

Guidelines for picking B2B shipments

Context: The document highlights the shipments which we can pick and shipments which we should restrain from picking.

These shipments when picked are found to be of odd shape/ super dense/ poorly packaged, etc.

In general these shipments are not transit worthy in the network.

For B2BC and self drop, the below mentioned shipments are not to be accepted. If we have accepted any shipment, the shipment should be returned back to the co-loader.

Guidelines: Shipments for picking B2B shipments.

- 1) Large size shipments exceeding size of 6*6*6 feet-
 - a) Shipments upto size 6*6*6 feet are to be picked
 - b) The shipments should have a pallet base. If the pallet base is strong, size can be exceeded upto 8 feet.
 - c) Shipments crating should be sturdy enough to carry the load.
- 2) Excessive long shipments-shipments upto length of 8 feet
 - a) Shipments upto 8 feet in length and upto 400 kgs can be picked
 - b) For rods, these should be packed in corrugated sheets or gunny bags.
 - c) The rods must be bundled together using strapping.
 - d) For wooden crates they should have a pallet base.
- 3) Poorly packaged shipments
 - a) Shipments with poor packaging should not be picked.
 - b) All shipments with protruding ends should not be picked
 - c) Household items are not to be picked
 - d) Machinery parts without packaging should not be picked.
- 4) Odd shaped shipment
 - a) Flexible pipe reels/ wire reels are to be only picked if they are tied tautly at multiple points. Bag seals should be used to attach waybills.
 - b) Odd shaped shipments are not to be picked.
 - c) These shipments causes difficulties at time of loading and also other shipments cannot be stacked on these shipments
- 5) Dense, sharp, shipments without slots for handling
 - a) Shipments with weight upto 60 kgs can be picked with size from 4 feet to 8 feet can be picked.
 - b) For shipments having sharp edges, shipments are to be picked in only if the shipments are properly packed and all edges are covered with proper packaging.
- 6) Shipments which can damage other shipments, Shipments on which other shipments cannot be stacked
 - a) Any shipments which are in open condition and which doesn't allow other shipments to be stacked are not to be picked.
 - b) These shipments may get damaged or the shipments may get damaged if other

shipments are stacked.


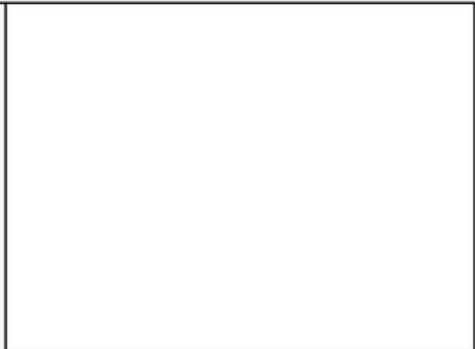
- 7) Hazardous shipments containing fine powders or having a pungent smell
 - a) Shipments containing powders are only to be picked if the packaging is air tight.
 - b) Shipments with a pungent smell are not to be picked.
 - c) Gas Cylinders are not be picked.
- 8) Shipments which are prone to leakages thereby damaging other
 - a) Bottles packaged in shrink wrap are not to be picked as the shrink wrap gets torn while handling at centers or while in-transit. Also stacking these shipments is a challenge as there are multiple voids present.
 - b) Bottles can be picked if they have 7 ply carton packaging.
 - c) Glass shipments are not to be picked as these are fragile in nature and can break while handling and in transit. If these glass shipments contain liquids these can further damage other shipments.

Examples:

1) Large size shipments exceeding size of 6*6*6 feet



- Shipments with size upto 6*6*6 feet are to be picked.
- Shipment should have a pallet base.
- The crating should be sturdy enough to withstand the load.



- These shipments are to not to be picked as stacking other shipments on these shipments is a challenge
- These kind of shipments affect vehicle utilization.



