

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

History

Templates

Package Marking Settings

Print

Shipments

Certifications

Package Markings

Shipment Collections

Tools

Address Book

Advanced Alignment

Report Layout Editor

Integration

Classification

UNID UN1993

Packing Group I

Class 3

Sub-risk

Select Material

Proper Shipping Name

Flammable liquid, n.o.s.

Properties

Technical Name

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

Authorizations, Approvals, and Special Permits

Additional Authorization

Packing Instructions

PI

Max

Limited Quantity

Passenger and Cargo

Cargo Aircraft Only

351

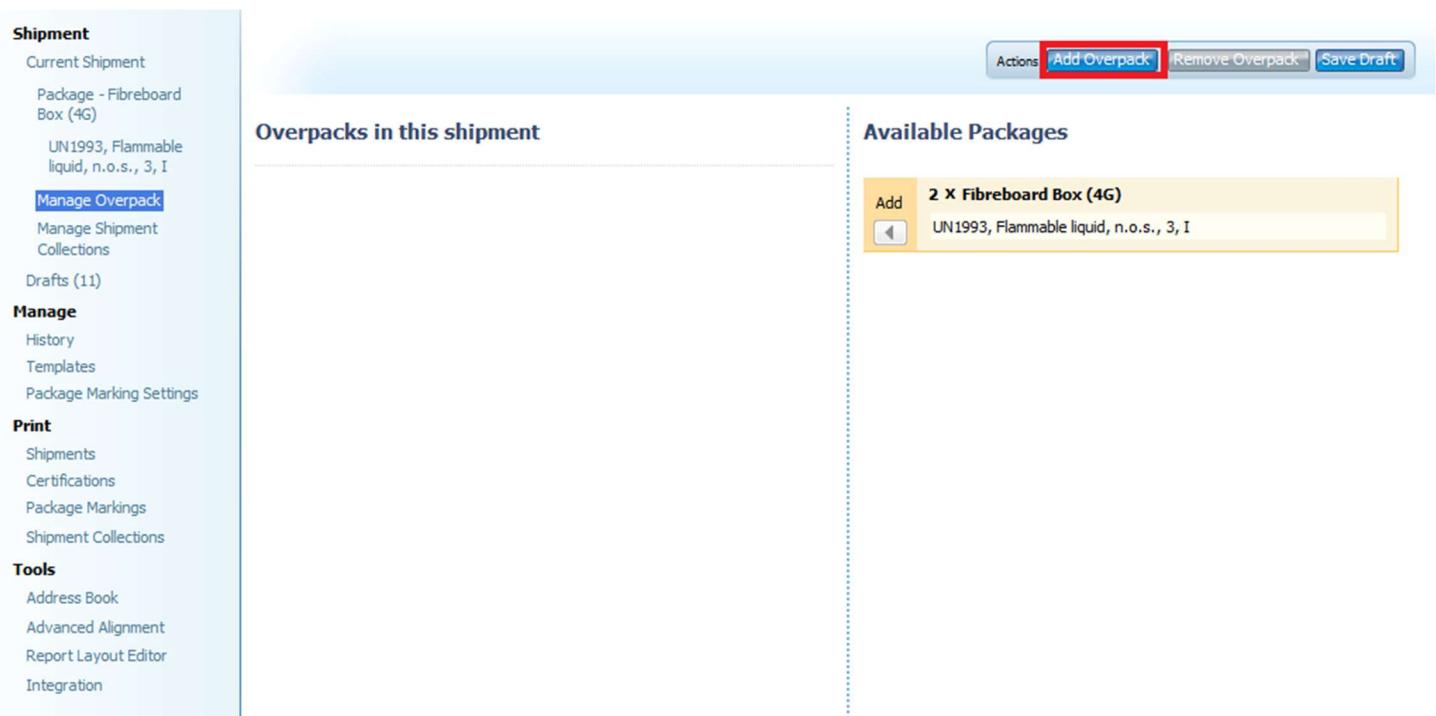
361

1 L

30 L

Overpacks

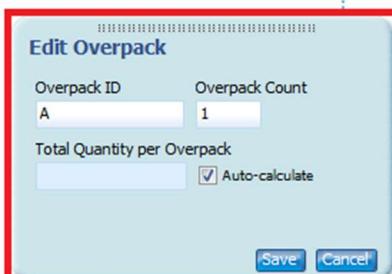
From this overpack screen you will first need to add an overpack, do this by clicking on **Add Overpack** in the action bar.



