner that ensures the health and safety of workers loading and unloading the containers, as well as ensuring products are not damaged during transportation.
- Where Dangerous Goods are being shipped, then labelling, packaging and loading of dangerous goods and containers carrying dangerous goods must adhere to rules and requirements for handling and transportation of dangerous goods, including the provision of all required documentation.

In addition, Suppliers need to ensure that Containers must be structurally sound and inspected prior to packing to meet NZ's biosecurity and customs requirements. NZ has stringent biosecurity requirements because it is free of many pests commonly found overseas that would significantly damage NZ's horticultural and agricultural industries if they were to arrive in NZ via any imported goods.

ACCOUNTABILITY AND RESPONSIBILITY MATRIX

The matrix below is used to identify who is responsible for each carton labelling and shipping requirement.

	TWG	Supplier	APLL	Burnard Int' l
Identification of whether the product is DG		●		
Selection of appropriate Carton grade		●		
Selection of Carton labels and symbols		●		
Ensuring appropriate DG labels are on Cartons (if required)		●		
Correctly palletising or the use of slip sheets (if not a direct container loaded)		●		
Pre-loading container checks - Customs 7-point container check recorded on suppliers check list *		●	●	
Pre-loading container checks – MPI biosecurity checks recorded on Container Quarantine Declaration *		●	●	
Fumigation of goods or container (if required) with Fumigation Certificate *		●	●	
Loading container as per Shipping Guidelines *		●	●	
Application of correct DG labels to Container (if required) *		●	●	
Securely sealing the container with an approved Seal *		●	●	
Provision of current SDS (where required)		●		
Provision of DG Declaration for goods (if required)		●		
Provision of DG Container Packing Declaration (if required) *		●	●	
Provision of MPI Container Quarantine Declaration *		●	●	
Organisation international shipping			●	
Uploading documentation and Import Declaration to the NZ Government Trade Single Window			●	
Obtain NZ Government approvals to move and unload in NZ (DTR, Customs Delivery Order, MPI BACC)				●
Inspect, open and clear the container and goods.	●			

*If CY/CY (Direct Shipping from Suppliers), then Supplier is responsible; If CFS/CY (Shipping via a Consolidation Hub), then APLL is responsible

SECTION 1 - CARTON PACKAGING STANDARDS

Carton Packaging Agreement

The packaging of products, including quantity per carton and presentation of the selling units, is **determined in agreement between the Buyer and the Supplier**.

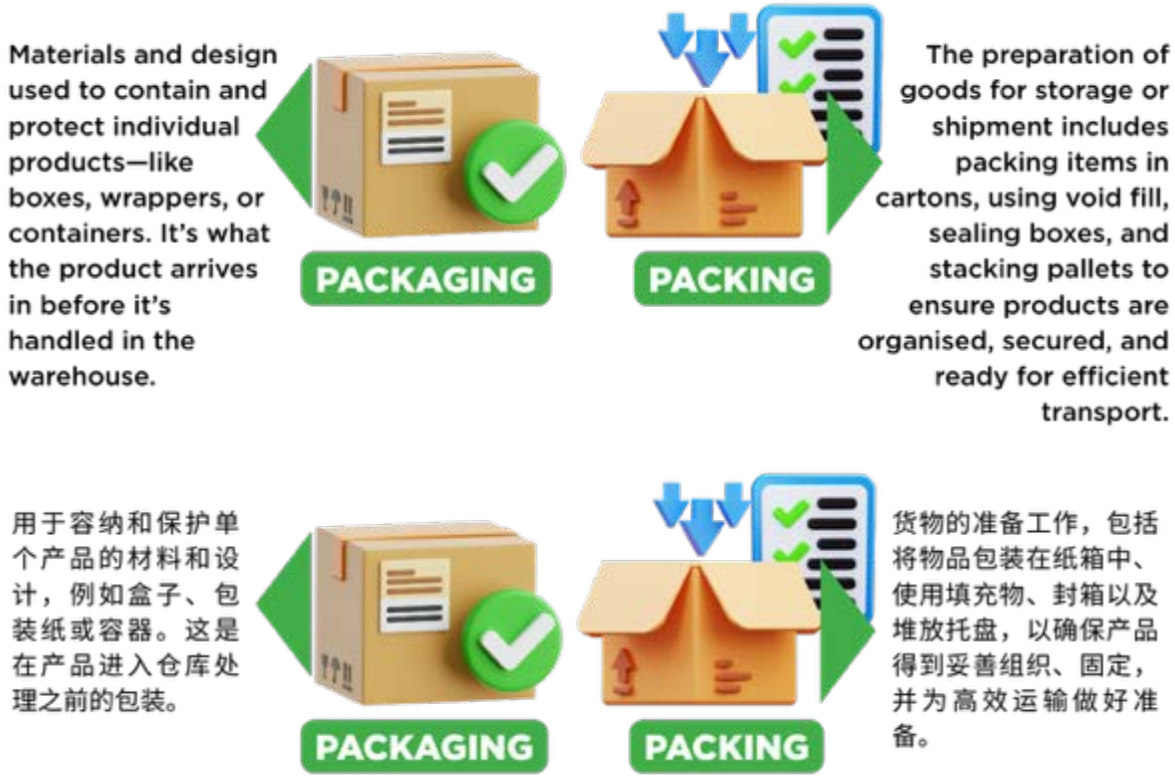
Some elements are documented in the **contract of sale** (i.e. the purchase order - PO) and form part of the mutually accepted contractual obligations. Compliance with these instructions from PO is expected as part of fulfilling the agreed terms.

For H2T & Apparel, on top of the current general document, please refer to the additional documents previously shared with suppliers:

- The Warehouse Group H2T Hanging, Folding & Packing Standard
- The Warehouse Group PACD INTRO PACK.

If you need a copy of this document or further clarification about board grades, please ask your contact person at the Sourcing Office.

Packaging vs. Packing Definitions



Carton Packing Rules - Easy Guide

✅ Do's	❌ Don'ts
• Use **strong cartons** that won't collapse when stacked on top of each other. • Stack cartons **on their base**, not on their sides. • Choose a **carton size that fits stocks well, not** too big or too small. • Make sure **items fit inside the carton properly, not** sticking out. • Carton material is **preferred to be recycled or FSC / PEFC.**	• Don't use **second-hand cartons;** only new ones are allowed. • Don't use damaged, stained, wet, dirty or mouldy cartons • Don't leave **empty space at the top** of the carton. • Don't use **metal staples, metal strapping, or plastic strapping** unless you have permission. • Don't stack cartons in a way that can cause them to fall or get damaged.

Board Grades

To make sure products arrive safely and undamaged, please use cartons that meet the specifications below. **Low-quality board must not be used and will not be accepted.**

The **general requirements for all Cartons** are as follows:

- Cartons must be made from **strong** (DG fibreboard boxes must meet UN performance packaging standards, not a generic bursting factor)**, good quality corrugated fibreboard** suitable for the weight and nature of the contents.
- Cartons must be able to maintain integrity under **normal transport stresses** such as vibration, stacking, and handling.
- Cartons must be **clean, dry, and free from damage.**
- The carton must be **compatible with the inner packaging** (e.g. bottles, cans, blister packs) so that the inner items are protected from movement, puncture, or breakage.
- Seams and closures must be **securely sealed.**

Board grade	A or K	If the Apparel carton and/or the GM customer-facing carton, it needs a BMC stamp (refer to BMC stamp process)
Construction	Single wall or Double wall	Depending on the total weight
Flute oriented vertically to maximise box stacking	C flute	
	Or B/C flute	

For more details, please refer to the additional documents previously shared with suppliers:

- TWG BMC Stamp Print Process
- The Warehouse Group PACD Intro Pack

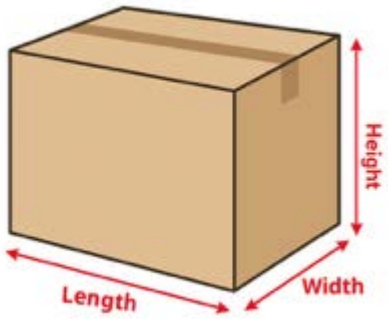
If you need a copy of this document or further clarification about board grades, please ask your contact person at the Sourcing Office.

Size and Weight of Cartons

The **weight and dimensions** of a standard outer carton **are restricted to the following measures.**

However, this can vary depending on the commodity *(e.g. furniture, sporting goods, or other single large items),* which can sometimes exceed the preferred maximum weight and dimension. In such a case, the Supplier must inform TWG for specific approval prior to ordering the cartons for validation.

When selecting the carton size, please also consider the requirements of any DG labelling, where DG diamonds must be at least 100mm by 100mm (and there may need to be two symbols displayed). The carton size must be large enough to fit all the required information on it.



DIMENSION PER OUTER CARTON	MINIMUM	MAXIMUM
HEIGHT	100 mm	550 mm
WIDTH	150 mm	550 mm
LENGTH	225 mm	900 mm
WEIGHT	500 g	15 kg

Carton Markings

This sub-section defines the carton marking specifications for all outer / shipper cartons supplied to TWG, and any carton handled as a distribution unit within TWG operations. The objective is to ensure that cartons can be:

- safely handled
- correctly stored
- reliably scanned; and
- consistently identified

in transport containers and vehicles, and across TWG distribution centres and stores.

All cartons must contain the following markings:

1. Department, *i.e. Toys, Men's Outerwear, etc. (as specified in the Purchase Order)*
2. Sub-Department *(as specified in the Purchase Order)*
3. Purchase Order Number
4. Product Barcode
5. Product Description
6. Pack contents: Pieces per Inner
7. Pack contents: Inners per Outer
8. Gross Weight *(in kg)*
9. Carton Dimensions ***(Height** x **Width x Length [depth]** in mm)*
10. Carton Number of Total Cartons *(e.g. 1 of 20)*
11. If the product is a Dangerous Good:
    a. The correct DG Diamond (or Diamonds)
    b. If it is not being transported as DGLQ, the UN number of the DG, the proper shipping name and the UN Certified Packing Specification

⚠ **Note: For more clarity on how to organise the shipping mark, examples of expected layouts are provided later in this document.**

BUYING PACK:
If a carton contains a mix of sizes and colours (H2T Buying Packs), the size and colour breakdown must be clearly shown on the outer carton (see layout templates below).

LEGIBILITY / VISIBILITY:
All text and markings should be:

- In English
- Durable (able to last 3 months of outdoor exposure)
- Visible from 1.5 metres distance
- All information related to contents and any DG information must be together on one side of the outer packaging (see layout templates below).

Heavy Weight/Bulky Cartons

All single-packaged products, including inners, outers, and transit packaging cartons, that weigh more than 15 kg are considered heavy. In consequence, they should be marked with specific icons.

These icons serve as visual alerts to individuals handling the packages, helping to identify heavy or awkward items. Their use is essential for reducing the risk of manual handling injuries and promoting a safer workplace environment.

NO WEIGHT WARNING ICON TO BE USED	**No Icon:** For packages and outer cartons (0 - 12kg).
	**2 Person Lift Icon:** For weighty packages and outer cartons (12kg - 15kg) moved as individual units or on shelf-ready packaging, or bulky ones (when the carton is larger than 0.13 cubic meters or approximately 50CM x 50CM x 50CM). ⚠ **Note: For H2T cartons in general, the preferred max weight is 13kg, with a tolerance of up to 15kg.**
	**Heavy Weight Icon:** For heavy packages and outer cartons (15kg - 35kg), moved as individual units or on shelf-ready packaging. **Handling items within this category:** Proceed with caution: The use of a two-person lift, or a mechanical aid should be considered.
	**Very Heavy Weight Icon:** For very heavy packages and outer cartons (35kg - 50kg), moved as individual units or on shelf-ready packaging. **Handling items within this category:** WARNING: The use of a team-lift or a suitable mechanical aid is advised.
	**Extremely Heavy Weight Icon:** For extremely heavy packages and outer cartons (50kg and above category), moved as individual units or on shelf-ready packaging. **Handling items within this category:** DANGER: A team lift or a suitable mechanical aid is REQUIRED to lift products marked with this weight warning.

Handling, Storage & Disposal Symbols

These Handling, Storage & Disposal symbols are selected by the Supplier at the carton preparation stage based on how the product truly behaves in the supply chain. Only the symbols that apply should be used. Select and apply as follows:

- For each symbol listed below, the Supplier shall answer: *"Does this genuinely apply to this product? Yes/No."*
- We only print handling symbols that are **true and useful** for this product.
- No "symbol salad". Symbols are there to **change behaviour**, not decorate the box.

