

## **EASY REFERENCE GUIDE :**

### *PACKING RULES & CARTON MARKING REQUIREMENTS for Bluestem Brands Irvine Pa Distribution Center Shipments*

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#### **OVERVIEW:**

- This guide instructs you on how to get and apply carton labels.
- This guide is a supplement to materials already found in the Bluestem Irvine Pa Distribution Center Vendor Compliance Manual.
- Begin using this Guide a minimum of 4 weeks before the Purchase Order Ship Date.
- The only cost associated with this program is the cost of the Label Stock which you can purchase locally with your preferred supplier.

#### **CONTACT INFORMATION:**

For questions regarding the process or requirements, contact Jennifer Knopf at [jenn.knopf@bluestem.com](mailto:jenn.knopf@bluestem.com)

## HOW TO GET LABELS:

- 1) A minimum of 4 weeks before the planned purchase order ship date, you must submit the completed form "Packaging Information Request" to the email [espspackingapproval@bluestem.com](mailto:espspackingapproval@bluestem.com)
- 2) To help you complete the "Packaging Information Request" form, please follow these guidelines:
  - a. Please choose from one of the following standard size cartons on the following page. Importantly, the distribution center cannot accept any cartons with different Length or Width.  
Shorter cartons may be used in order ship more single SKU cartons. However, no taller cartons may be used.
  - b. To determine the usual quantities per carton for each type of garment and corresponding standard size box, this guideline applies to most items.  
**\*\*Please note if you are shipping non apparel items we do not specify exact carton sizes but require that you ship within our MIN carton size of 12"x12"x4" and MAX carton size of 24"x16.5"x15" . If you are not able to comply with shipping within these MIN/MAX sizes please email [idcpackaging@bluestem.com](mailto:idcpackaging@bluestem.com) so they can work with you to assure we can accept your carton sizes.\*\***

Type Of Item	DC Standard Carton Size	General QTY Per Carton
<b>Blouses</b>	19 7/8" L x 12 1/8" W x 12 1/8" H or 19 7/8" x 12 1/8" W x 6" H	SML-LGE=40    XLG -3XL=36 or SML-LGE=20    XLG-3XL=18
<b>Crew, Polo</b>	19 7/8" L x 12 1/8" W x 12 1/8" H or 19 7/8" x 12 1/8" W x 6" H	SML-LGE=30    XLG -3XL=26 or SML-LGE=16    XLG-3XL=12
<b>Skirts</b>	19 7/8" L x 12 1/8" W x 12 1/8" H or 19 7/8" x 12 1/8" W x 6" H	SML-LGE=24    XLG -3XL=20 or SML-LGE=12    XLG-3XL=10
<b>Pants</b>	19 7/8" L x 12 1/8" W x 12 1/8" H or 19 7/8" x 12 1/8" W x 6" H	SML-LGE=24    XLG -3XL=20 or SML-LGE=12    XLG-3XL=10
<b>Jeans</b>	24" L x 16 1/2" W x 15" H or 24" L x 16 1/2" W x 11" H or 24" L x 16 1/2" W x 6" H	SML-LGE=16    XLG -3XL=14 or SML-LGE=12    XLG-3XL=10 or SML-LGE=8    XLG-3XL=6
<b>Sweat Shirt</b>	24" L x 16 1/2" W x 15" H or 24" L x 16 1/2" W x 11" H or 24" L x 16 1/2" W x 6" H	SML-LGE=30    XLG -3XL=26 or SML-LGE=16    XLG-3XL=12 or SML-LGE=8    XLG-3XL=6
<b>Sweat Pant</b>	24" L x 16 1/2" W x 15" H or 24" L x 16 1/2" W x 11" H or 24" L x 16 1/2" W x 6" H	SML-LGE=30    XLG -3XL=26 or SML-LGE=16    XLG-3XL=12 or SML-LGE=8    XLG-3XL=6