The screenshot shows the 'Overpacks' screen with a sidebar on the left containing 'Shipment' (Current Shipment: Package - Fibreboard Box (4G), UN1993, Flammable liquid, n.o.s., 3, I), 'Manage Overpack' (selected), 'Manage Shipment Collections', 'Drafts (11)', 'Manage' (History, Templates, Package Marking Settings), 'Print' (Shipments, Certifications, Package Markings, Shipment Collections), and 'Tools' (Address Book, Advanced Alignment, Report Layout Editor, Integration). The main area has a header with 'Actions' (Add Overpack, Remove Overpack, Save Draft), 'Overpacks in this shipment' (empty), and 'Available Packages' (2 X Fibreboard Box (4G), UN1993, Flammable liquid, n.o.s., 3, I). The 'Add Overpack' button in the header is highlighted with a red box.

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 Collections
- Drafts (11)

Manage

- History
- Templates
- Package Marking Settings

Print

- Shipments
- Certifications
- Package Markings
- Shipment Collections

Tools

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

Overpacks in this shipment

Available Packages

Actions **Add Overpack** Remove Overpack Save Draft

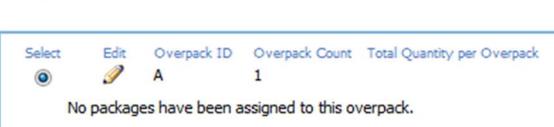
Edit Overpack

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 Collections
- Drafts (11)

Manage

- History
- Templates
- Package Marking Settings

Print

- Shipments
- Certifications
- Package Markings
- Shipment Collections

Tools

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

Overpacks in this shipment

Select	Edit	Overpack ID	Overpack Count	Total Quantity per Overpack
<input checked="" type="radio"/>	<input type="text"/>	A	1	No packages have been assigned to this overpack.

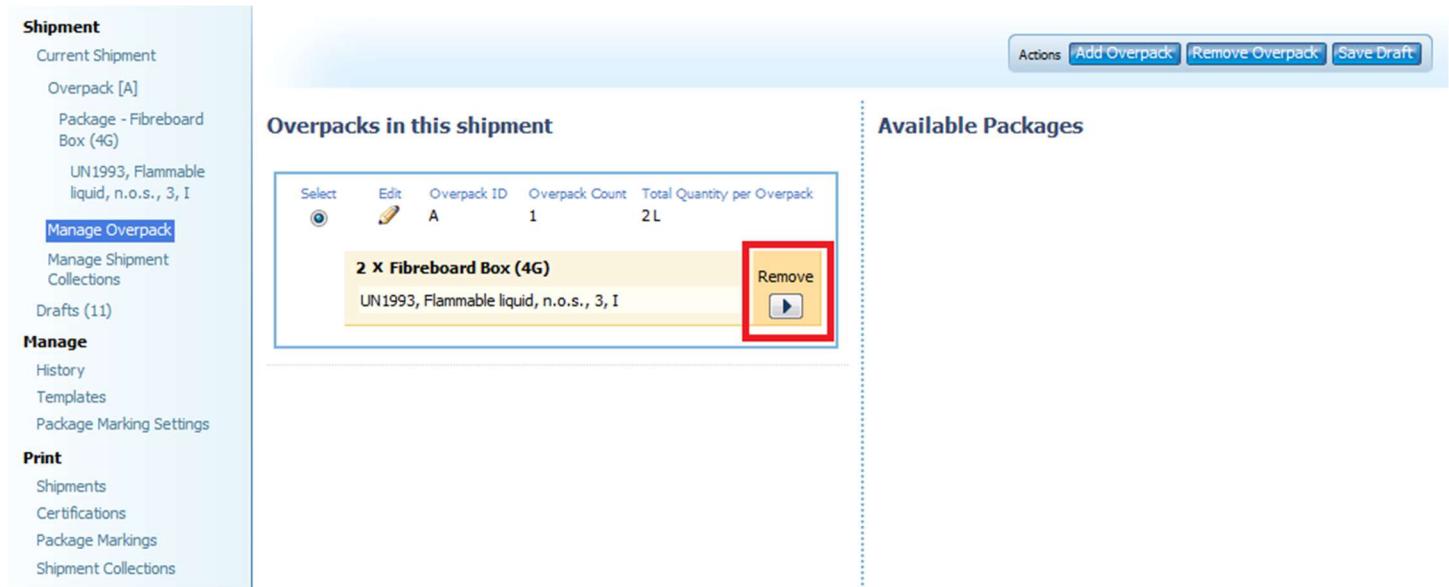
Available Packages

Actions **Add Overpack** Remove Overpack Save Draft

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.