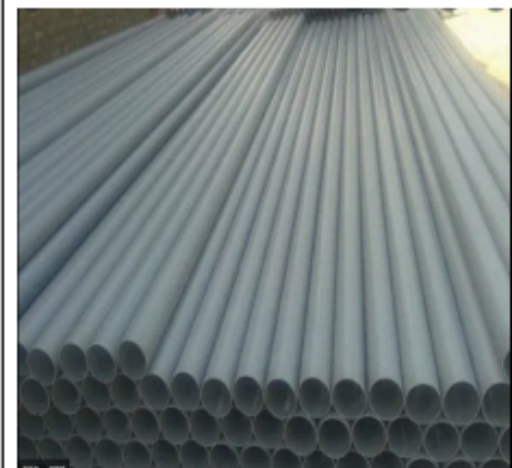
2) Excessive long shipments



- To be picked only if the rods are wrapped in corrugated sheet or have wrapping of gunny bags.
- The rods should be packed together using strapping.
- Length upto 8 feet are to be picked
- Shipments upto length of 8 feet and weight upto 400kgs are to be picked
- The shipment should be palletised.

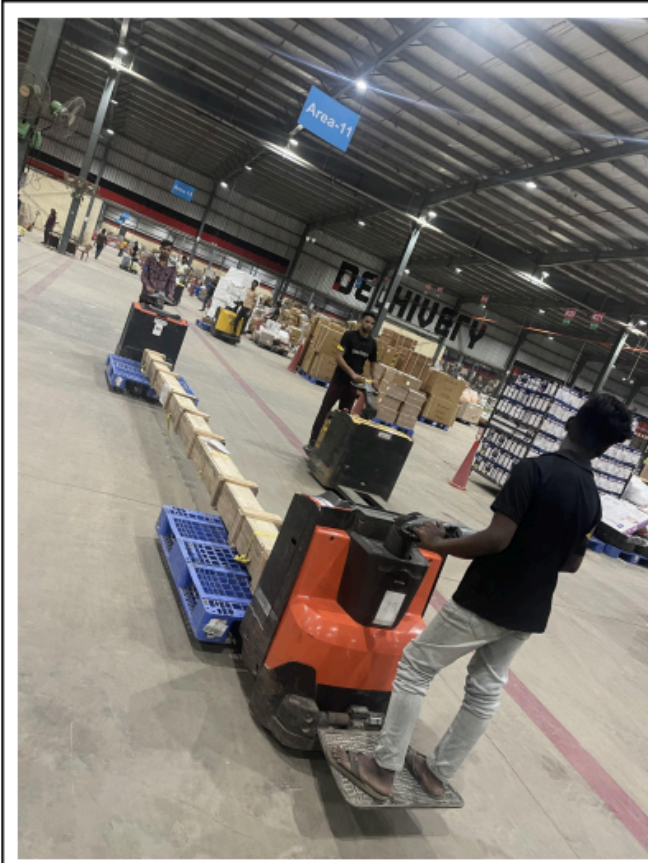


- These shipments are not to be picked as these are long rods with length greater than 8 feet and are not wrapped.
- These shipments can damage other shipments while in transit
- Also labels don't stick to these shipments.





-These shipments are not to be picked as these shipments are having lengths greater than 8 feet and are not palletised.



3) Poorly packaged shipments



-Shipments packaged in cartons, gunny bags/crating can be picked.
-There should be no movement of the inner contents.



-These shipments can damage other shipments are not packaged properly and have protruding ends, this can damage other shipments



-Engine blocks are not to be picked up if they are not correctly packed.
-These shipments are dense and create stacking issues.



