

Overpacks

An overpack is an enclosure that is used by a single consignor to provide protection or convenience in the handling of a package or to consolidate two or more packages. Overpacks do not include transport vehicles, freight containers, or aircraft unit load devices. Examples include:

- Packages placed or stacked onto a load board such as a pallet and secured by strapping, shrink wrapping, stretch wrapping, or other suitable means.
- Packages placed in a protective outer packaging such as a box or crate.

Video url, <https://youtu.be/OS07BSVW13A>

How to create an overpack

Once you've added your first package (please refer to the article *Adding Your Material and Packaging* for more information on adding a material), you can add additional packages to your shipment by clicking on **Current Shipment** on the left-hand side.

Once all of your packages are created, they can be put together into an overpack by clicking on **Manage Overpack** on the left-hand side. Manage Overpack can be selected from the material, package, or shipment screens.

Shipment

Current Shipment

Package - Fibreboard Box (4G)

UN1993, Flammable liquid, n.o.s., 3, I

Manage Overpack

Manage Shipment Collections

Drafts (11)

Manage

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Shipment Collections

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Address Book

Advanced Alignment

Report Layout Editor

Integration

ActionsAdd MaterialDelete PackageDelete MaterialSave DraftComplete

Classification

UNIDUN1993Packing GroupIPacking Class3Sub-riskSelect Material

Proper Shipping NameFlammable liquid, n.o.s.

Properties

Technical NameTechnical NameDelete

Other Required Information

☐ Mixture☐ Molten☐ Liquid☐ Solid☐ Solution

☐ Stabilized☐ Waste☐ Reportable Quantity

☐ Empty Container☐ Inhalation Hazard

Material Sequence

UN1993, Flammable liquid, n.o.s. (Technical Name), 3, I

Edit

Authorizations, Approvals, and Special Permits


Add

Additional Authorization

Packing Instructions

☐ Limited Quantity☒ Passenger and Cargo☐ Cargo Aircraft Only

PI	Forbidden	351	361
Max	Forbidden	1 L	30 L



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Overpacks

From this overpack screen you will first need to add an overpack, do this by clicking on **Add Overpack** in the action bar.

Shipment

- Current Shipment
- Package - Fibreboard Box (4G)
- UN1993, Flammable liquid, n.o.s., 3, I
- Manage Overpack**
- Manage Shipment Collections
- Drafts (11)

Manage

- History
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Print

- Shipments
- Certifications
- Package Markings
- Shipment Collections

Tools

- Address Book
- Advanced Alignment
- Report Layout Editor
- Integration

Overpacks in this shipment

Available Packages

Add	Package
<input type="checkbox"/>	2 X Fibreboard Box (4G) UN1993, Flammable liquid, n.o.s., 3, I

Fill out the Overpack ID, Overpack Count, and the Net Quantity per Overpack as is appropriate. Once those fields are filled out, click on **Save**. Note: The Net Quantity is pre-set to be automatically calculated, but you can manually input it by de-selecting the box next to Auto Calculate and manually adding the appropriate quantity.

Overpacks

Shipment

Current Shipment

Package - Fibreboard
Box (4G)

UN1993, Flammable
liquid, n.o.s., 3, I

[Manage Overpack](#)

Manage Shipment
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Actions [Add Overpack](#) [Remove Overpack](#) [Save Draft](#)

Overpacks in this shipment

Available Packages

Add **2 X Fibreboard Box (4G)**
UN1993, Flammable liquid, n.o.s., 3, I

Edit Overpack

Overpack ID Overpack Count
A 1
Total Quantity per Overpack
 ☒ Auto-calculate

[Save](#) [Cancel](#)

Once the overpack is created, your packages need to be added to it. Do this by clicking on **Add** next to the applicable packages.

Shipment

Current Shipment

Overpack [A]

Empty

Package - Fibreboard
Box (4G)

UN1993, Flammable
liquid, n.o.s., 3, I

[Manage Overpack](#)

Manage Shipment
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Actions [Add Overpack](#) [Remove Overpack](#) [Save Draft](#)

Overpacks in this shipment

Available Packages

Select	Edit	Overpack ID	Overpack Count	Total Quantity per Overpack
<input type="radio"/>		A	1	

No packages have been assigned to this overpack.

Add **2 X Fibreboard Box (4G)**
UN1993, Flammable liquid, n.o.s., 3, I

Overpacks

To delete a package from an overpack, click on **Remove** next to the appropriate package.

The screenshot shows the 'Overpacks in this shipment' section. At the top right, there is an 'Actions' bar with buttons for 'Add Overpack', 'Remove Overpack', and 'Save Draft'. The main table lists overpacks with columns: Select, Edit, Overpack ID, Overpack Count, and Total Quantity per Overpack. A row is highlighted for '2 X Fibreboard Box (4G)' with Overpack ID 'A', Count '1', and Quantity '2 L'. Below this, the contents are listed: 'UN1993, Flammable liquid, n.o.s., 3, I'. A 'Remove' button with a right-pointing arrow is located to the right of the contents, and it is highlighted with a red box.

Shipment

- Current Shipment
- Overpack [A]
 - Package - Fibreboard Box (4G)
 - UN1993, Flammable liquid, n.o.s., 3, I
- Manage Overpack**
- Manage Shipment Collections
- Drafts (11)

Manage

- History
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- Package Marking Settings

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Overpacks in this shipment

Select	Edit	Overpack ID	Overpack Count	Total Quantity per Overpack
<input type="radio"/>		A	1	2 L

2 X Fibreboard Box (4G)

UN1993, Flammable liquid, n.o.s., 3, I

Remove

To delete an overpack, check the box under select and then click on **Remove Overpack** in the actions bar. Note: this does not remove the packages from your shipment; it only removes the overpack itself.

This screenshot is similar to the previous one, but the 'Remove Overpack' button in the 'Actions' bar at the top right is highlighted with a red box. Additionally, the 'Select' radio button in the table row is also highlighted with a red box.

Shipment

- Current Shipment
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Overpacks in this shipment

Select	Edit	Overpack ID	Overpack Count	Total Quantity per Overpack
<input type="radio"/>		A	1	2 L

2 X Fibreboard Box (4G)

UN1993, Flammable liquid, n.o.s., 3, I

Remove

To edit an overpack, click on the **pencil icon** under Edit.

Overpacks

Shipment

Current Shipment

Overpack [A]

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ActionsAdd OverpackRemove OverpackSave Draft

Overpacks in this shipment

Select	Edit	Overpack ID	Overpack Count	Total Quantity per Overpack
<input checked="" type="radio"/>		A	1	2 L

2 X Fibreboard Box (4G)

UN1993, Flammable liquid, n.o.s., 3, I

Remove

Available Packages

Once the overpack is done, continue with the shipment by clicking on **Current Shipment** on the left-hand side.

Shipment

Current Shipment

Overpack [A]

Package - Fibreboard Box (4G)

UN1993, Flammable liquid, n.o.s., 3, I

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Overpacks in this shipment

Select	Edit	Overpack ID	Overpack Count	Total Quantity per Overpack
<input checked="" type="radio"/>		A	1	2 L

2 X Fibreboard Box (4G)

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Remove

Available Packages