<b>Dress</b>	24" L x 16 1/2" W x 15" H or 24" L x 16 1/2" W x 11" H or 24" L x 16 1/2" W x 6" H	SML-LGE=30    XLG -3XL=26 or SML-LGE=16    XLG-3XL=12 or SML-LGE=8    XLG-3XL=6
<b>Bulky Sweater</b>	24" L x 16 1/2" W x 15" H or 24" L x 16 1/2" W x 11" H or 24" L x 16 1/2" W x 6" H	SML-LGE=16    XLG -3XL=12 or SML-LGE=8    XLG-3XL=6 or SML-LGE=4    XLG-3XL=2
<b>Sweater</b>	24" L x 16 1/2" W x 15" H or 24" L x 16 1/2" W x 11" H or 24" L x 16 1/2" W x 6" H	SML-LGE=20    XLG -3XL=16 or SML-LGE=10    XLG-3XL=8 or SML-LGE=6    XLG-3XL=4
<b>Jacket</b>	24" L x 16 1/2" W x 15" H Or 24" L x 16 1/2" W x 11" H Or 24" L x 16 1/2" W x 6" H	SML-LGE=20    XLG -3XL=16 or SML-LGE=10    XLG-3XL=8 or SML-LGE=6    XLG-3XL=4
<b>Suit/Sport Coat</b>	24" L x 16 1/2" W x 11" H or 24" L x 16 1/2" W x 6" H	10 or 5
<b>Men's Dress Shirt</b>	24" L x 16 1/2" W x 15" H or 24" L x 16 1/2" W x 11" H Or 24" L x 16 1/2" W x 6" H	24 or 12 or 6
<b>Men's Sport Shirt</b>	24" L x 16 1/2" W x 15" H or 24" L x 16 1/2" W x 11" H or 24" L x 16 1/2" W x 6" H	SML-LGE=34    XLG -3XL=30 or SML-LGE=16    XLG-3XL=14 or SML-LGE=8    XLG-3XL=6

	24' L x 16 1/2 " W x 11" H	24
	or	or
<b>Men's Pants</b>	24" L x 16 1/2" W x 6" H	12

- c. If PO quantities permit, pack Single SKU cartons.
- d. If PO quantities do not allow for single SKU cartons, follow this preference order for mixing cartons:

- 1<sup>st</sup> – Mix SKUs of the Same Size, but Different Color

- 2<sup>nd</sup> – Mix SKUs of Different Size, and Different Color

- 3<sup>rd</sup> – Mix Same or Different Size, and Same Color

It is never acceptable to mix product numbers in the same carton.

\*Please note that it is the discretion of the vendor whether to provide actual carton packing details or just basic PO information for our OB Overseas office that will be creating your labels. If specific details are not provided, an OB staff member will create a "Packing Plan" and create labels based on the best scenario for the quantity of units by SKU on the purchase order.

\*Prior to below , the vendor will receive approval or recommendation on Packing Info Request Form

3) Within 1 week of receiving approval via email, you will receive 2 files from [LabelsIN@bluestem.com](mailto:LabelsIN@bluestem.com) via email. They are:

- a. A PDF file of Carton Labels for your shipment
- b. A Carton Listing Report – This is the Shipment Manifest.

**PRINTING AND APPLYING THE LABELS:**

- 1) Purchase A4 label stock formatted to fit 4 labels on a page -- suggested stock quality is Avery Dennison L7-169-10/100. If you prefer, you can also choose to purchase "A4 size Gum paper" readily available in the markets.
- 2) The PDF will have margins already set. You do not need to make adjustments. Margins are – Top = 0.25, Left = 0.25, Right = 0.25, Bottom = 1.90,
- 3) The PDF file is formatted to print on A4 paper, however when choosing the print options on your computer, opt for "Legal Size".
- 4) After shipment is packed according to the Carton Listing Report, labels are to be affixed to the appropriate shipping carton on the end panel at the upper left hand corner.
- 5) It is **required** to apply clear tape or a transparent sticker over the label to avoid ink smudging. If this is not done and there are issues due to poor label quality, the vendor will be held responsible for labor costs and supplies to re-label the cartons at the Bluestem Irvine DC.

