www.jtcargo.id

包装管理规定
Packaging Management Regulations

2021.12.12

网络管理部

Network Management Department

J&T CARGO

1 目的 Purpose

为规范货物包装，保障货品在装卸、分拣、运输过程中的品质安全，特制定本规定。

These regulations are formulated to standardize the packaging of goods and ensure the quality and safety of goods in loading, unloading, sorting, and transportation.

2 范围 Scope of Application.

适用于 J&T Cargo 网点。

Applicable to J&T Cargo outlets.

3 定义 Definition

3.1 包装：通常指产品的容器、包装物，货物包装按其功能、性质的不同，可以分为运输包装和销售包装两大类；

Packaging: This usually refers to the container and packaging of the product. The packaging of goods can be divided into two categories: transportation packaging and sales packaging according to their functions and properties;

3.2 运输包装：又称为大包装或外包装。它的作用主要在于：保护商品、便于运输、便于储存、便于计数等。良好的运输包装有助于货物在运输、装卸、储存和分散等流转环节的顺利进行。

Transport packaging: also known as large packaging or outer packaging. Its main functions are: protecting commodities, convenient for transportation, suitable for storage, and convenient for counting. In addition, good transportation packaging helps the goods go smoothly in the circulation links of transportation, loading, unloading, storage, and dispersion.

3.3 原厂包装：由产品的生产商自己提供并自己进行包装，在流通过程中保护产品，方便储运，促进销售。

Original factory packaging: provided by the manufacturer of the product and packaged by itself to protect the product during the circulation process, facilitate storage and transportation, and promote sales.

4 包装原则 Packaging Principle

4.1 网点业务员在揽收货物时要审核包装是否合理、是否适合货物的正常操作与运输；

When picking up the goods, the salesperson of the branch shall check whether the packaging is reasonable and suitable for the regular operation and transportation of the goods;

4.2 对于不符合我司包装要求的货物，要与客户说明在操作与运输过程中可能会出现的货损、货差与责任所在并建议客户重新包装，或经客户同意后由网点代为包装并收取一定的包装费用；

For the goods that do not meet the packaging requirements of the company, we must explain to the customer the damage, the difference and the responsibility of the goods that may occur during the operation and transportation, and suggest that the customer repack it, or if the customer agrees, the outlet will pack and collect a certain amount. Packaging costs;

4.3 包装适合运输：避免货物在正常运输过程中受到冲击和震荡产生破损；

The packaging is suitable for transportation: to avoid damage to the goods due to impact and tremble during regular transportation;

4.4 包装指示标识：不能倒置的货物，需用大头笔标注“↑”（例如精密仪器、空调、冰箱、不能倒置的液体等），箭头方向须与货物方向保持一致，避免倒置

和侧放；易碎货物需要粘贴易碎标签（例如：玻璃、陶瓷等）；

Packaging instructions: Goods that cannot be inverted should be marked "↑" with a marker (such as precision instruments, air conditioners, refrigerators, liquids that cannot be reversed, etc.), and the direction of the arrow must be consistent with the direction of the goods, avoid inverting and side placement; Broken goods need to be pasted with fragile labels (for example glass, ceramics, etc.);

4.5 环保、适度包装：需根据货物尺寸、重量和运输特性选择大小、材料合理的包装，避免不必要的浪费；

Environmentally friendly and appropriate packaging: package with reasonable size and materials should be selected according to the size, weight, and transportation characteristics of the goods to avoid unnecessary waste;

4.6 包装重复使用：重复利用的旧包装材料（含同行旧包装），须清除旧包装表面的运单或子单标签后方可使用；

Packaging reuse: Reused old packaging materials (including the old packaging of the same industry) can only be used after clearing the waybill or sub-order label on the surface of the old packaging;

4.7 重心平衡：物品位于包装中央，货物与包装要结合紧密或在包装内固定，不应有摩擦、挤压或撞击，并保证在运输过程中无晃动。

Balancing method: The item is located in the center of the package. The goods and the boxes should be tightly integrated or fixed in the package. There should be no friction, squeezing, or impact and no trembling during transportation.