Orientation / Stability: 	• This Way Up (arrows) - Mandatory if product can leak, spill, or be damaged when inverted. • Do Not Stack or Max Stack Height - Mandatory if there is a real crushing or stability risk (Only use one of these symbols)
Fragility: 	• Fragile / Glass - Mandatory only for genuinely fragile contents (e.g. glass, delicate mechanisms). • Do not use as a default icon on all cartons.
Moisture / Climate: 	• Keep Dry - For moisture-sensitive packaging or product. • Temperature range symbol - For temperature-sensitive goods where storage limits matter.
Weight / Lifting: 	• "Heavy - Team Lift" or equivalent - For cartons above the agreed TWG weight threshold. • Only use one of these symbols • **Please refer to the 'Heavy Weight/Bulky Carton' section in this Manual for more details as to the thresholds for each symbol.**
Recycling / Stewardship icons: 	• Recycle symbol, "Tidyman", scheme logos, and other end-of-life marks. • Grouped as environmental/end-of-life icons and visually separated from handling/safety symbols.
Regulatory hazard symbols (if applicable): 	• DG class diamonds, UN number, orientation arrows for liquids, etc. • Driven by SDS/DG classification/transport regulations, not by preference. • Must be labelled on the largest side of the carton. • **Please refer to the "DG Carton Labelling" section for more details.**

Carton Markings Layout - Template

ATTENTION:

THE ABOVE TEMPLATES ARE ONLY PROVIDED AS A REFERENCE. PLEASE MODIFY ELEMENTS, SIZES AND SPACING AS REQUIRED AND USE ONLY THE ICONS THAT APPLY. REFER TO THE EXAMPLES BELOW:

- THE **"FRAGILE" ICON** TO BE USED ONLY AS EXPLAINED IN THE "CARTON MARKINGS WARNING" CHAPTER. IF NOT APPLICABLE, DO NOT USE IT.
- THE **"2 PERSON LIFT" ICON** TO BE USED ONLY IF THE CARTON GROSS WEIGHT FALLS INTO CERTAIN LIMITS (SEE THE "WEIGHT MARKING ICONS" CHAPTER). IF NOT, DO NOT USE IT - OR USE ANOTHER RELEVANT ONE INSTEAD.
- POTENTIAL **DG LABELLING** IS ONLY REQUIRED IF DG IS BEING TRANSPORTED AND WILL NEED TO REFLECT THE CLASS OF DG AND THE INFORMATION FOUND IN SECTION 14 OF THE SAFETY DATA SHEET (SEE DG LABELLING SECTION).

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Buying Pack Markings Layout – Template

ATTENTION:

THE ABOVE TEMPLATES ARE ONLY PROVIDED AS A REFERENCE. PLEASE MODIFY ELEMENTS, SIZES AND SPACING AS REQUIRED AND USE ONLY THE ICONS THAT APPLY. REFER TO THE EXAMPLES BELOW:

- THE **"FRAGILE" ICON** TO BE USED ONLY AS EXPLAINED IN THE "CARTON MARKINGS WARNING" CHAPTER. IF NOT APPLICABLE, DO NOT USE IT.
- THE **"2 PERSON LIFT" ICON** TO BE USED ONLY IF THE CARTON GROSS WEIGHT FALLS INTO CERTAIN LIMITS (SEE THE "WEIGHT MARKING ICONS" CHAPTER). IF NOT, DO NOT USE IT - OR USE ANOTHER RELEVANT ONE INSTEAD.
- POTENTIAL **DG LABELLING** IS ONLY REQUIRED IF DG IS BEING TRANSPORTED AND WILL NEED TO REFLECT THE CLASS OF DG AND THE INFORMATION FOUND IN SECTION 14 OF THE SAFETY DATA SHEET (SEE DG LABELLING SECTION).

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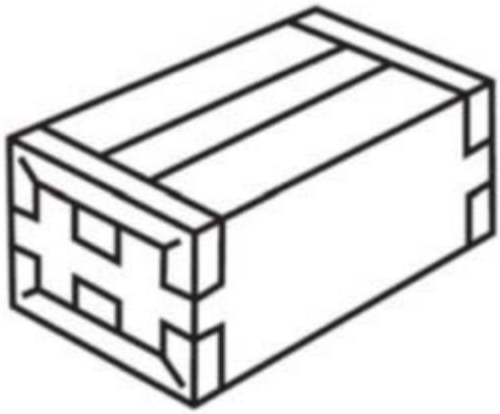
Carton Taping

Carton taping must strictly respect TWG requirements. A clean taping is a must on each carton prepared for shipment.

This will be duly checked by TWG at the QC inspection stage. Production batches can be rejected if not applied properly.



Taping checklist:

- Transparent / Clear tape should be used
- 50 mm width polypropylene tape
- 65 microns' total thickness
- Water-based acrylic glue
- Adhesion 3.3 N/cm
- Tensile strength 61.3 N/cm
- Elongation 165%

- **H Seal taping configuration is mandatory**
- **Seal the top and bottom of the Carton opening flaps**
- **Seal along the Carton short size top seams**
- **Must be clean, parallel to the edges**

⚠ **Note: Tape cannot obscure key information printed on the carton (for example, DG information). This is why it is essential that transparent/clear tape be used.**

Dangerous Goods (DG) Carton Requirements

When dangerous goods are shipped as fully regulated, you must follow the packing instructions for that UN Number. UN specification packaging is required where specified. However, some fully regulated dangerous goods may be allowed to use non-UN packaging, depending on the applicable packing instruction and any special provisions.

UN-certified packaging is **NOT** required where the DG is being transported as **DGLQ or as Excepted Quantities**, in which case the carton must simply be of a strong, robust quality, compatible with the inner packaging of the DG.

To know if UN-certified packaging is needed, check the packing instruction for the UN Number in the applicable dangerous goods regulations (e.g. IATA Dangerous Goods Regulations, IMDG Code, or NZS 5433).
The information in Section 14 of the SDS (such as UN Number, Class and Packing Group) can help, but it is not enough to decide the packaging requirements.

- Pressure testing for liquids is not applicable to outer cartons. Fibreboard cartons are assessed through performance tests including stack, drop and Cobb (water absorption) testing.
- Approved cartons carry a **UN specification marking** showing the packaging type, performance level, year of manufacture, and manufacturer code.
- The carton must not exceed the **maximum gross weight** allowed by its UN performance rating.

The **Packing Group** assigned to the substance, which indicates the degree of danger:

- **Packing Group I (High Danger – X):** Requires UN packaging tested to the highest performance level.
- **Packing Group II (Medium Danger – Y):** Requires UN packaging tested to a medium performance level.

Packing Group III (Low Danger – Z): Requires UN packaging tested to the lowest performance level.

e.g. Drop heights testing for PG I 1.8m, PG II, 1.2m, PG III 0.8m

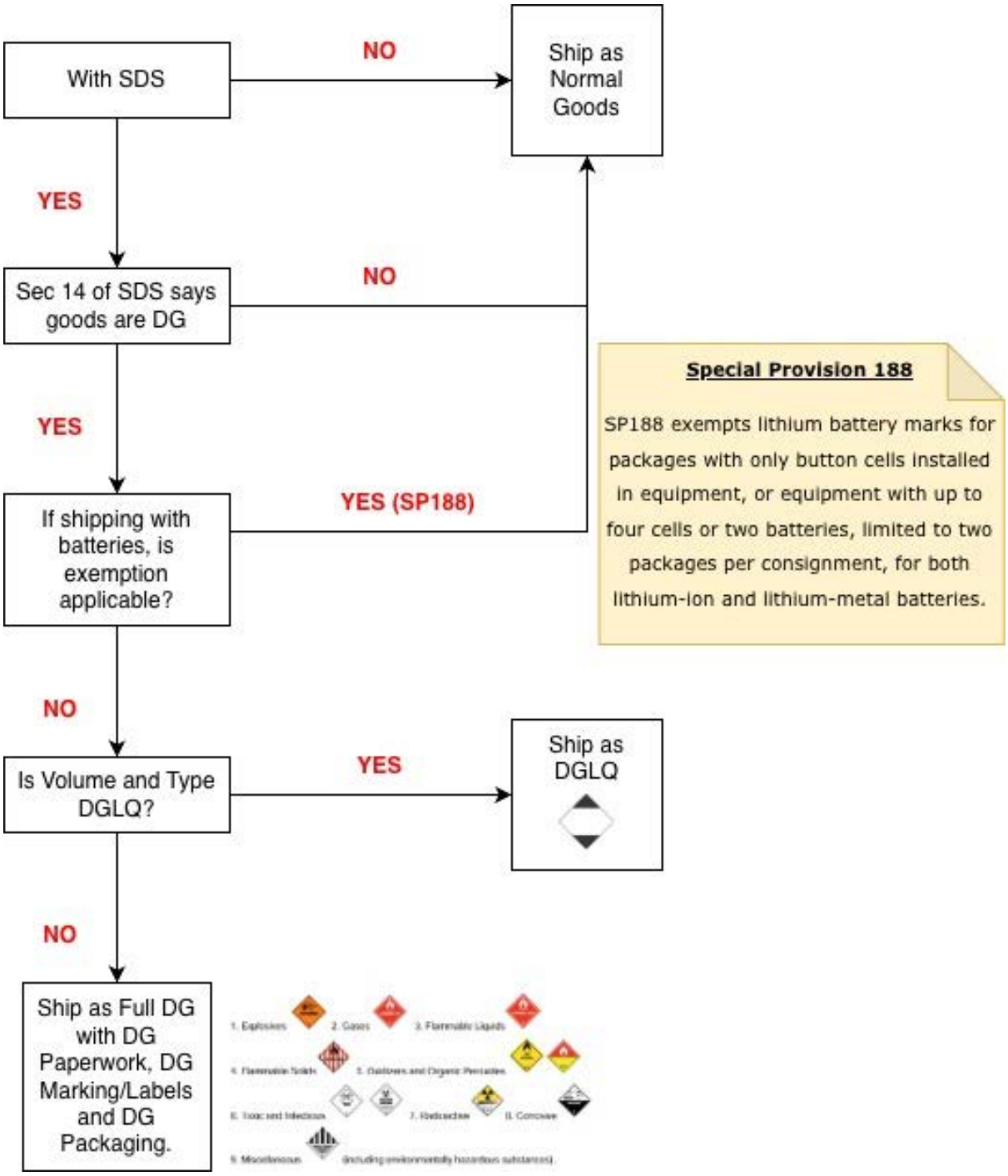
Dangerous Goods (DG) Classification Decision Tree

Refer to the Decision Tree below for a high-level process on how to identify if goods need to be shipped as DG Goods.

Examples of common DG shipped by TWG are listed in Appendix 2.

The next sections provide further information on:

- Dangerous Goods Carton Labelling
- DGLQ Labelling
- DG Labelling for Lithium Batteries



Dangerous Goods Carton Labelling

Proper labelling of DG packages is a critical component of safely transporting dangerous goods. To identify whether a good needs to be transported as a Dangerous Good, refer to Section 14 of the Safety Data Sheet (SDS). The DG Class, UN number and any packing requirements will be listed if the good is a DG.

For fully regulated dangerous goods, the Proper Shipping Name must also be marked on the outer package.

Examples of common DG shipped by TWG are listed in Appendix 2.

⚠ **Note: The presence of a Safety Data Sheet (SDS) does not automatically require a product to be transported as Dangerous Goods (DG).** Some products require an SDS but are not classified as DG. In such cases, Section 14 of the SDS will state "Not Applicable," and the goods may be transported as standard cargo without DG labelling.

Scenario	SDS	DG For Shipping	Carton Marking
Non-DG (Normal Cargo)	Dependent on the commodity	NO	NO DG Marks
DGLQ	YES	YES but Limited	LQ Diamond only Orientation Labels are also required for liquid inners exceeding 120ml.
Full DG	YES	YES	Full DG labels + UN number+ Proper shipping name

New Zealand's DG transport rules closely mirror the UN Model Regulations that most countries follow. For example, the UN hazard classes, UN numbers, packaging and labels are all used. This means that DG packaging and carton requirements for shipping to New Zealand are consistent with how other countries using the UN Model Regulations require their DG to be packaged and labelled.

Information relevant to the labelling can be found in Section 14 of the SDS of the DG. The labelling requirements differ according to the class of the DG, and also whether the DG is being shipped as a Dangerous Goods Limited Quantity (DGLQ) or not. DGLQ labelling requirements are simpler, reflecting the reduced risk of DG being transported in inner packaging of smaller amounts.

For **all DG cartons** (i.e. DGLQ and Full DG), there must be Hazard Labels that are:

- A diamond shape at least 100mm x 100mm
- In English
- Durable (able to last 3 months of outdoor exposure)
- Of visible vivid colours (i.e. not faded or pastel)
- Located on the side of the carton, not the bottom
- **All information together on one side of the outer packaging**
- Orientation labels are only required if the liquid inners exceed 120ml
- Labels cannot be covered up by other labels, addresses or tape
- (See examples of expected DG layouts later in this document)

The Hazard Class Label, and other required markings vary depending on the DG class and whether the shipment is transported as Dangerous Goods Limited Quantity (DGLQ) or as Full DG. Examples of common DG shipped by TWG are listed in Appendix 2.

