

	<h2 style="text-align: center;">WI-23-01 Packing Instructions</h2>
<p style="text-align: center;">Revision: 3 DRAFT</p>	<p style="text-align: center;">Date: 25 October 2013</p>

These packing instructions are applicable for all shipments of redundant hardware from and to Arrow Value Recovery EMEA and subsidiaries (Arrow).


General Instructions





- Always shrink wrap pallets and preferably also apply strapping and/or security tape
- Use corner protection when appropriate.
- Make sure that pallets that will be shipped to outside Europe carry the IPPC logo



- Label any shipping unit (pallet, box, container, etc) immediately after packing.
 - Inbound shipments shall be labeled with the 'Inbound Labels' as provided by Arrow. If these labels are not available then each shipping container shall be labels with at least: Arrow Load number and the name and address of the Arrow site where it will be shipped to.
 - Outbound shipment shall be labeled with the 'Sold' labels

Packaging instruction per product type

Producttype	Example	Instruction
TFT Monitors with slotted box (preferred)		<ul style="list-style-type: none"> ○ Put video cable and (if present) power cable around stand ○ Loose stands and cables in separate box on the pallet ○ 2 Monitors may be placed inside one slot, but the panels shall not face each other ○ Stacked up to 2 layers ○ On outbound: 22" and up of grade A and B shall be individually packed in bubble wrap before placing in the slotted box

<p>TFT Monitors without slotted box</p>		<ul style="list-style-type: none"> ○ Bubble wrap each flat screen ○ Pack flat screen in a box ○ Stack packed boxes up to 4 layers max.
<p>Desktops PC's Workstations Towers</p>		<ul style="list-style-type: none"> ○ Stacked up to 10 layers max. ○ Cables, keyboards, mouse etc. packed in separate boxes
<p>Notebooks (1) Individual</p>		<ul style="list-style-type: none"> ○ Bubble wrap the notebook or put it in a bag ○ Put notebook and components in a box ○ Stack boxes up to 4 layers max
<p>Notebooks (2) Bulk</p>		<ul style="list-style-type: none"> ○ Put the notebooks including adaptors in box ○ Maximum of 26 notebooks per box ○ Close full box with a lid ○ Maximum of 3 boxes per pallet ○ Bags and other components in separate boxes on top of the pallet

Printers



- Max 3 layers on a pallet
- Components (power cables, printer cables) in separate boxes on top of the pallets

Server racks



- Server (pallet) to be plastic shrink- wrapped
- If not on wheels, then should be palletized

Roll container instruction



Arrow has special roll containers in which maximum 32 notebooks can be stored and transported.

The advantages of the use of roll containers :

- -storage in bufferpacks
- -lockable
- -better protection during transport
- -less chance on damages during internal transport

Instructions:

- Use the smaller type of slotted boxes for notebooks that can contain 16 pieces.
- Pack per instructions for bulk notebooks.
- Stack maximum 1 box per shelf
- Desktops shall be placed flat on the shelf and stacked. The sides of the roll container shall be covered with carton.
- Using the roll containers for monitors is not standard. If monitors are transported in roll containers then they shall be individually packed before placing into the container.
- The roll container shall be closed with a padlock and/or uniquely numbered ty-rap. The requirements for inbound shipments are on the Asset Collection Form. If ty-raps are used on inbound then the unique number shall be written on the Asset Collection Form and the customer shall sign off on this.