5 包装材料 Packaging Material

5.1 常见的缓冲材料：珍珠棉、泡沫、气泡膜、牛皮纸、海绵、气泡柱、缠绕膜、纸质护角、蜂窝纸板等；

Common cushioning materials: EPE foam, foam, bubble warp, craft paper, sponge, air column bubble wrap, cling warp, paper corner protector, honeycomb cardboard, etc.;

5.2 常见的外包装材料：信封、防水袋、纤袋、纸箱、桶、木架/木箱/托膜（托盘+缠绕膜）等；

Common external packaging materials: envelopes, waterproof bags, fiber bags, cartons, barrels, wooden frames/wooden boxes/support film (pallet + cling warp), etc.;

5.3 所有货物外包装必须完好，材质要结实耐用；禁止使用破旧纸箱、破烂纤袋、垃圾袋、轻薄塑料布等以次充好做货物外包装；使用木箱、木架包装的，木箱、木架必须结实牢固，不能松散活动。

The outer packaging of all goods must be intact, and the material must be solid and durable; it is prohibited to use shoddy cartons, tattered fiber bags, garbage bags, light plastic cloth, etc. as the outer packaging of the goods; wooden boxes, wooden racks, wooden boxes, the wooden frame must be solid and firm, and cannot move loosely.

5.4 外包装要求 Surface Packaging Requirement

5.5 各类包装示例 Various Packaging Example

包装类型 Packaging Type	图示 Picture		
纤袋 Fiber Bag			
	纤袋 Fiber Bag	洁净、无漏、牢固平整 Clean, leak-free, firm, and smooth.	袋口扎严、捆紧 Tighten the bag opening tightly.
纸箱包装 Cardboard Packaging			
	纸箱 Cardboard Boxes	“工” 字型进行封口 “工” Shape sealing	纸箱使用打包带 Use packing straps for cartons
桶 Bucket			
	桶-1 Bucket-1	桶-2 Bucket-2	桶-3 Bucket-3
木架/木箱/托盘			
	木架包装	木箱包装	托盘包装

	Wooden frame packaging	Wooden box packaging	Pallet Packaging

5.6 打包带使用标准 Packing Belt Standard Usage

5.6.1 打包带选择：应选择抗拉力强、延伸率小、柔韧性好的打包带（大型机械等货物可使用金属打包带）；

Packing strap selection: a strapping strap with strong tensile strength, low elongation, and good flexibility should be selected (metal strapping can be used for goods such as large machinery);

5.6.2 打包带打包要求：打包时接口要牢固，10-30 公斤（含）货物可选择热塑或单扣进行连接，30 公斤以上应使用金属扣（双扣）进行连接；打包后打包带应紧贴货物，不易脱落。

Packing requirements for strapping: the interface must be firm when packing, and the 10-30 kg (inclusive) goods can be connected by thermoplastic or single buckle. For more than 30 kg, a metal buckle (double buckle) should be used for connection; after packing, the strapping should be close to the goods and not easy to fall off.

5.6.3 打包带示意图：Packaging Picture Example

打包带 Packaging Belt	普通货物使用打包带 Use Packaging Belt for regular Cargo	金属打包带打包货物 Metal Packaging Belt for Cargo	双扣打包带示意图 Double Buckle Strap Packaging Diagram
			