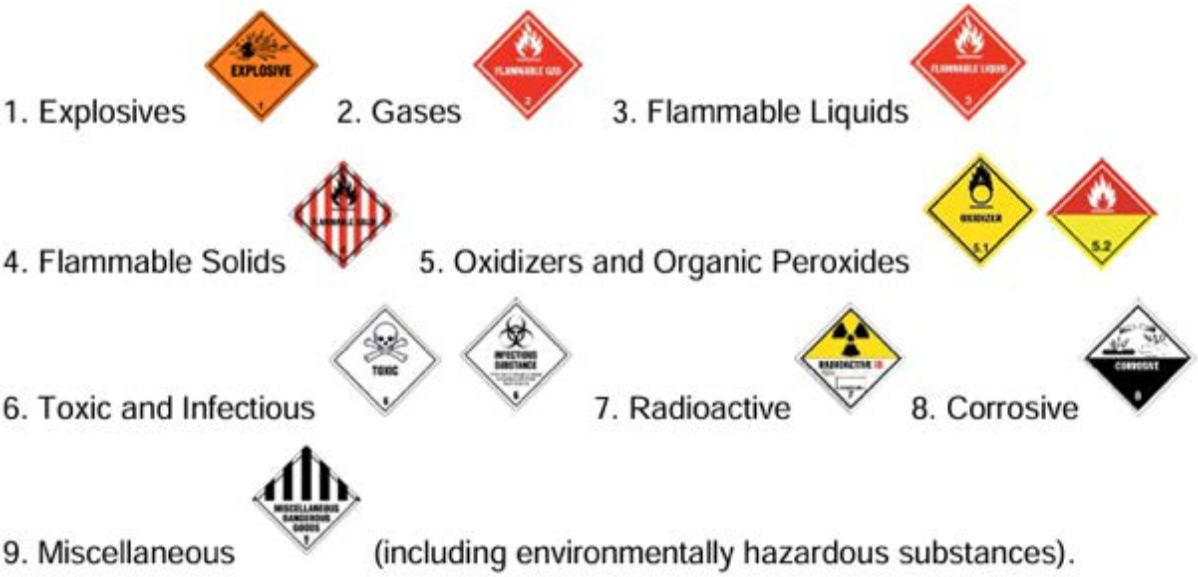
To determine the correct labelling requirements, follow the steps below:

- Determine whether the product is a **Full DG** (large quantities or particularly dangerous DG) or **Limited Quantity DG** (packaged individually as smaller consumer quantities within a larger outer carton)

- Refer to Section 14 of the Safety Data Sheet, which will list:
  - UN number
  - Proper shipping name
  - Transport hazard class
  - Subsidiary hazard class(es)
  - Packing group
  - Environmental hazards

Dangerous Good Limited Quantity	Marking and Labelling
• The Limited Quantity diamond (100mm x 100mm) (not the Hazard class number)  • Orientation arrows (If Liquids exceeding 120ml) 	• The 4-digit UN number (Section 14 of SDS) • The Proper Shipping Name, i.e., the official name of the DG (Section 14 of SDS) • The relevant diamond hazard class label (100mm x 100mm) for the primary hazard class, which shows the hazard class number (Section 14 of SDS) • If needed, subsidiary diamond hazard class label (100mm x 100mm) for any secondary hazard class (Section 14 of SDS) • If needed, subsidiary hazard classes diamond pictogram (Section 14 of SDS, as well as in Section 2 of the SDS) • (If applicable) UN Specification Packaging Marking - relevant to the Transport Hazard Class and Packaging Group (PG I, II, or III) (Section 14 of SDS) • Orientation arrows (If liquid exceeding 120ml) • Country of Origin must be added (Note: country of export is different to country of origin)

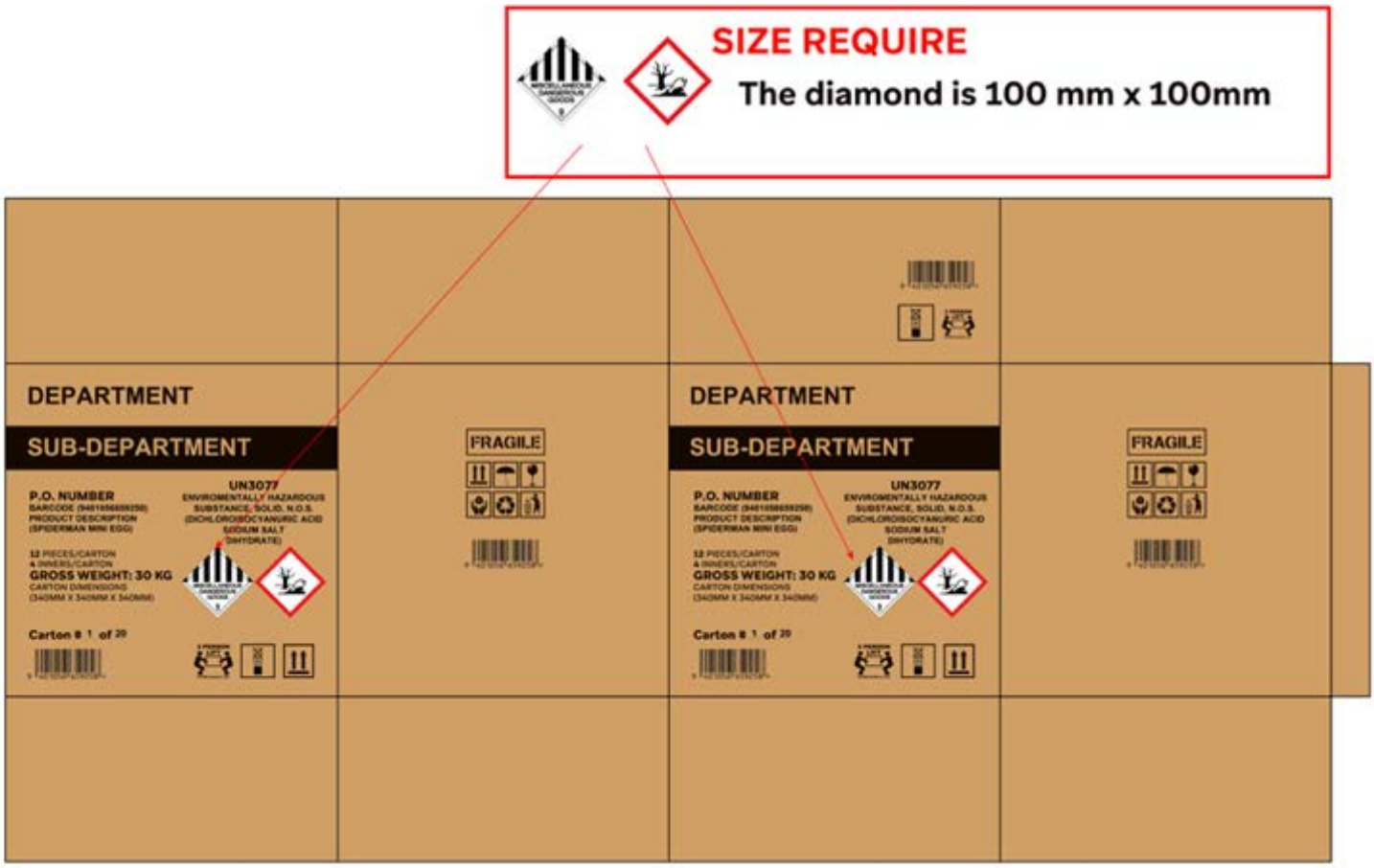
Samples of the relevant Diamond Hazard Class labels are shown below. Note that sub-hazard labels also exist in some classes.



An example of a shipping carton for goods being shipped with Full DG labelling can be seen below.

⚠ **Note: The UN 4-digit number, the proper shipping name, the diamond DG class label, and the hazard label differ for every type of DG. Refer to Section 14 of the SDS for the specific DG labelling requirements for the product being shipped.**

Full DG Labelling Example:



Dangerous Goods Limited Quantity (DGLQ) Labelling

⚠ **Note: The Warehouse Group's preference is that DG should be transported as Limited Quantities where this is permitted.**

DGLQ rules allow for reducing simplified labelling where:

- The **hazard is low.**
- The **amount of DG per inner package is below a set threshold** (set in the UN Model regulations for each DG class - e.g. cigarette lighters must be less than 10g).
- The **outer packaging is below a set threshold** (20kg for shrink wrapped trays, 30kg for cartons).

The key differences between Full DG requirements and DGLQ shipping requirements are:

- The Limited Quantity diamond mark is used instead of full hazard labels. This is a simplified labelling approach for low-risk goods. Specific other hazard diamond labels are not required (e.g. no specific aquatic hazard labelling).
- While the outer carton must be strong and suitable, UN performance-tested packaging is NOT required.

Topic	Limited Quantities (LQ)	Full DG Requirements
Packaging/carton	Strong, suitable packaging - no UN performance tests	UN tested and certified packaging required
Marking/labelling	Limited Quantity diamond only	Full hazard labels, UN number, proper shipping name
Documentation	Simplified documentation	Full DG documentation required
Quantity Limits	Strict inner package limits as set out in NZS 5433:2021	Quantity limits as per relevant packing instruction
Intended Use	Low-risk consumer goods (e.g. aerosols, small bottles of flammable liquids)	All DG, including higher-risk materials

You cannot ship DG as DGLQ if the DG exceeds the limited quantity limits or belongs to excluded hazard classes.

The maximum inner container size is Also listed in the Dangerous Goods List NZS 5433:2021. Each UN has its own Limited Quantity (LQ) limit listed in the “LQ” column for each UN number. Common examples of limits:

Hazardous Substance/DG	Typical LQ maximum inner packaging size
Class 3 Flammable liquids (PGII/III)	Limits varier per inners between 1L & 5L
Aerosols	1 Litre
Consumer chemicals	100ml to 1 litre (depending on hazard)
Cigarette lighters (UN1057)	10 g per lighter

The following classes of DGs are excluded from being transported as DGLQ and must be transported under the full DG requirements:

Class 1 - Explosives	Class 2.3 - Toxic gases	
Class 4.2 - Substances liable to spontaneous combustion	Class 4.3 - Dangerous when wet substances	Class 5.2 - Organic peroxides
Class 6.1 (PG I) - Highly toxic substances	Class 6.2 - Infectious substances	Class 7 - Radioactive material

Lithium-ion batteries cannot be shipped as DGLQ – refer to the specific section below for lithium battery labelling requirements.

An example of a shipping carton for goods being shipped in DGLQ quantities is below:

DG Labelling for Lithium Batteries

For cartons containing cells or batteries (unless stated as exempted), the square/rectangle lithium battery mark with the battery graphic must be used. This mark must include the battery symbol, a red hatched border and the UN number (add at the *).

If the battery is of a larger capacity, a Class 9A diamond is also required.

Specific labelling requirements and examples of typical products are shown in the table below:

DG Labelling for Lithium Batteries	
Lithium Metal Batteries Contained in Equipment (UN3091) • Under the Special Provision 188 (SP188), the limit for lithium-ion batteries is 20 Wh per cell and 100 Wh per battery. For lithium metal batteries, the limit is 1 g lithium content per cell and 2 g per battery. Installed in equipment • No Lithium Battery Mark or DG Declaration is needed • Must be protected against short-circuit and accidental activation • Examples **CR2032, CR2025, CR2016 or LR44** ⚠ If goods are being transported domestically within NZ by air, DG labelling may be required where more than two batteries per pack – check NZ domestic freight provider requirements.	**No label required** (This only applies for packages containing no more than four cells installed in equipment, or no more than two batteries installed in equipment regardless travelling by Road, Sea or Air)

DG Labelling for Lithium Batteries	
Stand-alone Lithium-Ion batteries (UN3480) • **Any size requires** Lithium Battery Mark • No DG Declaration is needed (for road and sea only. • Typical types of goods include personal rechargeable medical devices • Large power banks	
Lithium metal batteries contained in or packed with equipment (UN3091) with a size **less than** Per cell: < 1 g and Per battery: < 2 g • Lithium Battery Mark • No DG Declaration is needed. • Typical types of goods include non-rechargeable flashlights, cameras, toys, and home medical devices	
Lithium-ion batteries contained in or packed with equipment (UN3481) with a size **less than** Per cell: < 20 Wh Per battery: < 100 Wh • Lithium Battery Mark • No DG Declaration is needed. • Typical types of goods include rechargeable mobile and personal devices, office electronics, audio entertainment, personal entertainment, toys, and home medical devices	
Lithium metal batteries contained in or packed with equipment (UN3091) with a size **greater than** Per cell: > 1 g Per battery: > 2 g • Class 9A Battery Mark • UN Number* • Proper Shipping name marking* • DG Declaration • Typical types of goods include long-life devices such as drones, portable medical equipment (e.g., defibrillators)	
Lithium-ion batteries contained in or packed with equipment (UN3481) with a size greater than Per cell: > 20 Wh Per battery: > 100 Wh • Class 9 diamond hazard label with the battery • UN Number* • Proper Shipping name marking* • DG Declaration • Typical types of goods include rechargeable yard tools, power tools, laptops, e-scooters, and drones	

** Unless otherwise stated, the proper shipping name and UN number must be marked on packages. The letters "UN" and the UN number must generally be at least 12 mm high. Smaller markings of at least 6 mm high are permitted for packages of 30 L/30 kg or less and for packages of 5 L/5 kg or less, markings may be of an appropriate size relative to the package dimensions.*

Special Provision 188 (SP188)

Under SP188, small lithium-ion and lithium-metal batteries are exempt from most dangerous goods requirements if they meet limits, are UN38.3 tested, and are properly protected and packaged.