4) Odd shaped Shipments

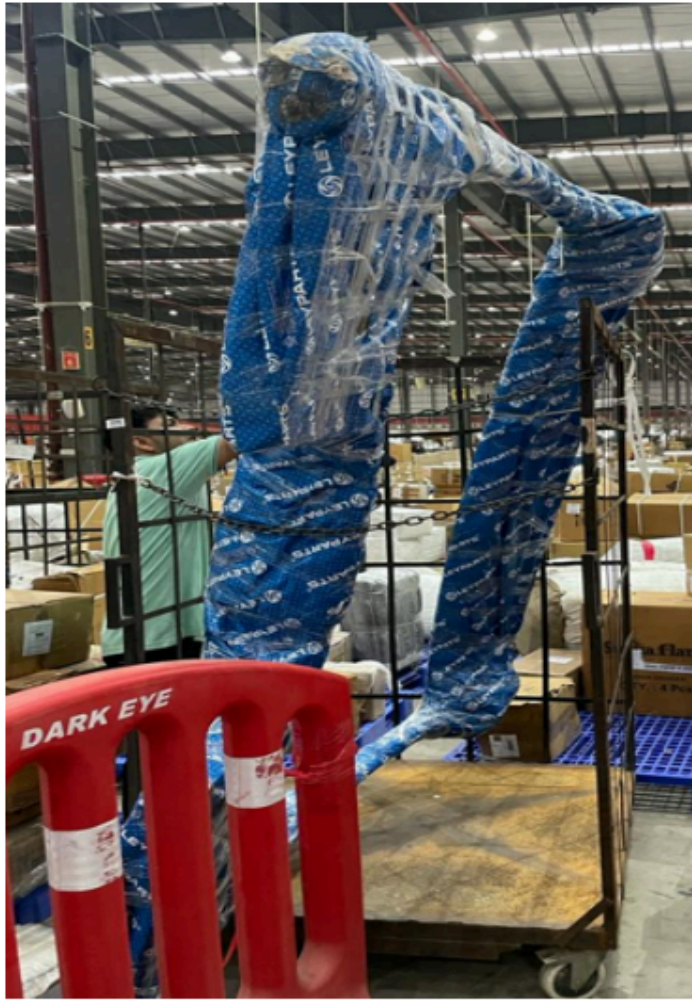


- Big flap bag seal to be used to paste the AWB label
- The shipments should be tightly tied with straps at multiple places



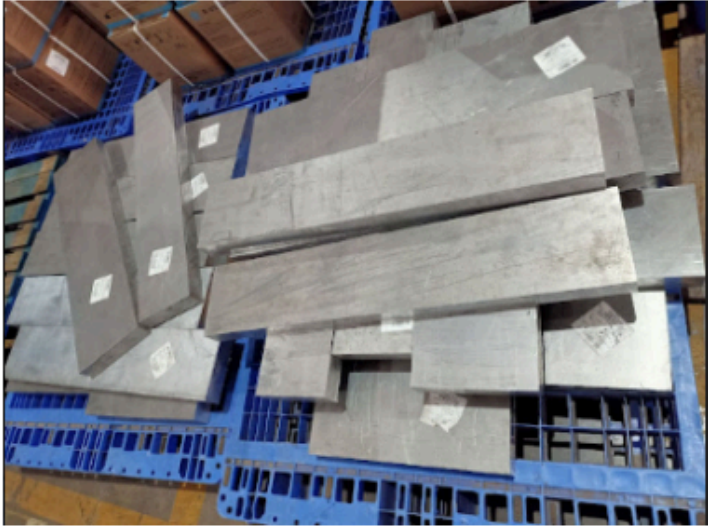
- Odd shaped shipments are not to be picked
- These shipments causes difficulties at time of loading and also other shipments cannot be stacked on these shipments
- Also these shipments can damage other shipments







- To be picked in only if the shipments are properly packed and all edges are covered with proper packaging.
- Dead weight upto 60 kgs can be picked.





6) Shipments which can damage other shipments, Shipments on which other shipments cannot be stacked



- Shipments which have flat tops are to be picked
- This allows for stacking other shipments.



-Any shipments which are in open condition and which doesn't allow other shipments to be stacked are not to be picked.

-These shipments may get damaged or the shipments may get damaged if other shipments are stacked.



7) Hazardous shipments containing fine powders or having a pungent smell



-Shipments containing fine powders or have a pungent smell shouldn't be picked as it leads to health hazards.
-Also shipments with containing powders the packaging should be leak proof.



-Filled gas cylinders are not to be picked.

8) Shipments which are prone to leakages thereby damaging other shipments



-The boxes should be of 7 ply and have supports inside to avoid damage.



-Bottles packaged in shrink wraps are not to be picked as the packaging gets torn while handling at the centers or while in transit.