6 货品包装标准 Goods Packaging Standard

6.1 普通货物包装标准 General Goods Packaging Standard

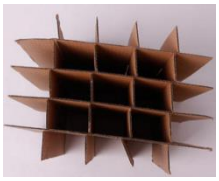
货物类型 Cargo 2	包装要求 Packaging requirement
液体类（牛奶、矿泉水等） Liquids (milk, mineral water, etc.)	1、包装要求：原厂包装，销售包装不可作为外包装； Packaging requirements: original factory packaging, sales packaging cannot be used as outer packaging; 2、非原厂包装：散件货物需用纸箱或托盘等进行包装。 Non-original packaging: bulk goods need to be packed in cartons or pallets.
超长件 Very Long Parcel	1、包装要求：原厂包装； Packaging requirements: original factory packaging; 2、非原厂包装 Non-original packaging. ① 物品不可裸露直接放入箱内，需先用塑胶膜或纸皮或气泡膜等包裹完全（货物本身有包装的除外）；若为管道、铝材、钢材、线缆等货物，需要捆绑在一起才能收取，同时两端及中间的尖锐部位不能裸露在外，需要用缓冲物进行包裹处理； Items should not be exposed directly into the box. They must be completely wrapped with plastic film, paper, or bubble warp (except the goods themselves are packaged); if they are pipes, aluminum, steel, cables, and other goods, they need to be bundled together. It can be tied together, but the sharp parts at both ends and the middle part can't be exposed, and buffers materials need to be used for wrapping; ② 物品在运输容器内需要被限位，无明显晃动； 注：超长件为 1.8（含）-2.8 米（含），若有变更以总部通知为准。 The items need to be restricted in the transport container without noticeable tremble; Note: Over-length items are 1.8 (inclusive)-2.8 meters (inclusive). If there are any changes, please refer to the notice from the headquarters.
床垫 Mattress	1、包装要求：原厂包装（不能为裸包）； Packaging requirements: original factory packaging (not without packaging); 2、非原厂包装：可用纸皮、牛皮纸、纤袋、气泡膜作为外包装。 Non-original packaging: Paper, craft paper, fiber bag, bubble wrap can be used as outer packaging.
普通家具 General Furniture	①非可拆卸家具(整件运输)：内部使用汽泡膜、珍珠棉进行包装，避免边角、玻璃、腿脚等破损，其他小件物品要多层加固，避免角和脚损坏、折断，整件货物需要固定不晃动；外部包装使用木架/木箱进行包装； Non-detachable furniture (transport as a whole): use bubble wrap and EPE foam for packaging to avoid damage to corners, glass, furniture legs, etc., and other small items should be reinforced in multiple layers to prevent corners and legs from damage, breakage, and Pieces of goods need to be fixed and not tremble; the external packaging should be packed with wooden racks/ wooden boxes; ②可拆卸家具（拆卸运输）、板材：纸箱包装，自身可承重的使用纸板、气泡膜等作为内包装，不得镂空。 Detachable furniture (demolition and transportation), the board: carton packaging, use cardboard, bubble wrap, etc., as inner packaging that can bear

	its weight and shall not be hollowed out.
布艺沙发 Fabric Sofa	不能为裸包装，外包装可打木架/木箱，打木架/木箱时内部需使用缓冲物填充，内部货品不得晃动和直接接触木架/木箱。 Bare packaging is not allowed. The outer packaging can use wooden frame/wooden box. When putting on the wooden frame/wooden box, the inside needs to be filled with buffer materials. The inside goods must not tremble or directly touch the wooden frame/wooden box.
卫浴产品 Bathroom Product	1、包装要求：原厂包装； Packaging requirements: original factory packaging; 2、非原厂包装 Non-original packaging ①若非原厂包装，内物不得裸露在外，必须使用纸板、珍珠棉、气泡膜、气泡柱等缓冲物进行包裹，在箱内固定，无明显晃动，外包装需打木架、木箱。 If the original factory does not package it, the contents must not be exposed. It must be wrapped and fixed with cardboard, EPE foam, bubble wrap, air column bubble wrap, and other cushions in the box. The outer packaging needs to cover with wooden frame or a wooden box.
玻璃制品 Glass Product （仅限生活器皿类、含玻璃仪器/表、展柜，不含玻璃棉）	1、包装要求：原厂包装； Packaging requirements: original factory packaging; 2、非原厂包装 Non-original packaging ①生活器皿(玻璃杯、茶具，烟灰缸、相框等玻璃制品)内物需使用珍珠棉、气泡膜等缓冲物包裹，四周用缓冲物固定不晃动；货物本身有定制包装的，内物之间使用缓冲物隔离固定，在箱内需要被限位，无明显晃动；外部使用纸箱包装； Living utensils (glass products such as glass cups, tea sets, ashtrays, photo frames, etc.) should be wrapped with cushions such as EPE foam, bubble wrap, etc., and the item should be fixed without tremble; The goods that are custom-packaged and the contents are separated and fixed with buffer materials and need to be restricted in the box without noticeable trembling; the outside is packaged in a carton; ②含玻璃仪器（非玻璃精密仪器）类货物需用珍珠棉、气泡膜等缓冲物缠绕，保证货物表面不裸露在外，外部加纸箱后再打木架/木箱。货物在纸箱内需要被限位，无明显晃动； Glass-containing instruments (non-glass precision instruments) need to be wrapped with cushions such as EPE foam, bubble wrap, etc., to ensure that the surface of the goods is not exposed. After adding a carton to the outside, the outer packaging should use the wooden frame/ wooden box. The goods need to be restricted in the carton without noticeable tremble; ③带有玻璃面货物：例如展柜等，玻璃面积超 30%，需打木架/木箱； Goods with glass surface: such as display cabinet, etc., the glass surface exceeds more than 30%, put on wooden frame/box are required;