Limits:

- Lithium-ion: max 20 Wh per cell, 100 Wh per battery
- Lithium-metal: max 1 g per cell, 2 g per battery

Marking is not required for:

- Button cells installed in equipment
- Equipment with up to 4 cells or 2 batteries, limited to 2 packages per consignment

Applies to both lithium-ion and lithium-metal batteries.

Shipping Carton for Goods Containing Lithium-Ion Batteries within Equipment

An example of a shipping carton for goods containing lithium-ion batteries within equipment (UN3481), where the battery size is less than 20 Wh per cell and less than 100 Wh per battery, can be seen below:

Dangerous Goods Checklist for Overseas Suppliers

When shipping dangerous goods from overseas, here is a checklist to ensure compliance with regulations and safety standards.

- ☑ **Proper Packaging Requirements:** Have you used strong outer packaging ensuring it meets Dangerous Goods in Limited Quantities (DGLQ) or met the packing instruction requirements for fully regulated DG?

- ☑ **Correct Labelling and Identification:** Have you applied the correct DG stickers, sized 100x100mm, with the UN number and proper shipping name markings to all packages?

- ☑ **Regulatory Approvals and Documentation:** Have you provided the required DG Declarations and the Safety Data Sheet? Does the SDS contain NZ Emergency Contact Information?

- ☑ **DGLQ inner packaging and size limit:** Are all DGLQ items shipped as combination packaging, with the inner packaging meeting the quantity limits specified in the Dangerous Goods Regulations?

SECTION 2 - PALLETISING CARTONS

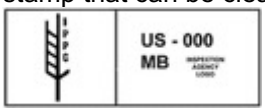
This section only applies where cartons or products require palletisation or are loaded on slip sheets.

Skip this section if cartons are being loaded loose into the container.

Selection of Pallet

Pallets used must comply with health and safety requirements as well as NZ's biosecurity requirements. Pallets must be in good condition, strong enough to protect goods in transit, while also being the right size for loading in containers and placing on racking in TWG's Distribution Centres.

☐ All pallets must have top and bottom deck boards, ensuring support and stability.
☐ The distance between the inner deck boards on the pallet must not exceed 70mm.
☐ Pallets should be tested to ISO 8611 standards.

ISPN Stamp if the pallet is wooden	All wooden pallets must be constructed from treated wood with an ISPN stamp that can be clearly seen.  (Pallets made from manufactured wood products, such as plywood, strand board, or medium-density fibreboard, do not need an ISPM 15 stamp.)
Good condition - No biosecurity risk	Pallets must not have any rot, fungus, mould or insect infestation.
Strong and sturdy	• Pallets must be strong and sturdy and not have any visible damage. • Pallets must have been tested to ISO 8611 Standards • All pallets must have top and bottom deck boards, ensuring support and stability.
Size	• Pallet cannot exceed 1200x1000mm dimensions. • The distance between the inner deck boards on the pallet must not exceed 70mm.
Suitable for Racking	Pallets need to have bottom slats wide enough to securely sit on racking beams (minimum requirement 200mm wide). 

Example A: Bottom outer slats are too narrow to sit on the racking beam safely. The minimum requirement is 200mm wide.

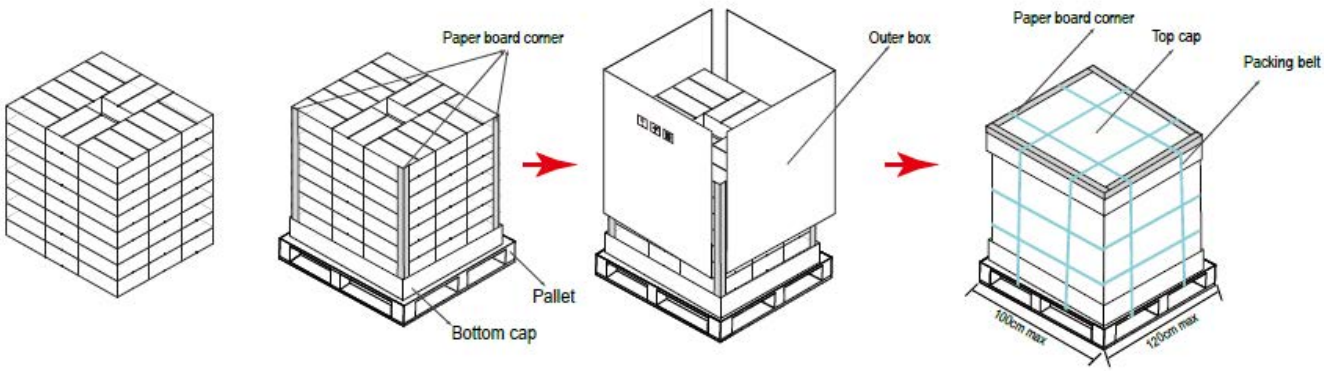
Example B: An alternate acceptable option is to have bottom slats running along the entire edge of the pallet.

Pallet Configuration

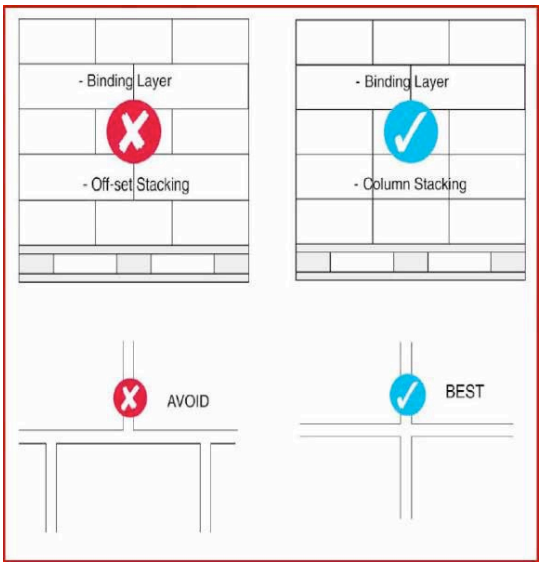
☐ Cartons must not overhang pallets.
☐ Place cartons so that the key information printed on the cartons (e.g. consignee (TWG) bar code, product name, DG labels) is visible on all 4 sides of the pallet.

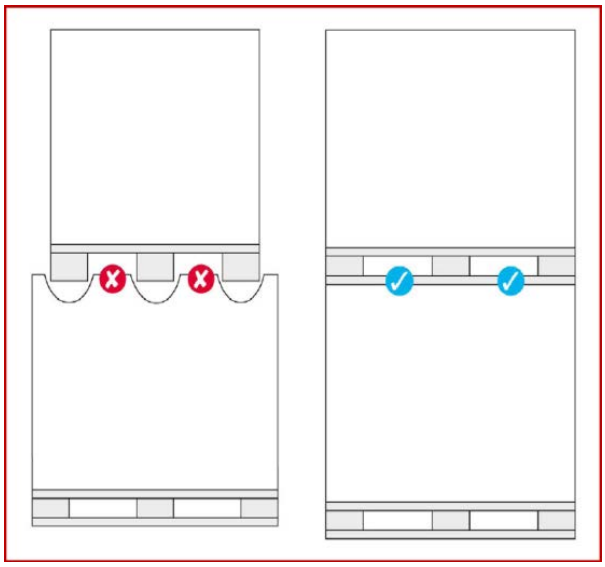
The diagram below illustrates best practice in pallet configuration. Following these guidelines will ensure that the strength values of cartons and shippers are maintained to the greatest degree.

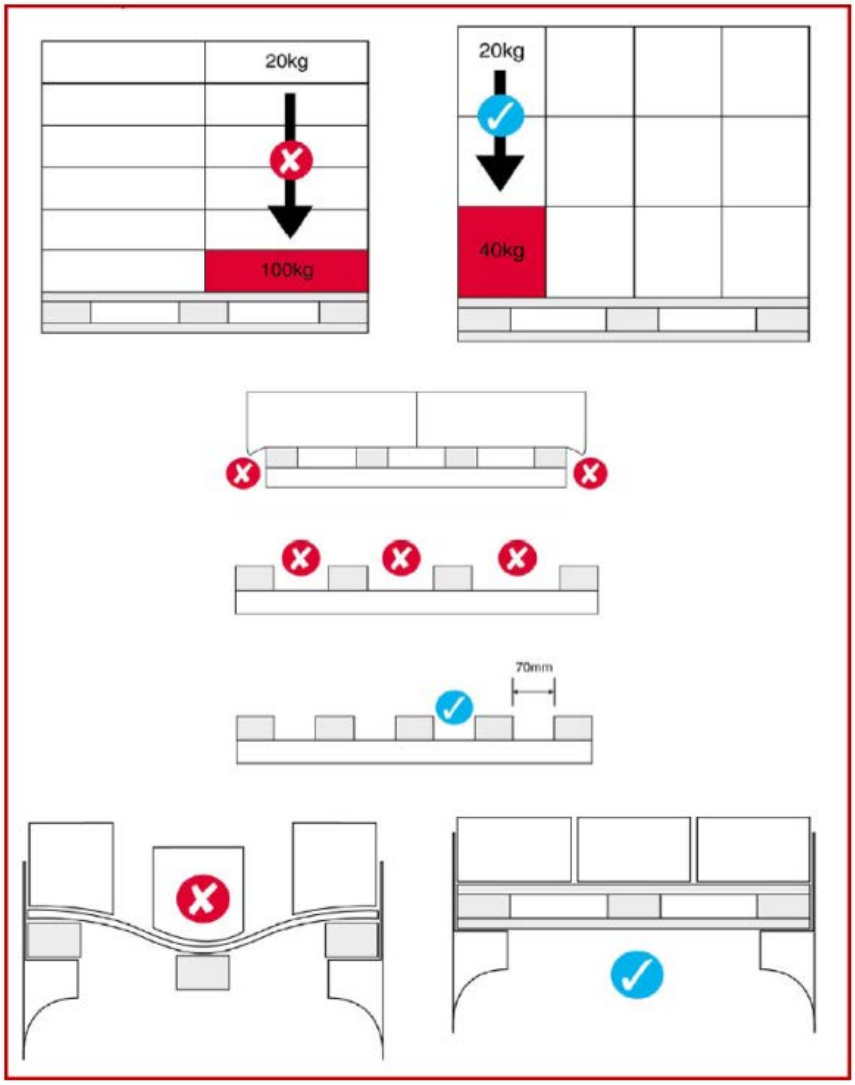
⚠ **Note: An outer box/outer sleeve is only required if needed to protect shelf-ready cartons from being damaged (e.g. if the shelf-ready cartons could give in under pressure or product could be damaged).**



Cartons Stacking on the pallet:







Pallet Markings

In addition to the information visible on the cartons (ensure pallet is loaded so that carton markings are visible on all four sides of the pallet), each pallet must have the following additional markings added:

- **Shipping Labels:** Clearly display sender and receiver details (consignee/consignor).
- **Weight & Dimensions:** Net and gross weight, along with pallet dimensions
- **Pieces:** Number of cartons on the pallet.
- **Pack Number:** Numbered labelling for identifying the package within the shipment (e.g. 1 of 3).
- **(only if DG) Country of Origin.**

If an outer non-transparent sleeve is used (only required to protect shelf-ready packaging) and covers the carton markings, then the outer protective layer must also have some product information repeated on it:

1. Department, *i.e. Toys, Men's Outerwear, etc. (as specified in the Purchase Order)*
2. Sub-Department *(as specified in the Purchase Order)*
3. Product Description
4. If the product is a Dangerous Good:
    a. The correct DG Diamond (or Diamonds)
    b. Any subsidiary hazard labels (e.g. marine pollutant, Lithium-ion batteries)
    c. If it is not being transported as DGLQ, the UN number of the DG, the proper shipping name and the UN Certified Packing Specification

Slip Sheeting Guidelines

Slip-sheets are used to move a preconfigured Ti-Hi (full pallet) from into and outside a container to a pallet outside of the container using a forklift with a hydraulic "push/pull" attachment. The forklift clamps onto the protruding slip-sheet flap on one end of the slip-sheet and then pulls the slip-sheeted stock onto the forklift tines.