**NOTING DISCREPANCIES AND FINALIZING THE CARTON LISTING REPORT (MANIFEST):**

- 1) **NO CHANGES** - After packing the shipment and applying carton labels, if there are no changes to the original Carton Listing Report, write “NO CHANGES REQUIRED” on the report, sign it, and email the copy back to [LabelsIN@bluestem.com](mailto:LabelsIN@bluestem.com). **Be sure to list total units and total cartons being shipped on this form**
- 2) **CARTON QTY CHANGES** -If there are carton quantity adjustments, follow the applicable situation below:
  - a. If there are in-carton quantity changes within the SKUs originally assigned to the carton, write the changes on the printed carton label and on the Carton Listing Report. Only in-carton changes involving SKUs originally packed are permitted.

Example #1: If the carton label is for 12 pieces, size STD, color 010, then only item of size STD, color 010 can be put in the carton, but the quantity may be adjusted up or down.

Example #2: If the carton label is for a mixed carton and already contains size PXS, color D791 and size PXS, color I743, then the quantity for each of these SKUs may be adjusted, but you may not add any other sizes or colors to the carton.

- 3) DELETE A CARTON - If there is a need to delete a carton,handwrite “DEL” in the Quantity column of the Carton Listing Report.

Example #3: Due to rejections or shortages there is no quantity left to pack in the carton.

Example #4: If the carton label is for a mixed carton and already contains size 16 W, color 1670 and size 18 W, color 833, size 20 W, color 833 and size 22 W color 833 , if you can fill this carton by adding additional pieces of size 12 W, color 834 , the old carton must be deleted and a new carton will need to be created by [LabelsIN@bluestem.com](mailto:LabelsIN@bluestem.com).

- 4) NEW or ADDITIONAL LABELS NEEDED -If you need newly generated carton labels, you will detail the quantities proposed for the new cartons at the end of the Carton Listing Report or on an additional attached page when you return it to [LabelsIN@bluestem.com](mailto:LabelsIN@bluestem.com). Within 2 days of receipts, the requested additional label PDF will be emailed back to you. You cannot ship cartons without accurate labels.

Example #5: At final packaging, overages may be shipped if the brand has agreed to the extra quantities, the overages have been noted on the Carton Listing Report, and extra / accurate labels have been requested and applied.

- 5) FUTURE SHIPMENT - If a carton is not ready for this shipment but will be shipped at a later date, then handwrite “FS” (Future Shipment) in the Quantity Column of the Carton Listing report.( This option can be utilized when a partial shipment is requested by the planner.)

Example #6: A color must be remade and will ship at a later date.

**For every shipment, the Carton Listing Report must be checked, adjusted if necessary, signed and emailed back to [LabelsIN@bluestem.com](mailto:LabelsIN@bluestem.com). This serves as the shipment manifest and the distribution center’s Advance Ship Notice.**

# MIXED CARTON MARKING

Please note if you have a carton that has more than one size or color in it, you must properly mark the carton with the needed information.

The vendor is responsible for placing a content label directly next to the eSPS carton label. This can be a plain Avery type label that will need to have each different color code and size listed and how many of each is in the carton.

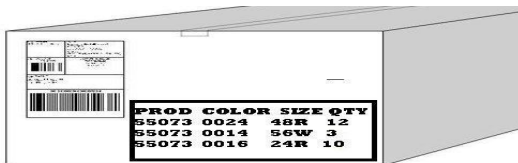
**Example # 1** is a sample of how the content label should look.

**Example # 2** shows the correct placement of the content label on the carton.

## EXAMPLE # 1

<b>PROD</b>	<b>COLOR</b>	<b>SIZE</b>	<b>QTY</b>
<b>55073</b>	<b>0024</b>	<b>48R</b>	<b>12</b>
<b>55073</b>	<b>0014</b>	<b>56W</b>	<b>3</b>
<b>55073</b>	<b>0016</b>	<b>24R</b>	<b>10</b>

## EXAMPLE # 2





For each month you are shipping, if your shipment is being sent on or before the fiscal month end date for that month, the finalized carton listing report must be sent back to [LabelsIN@bluestem.com](mailto:LabelsIN@bluestem.com) by that date. Below are the dates for each month in 2018

February	3/2/2018
March	4/6/2018
April	5/4/2018
May	6/1/2018
June	7/6/2018
July	8/3/2018
August	8/31/2018
September	10/5/2018
October	11/2/2018
November	11/30/2018
December	1/4/2019
January	2/1/2019