家电类（电视、冰箱、液晶屏、洗衣机等） Home Appliances Product (Television, Refrigerator, LED Screen, Washing Machine)	1、包装要求：原厂包装； Packaging Requirements: Original Factory Packaging 2、非原厂包装 non-original packaging ①非原厂包装的小型家电（电饭煲、微波炉等）：内部使用缓冲物，外部使用纸箱； Small home appliances (rice cookers, microwave ovens, etc.) that are not packaged in the original factory: use cushion materials to fill inside and cardboard boxes cover on the outside. ②非原厂包装的大型家电（冰箱、空调、洗衣机等）：物品不能与纸箱直接接触，六面均需有缓冲材料；外包装使用木箱/木架。 Non-original packaging of large home appliances (refrigerators, air conditioners, washing machines, etc.): items are not allowed directly in contact with cartons, and cushioning materials are required on all six sides; wooden boxes/frames will be used for outer packaging.
食品类 Food Product	1. 包装要求：原厂包装 Packaging Requirement: Original Factory Packaging 2. 非原厂包装：non original packaging ①速冻食品：使用泡沫箱作为内包装,并放置冰袋，外部再加纸箱包装。 Frozen food: use a foam box as the inner packaging, place an ice bag inside, and add a carton to the outside. ②所有食品类货物必须要有防水内衬，销售包装、外包装带有防水功能或不易受潮的货品除外（如大蒜、红薯等）； All food products must have a waterproof lining, except for products with waterproof function or moisture-proof packaging and outer packaging (such as garlic, sweet potatoes, etc.); ③纸箱、纤袋作为外包装； Cartons and fiber bags are used as outer packaging;
机械、设备、不规则类（机电设备、交流电机、空气过滤器、压缩机、热交换器、割草机、(汽车)发动机等、健身器材等） Machinery, equipment, irregularities (electromagnetically equipment, AC motors,	1.包装要求：原厂包装 Packaging Requirement: Original Factory Packaging 2.非原厂包装：单件在 20 公斤以内（含）须用纸箱或木架、木箱、托盘包装，内物须固定，使用纸箱包装时，需要使用缓冲物填充；单件 20 公斤以上须用木架、木箱或托盘包装，内物须固定。 Non-original packaging: a single piece of less than 20 kg (inclusive) must be packed in a carton, or wooden frame, wooden box, pallet, and the contents must be fixed. When using a carton to pack, it needs to be filled with buffer materials; a single piece of more than 20 kg must be packed in a wooden frame, wooden box, or pallet, and the contents must be fixed.

air filters, compressors, heat ex changers, lawnmowers, (automotive) engines, etc., fitness equipment, etc.)	
药品、奶粉 Medicines, Milk Powder	包装要求：原厂包装 Packaging Requirement: Original Factory Packaging
墙纸、墙贴 Wallpaper, wall stickers	1.包装要求：原厂包装 Packaging Requirement: Original Factory Packaging 2.非原厂包装 non original packaging 用油布纸或其它防潮材料包好，外加纸箱或者纤袋扎好发运，本身已防潮的可以直接加外包装发运。 Wrap it with tarp paper or other moisture-proof materials, and tie it in a cardboard box or fiber bag for shipment. If it is already moisture-proof, you can directly add the outer packaging for shipment.
石材类 Stone Materials	内物用纸壳或者泡沫棉隔开再打木架或木箱；货物不会因为相互摩擦、挤压而产生破损的，可以不加隔层直接打托膜、木架或木箱。 Separate the contents with paper shells or foam cotton before hitting a wooden frame or wooden box; the goods will not be damaged due to mutual friction or squeezing, and they can be directly supported by film, a wooden frame, or a wooden box without interlayer.
布匹皮革 Fabric and leather	布卷、布料托运前必须要用塑料薄膜或编织带包装，两头扎好。 Before shipping, cloth rolls and fabrics must be packed with plastic film or woven tape, and the two ends must be tied up.
陶瓷/天花板、灯具 Ceramics/ceilings, lamps	1.包装要求：原厂包装 Packaging Requirement: Original Factory Packaging 2.非原厂包装货物内部需要使用缓冲物进行填充，使用纸箱后再打木架/木箱/木托。 Non-original packaged goods need to be filled with buffers, and then use the carton to hit the wooden frame/wooden box/wood pallet.
壁画、投影布、鱼竿等 Mural, projection cloth, fishing rod, etc.	1. 使用高强度纸质圆筒包装； Use strong paper cylinder packaging; 2. 纸筒状的外包装，若纸筒长度>1m，包装厚度要求≥4.5mm；若纸筒长度<1m，包装厚度≥4mm；纸筒内货物不可长于纸筒。 For the outer packaging of the paper tube, if the length of the paper tube is more than 1m, the packaging thickness is required to be ≥4.5mm; if the size of the paper tube is <1m, the packaging thickness is ≥4mm; the goods in the paper tube cannot be longer than the paper tube.