A Ti-Hi is a term for a configuration of cartons that are stacked together. A layer of cartons is a Tier. The number of carton layers, High is referred to as the "Hi".

Shipping container internal dimensions vary with different makes and types of containers. Slip-sheets must be of sufficient size to be able to place one slip-sheeted Ti-Hi of stock next to another across **to utilise the width of a container.**

General Requirements:

1. The slip-sheets must be stable enough to carry the goods. It is the vendor's responsibility to ensure robust slip-sheets are used on container loading. Damages incurred through using incorrect slipsheets may be charged back to the vendor at TWG's discretion.
2. The slip-sheet must be stable enough to endure the transportation (and humidity), as well as being handled after the transportation.
3. The maximum dimensions for a slip-sheet are **1200mm by 1000mm** to match the NZ Chep or Loscam Pallets used at our TWG Distribution Centres.
4. The maximum height for a Ti-Hi is 1250mm per pallet.
5. The material slipperiness should be a coefficient of friction of 0.3; the slip-sheet will pull the cartons both on top of it and underneath.

Slip Sheet Specifications:

Unless stated otherwise, the slip sheets must be bought from a Supplier nominated by TWG.

For further questions and clarification about slip sheeting purchasing, please ask your contact person at the Sourcing Office.

Expected Minimum Specs

Specific Data - tested according to EN ISO 1924-2	
NOMINAL CALIPER/THICKNESS	0.9mm
Size	L(80+1200)x W(80+1000)xT0.9mm
NOMINAL BASIS WEIGHT +/- 10%	700g/m2
SHEET DIMENSIONS TOLERANCE	+/- 5mm
COLOR	Brown
MATERIAL	Kraft liner / Kraft paper
RECYCLABILITY	100%
TENSILE STRENGTH MD +/- 10%	43 KN/m
TENSILE STRENGTH CD +/- 10%	21 KN/m
RECOMMENDED LOAD	500KG ~ 800KG
MAXIMUM LOAD +/- 10%	1000kg

How to pack the slip sheet:

For more details, please refer to the additional documents previously shared with suppliers:

- The Warehouse Group Slip sheeting instructions

If you need a copy of this document and for further questions and clarification about board grades, please ask your contact person at the Sourcing Office.

SECTION 3 - CONTAINER LOADING GUIDELINES

General Compliance Summary

Proper container loading is critical for transport safety and compliance. Incidents such as cargo shifting, overloading, or mis-declared contents often stem from poor packing practices. The correct loading of a container is the key to shipping product safely and to prevent damage, but also to ensure efficient unloading when it reaches our DC, and to keep our teams safe.

These **general** guidelines outline our container loading requirements and must be followed, unless you have received **specific** container loading requirements from TWG or a company with authorisation from TWG (e.g. Pac-D project).

Our DC will record the state of containers when they are unloaded in New Zealand, and any bad loading practices will be noted on your Supplier Scorecard. Penalties may be applied to suppliers who practice bad loading procedures.

To prevent accidents, delays, and regulatory breaches, shipments must follow internationally recognised standards and local requirements.

Key international standards that must be followed include:

- The UNECE Cargo Transport Unit Shipping Code (CTU Code)
- The IMO Life Safety of Life at Sea Regulation (SOLAS)
- The International Maritime DG Code (IMDG)
- Weight and Loading Regulations of each country of transit

Specific NZ Requirements apply in relation to:

- NZ Customs Container Checks prior to loading of containers
- NZ Biosecurity Requirements specified by MPI (Ministry for Primary Industries) in relation to Sea Container Standards, container checks prior to loading, cargo treatment and wood packaging treatment requirements (including dunnage)

IMO/ILO/UNECE CODE OF PRACTICE FOR PACKING OF CARGO TRANSPORT UNITS (CTU CODE)	The **CTU Code** is intended to assist the industry, employers' and workers' organisations, as well as Governments in training their staff on the safe stowage of cargo in containers. The CTU Code could also be used as a reference base for national regulations and could become a model for internationally harmonised legislation in this field, should such requirements arise. This guideline should be followed and is available for download here in both English and Chinese:

UNECE	https://unece.org/transport/documents/standards/ctu-code. Reference: https://unece.org/transport/intermodal-transport/imoilounece-code-practice-packing-cargo-transport-units-ctu-code
INTERNATIONAL CONVENTION FOR THE SAFETY OF LIFE AT SEA (SOLAS), 1974 IMO INTERNATIONAL MARITIME ORGANIZATION	The **Safety of Life at Sea (SOLAS) Regulation** requires that the verified gross mass (VGM) of all packed containers be verified and provided to the shipping line and terminal operator before loading on a ship. Under these rules, the shipper must provide the ocean carrier with the Verified Gross Mass (VGM) of the container. All TWG suppliers must therefore provide accurate weights and measurements at the time of loading. Verified Gross Mass (VGM) is the total weight of the cargo (cargo weight, loading material/pallets/skids, dunnage, securing material, and tare weight of the container).
Ministry for Primary Industries Manatū Ahu Matua	The **Ministry for Primary Industries (MPI) in New Zealand** requires imported shipping containers to be free of pests and diseases as they are packed at origin and to be inspected at a designated transitional facility when they arrive in NZ. Containers must remain sealed until an MPI authorises the transitional facility to unpack. All sea containers imported into New Zealand must comply with the Import Health Standard: Sea Containers from All Countries. https://www.mpi.govt.nz/import/border-clearance/containers-and-cargo-border-clearance/
NEW ZEALAND CUSTOMS SERVICE TE MANA ĀRAI O AOTEAROA	New Zealand Customs requires that all goods entering New Zealand be declared. All documentation, including consignment notes, must be complete, accurate, and include a detailed description of the goods. All products must be clearly labelled.
	All shipments must comply with the weight and loading regulations of each country it transits through.

Container Prioritisation Rules

The effective prioritisation of customers' orders is essential to ensuring the accurate and timely delivery of products. To maintain consistency, efficiency, and compliance with service standards, the following rules are mandatory and must be strictly observed:

1. Health & Safety requirements and compliance with regulatory requirements (e.g., SOLAS Rules, CTU Code, Dangerous Goods, Customs, MPI Biosecurity) precede Container Prioritisation Rules.
2. Cargo weight must be evenly distributed within the container to avoid integrity, handling, or safety issues.
3. Orders may not be split across multiple containers without advice. If an order needs to be split into multiple containers, the supplier must notify the Shipping Team before the vessel departs.
4. North Island / South Island split: Purchase orders will show POD Auckland or Lyttelton. North Island (NIDC) and South Island (SIDC) orders must not be loaded into the same container and must be shipped in separate containers. Orders must be grouped strictly by destination.
5. General Purpose (GP) / High Cube (HC) or Non-Operating Reefer (NOR) equipment can be used to maximise utilisation (preference is given to 40ft HC).
6. Any EPA (Environmental Protection Authority) orders for the North and South Island distribution centres, mainly from Shanghai and Ningbo, need to move as LCL via TWG International Logistics Service Provider/ Freight Forwarder if less than 14 CBM. For over 14 CBM, it must be loaded into a discrete container with other Buyer's Consolidation Network (BCN) cargo, with a separate MBL.

Container Load Planning

Create a detailed load plan considering the weight, size, and type of cargo, before selecting the most suitable container type.

- Optimise space utilisation while maintaining balance and stability.
- Select the securing methods best adapted to the characteristics of the goods.
- Ensure the calculated volume is accurately calculated before making the booking.
- Do not exceed the permitted payload limits of the container or the maximum allowed gross mass according to the national road and rail regulations.

Before loading, calculate the CBM.

- Sometimes the actual loaded cube is different to the booked cube value you have advised.
- Check that you have calculated the cube of freight prior to notification to the freight forwarder, to ensure the correct equipment choice is made.
- The PI information provided by you will be used to verify against the actual volume
- Before you load, you should check and make sure all goods will fit. Make a loading plan if required.

Container Checks

In addition to general Container checks and preparation, NZ also requires a **Customs 7-point Container Check** recorded on a Container Check Form, and an **MPI biosecurity Container Check** recorded on the MPI Sea Container Quarantine Declaration Form.

Container Selection and Preparation:

All containers must be inspected internally and externally to ensure they are:

- Seaworthy
- Free of odour, dirt, sand, litter, and insects
- No holes (conduct a light test), dents or excess rust must be visible
- Door seals must be intact, and the locking mechanism must be in good working condition
- Free of any old markings or DG labels

If any of these conditions cannot be met, the container must be rejected and returned to the carrier for replacement. A photo should be taken after opening the doors of the container (before container loading), to record its cleanliness, and the status suitable for container stuffing.

⚠ Remove any old stickers and labels from the container prior to commencing loading (especially any old Dangerous Goods diamond labels).

Customs Container Seven Inspection Points:

NZ Customs has designated specific inspection points on containers that need to be verified prior to loading your goods for security reasons to prevent unauthorised goods such as drugs, weapons, money, contraband, etc.

The supplier undertaking the container packing must have **a Container Check Form** (or electronic checklist) recording these inspections. The checks must be documented with the name of the person performing them and the supervisor approving them. These records must be retained and available upon inspection or request by TWG or NZ Customs for **four years.**

For standard containers, seven inspection points are mandatory. For more information, please visit https://www.customs.govt.nz/business.

	**1.** Outside and undercarriage ☑ Support beams are visible. ☑ Check for repairs.
	**2.** Inside and outside of doors ☑ Confirm that the locking mechanisms are secure and reliable. ☑ Check for any loose bolts. ☑ Check for plates, repairs, or different coloured bonding materials.
	**3.** Right side wall ☑ Tap side walls. Listen for any hollow sounds. ☑ Check for repairs.
	**4.** Left side wall ☑ Tap side walls. Listen for any hollow sounds. ☑ Check for repairs.
	**5.** Front wall ☑ Confirm blocks and vents are visible. ☑ Confirm the length of the container. ☑ Tap wall. Listen for any hollow sounds.
	**6.** Ceiling ☑ Confirm blocks and vents are visible. ☑ Check for repairs.
	**7.** Inside floor ☑ Confirm the floor is flat and that there is no need to step up. ☑ Check for repairs. ☑ Confirm that the floor is at a standard height along the container, i.e., it is not sloping.

Biosecurity Container Checks for NZ:

NZ is free of many pests and diseases found elsewhere in the world. For example, BMSB (brown marmorated stink bugs, red fire ants, fruit flies). Many forest funguses or pests are also not in NZ (e.g. Gypsy Moth). NZ therefore has additional biosecurity checks and treatment requirements that many other countries do not have.

Sea Containers being packed must be checked before packing to ensure the container is clean and free of soil, plant material, seeds, pests, and contaminants. If a container has any of these when it arrives in NZ, TWG must report this to MPI, and the container cannot be opened until an additional assessment has been carried out by MPI. In some cases, the container will need to be treated if pests are found.

Check that the container:

- is clean
- has no dirt in it or in the twist lock holes outside of it
- has no evidence of insects or insect eggs, nests or webs inside the container, or outside, including twist lock holes
- has no plant material, leaves, sticks or seeds inside it - including in corners and framework. Note seeds include corn or other grains.
- has no mould fungus on the wooden floor
- has no water in it
- has no animal material in it (including animal faeces)

These checks need to be confirmed in the Sea Container Quarantine Declaration. Refer to Sea-Container-Quarantine-Declaration-Sechulde-2-SEACO-.docx. For more information, visit this link.

Other biosecurity checks are required during packing the container, specifically:

- There is no visible evidence of pests in the goods being loaded
- Any wooden packaging (e.g. pallets, crates and dunnage) must have an ISPN stamp
- Any goods that require treatment must have a Treatment Certificate

Sensitive Goods from Italy - BMSB Season Checklist:

BMSB Season:	1st Sept - 30th April
Requirement:	All-risk cargo from Italy must be treated offshore (fumigation or heat) before shipment.
Important Note:	BMSB season dates and high-risk countries are subject to change. Suppliers and forwarders must refer to MPI New Zealand for the most up-to-date requirements.

During the BMSB risk season, MPI New Zealand requires mandatory before-arrival treatment for all sea containers and cargo originating from or transhipping through Italy. Treatments must be conducted by an MPI-Approved Offshore Treatment Provider using approved heat or fumigation methods, and there must be a Treatment Certificate accompanying the goods. Refer to the Container Fumigation section at the end of Section 3.

Some sensitive goods (e.g. food, beverages, pharmaceuticals, specific textiles) may be exempt from treatment if arranged in advance with MPI, but they still require mandatory inspection by MPI or alternative measures.

