

# INSTRUCTIONS FOR PACKAGING OF GOODS

Please avoid packaging on batteries, chemicals, liquids or any other corrosive items in mixed packages.

## 1.0 Before starting:

Obtain sufficient number of copies of **Form PN2601** which is designed to assist you with packaging, alternatively you can make a similar table on a book or paper as your convenience.

## 2.0 Packaging the goods:

**ALWAYS TRY TO SEND GOOD IN THE ORIGINAL PACKAGING BY THE MANUFACTURE WHEN EVER POSSIBLE.**

**Do not over pack nor leave empty space** in the cardboard boxes, it will deform course bulging of packages which lead to damaging the packages and goods inside and .

If you feel goods such as cloth consuming too much of space, we advice you to use vacuum packaging bags or woven sacks.

If there is any space remaining, always fill those gaps will filling materials (you may use cloths, bubble wrap or other soft material to fill spaces, remember not to overfill.

Note down the goods in each package on **Form PK2601**

## 3.0 After Packaging:

Label each package with a unique number starting with **A-1** followed by A-2, A-3, and so on. Use the format **MK2601** and to be printed on A5 or larger. Please label each box on **two or more opposite sides**.

In case few individuals send packages together first person may use A-1, A-2, A-3 and so on. Second person as B-1, B-2, B-3 and so on, third as C1, C-2, C-3 and so on followed by the rest of the English alphabet. Make sure none of the labels are repeated.

Using the data filled on **Form PN2601** Enter the package details on our portal ([www.tropiqe.com](http://www.tropiqe.com)) or fill out the goods declaration form (**UP2601** for personal goods or **CD2601** for commercial goods)

## 4.0 Sending out:

If we arrange the pickup, please provide the pickup address and location, sender's name and mobile number to schedule a pickup time with our staff.

If you arrange the goods to be sent to our warehouse. Please enter the address in following format only. Please make sure to send to correct address. Note: SEA and AIR are two different locations and there will be additional cost for the warehouse transfer in case the packages are sent to the wrong warehouse. Don't forget to note down and enter the local **tracking number** in the portal.

### SEA

**Reciver Name 收货人:** 安安贸易  
**Mobile # 手机号码:** 13911309827  
**Address 地址:**  
东莞市中堂镇湛凤路 58 号 B 栋配思物流 **USER ID** 安安

### AIR

**Reciver Name 收货人:** 朱先生 GYN 林珊  
**Mobile # 手机号码:** 15671411607  
**Address 地址:**  
广东省广州市白云区夏花二路 64 号 **USER ID**

## 5.0 TRACKING:

You can track down the status of your packages by login to our portal. All your packages are listed in your profile.