



V-EMB is a global pool of reusable Packaging often referred to as Emballage, primarily used for production components and aftermarket parts . Designed to reduce waste and improve handling.

There are some basic usage rules :  
please take a few minutes to familiarise yourself with them.

### General Information, Do's & Don'ts:

- The Packaging is intended for transport use – not to be used for long term or non parts storage.
- V-EMB Pool Packaging is a reusable valuable asset which remains the property of VOLVO GROUP AB, misuse is taken very seriously.
- Do not scrap, sell, re-cycle , modify or repair any packaging . (Repair or recycling is undertaken at one of our Packaging Hubs, there is no surcharge for repair, unless misuse is identified. )
- Please respect the Packaging, try to keep it in good condition, clean and graffiti free.
- Pallets, Frames and Lids must be stored in a secure location inside or outside – Spacers however must be kept dry .
- Your designated haulage company has been contracted to collect the empties, please pack the returns in such a way as to assist in this process. (See below ; Stacking / Bundling Guidance )
- Returnable Packaging are marked with V-EMB id in a range of one to four digits. Spacers are all returnable (e.g V-EMB id 061, 062, 065, 066, 069, 081, 082, 116, 119 )

### Stacking / Bundling Guidance:

**Important :** Applies only to Sites / Dealers who are NOT required to fully sort empty returns, if this is required you will be informed separately and should then adhere to separate VGLS 'Sorting and Packing ' Process.

- Both Damaged and Okay packaging can be mixed, with no need to identify or isolate.
- Empty Frames should be collapsed\* (except when being used to protect spacers)
- \* Some markets may allow larger types eg; 702 & 725 to remain unfolded, please check with regional manager
- As a general rule: Pallets at the bottom of stacks , followed by Spacers then Lids and finally Frames.
- Frames should lie parallel to the expected lifting side of the base pallet.
- Layers should be even and flat and where possible stackable.
- To prevent damage from overhang; Lids should be matched with their corresponding Pallets or larger.
- Spacers should be kept dry, place on a Pallet under a suitable lid - with or without a Frame.
- Bundles should be securely banded using Plastic (not metal) strapping.
- Packaging should not be stacked in such a way that risks injury to handlers or damage to the packaging.

### Using V-EMB Pool Packaging for 'Filled' return Flows of Parts:

- Do not add / use more packaging than necessary for the components being returned.
- Only use the Length of pallet that is required for the components being returned.
- When returning used parts, such as Exchange / Core and Warranty the packaging must be protected from potential contamination of dirt, dust and fluids.
- The use of Staples is preferred for attaching labels to Pallets & Frames, (do not put labels on lids.) Never mark / write directly on the packaging itself .
- Do not put rubbish or waste cardboard in with the returns, unless used for protection of components.
- V-EMB Pool Packaging should not be used for Scrap components.

## Stock Control:

- Periodically you will receive an Inventory (stocktake) request where packaging needs to be counted.
- To assist identification Packaging reference numbers are marked on all packaging usually prefixed with 'EMB' Pallets are marked on the blocks, Frames on the short side and lids and spacers on their upper surface.
- All pool packaging on site needs to be counted (both filled and empty)
- Accurate reporting is important as costs may be charged for missing, lost or incorrect balances
- V-Emb Packaging must not be used for onward shipment to customers or other third parties
- Incidents of loss or theft must be reported to your regional manager as soon as possible.
- Periodic site audits of Packaging use may be conducted by a V-EMB representative.

## Frequently asked questions:

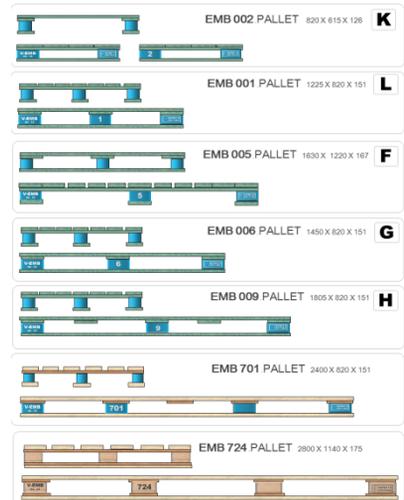
- Q:** How do I know what is Pool packaging and what is not, such as 'one way' / 'disposable' packaging?

**A;** Pallets, Frames, Lids and Spacers are returnable if in doubt about a certain type contact your regional manager or return the packaging.  
(NB ; Most pool packaging is blue, and marked V-EMB, but not all !)
- Q:** Can we scrap damaged packaging, if it looks like it can't be used again?

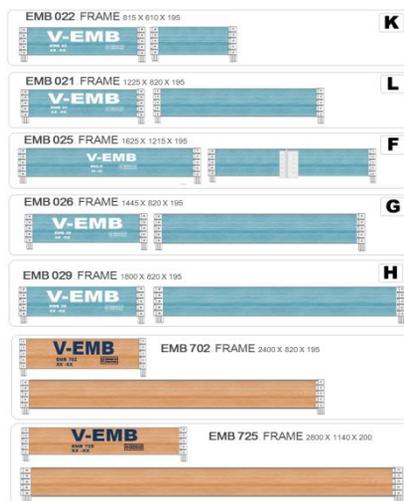
**A;** No; Pool packaging is booked onto each account, so needs to be returned to remove it from stock, we also repair or re-cycle all damaged packaging.
- Q:** Can we use the packaging for storage of parts ?

**A:** No, not for long term storage, as V-EMB is primarily for transport purposes. Please return the packaging as soon as the pallet is empty. Short turn around times decrease the amount of packaging needed to operate the pool and therefore the overall cost to run the system.