- **Food and Beverages:** Products intended for human consumption.
- **Agricultural Compounds/Medicines:** Veterinary medicines and pharmaceuticals.
- **Perishables:** Fresh produce and frozen food products.
- **Apparel and Furniture:** Leather goods.
- **Packaging Materials:** Food-grade plastic films or packaging.
- **Live Animals.**

High Risk Biosecurity Countries:

Goods manufactured in or shipped from the countries below may be subject to heightened screening due to higher biosecurity risk. Vessels that tranship or load goods from these countries may also undergo enhanced inspection, which could affect shipping schedules. **Please ensure that workers loading the container are vigilant to ensure there are no bugs or insects in the container or goods as they are loaded.**

Albania	Canada	Japan	Montenegro	Spain
Andorra	Croatia	Kazakhstan	Netherlands	Switzerland
Armenia	Czechia	Kosovo	Poland	Turkey
Austria	France	Liechtenstein	Portugal	Ukraine
Azerbaijan	Georgia	Luxembourg	Romania	United States of America
Belgium	Germany	Republic of North Macedonia	Russia	
Bosnia and Herzegovina	Greece		Serbia	
Bulgaria	Hungary	Moldova	Slovakia	
	Italy		Slovenia	

Grouping of stock types

No Splitting of Purchase Orders (POs):
A single PO cannot be split over multiple containers. This is a Warehouse Group (TWG) business rule. Exceptions must be approved by the TWG Sourcing Office, and the supplier will provide a Container Loading Plan to indicate the segregation.

Load by Purchase Order:
All cargo from the same PO should be loaded together and in sequence, with loading of one PO after another, taking into account Point 4.4, where possible, start with the heaviest boxes. Complete products must be loaded together.

Specific North Island Distribution Centre Requirements:
For all shipments consigned to Auckland, NZ (NZAKL) (92 Langley Road, Wiri, 2104)

- Apparel (875/ 870) should be all packed together only.
- Footwear (844/ 888) should be packed together.
- General Merchandise (888) should be packed by itself
- The only exclusion is India and Bangladesh

NIDC 3 and Value Add DC shipping should move as LCL via APLL.

Specific South Island Distribution Centre Requirements:
For all shipments consigned to Christchurch, NZ (NZCHCH) (Address: 12-36 Izone Drive, Rolleston, Christchurch, 7675)

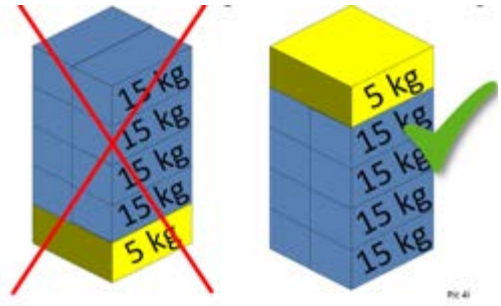
- S.I. Grocery DC (845) should be packed together
- General Merchandise (897) should be packed by itself

Loading the Container

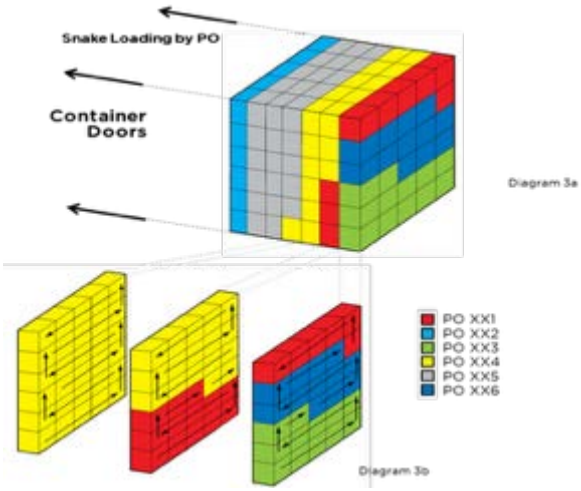
Suppliers are responsible for ensuring that containers are packed safely and restrained accordingly.

Start with the heaviest boxes.

Where different products are in the same container, Heavy cartons should be loaded at the bottom, whereas light or fragile cargo should be loaded on top, to prevent damage. Ideally, this can be done whilst keeping all cargo from the same PO together.



Apparel and/or standardised cartons:
Where cargo is supplied in the same or standardised carton (sizes), such as the majority of our Apparel orders, the container must be snake-loaded by order number. All cargo from the same PO should be loaded together, with loading of one PO after another, and all complete products must be loaded together.



Take "progress photos" as you load

Suppliers are recommended to take photos prior to and during the loading procedure.

A photo should be taken after opening the doors of the container (before container stuffing), to record its cleanliness, and the status suitable for container stuffing.

Photos should then be taken at various stages of stuffing.

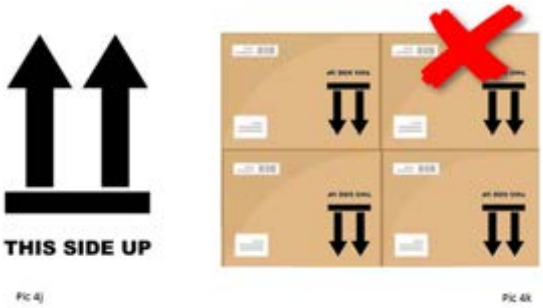
Photos should be taken of any sensors (e.g. temperature sensors where refrigerated food is being transported).

Photos should be stored for reference purposes or included in a Container Loading report if requested.

Important carton markings or labels must be facing outwards:
Box end labels must be facing outwards, so they are easily visible when unloading the container.

Adequate space to allow safe devanning:
Do not load to the top of the container. Stacking the containers to the top with no gap does not allow us to devan the container safely. Allow adequate space so the product can be removed safely.

Cartons stacked right side up:
Cartons with Arrows pointing upwards must not be loaded/stacked upside-down.



Air vents:
If the shipping container has air vents, ensure that cargo does not cover the air vents. This prevents adequate air flow in the container.

Particular Freight - Refrigerated Containers

For any refrigerated containers (used for food), temperature must be monitored throughout the container's journey to New Zealand.

A Refrigerated Shipping Container with a built-in temperature data logger is required for any food items loaded in a refrigerated container. This ensures continuous temperature monitoring during shipment.

The data logger must:

- Automatically record temperature at regular intervals (at least every 30 minutes)
- Ideally, also record humidity
- Capture event logs such as door openings, power interruptions, alarms, and set point changes
- Have sufficient memory to cover the full shipping period
- Be easily readable or downloadable by the DC upon arrival (e.g. USB or wireless, with no software installation required)
- Provide data output in English

If a separate data logger is used (where a built-in logger is not available), it should be placed in the middle of the left container wall (half-length and half-height of the container, see Pic6e). The device must be activated before the completion of loading.

A photo record must be provided, including evidence of the data logger placement.

Particular Freight - Dangerous Goods

Dangerous goods rules require keeping incompatible hazardous substances apart during storage and transport to prevent dangerous reactions, fires, or explosions.

If DG are being loaded into a container, then specific and specialised rules apply around:

- Labelling the container appropriately with DG Diamonds (make sure any old DG labels have been removed from the container before loading commences)
- Separation distances for certain DG
- Not having an incompatible DG shipped in the same container

Incompatible goods (e.g. strong acids and strong alkalis) must be separated. Explosives (Class 1), oxidisers (5.1), and organic peroxides (5.2) have strict, specialised separation requirements. Some incompatible substances cannot be loaded together in the same container.

Common incompatibilities are:

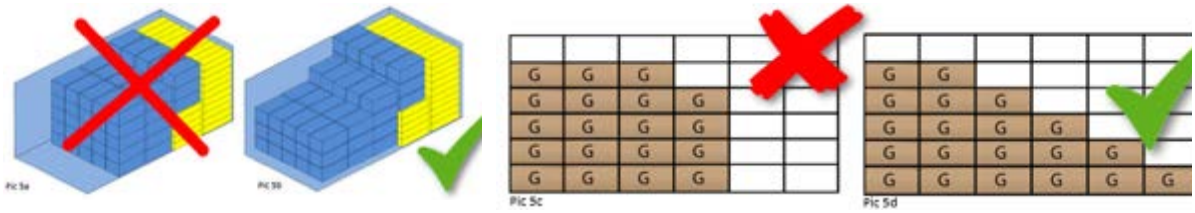
- **Class 1 (Explosives):** Generally incompatible with other classes.
- **Class 3 (Flammables):** Must be kept away from Class 2 (Gases), Class 5 (Oxidisers), and sources of ignition.
- **Class 6 (Toxic) & Class 8 (Corrosive):** Must be kept separate from food items.

Consignors are responsible for declaring and separating goods correctly, not relying on transporters to identify mistakes.

Refer to the **International Maritime Dangerous Goods (IMDG) Code** for sea transport, which provides the standardised, mandatory segregation tables used globally to prevent dangerous reactions between incompatible chemicals.

Container Not Full

If you have a container that is not entirely full, i.e. when the load won't fill out an entire container from floor to ceiling the whole way to the doors, then decrease the stacking step by step, stacking boxes to avoid packages falling into the gap that is between the boxes and the doors.



X should be less than Y/2, where:

X = distance between the last row of cargo and the container door
Y = depth of the last row of cargo in the container

Otherwise, the cargo placement should be adjusted by changing the direction of the last few rows of cargo in the container to avoid cargo falling over.

Load Securing / Packing Aids

Various aids can be used to assist with container stuffing, such as poly strapping, when required. If wood is used for bracing, ensure it is ISPN-treated.

⚠ **Note: Do not use chaff, hay, moss, soil, peat, straw, used sacking material, used tyres, or any packing material contaminated with these (as this breaches NZ biosecurity requirements).**

Only use aids if really required. If unsure, please check with the Merchandiser at the Sourcing Office.

Do not over-use strapping. Too many strapping prevents our DC from using conveyor belts to transport cargo around the DC.

If strapping is used, use edge protectors or strapping guards to prevent damage to outer cartons.


Pic 7c


Pic 7d

⚠ **Note: Strapping should not snap under load: this is a safety hazard. Straps should be fit for purpose and sealed correctly. The break load rating of your strap should be well above the expected force that it will be subjected to, for a safety margin.**

Securing the load

Nets or Lashing


Pic 4l

Pic 4m

Empty spaces between cartons and the container doors should (if possible) not exceed 15cm or 6 inches.

Lashing, or a lashing net, must be used if there is a gap or more than 15cm (6 inches) between the doors of the container and the last row of cargo, mounted at the door-end of the container to ensure cargo does not fall in transit, and/or during devanning. This is a Health and Safety requirement to protect our devanning teams and must be adhered to.

A double net must be used if the total cargo gross weight is over 7 tons.

General Purpose (GP) containers and high cube containers (HC or HQ) have lashing hooks on the container edge and internally.

For palletised loads, lashings could be used in place of nets (pic 4n).
Non-refrigerated containers (NOR) do not have lashing hooks, and therefore lashing or nets should cover the cargo and be secured alternatively (Pic 4o)


Pic 4n


Pic 4o


Pic 4p

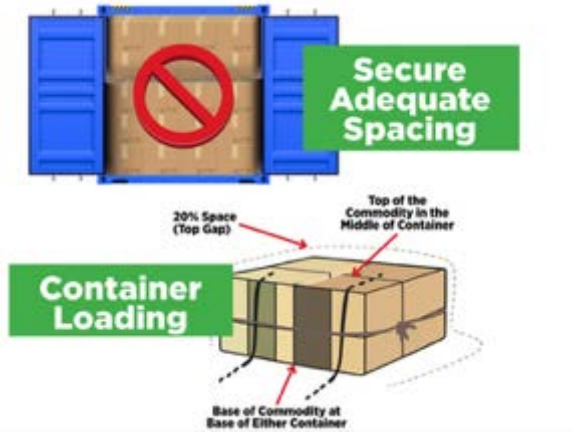
Container Fumigation

Certain goods, or certain areas during high-risk biosecurity seasons, must be fumigated before they can be shipped to NZ, to prevent any live insects or pests arriving in NZ.

A particular example is containers originating or trans-shipping through Italy during the Brown Marmorated Stink Bug (BMSB) Season from 1 September to 1 July each year.

If container fumigation is required:

- It must be conducted by an MPI-Approved Offshore Treatment Provider using approved heat or fumigation methods.
- The container must be loaded to allow the fumigants to disperse amongst the goods and install probes during the fumigation process:
    - Do not load the container to the ceiling.
    - 20% space is required through the container (i.e. combined across the top, bottom, sides, and middle).
    - Cartons or items must be placed/stacked in such a way that the fumigants can reach all external and internal surfaces.



- There must be a Treatment Certificate accompanying the goods identifying the chemical/chemicals used to fumigate the container.
- The fumigant must be extracted from the container **using mechanical ventilation** means after fumigation.
- The Treatment Certificate must provide a gas detector reading of the residual fumes in the container after fumigation is complete, before it is sealed.
- If the container has been fumigated with methyl bromide, the gas reading post mechanical ventilation must be less than 0.05ppm.
- The container must have a sufficiently large label (in English) affixed prominently over or next to the container doors, warning that the Container has been fumigated and advising that ventilation is required before workers can enter the container. (Sample label to the right - equivalent can be used) This is needed so that workers devanning the container are warned when opening the container to allow it to ventilate before entering to devan the contents.

