	<h1>Work Instruction</h1>	Process Ref: Type-System/Manual Ver.No:00 Dt 03-10-2019
Category	Cycles	Rev.No:00 Dt 03-10-2019
<b>CONFIDENTIAL</b>		

**Note-** Mandatory Packaging guideline for cycles, in case of no adherence Udaan will not entertain the RTO>Returns claims.

**Implementation date:** -1-Jan-2020

**Purpose:** -To standardize the packing of Cycles at MP.


**Objective:** - To reduce the losses associated with the product damages/product missing etc.

**Responsibility:** - Sellers

**Scope:** - Applicable for all the SKUs under Cycle vertical

**Packing Procedure:** - Packing procedure to be followed for cycle packing



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**Step – 1** Apply Udaan tape on the bottom flaps of 5-ply Udaan box to form the box (Pls do not use old/used box for packing)



**Step – 2** Place the product in the corrugated boxes



**Step -3** Make sure to cover all the Sharpe edges (with plastic cap/corrugated sheet/Bubble)



Pls Cover it with caps



Pls Cover it with plastic protector/Corrugated sheet/bubble wrap





Cover the edges with plastic cap/corrugated sheet/bubble wrap

**Step- 4** Fill the void filler, in case of void in the box (Crumbled paper, corrugated sheet, bubble wrap etc)



Old Boxes



Crumbled Paper




2ply corrugated sheet



Bubble wrap



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**Step- 5** Place the invoice inside the box.

**Step- 6** Close the box with Udaan tape (H- taping)



**Step- 7** Wrap the box with 2 layers of the Stretch film




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**Step-8** Tie the box with the help of strapping (2 strapping -refer below image)



**Step- 9** Paste the shipping label on the box



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**Packaging Material: -**

- Udaan Box
- PP strap
- Stretch Film
- Udaan Tape
- Sticker shipping label
- Bubble wrap
- Void filler (Crumbled paper, Corrugated sheet, Bubble)