**Fig 1 Common Pallet types**



**Fig 2 Common Frame types**



**Fig 3 Common Lid and Spacer types**



## Labelling

- The Pool Packaging you have on site has been registered on individual Dealer packaging accounts. The return flow is registered by the Carrier hub. The return flow is followed up regularly.
- It is essential to ensure that ALL V-EMB flows coming from your account can be registered by the carrier hub in order to remove the packaging from your account.
- In order to enable correct registration of the returns it is very important that each bundle is labelled with dealer Id and company details to identify the returning dealer. If there are no labels the receiving hub are not able register the return..
- Labels should be securely attached , using staples for wooden packaging or tape., Be sure to place in such a position that it is clearly visible.
- A single label should be sufficient for each bundle.

Fig 1



## Strapping

- Packaging must be securely strapped to using plastic strapping – the use of metal strapping is not acceptable.
- The strapping should be to a standard and degree where the packaging is safe and secure.
- Each 'Bundle ' needs to be strapped with a label on each separate bundle.
- Strapping must not be allowed to damage the packaging, Bundles should be configured with this in mind.



**VLC Emballage' s Preference**

This strapping material often has a smooth finish, yields higher break strengths and maintains a higher level of retained strap tension than polypropylene



Accepted by VLC Emballage

This strapping material has often has a woven finish is more flexible than polyester but has a lower breaking strength.



Not acceptable -

Steel Strapping is not acceptable, it damages the packaging too easily , leaves rust marks if left and posses a high risk of injury when being cut.

## Return of Empties (Photographic examples)

There are many different combinations possible when returning empties not all of which can be covered here.

the basic rules are.... Keep it :

### SAFE , SECURE & SENSIBLE

#### Fig 1, 2, 3 ✓

- Bundles are straight, secure and packaging is well supported.
- Separately strapped with plastic strapping.
- Weight Distribution is good.
- Rubbish has been removed.

#### Fig 4 ✗

- Too many Frames stacked on top of each other. Frames should not exceed a max of 10 layers in a stack.
- Do Not Strap separate bundles together.
- Weight distribution is too top heavy.

#### Fig 5, 6 ✗

- Unsafe, Unsecure and causes handling issues.

#### Fig 7 ✗

- Uneven, un-banded with rubbish.

#### Fig 8 !

- Try to keep Spacers dry

#### Fig 9 ✗

- Packaging belongs to a different supplier e.g., Volvo Car , CHEP

Any Questions / Issues; Please do not hesitate to contact :



Fig. 1



Fig. 2



Fig. 3

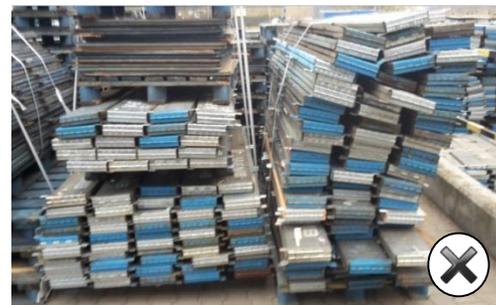


Fig. 4



Fig. 5



Fig. 6



Fig. 7



Fig. 8 (mould on spacer)



VOLVO CAR



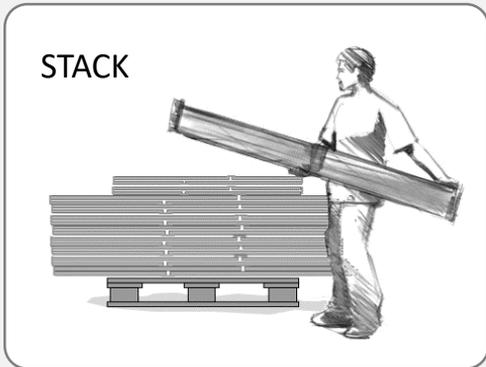
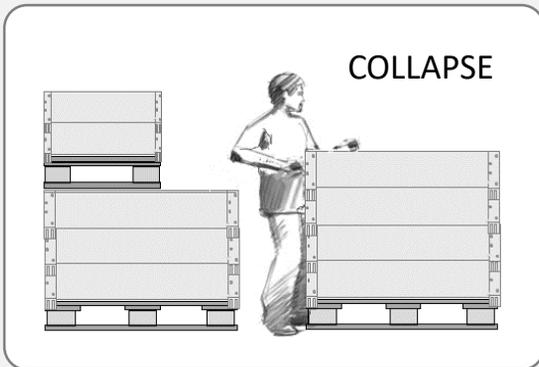
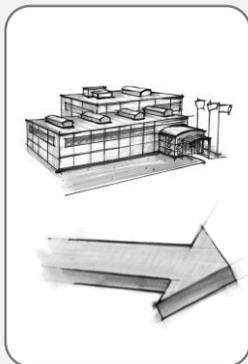
CHEP



MISC. EURO

Fig. 9





<b>V-EMB</b>	
<b>DEALER RETURNS -Packaging</b>	
TO: COMPANY DESTINATION	
ABC LOGISTICS	
LOCATION:	
CAPITAL CITY	
RETURN DELIVER NUMBER	123456
DEALER REF / NUMBER	12345
NUMBER OF BUNDLES	1 OF 10
FROM DEALER NAME / LOCATION	TRUCK Commercials New York

\*Surplus packaging material for sorting and onward return to Volvo All Packaging pool.

- Label with dealer ID & Company information
- Print label and attach one label per bundle
- Indicate number of bundles: e.g 1 of 10, 2 of 10 etc.