Closing and Sealing Containers

The container doors must securely and snugly close with no gaps around the rubber door seals.

The container must be secured with a high-security ISO 17712 container seal with a serial number.

- **Bolt Seals (High Security):** Made of high-strength steel covered in plastic, these are the standard for ocean freight (ISO 17712). They are tough and require specialised bolt cutters to remove.

- **Cable Seals (High Security or Security):** Feature a flexible metal cable passing through a locking mechanism, ideal for irregular latches. Higher-strength cable seals can also meet high-security ISO 17712 standards.

Record the seal number on the documentation and take a photo of the seal, ensuring this clearly shows the serial number.

Use the VVTT method to check that the container seal has been applied:

- **V (View):** Physically inspect the seal and the container locking mechanism to ensure it has been closed and sealed fully.
- **V (Verify):** Verify that the seal number matches the number recorded on shipping documentation (manifest, bill of lading).
- **T (Tug):** Pull the seal downward or outward with firm force to confirm it is properly engaged and locked, not simply hanging on the locking rod.
- **T (Twist):** Rotate or twist the seal body (especially for bolt seals) to check for hidden cuts, weak spots, or if it can be unscrewed.

Check the container is appropriately labelled - in particular, have any required Dangerous Goods labels been attached? (NB - double check to ensure any old DG labels have been removed).

SECTION 4 - SHIPPING REQUIREMENTS

Shipping of international containers from overseas to the appropriate NZ Port is managed by **APL Logistics** through the LSS+ system.

The transportation of containers from NZ Ports to the relevant TWG Distribution Centre is managed by **Burnard International**.

To ensure the smooth and efficient dispatch of goods, please review each section carefully to confirm all requirements are met prior to shipment.

Document Pouch Upload Guidelines - APLL LSS+

When uploading a **document pouch** to APLL's LSS+ platform, all suppliers must strictly follow the required file naming conventions. This ensures documents can be processed efficiently and remain identifiable within the system.

1. **File Name Character Limit**
    - The maximum file name length accepted by LSS+ is **50 characters**.
    - If the file name exceeds this limit, **remove characters from the Supplier Name only** (do not alter PO numbers or document identifiers).
    - If an invoice has multiple POs, it is acceptable to input one of the PO numbers in the file name.
2. **Standard File Naming Format** (see below)
3. **Important Notes:**
    - Do **not** insert special characters other than underscores (_).
    - Supplier name must appear at the end, but can be shortened if the file name exceeds 50 characters.
    - Always confirm that PO numbers and document numbers are accurate before uploading.

Use the following structure:
PO_<Document Type>_<Document Number>_<Supplier Name>

Document Type	Required File Name Format
Invoice (INV)	PO_INV_<invoice number>_<supplier name> **Example**: 29313379_INV_4500003457_CENTRO
Packing List (PL)	PO_PL_<packing list number>_<supplier name> **Example**: 29313379_PL_34000059_CENTRO
Container / QD Document	PO_QD_<container number>_<supplier name> **Example**: 29313379_QD_MRSU6659943_CENTRO
Dangerous Goods Certificate (DG)	PO_DG_<certificate number>_<supplier name> **Example**: 29313379_DG_02-2026-01390_CENTRO
Forwarder's Cargo Receipt (FCR)	PO_FCR_<FCR number>_<supplier name> **Example**: 29313379_FCR_BUS865765_CENTRO

POINT OF CONTACT (POC)

Confirm you have the correct and up-to-date contact details for all relevant parties involved in the shipping and clearance process.

Sourcing and Merch Team:

The sourcing and merch team are responsible for the following issue/s.

- Ensure PO is in confirmed status in TUI and has been sent to the supplier or agent; otherwise, it won't push through LSS+
- Checking the PO status to check why the PO is not available in LSS+
- Close coordination with TCS

The Warehouse Group - Supply Chain POC:

TWL Integrated Supply Chain is responsible for the following issue/s.

- Question/s about Dangerous Goods (DG) flags
- Question/s about PO Size - LCL (Less-than-Container Load)
- Question/s about PO Size - FCL (Full Container Load)

Region	Country	Contact Person	Email Address
Asia	China, Vietnam, Indonesia	CSO Shipping	csoshipping@thewarehouse.co.nz
Asia/ South Asia	India, Bangladesh, Pakistan	Chandramouli Srinivasan	chandramouli.s@thewarehouse.co.nz
	Rest of the World	TWG Shipping Team	TWLShippingTeam@thewarehouse.co.nz

Burnard International:

Burnard International is responsible for the following issue/s.

- Documentation and Vendor Compliance (NZ)

Email Address	Responsibility
twg@burnard.co.nz	TWG Agent - Customs and MPI Border Management

APLL Origins:

APLL is responsible for the following issue/s.

- PO Booking
- Documentation and Vendor Compliance (Origin)
- LSS+ (Booking Platform) troubleshooting
- DG Certification and Forwarder Certificate of Receipt (FCR) uploading in the portal.
    - DC Certificates must be provided by the supplier to APLL
    - FCR is generated by APLL
    - APLL uploads the document to the portal

Relevant email contacts are contained in Appendix 1 of this document.

International Shipping

APLL Origins is responsible for organising international shipping for shipments to TWG in NZ.

Confirm you have the correct and up-to-date contact details for all relevant parties involved in the shipping and clearance process. Please reach out to your APLL Point-of-Contact listed in Appendix 1 at the end of this manual for assistance.

Your company's main contact person or agent should be trained on APLL's vendor booking system (Logistics SuperSuite+ or LSS+). They should have received a separate message from APLL containing login details and booking information. If this is not the case, you must coordinate directly with your APLL contact person, listed in the table below. Please request access to LSS+ and the onboarding instructions to start booking.

The PO will specify the location of the NZ Port to ship your goods to.

APLL will lodge the shipment as an Import Declaration in the NZ Government's Trade Single Window System (TWS).

Review any specific regulations or requirements for any transit port to ensure compliance and smooth delivery.

Documents Required:

Ensure all necessary shipping documents are prepared and accurately completed before arranging your shipment to NZ.

- Sea Container Quarantine Declaration for NZ Sea-Container-Quarantine-Declaration-Sechulde-2-SEACO-.docx
- Treatment Certificate if the goods require any biosecurity treatment (such as fumigation for BMSB). Information for treatment providers | NZ Government
- The Bill of Lading - please verify all required information is properly included on the document to avoid processing delays. The Bill of Lading must show this contact for arrival notifications:
    - Burnard International on behalf of APLL, 33 Rennie Drive, Māngere, Auckland 2022
- If the container contains Dangerous Goods, then the following additional documents:
    - DG Declaration with NZ relevant emergency information
    - Current Safety Data Sheet
    - DG Container Packing Declaration

Shipping Stocks to our Distribution Centres

Burnard International is responsible for NZ documentation and vendor compliance, and arranging shipping from the Place of First Arrival, where the container arrived in NZ, to the appropriate TWG Transitional Facility (NIDC or SIDC) for inspection and devanning.

Email Address	Responsibility
twg@burnard.co.nz	TWG Agent - Customs and MPI Border Management

⚠ **Important Notes:**

- Containers cannot be transferred from the Port of First Arrival without approval from Customs and MPI through the TSW system
- Containers must be taken to an approved Transitional Facility and Customs Controlled Area. These are TWG's NIDC and SIDC.
- Containers or shipments cannot be sent or taken directly to TWG stores

Distribution Centre Shipments information:

NORTH ISLAND DISTRIBUTION CENTRE:

To all shipments consigned to Auckland, NZ (NZAKL)

- Address: 92 Langley Road, Wiri, 2104
- Apparel (875/ 870) should be all packed together only.
- Footwear (844/ 888) should be packed together.
- General Merchandise (888) should be packed by itself
- The only exclusion is India and Bangladesh

NIDC 3 and Value Add shipments should move as LCL via APLL.

SOUTH ISLAND DISTRIBUTION CENTRE (SIDC):

To all shipments consigned to Christchurch, NZ (NZCHCH)

- Address: 12-36 Izone Drive, Rolleston, Christchurch, 7675
- S.I. Grocery DC (845) should be packed together
- General Merchandise (897) should be packed by itself

Documents Required

Ensure all necessary shipping documents are prepared and accurately completed before arranging your shipment to help prevent delays and facilitate successful delivery and clearance to our Distribution Centres:

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- Sea Container Quarantine Declaration for NZ Sea-Container-Quarantine-Declaration-Sechulde-2-SEACO-.docx
- Treatment Certificate if the goods require any biosecurity treatment (such as fumigation for BMSB). Information for treatment providers | NZ Government
- Current Safety Data Sheet (if applicable – refer below for NZ contact information which must be included)
- If the container contains Dangerous Goods, then the following additional documents:
    - DG Declaration with NZ relevant emergency information
    - DG Container Packing Declaration
- TWS (Trade Single Window) approval documents will be arranged as follows:
    - **DTR Approval** (Domestic Trans-shipment Request) (if not incorporated in the BACC)
    - **BACC** authorising transportation and inspection at the relevant TWG Transitional Facility (either TWG NIDC or TWG SIDC)
    - **CDO** authorising delivery of the shipment to the relevant TWG Customs Controlled Area (CCA) (either TWG NIDC or TWG SIDC)
    - If the shipment contains food, **approval by MPI is required under the Food Act** for the container to be transported to and inspected at the relevant TWG Transitional Facility (either TWG NIDC or TWG SIDC)

Please note that the information from these documents must be loaded into the TWG PO system (TUI) before container delivery from the Port to the relevant DC can be booked. Once the data is uploaded, the PO will be automatically imported into C3, allowing the booking to proceed. Examples are contained in Appendix 3.

Documents to Ship Dangerous Goods (DG)

New Zealand requires senders and transport operators to **correctly declare DGs** so that correct handling, marking, and documentation procedures are followed. NZ authorities can impose large fines for undeclared DGs, and shipments could also be rejected by transport operators if there is incorrect or missing documentation for the DG or undeclared DGs.

Three key documents must accompany each DG shipment:

1. A **DG Declaration** (DGD) for each shipment. This must follow the specified NZ format, which outlines specific information about the hazardous materials being transported, ensuring all parties involved are aware of the associated risks, specifically:
    - Proper Shipping Name and UN Number
    - DG Class(s), Subsidiary Risks, and Packaging Group
    - Confirmation that packaging meets the applicable requirements (UN approved where required).
    - Quantity and Type of Packaging (e.g. 4 × 1L bottles in 1 fibre board box)
    - Sender and Consignee Information (Full names and addresses for traceability)
    - Emergency Response Information (including NZ emergency response information).

2. A **Safety Data Sheet (SDS)** following TWG requirements. The SDS provides detailed information on the properties of the DG, including their handling, storage, and emergency measures in the event of an incident. The SDS needs to contain specific emergency contact information for New Zealand, namely:

    - NZ's Emergency contact number **111**
    - NZ's National Poisons Centre **0800 POISON** (0800 764 766)
    - If TWG is the importer or the product is direct sourced TWG's contact information, which is:

        The Warehouse Ltd 26 The Warehouse Way Northcote, Auckland, New Zealand, Phone: 0800 422 274

3. A **Dangerous Goods Container Packing Declaration**. This is a mandatory shipping document certifying that hazardous materials are properly packed, labelled, and secured within a container according to international regulations (e.g. IMDG Code). It must be signed by the party responsible for packing, ensuring the container is clean, sound, and compliant with safety requirements. It is sometimes contained within or on the reverse side of the DG Declaration, although it can also be a separate document (e.g., if DG items are only part of orders being packed in a container or if goods are being shipped as CFS/CY).

For comprehensive information on dangerous goods, including a detailed list of classified materials, please refer to the Environmental Protection Authority's official webpage.

New Zealand Transport Standards	**NZS 5433:2020 and NZS 5433.2021** specify requirements for safely and compliantly transporting dangerous goods on land within New Zealand.
International Transport Regulations	**IATA and IMDG** regulations govern the safe transport of dangerous goods by air and sea globally, ensuring compliance and safety.
Proper Classification and Labelling	Using correct **UN numbers** and proper labelling and packaging is critical to prevent accidents and facilitate customs clearance.

APPENDIX 1 - APLL and TWG CONTACTS

A. Clearance - APLL Logistics:

APLL Contact Person
Your company's main contact person or agent should have already been trained on APLL's vendor booking system (Logistics SuperSuite+ or LSS+).

They should have received a separate message from APLL containing login details and booking information. If this is not the case, you must coordinate directly with your APLL contact person, listed in the table below. Please request access to LSS+ and the onboarding instructions to start booking.

APLL is responsible for the following issue/s.

- PO Booking
- Documentation and Vendor Compliance (Origin)
- LSS+ (Booking Platform) troubleshooting
- DG Certification and Forwarder Certificate of Receipt (FCR) uploading in the portal.
    - DC Certificates must be provided by the supplier to APLL
    - FCR is generated by APLL
    - APLL uploads the document to the portal

Contact APLL using the Messages feature in LSS+.

