



## 6.0 Carton Packing

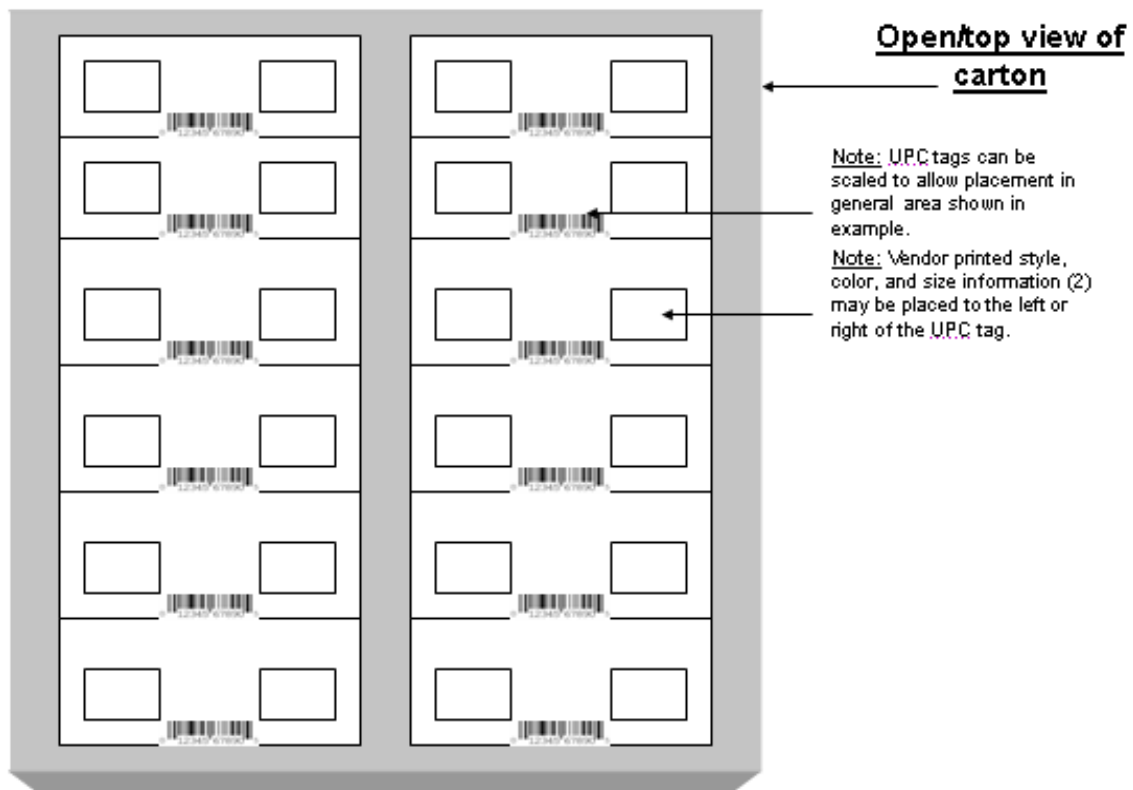
### 6.1 General Carton Packing Instructions

- Any exceptions to PO carton packing instructions need to be pre-approved by the Vendor Relations department prior to shipment (see Section 12.0 for Contacts).
- Vendors **cannot** mix PO numbers, styles, colors, or sizes (where the size has not been ordered as part of a prepack) within cartons. Packing methods which require our third party logistics team to sort shipments prior to movement of merchandise (either to stores or as back stock) will result in chargebacks.
- Cartons need to be packed using a single merchandise configuration method as indicated on the PO (either prepacked or as solid sized units). Additional instructions regarding carton packing methods are outlined in Section 3 (Purchase Order Requirements) of this Guide. Shipping Pre-packs where solids were ordered or Solids where pre-packs were ordered will also be subject to chargebacks.
- Cartons need to be packed using the standard total pair quantities specified on the Purchase Order. The standard carton quantity will be specified as the sum of all individual pairs from the “*Pack Information*” section of the PO (see Section 3). Questions concerning this quantity should be directed to the Company’s sourcing buyer.
- Any remaining merchandise (“*end of run*”) which cannot be packed using the standard carton quantity needs to be packed solid style, color, and/or size into a non-standard quantity carton. Partial cartons must be clearly marked as “Partial Carton”.
- Any merchandise which uses either UPC barcoded or retail price ticket labels cannot be shipped in the same carton with non-labeled merchandise. These goods will need to be placed into a separate carton by style, color, size, and dimension marked as “MISSING PRICE TICKETS” or “MISSING UPC LABELS” in bold printing.
- All orders are to be shipped complete to minimize risk of chargebacks to the vendor and processing delays. Any request for partial shipment of merchandise will need to be pre-approved by the Vendor Compliance department.



## 6.1 General Carton Packing Instructions Continued

- Merchandise purchased as closeout or closeout-take all will need to be packed into cartons which separates the merchandise configured as vendor prepacked or solid style/color/size. Note that combining merchandise colors, packing configuration, PO numbers, or styles within a carton is not permitted without the Company's authorization.
- The Company requires shipping cartons to weigh between 5 lbs. (2.27 Kgs) and 50 lbs. (22.7 Kgs) for optimal logistics processing and to respect health and safety standards.
- The Company requires shipping cartons less than or equal to one cubic foot to be masterpacked for handling efficiency and minimize merchandise damage and/or loss.
- All merchandise needs to be packed with the vendor's UPC label or retail price ticket in an upright position within the cartons so that merchandise labels are visible for scanning upon opening the carton (see example below).
- Example of carton opening for Company receipt processing





## 6.2 Master Carton Packing Method

- When merchandise is purchased that does not meet minimum carton size or weight requirements (see Section 4.1 for details), cartons need to be “masterpacked” (carton within a carton) for ease of shipping and handling.
- The following guidelines outline the acceptable method to be used for “masterpacked” merchandise:
  - Identify the outside of the master shipping carton by writing or labeling “MASTER CARTON” on the outside of every master shipping carton, (all four sides and top of case).
  - All prepacked merchandise utilizing master shipping cartons **must** contain a single PO, style, and color. Merchandise ordered at the size and dimension level will need to be packed into master shipping cartons by PO, style, color, size, and dimension.
  - Mixing of PO’s colors, sizes or dimensions is not permissible. All questions regarding this requirement need to be directed to the Company’s Vendor Relations team (see Section 12).
  - All master shipping cartons must have a visible sequence, (e.g. 1 of 10, 2 of 10...10 of 10), and the inner cartons may also use a numbered sequence.
  - Master shipping cartons must have all information labelled as described in section 7.2, in addition, each master shipping carton label must describe the contents, (i.e. inner units = 4 cartons), with the PO number and the SKU number.
  - Inner packs need to be poly bagged by style, color, and prepack code per the Company’s PO instructions described in section 3.0.
  - All poly bagged merchandise requires openings to be closed using self adhesive flap or clear tape.
  - The master shipping carton must comply with the minimum requirements set forth in section 6.1.
  - For additional assistance, please contact the Company Vendor Relations department with any questions concerning master carton packing (see Section 12).