



Takeback and Recycle Program Packaging Guidelines

Global Reverse Logistics Recycling

1) Selecting the Packaging

- If available it is best to use the original Cisco box and packaging in which your equipment was received.
- If the original box is missing or damaged, any box that is of suitable size and in good condition for transportation can be used.
- If you have multiple items within the same box, be sure the box is securely sealed and taped for transportation purposes.
- For pallets containing multiple boxes or large equipment, all items need to be securely strapped to the pallet.
- All pallets should be shrink wrapped.



2) Labelling the Package

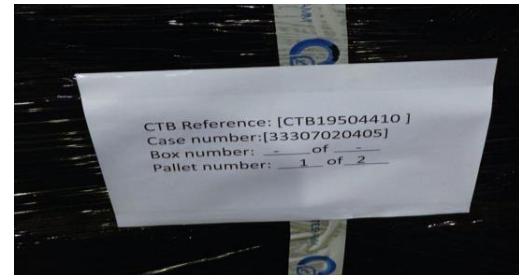
- Please attach a shipping label with CTB reference and Case reference number on every pallet or box listed on the shipping document.
- Mislabeled or unlabeled Takeback loads may cause a delay. Correct labelling provides information needed for prompt receiving, processing, and issuance of the Certificate of Destruction (COD).

CTB Reference: [CTBXXXXXX]

Case number: [333XXXXXXX]

Box number: ____ of ____

Pallet number: ____ of ____



3) Documentation to be prepared by requestor

Asia Pacific theater

- Commercial Invoice and Packing List (per request)
- Photos (for large units)

EMEA theater

- Commercial Invoice, T1 document and Packing List (for non-EU countries)
- Photos (for large units)

North America theater

- All locally required documents
- Photos (for large units)

Thank you.