6.1 水果类包装标准 Fruit Packaging Standards

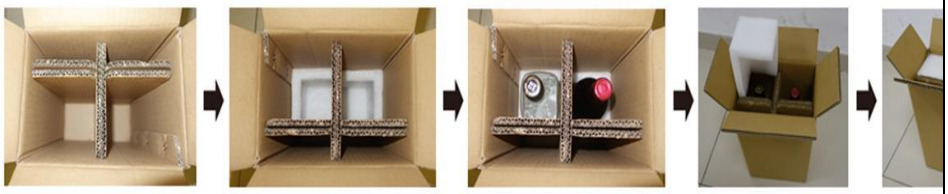
常见水果包装 Common Fruit Packaging				
水果名称 Fruit type	产品裸装图 Produce image	内包装图 Interior Packaging image	封箱前包装图 Packaging image before box sealant	外包装图 Outer packaging image.
苹果、蜜桔、火龙果、芒果、石榴等 Apple, tangerine, dragon fruit, pomegranate, etc.				
	泡沫网套包裹 Foam net wrap	瓦楞纸分隔上下层用纸板隔开 Corrugated paper separation. The upper and lower layers are separated by cardboard.	外部纸箱包装 External carton packaging.	定制纸箱包装 Customize carton packaging.
猕猴桃 Kiwi				
	包装一 Packaging 1	泡沫网套包裹猕猴桃 Foam net wraps kiwi.	泡沫箱为内包装 Use foam box as inner packaging.	外部纸箱 External carton

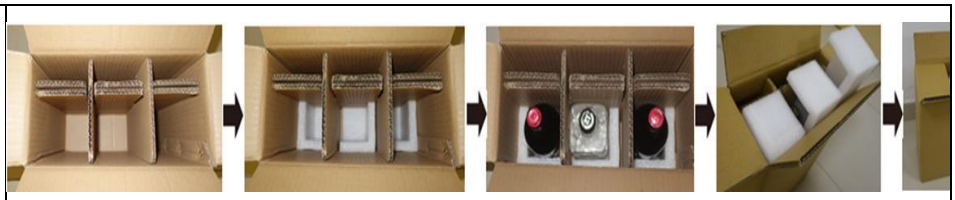
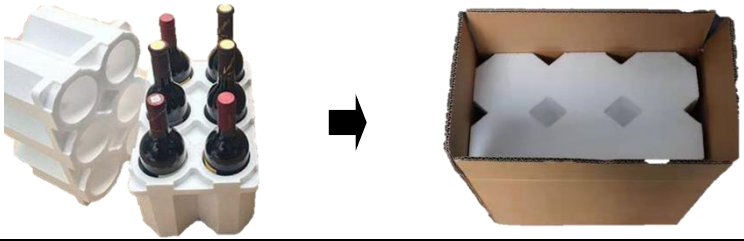
<table>
<tr><td rowspan="2">猕猴桃
Kiwi</td><td></td><td></td><td></td><td></td></tr>
<tr><td>包装二
Packaging 2</td><td>泡沫网套包裹猕猴桃
Foam net wraps kiwi</td><td>空气柱包裹缓冲
Air column bubble wrap as Packaging buffer.</td><td>外部纸箱
External carton</td></tr>
<tr><td rowspan="2">柚子
Grapefruit</td><td></td><td></td><td colspan="2"></td></tr>
<tr><td>裸包
Without packing.</td><td>①纸箱作为外包装
Carton as outer packaging.</td><td colspan="2">②纤袋/网袋作为外包装
Fiber bag or mesh bag as outer Packaging.</td></tr>
</table>