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
- Templates
- Package Marking Settings

Print

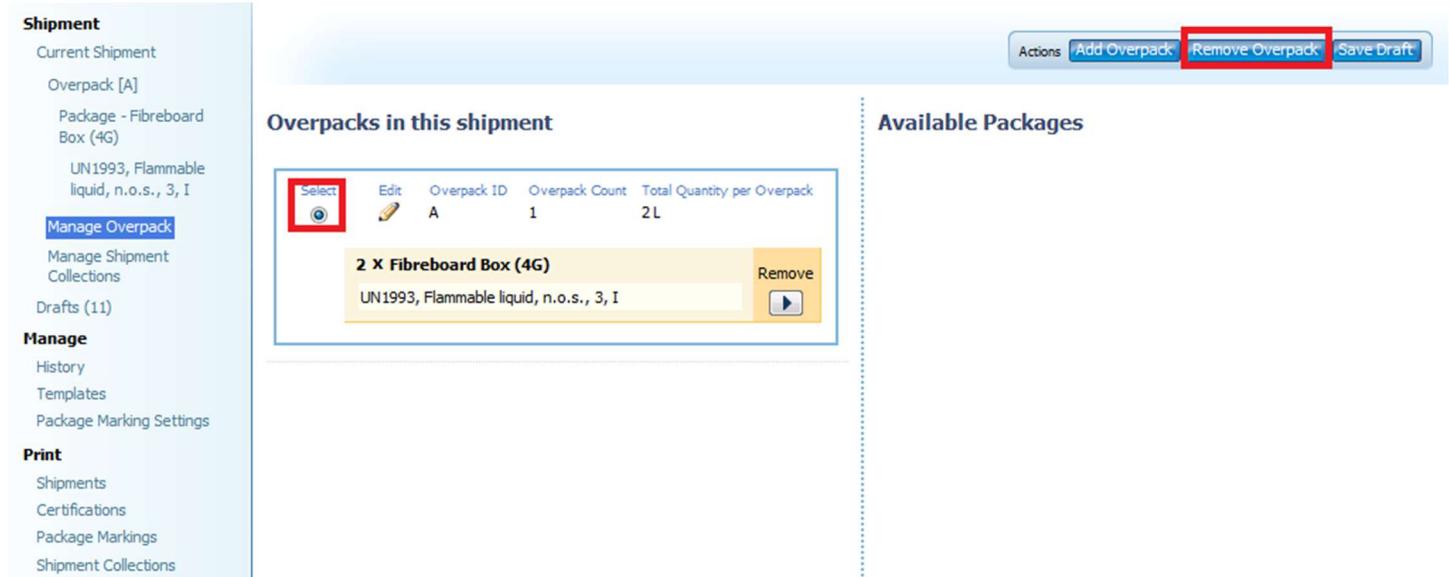
- Shipments
- Certifications
- Package Markings
- Shipment Collections

Overpacks in this shipment

Select	Edit	Overpack ID	Overpack Count	Total Quantity per Overpack
<input checked="" type="checkbox"/>		A	1	2L
2 X Fibreboard Box (4G) UN1993, Flammable liquid, n.o.s., 3, I				
Remove				

Available Packages

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.



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
- Templates
- Package Marking Settings

Print

- Shipments
- Certifications
- Package Markings
- Shipment Collections

Overpacks in this shipment

Select	Edit	Overpack ID	Overpack Count	Total Quantity per Overpack
<input checked="" type="checkbox"/>		A	1	2L
2 X Fibreboard Box (4G) UN1993, Flammable liquid, n.o.s., 3, I				
Remove				

Available Packages

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

Overpacks

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
- Templates
- Package Marking Settings

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

Overpacks in this shipment

Select	Edit	Overpack ID	Overpack Count	Total Quantity per Overpack
<input type="radio"/>		A	1	2L
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
 - Manage Overpack
- Manage Shipment Collections
- Drafts (11)

Manage

- History
- Templates
- Package Marking Settings

Print

- Shipments
- Certifications
- Package Markings
- Shipment Collections

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

Overpacks in this shipment

Select	Edit	Overpack ID	Overpack Count	Total Quantity per Overpack
<input type="radio"/>		A	1	2L
2 X Fibreboard Box (4G)				
UN1993, Flammable liquid, n.o.s., 3, I				
Remove				

Available Packages