

WARENPOST: TIPS FOR AUTOMATED SORTING



To sort WARENPOST (merchandise shipments), Deutsche Post uses large-letter sorting systems that can read addresses and process items automatically. Items that don't meet the following requirements cannot be machine-sorted and must be processed manually. That leads to higher costs that are included in their individual pricing.

Be sure your items meet the requirements below so that they can be sorted automatically and transported quickly and safely to their recipients.

TIPS TO ENSURE SUITABILITY FOR AUTOMATED PROCESSING

Dimensions



Minimum dimensions

- ✓ For rectangular items: 11.0 cm x 14.0 cm
- ✓ For square items: 12.5 cm x 12.5 cm

Maximum dimensions

- ✓ Width and length: 25.0 cm x 35.3 cm
- ✓ Thickness for automated sorting: 3.0 cm

Shape



Suitable:

- ✓ Box-shaped packaging, in particular small cardboard boxes
- ✓ Depending on content: cardboard envelopes, standard envelopes with or without lining, mailers / shipping bags
- ✓ Rectangular shape overall (as much as possible) so that items are stackable

Unsuitable:

- ✗ Pillow-shaped items or items made from soft, yielding materials
- ✗ Oddly shaped items with unevenly protruding contents

Sturdiness



The packaging must offer adequate protection against mechanical stress, pressure, impact and falls:

- ✓ Wrapping with adequate sturdiness and high paper grammage
- ✓ Secure packaging of content by weight and size and to prevent shifting/slipping

Unsuitable:

- ✗ Easily deformed packaging such as shipping bags with loose contents

Seal



Correct:

- ✓ Properly sealed packaging
- ✓ Packaging tape or an adhesive bonding or seal integrated into the packaging is used to seal the item

Incorrect:

- ✗ Significantly protruding/projecting packaging seals
- ✗ Use of brass fasteners or other protruding sealing methods

Label/address



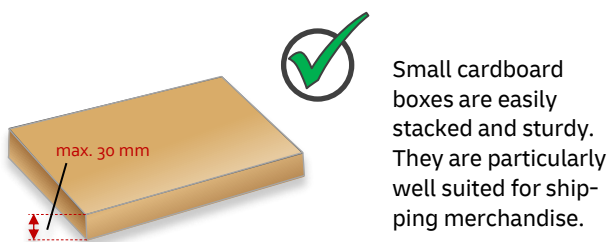
Correct:

- ✓ Address label applied smoothly to the largest side of the item
- ✓ Address label applied parallel to the long side of the item
- ✓ Label at least 1.5 cm from edges of item (if possible)

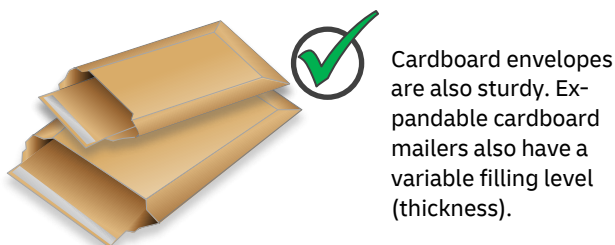
Incorrect:

- ✗ Address label applied over an edge

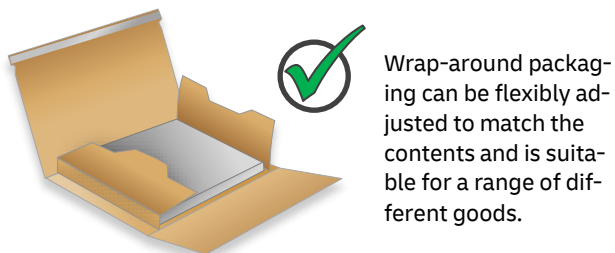
DOS & DON'TS CHECKLIST (ILLUSTRATIONS ON THE RIGHT SHOW ITEMS THAT ARE ALLOWED BUT HIGHER-PRICED)



Small cardboard boxes are easily stacked and sturdy. They are particularly well suited for shipping merchandise.



Cardboard envelopes are also sturdy. Expandable cardboard mailers also have a variable filling level (thickness).



Wrap-around packaging can be flexibly adjusted to match the contents and is suitable for a range of different goods.

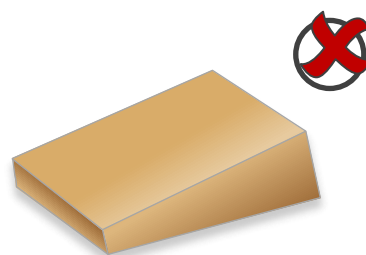


Packaging tape or an integrated adhesive seal/bonding is good for sealing packaging securely.



An envelope or poly mailer can be stabilized by inserting a cardboard sheet.

Atypical packaging (more or less lacking a standard box shape) cannot be stacked and is thus less suitable.



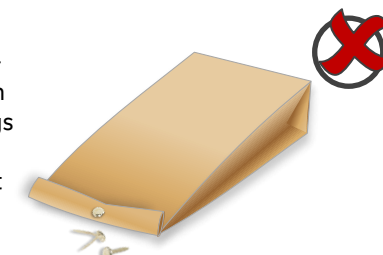
Standard paper envelopes (mail envelopes) are usually not sturdy enough for merchandise shipping.



If the contents are too large, they can cause the packaging to bulge. Misshapen items are difficult to process.



Properly used brass fasteners (inserted through a punched hole, with legs bent over for securing) protrude and should not be used.



Poly mailers lack dimensional stability, making them less suitable. However, these pouches can be used as a protective wrapping if the contents are rectangular /square.



THE FOLLOWING TYPES OF ITEMS ARE EXCLUDED FROM SHIPPING:

- Items with contents inadequately secured or packaged for transport
- Items with contents or parts thereof that can fall out
- Items stuck together
- Items with loosely attached objects or objects attached to the exterior
- Items with holes, e.g., hole punch holes, cut-outs, perforations, pin-prick holes, without backing
- Items with unsealed wrapping
- Items with address labels that are not properly attached or other adhesive labels/stickers that could come loose during processing or transport
- Items with tear-off packaging parts
- Items with advertising images that could be mistaken for postal marks/product labels or do not clearly indicate which company was commissioned to transport the item

Please read our detailed information on shipping with poly mailers or shipping bags online at [dhl.de/plasticpouches](https://www.dhl.de/plasticpouches)