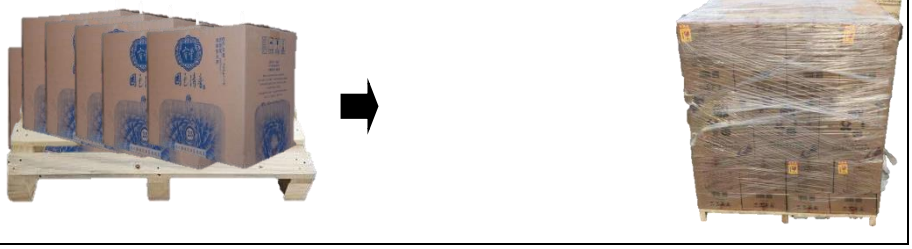
6.2 酒类包装标准

所有酒类包装（含原厂），须符合我司承运标准，常见的酒类包装如下：

包装类型 Packaging Type	使用场景 Scenes to be used	包装类型 Packaging Type	使用场景 Scenes to be used
1 瓶酒 泡沫（或气泡柱）+纸箱包装 1 bottle of wine Foam (or		1 瓶酒 蜂窝包装 1 bottle of wine Honeycomb packaging	

bubble column) + carton packaging			
2 瓶酒泡沫（或气泡柱）+纸箱包装 2 bottles of wine Foam (or bubble column) + carton packaging		2 瓶酒蜂窝包装 2 bottles of wine Honeycomb packaging	
包装类型 Packaging type	使用场景 Scenes to be use		
2 瓶酒格子箱包装 2 bottles of wine Lattice Divider Box Packaging			

3 瓶酒格子箱包装 3 bottles of wine Lattice Divider Box Packaging	
3 瓶酒气泡柱（或泡沫）+纸箱包装 3 bottles of wine Foam (or bubble column) + carton packaging	 
4 瓶酒格子箱包装 3 bottles of wine Lattice Divider Box Packaging	
6 瓶酒泡沫+纸箱包装 6 bottles	

of wine Foam Carton Box Packaging	
6 盒酒格子箱包装 6 bottles of wine Lattice Divider Box Packaging	
坛装酒木架包装 Wine in Jars Wooden Frame Packaging	
批货酒包装 Consignment Wine Packaging	

7 异形裸包 Special shape item without packaging

7.1 异形件 special shape item

7.1.1 定义：无明显切面、带钩带刺、裸包装、不规则等影响装载率的货品统称为异形件。

Definition: Goods with no obvious cross-sections, barbed hooks, bare packaging, and irregularities that affect the loading rate are collectively referred to as special-shaped items.

7.1.2 异形件案例 Special shape item example

三轮车辆 Three wheeled vehicles	排气管总成 Exhaust Pipe	钉、钩、刺 Nails, hooks, thorns	座椅 Chairs
			
电动车 Motorcycle	机器 1 Machinery 1	机器 2 Machinery 2	环保车 Recycle cart
			

7.1.3 非异形件案例 non special shape item examples

苗木	汽车保险杠	直灯柱	钢板弹簧（减震器）

plants	Vehicle Bumper	Light pole	Steel plate spring (Shock absorber)
			

7.2 裸包货物 Bare packaging goods

7.2.1 裸包装定义：货物外部无包装或只有销售包装的货物；

Definition of bare packaging: goods with no external packaging or only sales packaging;

7.2.2 部分货物的销售包装本身可以直接运输的不视为裸包（例如：电视机、大米、涂料、线缆等）；

The sales packaging of some goods that can be directly transported is not regarded as a bare package (for example, TV, rice, paint, cables, etc.);

7.2.3 货物本身为包装材料或无包装情况下不会对其他货物造成危害且自身不易损坏的货物（或无安全要求）无需另行包装，包含但不限于轮胎、渔网、托盘、塑料框、塑料船、矩形钢材、纸板等；

The goods themselves are packaging materials or goods that will not cause harm to other goods without packaging and are not easily damaged (or without safety requirements) do not need to be packaged separately, including but not limited to tires, fishing nets, pallets, plastic frames, plastics Ship, rectangular steel, cardboard, etc.