B. The Warehouse - Supply Planning point of contact:

TWL Integrated Supply Chain is responsible for the following issue/s.

- Question/s about Dangerous Goods (DG) flags
- Question/s about PO Size - LCL (Less-than-Container Load)
- Question/s about PO Size - FCL (Full Container Load)

Region	Country	Contact Person	Email Address
Asia	China, Vietnam, Indonesia	CSO Shipping	csoshipping@thewarehouse.co.nz
Asia/ South Asia	India, Bangladesh, Pakistan	Chandramouli Srinivasan	chandramouli.s@thewarehouse.co.nz
	Rest of the World	TWG Shipping Team	TWLShippingTeam@thewarehouse.co.nz

C. Burnard International

Burnard International is responsible for the following issue/s.

- Documentation and Vendor Compliance (NZ)

Email Address	Responsibility
twg@burnard.co.nz	TWG Agent - Customs and MPI Border Management

APPENDIX 2 - EXAMPLES OF COMMON DG

COMMON TYPES OF DG HANDLED BY THE WAREHOUSE GROUP (ALWAYS CHECK DETAILS ON THE SAFETY DATA SHEET)

UN #	Description (information only – not for carton label)	Class	Symbol Use DGLQ diamond if shipping as DGLQ	Proper Shipping Name (Confirm on SDS)	Packing Group Not applicable if shipping as DGLQ	DGLQ Limits (use Black Diamond symbol & strong robust packaging)	
						DGLQ inner pack limit	DGLQ outer pack limit (Gross weight)
1263	Paint, lacquer, stain, shellac, varnish, polish, liquid filler, and lacquer base products	3 (Flammable Liquid)		Paint or Paint Related Material	II (Medium Danger) or III (Low Danger)	5 litres	20 kg for shrink-wrapped trays or 30 kg for fibreboard boxes
1266	Perfumery Products containing flammable solvents (such as alcohol) commonly used in cosmetics and perfumes	3 (Flammable Liquid)		Perfumery products with flammable solvents	II (Medium Danger) or III (Low Danger)	5 litres	20 kg for shrink-wrapped trays or 30 kg for fibreboard boxes
1950	Flammable gas aerosols (spray cans). Can be: • Class 2.1 (flammable) • Class 2.2 (non-flammable) • Class 2.3 (toxic gas) Contents might also be Oxidising (5.1) or Corrosive (8) which require additional hazard labels. (Check SDS)	2.1 (flammable)		Aerosols (spray cans)	N/A Sturdy outer packaging	1 litre	20 kg for shrink-wrapped trays or 30 kg for fibreboard boxes
1950		2.2 (non-flammable)					
2037	Small non fillable gas cartridges. Typically used for butane or propane common in portable camping stoves, torches, and other small tools. Depending on the content could be flammable or non-flammable – check SDS.	2.1 (flammable)		Receptacles, small, containing gas (gas cartridges)	N/A Sturdy outer packaging	1 litre	20kg for shrink wrapped tray or 30kg for sturdy outer box
2037		2.2 (non-flammable)					
3480	Loose/spare lithium-ion batteries shipped alone (not in or with equipment)	9 (miscellaneous)		Lithium-ion batteries	II (Medium danger) Strong, rigid outer packaging is required	100 Wh per battery	25 kg + Square lithium battery label (not DGLQ diamond)
3481	Lithium-ion batteries contained in or with equipment, eg laptops or phones with built-in batteries, or spare batteries packaged with equipment	9 (miscellaneous)		Lithium-ion batteries contained in Equipment OR Lithium-ion batteries packed with Equipment	II (Medium danger) Strong, rigid outer packaging is required	100 Wh per battery or 20 Wh per cell; and Max 2 batteries or 4 cells.	25 kg + Square lithium battery label (not DGLQ diamond)

APPENDIX 3 - DOCUMENT EXAMPLES

BILL OF LADING

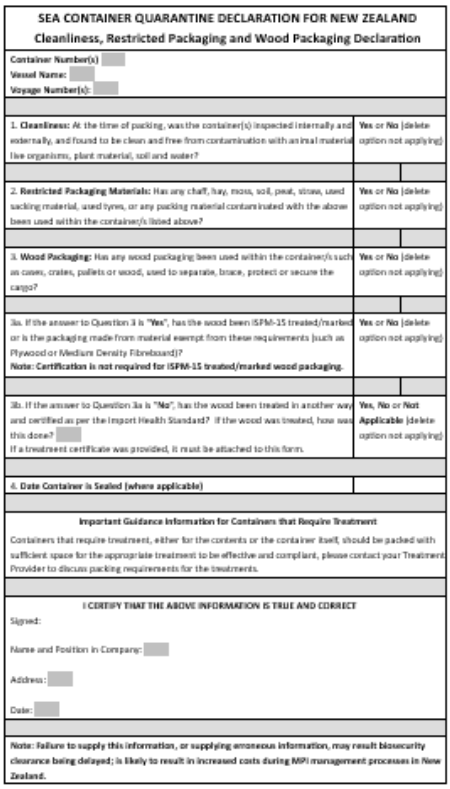
COPY NON-NEGOTIABLE

Bill of Lading

NEW ZEALAND DANGEROUS GOODS DECLARATION

IN AN EMERGENCY DIAL 111 - FIRE OR POLICE

Dangerous Goods Declaration Form

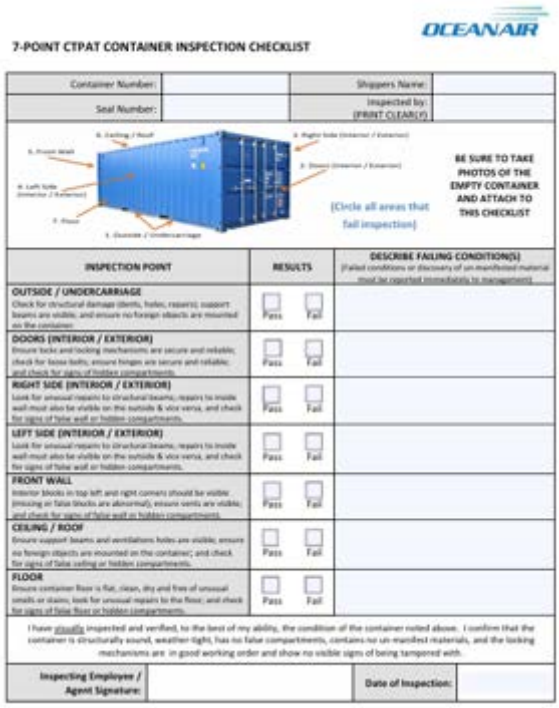


SEA CONTAINER QUARANTINE DECLARATION FOR NEW ZEALAND

Cleanliness, Restricted Packaging and Wood Packaging Declaration

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT

Sea Container Quarantine Declaration NZ



OCEANAIR

7-POINT CTPAT CONTAINER INSPECTION CHECKLIST

BE SURE TO TAKE PHOTOS OF THE EMPTY CONTAINER AND ATTACH TO THIS CHECKLIST

Example of a 7 Point Container Check Record to meet Custom's requirements

FUMIGATION CERTIFICATE

Sample Biosecurity Treatment Certificate

APPENDIX 3 – REGULATIONS SNIPPET

188 Cells and batteries offered for transport are not subject to other provisions of these Regulations if they meet the following:

(a) For a lithium metal or lithium alloy cell, the lithium content is not more than 1 g, and for a lithium ion or sodium ion cell, the watt-hour rating is not more than 20 Wh;

(b) For a lithium metal or lithium alloy battery the aggregate lithium content is not more than 2 g, and for a lithium ion or sodium ion battery, the watt-hour rating is not more than 100 Wh. Lithium ion and sodium ion batteries subject to this provision shall be marked with the watt-hour rating on the outside case, except lithium ion batteries manufactured before 1 January 2009;

(c) Each lithium cell or battery meets the provisions of 2.9.4 (a), (e), (f) if applicable, (g) and (h) if applicable or for sodium ion cells or batteries, the provisions of 2.9.5 (a), (e) and (f) shall apply;

(d) Cells and batteries, except when installed in equipment, shall be packed in inner packagings that completely enclose the cell or battery. Cells and batteries shall be protected so as to prevent short circuits. This includes protection against contact with electrically conductive material within the same packaging that could lead to a short circuit. The inner packagings shall be packed in strong outer packagings which conform to the provisions of 4.1.1.1, 4.1.1.2, and 4.1.1.5;

(e) Cells and batteries when installed in equipment shall be protected from damage and short circuit, and the equipment shall be equipped with an effective means of preventing accidental activation. This requirement does not apply to devices which are intentionally active in transport (radio frequency identification (RFID) transmitters, watches, sensors, etc.) and which are not capable of generating a dangerous evolution of heat. When batteries are installed in equipment, the equipment shall be packed in strong outer packagings constructed of suitable material of adequate strength and design in relation to the packaging's capacity and its intended use unless the battery is afforded equivalent protection by the equipment in which it is contained;

(f) Each package shall be marked according to 5.2.1.9;

NOTE: Packages containing lithium batteries packed in conformity with the provisions of part 4, chapter 11, packing instructions 965 or 968, section IB of the ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air that bear the mark as shown in 5.2.1.9 (battery mark) and the label shown in 5.2.2.2.2, Model No.9A shall be deemed to meet the provisions of this special provision.

This requirement does not apply to:

(i) Packages containing only button cell batteries installed in equipment (including circuit boards); and

(ii) Packages containing no more than four cells or two batteries installed in equipment, where there are not more than two packages in the consignment. Where the equipment contains one or more button cells in addition to cells or batteries, the button cell or cells do not count toward package or consignment limits.

When packages are placed in an overpack, the battery mark shall either be clearly visible or be reproduced on the outside of the overpack and the overpack shall be marked with the word "OVERPACK". The lettering of the "OVERPACK" mark shall be at least 12 mm high.

(g) Except when cells or batteries are installed in equipment, each package shall be capable of withstanding a 1.2 m drop test in any orientation without damage to cells or batteries contained therein, without shifting of the contents so as to allow battery to battery (or cell to cell) contact and without release of contents; and

(h) Except when cells or batteries are installed in or packed with equipment, packages shall not exceed 30 kg gross mass.

As used above and elsewhere in these Regulations, "lithium content" means the mass of lithium in the anode of a lithium metal or lithium alloy cell. As used in this special provision "equipment" means apparatus for which the cells or batteries will provide electrical power for its operation.

Separate entries exist for lithium metal batteries and lithium ion batteries to facilitate the transport of these batteries for specific modes of transport and to enable the application of different emergency response actions.

A single cell battery as defined in part III, sub-section 38.3.2.3 of the *Manual of Tests and Criteria* is considered a "cell" and shall be transported according to the requirements for "cells" for the purpose of this special provision.

Special Provision 188 (SP188)

3480	LITHIUM ION BATTERIES (including lithium ion polymer batteries)	9			188 230 310 348 376 377 384 387 410	0	E0	P903 P908 P909 P910 P911 LP903 LP904 LP905 LP906			
3481	LITHIUM ION BATTERIES CONTAINED IN EQUIPMENT or LITHIUM ION BATTERIES PACKED WITH EQUIPMENT (including lithium ion polymer batteries)	9			188 230 310 348 360 376 377 384 387 390 410	0	E0	P903 P908 P909 P910 P911 LP903 LP904 LP905 LP906			
3090	LITHIUM METAL BATTERIES (including lithium alloy batteries)	9			188 230 310 376 377 384 387	0	E0	P903 P908 P909 P910 P911 LP903 LP904 LP905 LP906			
3091	LITHIUM METAL BATTERIES CONTAINED IN EQUIPMENT or LITHIUM METAL BATTERIES PACKED WITH EQUIPMENT (including lithium alloy batteries)	9			188 230 310 360 376 377 384 387 390	0	E0	P903 P908 P909 P910 P911 LP903 LP904 LP905 LP906			

Dangerous Goods Proper Shipping Name Snippet

5.2.1 Marking

5.2.1.1 Unless provided otherwise in these Regulations, the proper shipping name for the dangerous goods as determined in accordance with 3.1.2 and the corresponding UN number preceded by the letters "UN", shall be displayed on each package. The UN number and the letters "UN" shall be at least 12 mm high, except for packages of 30 litres capacity or less or of 30 kg maximum net mass and for cylinders of 60 *l* water capacity or less when they shall be at least 6 mm in height and except for packages of 5 *l* capacity or less or of 5 kg maximum net mass when they shall be of an appropriate size. In the case of unpackaged articles the mark shall be displayed on the article, on its cradle or on its handling, storage or launching device. For goods of Division 1.4, Compatibility Group S, the division and compatibility group letter shall also be marked unless the label for 1.4S is displayed. A typical package mark is:

UN Number and Proper Shipping Name Markings